

No. 5217

**ALBANIA, GERMANY, ARGENTINA,
AUSTRIA, BELGIUM, BOLIVIA, etc.
(UNIVERSAL POSTAL UNION)**

**Agreement concerning the collection of bills, drafts, etc.
(with Detailed Regulations). Signed at Ottawa, on
3 October 1957**

Official text: French.

Registered by Canada on 7 July 1960.

**ALBANIE, ALLEMAGNE, ARGENTINE,
AUTRICHE, BELGIQUE, BOLIVIE, etc.
(UNION POSTALE UNIVERSELLE)**

**Arrangement concernant les recouvrements (avec Règle-
ment d'exécution). Signé à Ottawa, le 3 octobre 1957**

Texte officiel français.

Enregistré par le Canada le 7 juillet 1960.

[TRANSLATION — TRADUCTION]

UNIVERSAL POSTAL UNION
ACTS OF THE CONGRESS OF OTTAWA, 1957

VII

No. 5217. AGREEMENT CONCERNING THE COLLECTION
OF BILLS, DRAFTS, ETC. SIGNED AT OTTAWA, ON
3 OCTOBER 1957

NOTE. — Square brackets [] indicate a note that does not appear in the original — usually the accepted English form of an expression necessarily retained in French.¹

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¹ [Translation — Traduction] NOTE. — Les expressions entre crochets [] sont des annotations qui ne figurent pas dans le texte original ; d'une manière générale, il s'agit de l'équivalent en anglais d'une expression qui a dû être conservée en français.

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AGREEMENT¹ CONCERNING THE COLLECTION OF BILLS, DRAFTS, ETC.

CONCLUDED BETWEEN

THE PEOPLE'S REPUBLIC OF ALBANIA, GERMANY, THE ARGENTINE REPUBLIC, AUSTRIA, BELGIUM, BOLIVIA, CAMBODIA, CHILE, THE REPUBLIC OF COLOMBIA, THE REPUBLIC OF CUBA, DENMARK, THE DOMINICAN REPUBLIC, EGYPT, SPAIN, THE SPANISH TERRITORIES IN AFRICA, FINLAND, FRANCE, ALGERIA, THE WHOLE OF THE TERRITORIES REPRESENTED BY THE FRENCH OFFICE OF OVERSEAS POSTS AND TELECOMMUNICATIONS, GREECE, THE REPUBLIC OF HAITI, THE REPUBLIC OF HONDURAS, THE HUNGARIAN PEOPLE'S REPUBLIC, THE REPUBLIC OF INDONESIA, THE REPUBLIC OF ICELAND, ITALY, THE TERRITORY OF SOMALIA UNDER ITALIAN ADMINISTRATION, LAOS, LEBANON, LUXEMBOURG, MOROCCO, THE PRINCIPALITY OF MONACO, NICARAGUA, NORWAY, PARAGUAY, THE NETHERLANDS, THE NETHERLANDS ANTILLES AND SURINAM, PORTUGAL, THE PORTUGUESE PROVINCES IN WEST AFRICA, THE PORTUGUESE PROVINCES IN EAST AFRICA, ASIA AND OCEANIA, THE ROMANIAN PEOPLE'S REPUBLIC, THE REPUBLIC OF SAN MARINO, SWEDEN, THE SWISS CONFEDERATION, THAILAND, TUNISIA, TURKEY, THE EASTERN REPUBLIC OF URUGUAY, THE STATE OF THE CITY OF THE VATICAN, THE REPUBLIC OF VENEZUELA, VIET-NAM, YEMEN, THE FEDERAL PEOPLE'S REPUBLIC OF YUGOSLAVIA.

Having regard to article 22 of the Universal Postal Convention concluded at Ottawa on 3 October 1957², the undersigned, Plenipotentiaries of the Governments of the above-named countries, have, by common consent and subject to ratification, drawn up the following Agreement:

¹ Came into force on 1 April 1959, in accordance with article 22. The instruments of ratification or accession (a) were deposited with the Canadian Government on the dates indicated:

Argentina (with reservations; see p. 48)	15 April	1959	Luxembourg	13 January	1960
Austria	4 May	1959	Monaco	2 September	1959
Belgium	5 March	1959	Morocco	9 July	1959
Cambodia	12 January	1960	Netherlands	27 August	1959
Denmark	13 August	1958	(Including Netherlands New Guinea, the Netherlands Antilles and Surinam.)		
Finland	6 March	1959	Norway	19 August	1958
France	8 May	1959	San Marino	31 March	1959
(Including Algeria and the whole of the territories represented by the French Office of Overseas Posts and Telecommunications, composed of the countries and territories designated below and the Franco-British Condominium of the New Hebrides.)*			Spain	29 July	1959
Greece	2 October	1959	(Including the Spanish territories of Africa.)		
Hungary	5 April	1960	Sweden	2 May	1958
Iceland	27 November	1958	Switzerland	14 November	1958
Italy	9 June	1960	Tunisia	24 March	1959
			United Arab Republic		
			Egyptian Province	15 January	1959
			Vatican City State	13 April	1960
			Yemen	3 April	1959 (a)

* (a) *States members of the Community*: Republic of Senegal, Sudanese Republic, Republic of the Ivory Coast, Republic of the Niger, Republic of the Upper Volta, Republic of Dahomey, Islamic Republic of Mauritania, Gabon Republic, Republic of the Congo, Central African Republic, Republic of Chad, Malagasy Republic.

(b) *Overseas territories*: Comoro Islands, New Caledonia and dependencies, French Polynesia, French Somaliland, St. Pierre and Miquelon.

(c) *Trust Territories of France*: Cameroons, Autonomous Republic of Togo.

² United Nations, *Treaty Series*, Vol. 364, p. 3.

CHAPTER I

PRELIMINARY CLAUSES

Article 1

SUBJECT OF THE AGREEMENT

The present Agreement regulates the exchange of bills, etc., to be collected, which the participating countries agree to institute in their reciprocal relations.

Article 2

DOCUMENTS ACCEPTED FOR COLLECTION

1. The following documents are accepted for collection : receipts, invoices, promissory notes, bills, interest and dividend coupons, securities due for redemption, and in general every kind of commercial or other document payable free of cost.

2. Any Administration which is unable to undertake the cashing of interest or dividend coupons or of securities due for redemption notifies the fact to the other Administrations through the International Bureau.

Article 3

PROTEST. LEGAL PROCEEDINGS

Administrations may undertake to protest bills and to institute legal proceedings in respect of debts. They shall draw up by agreement the necessary regulations for that purpose.

Article 4

CURRENCY

In the absence of agreement to the contrary, the amount of the bills, etc., to be collected is expressed in the currency of the collecting country.

CHAPTER II

POSTING OF PACKETS OF BILLS, ETC., TO BE COLLECTED

Article 5

FORM OF AND TRANSMISSION FEE FOR PACKETS

Bills, etc., to be collected are posted in duly prepaid registered letters addressed direct by the sender to the post office which is to collect the amount.

Article 6

NUMBER AND MAXIMUM AMOUNT OF BILLS, ETC., PER PACKET

1. The number of bills which may be placed in the same postal packet is not limited ; the bills may be payable by different debtors, provided that the debtors are served by the same post office and that the bills are payable to or to the account of the same person.

2. In addition, the bills placed in the same packet must be payable at sight or fall due on the same date.

3. The total amount to be collected must not exceed the maximum allowed by the collecting Administration for the issue of money orders to be sent to the country of origin of the packet, unless a higher maximum has been fixed by common agreement.

Article 7

PROHIBITIONS

It is not permitted :

- (a) To make any notes on bills, etc., not relating to the subject of the bill or security ;
- (b) To attach to bills, etc., letters or notes which might take the place of correspondence between the creditor and the debtor ;
- (c) To make any entries on the schedule of amounts to be collected other than those required by the wording of the form.

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COLLECTION OF BILLS, ETC. TRANSMISSION TO SENDER OF AMOUNTS COLLECTED

Article 8

PROHIBITION OF PARTIAL PAYMENTS

Each bill, etc., must be paid in full and at one time ; otherwise it is considered to be refused.

Article 9

METHODS OF TRANSMITTING FUNDS TO THE SENDER

The funds relating to any one packet and intended for the sender of the bills, etc., are transmitted to him :

- (a) By means of a "collection money order" ; or
- (b) If the postal Administrations admit these methods :
 - (1) By means of a payment or transfer to a postal cheque account in the country of collection ;
 - (2) By means of a transfer to a postal cheque account in the country of origin of the bills.

Article 10

COLLECTION MONEY ORDERS

1. Collection money orders relating to the collection of bills, etc., may not exceed the maximum adopted under article 6, § 3.

2. Subject to the reservations specified in the Detailed Regulations,¹ collection money orders are governed by the provisions laid down in the Agreement concerning postal money orders and postal travellers' cheques.²

Article 11

NON-PAYMENT TO PAYEE

The provisions of article 9 of the Agreement concerning cash-on-delivery items³ apply to collection money orders and to payments or transfers to postal cheque accounts of the amount of the bills, etc., collected.

Article 12

CHARGES. NON-POSTAL FEES

1. Without prejudice to the provisions of § 3, the following charges are deducted from the amount of the bills collected :

- (a) The fixed charge of 25 centimes for each bill collected, known as the "cashing fee" ;
- (b) The fixed charge of 25 centimes for each bill not collected, known as the "presentation charge" ;
- (c) The charges relating to the transmission of funds to the sender of the bills, viz. :
 - (1) The charge in respect of money orders, if the funds are transmitted by means of a collection money order ;
 - (2) The internal charge, if any, applicable to payments and transfers, if the funds are transmitted by the method described in article 9 (b) (1) ;
 - (3) The charge applicable to international transfers, if the funds are transmitted by the method described in article 9 (b) (2) ;
- (d) In the absence of agreement to the contrary and if the sender requests the return by air mail of the documents relating to the payment of the bill : a charge equal to that prescribed by article 69, § 1, of the Convention for the return by air of the advice of delivery ;
- (e) The fiscal dues, if any, applicable to the bills.

2. Bills which it has not been possible to collect owing to irregularities of any kind or to an imperfect address are not liable either to the cashing fee or to the presentation charge.

3. If it has not been possible to collect a single one of the bills in a packet or if the amount collected is insufficient to enable the presentation charge, etc., to be deducted in full, these charges are collected from the sender.

¹ See p. 179 of this volume.

² United Nations, *Treaty Series*, Vol. 365.

³ See p. 87 of this volume.

Article 13

CALCULATION OF CERTAIN CHARGES AND DETERMINATION OF AMOUNTS TO BE TRANSMITTED

1. The charges referred to in article 12, § 1 (c), are calculated on the basis of the amount remaining after deduction of the cashing and presentation charges, the air mail surcharge referred to in article 12, § 1 (d), and the fiscal dues.

2. The amount of the funds to be transmitted to the sender of the bills is the difference between the amount collected and the charges and fees deducted.

CHAPTER IV

SPECIAL PROVISIONS RELATING TO CERTAIN FACILITIES ACCORDED TO THE PUBLIC

Article 14

WITHDRAWAL OF BILLS. CORRECTION OF THE SCHEDULE

The sender may, subject to the conditions laid down in article 58 of the Convention, withdraw the packet or all or some of the bills or, in case of error, correct the covering schedule.

Article 15

REDIRECTION

1. Bills may be redirected only within the country of collection and in cases where :

- (a) The debtor has moved to another address ;
- (b) The bills are addressed to persons who live in a place in the district which is served by another office ;
- (c) All the debtors are resident in the area of another office.

2. No charge is made for redirection.

Article 16

RETURN OF BILLS WHICH HAVE NOT BEEN OR CANNOT BE COLLECTED OR WHICH HAVE BEEN MISSENT

1. Unless they can be redirected pursuant to article 15 and unless they have to be handed over to a third party named in advance, bills not collected for any reason are returned to the sender through the office of origin.

2. The bills are returned post free, in the manner and within the time-limits laid down in the Detailed Regulations.

3. The collecting Administration is not bound to take any interim measures of protection, or to issue any document certifying that the bills have not been paid.

CHAPTER V

RESPONSIBILITY

Article 17

PRINCIPLE AND EXTENT OF RESPONSIBILITY

1. The postal Administrations are responsible for the loss of bills, etc., after the opening of the packets containing them either in the country of collection or, when uncollected bills are returned to the sender, in the country of origin of the bills.

2. The Administration of the country in which the loss occurs is bound to refund to the sender the actual amount of the loss entailed, though such amount may not exceed the amount of the indemnity provided for in article 71 of the Convention.

3. The postal Administrations are not in any way responsible for delay in :

- (a) The transmission or presentation of bills for collection ;
- (b) Protesting bills or instituting legal proceedings under the provisions of article 3 of this Agreement.

4. Subject to the foregoing provisions, articles 10 to 14 of the Agreement concerning cash-on-delivery items relating to the responsibility of the Administrations apply to the service of collection, the notion of the collection of bills, etc., being substituted for the collection of trade charges.

CHAPTER VI

MISCELLANEOUS AND FINAL PROVISIONS

Article 18

ALLOCATION OF FEES

Each postal Administration keeps the whole of the fees it has levied, with the exception of those collected on the issue of collection money orders, which are allocated in accordance with the provisions of article 29 of the Agreement concerning postal money orders and postal travellers' cheques.

Article 19

OFFICES TAKING PART IN THE SERVICE

The service of bills for collection must be effected by all post offices taking part in the international money order service.

Article 20

APPLICATION OF THE CONVENTION AND OF CERTAIN AGREEMENTS

The following apply to the exchange of bills for collection :

- (a) The articles which appear in Part I of the Convention (with the exception of article 7) ;

- (b) Article 67, "Enquiries and requests for information", of the Convention ;
- (c) Articles 71 to 76 of the Convention ;
- (d) Article 15, § 3, of the Agreement concerning postal money orders and postal travellers' cheques.

Article 21

APPROVAL OF PROPOSALS MADE IN THE INTERVAL BETWEEN CONGRESSES

To become effective, proposals made in the interval between Congresses (articles 27 and 28 of the Convention) must obtain :

- (a) A unanimous vote, if they involve the addition of new provisions or amendments to the provisions of articles 1 to 18 and 20 to 22 of the present Agreement and 103 to 105, 107, 108, 110, §§ 1 to 6, 111, 112, §§ 1, 2 and 4, 113, 114 and 116 of its Detailed Regulations ;
- (b) Two-thirds of the votes, if they involve amendments to the provisions of the present Agreement other than those mentioned in the foregoing paragraph or articles 109, 110, § 7, 112, § 7 and 115 of its Detailed Regulations ;
- (c) A majority of the votes if they involve amendments to the other articles of the Detailed Regulations or affect the interpretation of the provisions of the present Agreement and its Detailed Regulations, except in the case of a disagreement to be submitted to arbitration as provided for in article 33 of the Convention.

Article 22

ENTRY INTO FORCE AND DURATION OF THE AGREEMENT

The present Agreement shall come into force on 1 April 1959 and shall remain in operation for an indefinite period.

IN FAITH WHEREOF the plenipotentiaries of the Governments of the above-named countries have signed the present Agreement in a single copy, which shall lie in the archives of the Government of Canada and of which a copy shall be delivered to each Party.

DONE at Ottawa, the 3rd day of October 1957.

This Agreement was signed on behalf of the States and territories listed below by the same plenipotentiaries who signed the Universal Postal Convention :

[For the names of the plenipotentiaries, see *United Nations, Treaty Series, Vol. 364, pp. 197 to 207.*]

People's Republic of Albania
Germany
Argentine Republic
Austria
Belgium
Bolivia

Cambodia
Chile
Republic of Colombia
Republic of Cuba
Denmark
Dominican Republic
Egypt
Spain
Spanish Territories in Africa
Finland
France
Algeria
Whole of the territories represented by the French Office of Overseas Posts and Telecommunications
Greece
Republic of Haiti
Republic of Honduras
Hungarian People's Republic
Republic of Indonesia
Republic of Iceland
Italy
Territory of Somalia and Italian Administration
Laos
Lebanon
Luxembourg
Morocco
Principality of Monaco
Nicaragua
Norway
Paraguay
Netherlands
Netherlands Antilles and Surinam
Portugal
Portuguese Provinces in West Africa
Portuguese Provinces in East Africa, Asia and Oceania
Roumanian People's Republic
Republic of San Marino
Sweden
Swiss Confederation
Thailand
Tunisia
Turkey
Eastern Republic of Uruguay
State of the City of the Vatican
Republic of Venezuela
Viet-Nam
Federal People's Republic of Yugoslavia

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DETAILED REGULATIONS FOR IMPLEMENTING THE AGREEMENT CONCERNING THE COLLECTION OF BILLS, DRAFTS, ETC.

Having regard to article 24 of the Universal Postal Convention concluded at Ottawa on 3 October 1957, the undersigned, on behalf of their respective Administrations, have, by common consent, drawn up the following measures for ensuring that the Agreement concerning the collection of bills, drafts, etc., is implemented.

CHAPTER I

PRELIMINARY CLAUSES

Article 101

INFORMATION TO BE SUPPLIED BY POSTAL ADMINISTRATIONS

1. At least three months before implementing the Agreement, Administrations shall communicate to the other Administrations, through the International Bureau, a copy of the provisions of their laws or internal regulations applicable to the collection service, especially as regards the cashing of interest or dividend coupons and of securities due for redemption; they shall also indicate whether they undertake to cash such coupons and securities.

2. Any amendment should be notified without delay through the same channel.

Article 102

FORMS FOR THE USE OF THE PUBLIC

For the purpose of applying the provisions of article 45, § 2, of the Convention, the following are considered as forms for the use of the public:

RP 1 (Schedule of bills for collection);

RP 2 ("Bills-for-Collection" envelope).

CHAPTER II

POSTING OF PACKETS

Article 103

CONDITIONS TO BE COMPLIED WITH BY BILLS

In order to be accepted for collection, every bill must:

- (a) Show the amount to be collected, in Roman characters if written in full and in arabic figures if written in figures;
- (b) State the name and address of the debtor;
- (c) Bear an indication of the time and place of the drawing up of the bill;
- (d) In the case of a bill of exchange, cheque or promissory note, bear the signature of the drawer or subscriber;
- (e) Have paid the stamp duty in the country of origin, if it is liable to that duty.

Article 104

MAKE-UP OF PACKETS OF BILLS

1. All the bills for collection contained in the same packet are described on a schedule RP 1 in the form of the annexed specimen.

2. Interest or dividend coupons relating to securities of the same issue and to be paid at the same address must be entered beforehand on a special list ; they are then regarded as forming a single account.

3. If the sender requests that the documents relating to the collection of the bills should be returned by air mail, he must so indicate in the proper place on the schedule RP 1.

4. The bills, accompanied if necessary by evidence in support (invoices, bills of lading, bankers' tickets, protest deeds, etc.) are placed with the covering schedule in an envelope RP 2 in the form of the annexed specimen ; this envelope must bear, in addition to the name and full address of the sender, the name of the office of collection ; the enclosures must be attached to the bill to which they relate.

5. Any bill, the amount of which is to be paid into a postal cheque account in the country of collection, is accompanied, in the absence of agreement to the contrary, by a notice of payment made out in the form prescribed in the internal service of that country ; the notice must specify the holder of the account to be credited and contain any other particulars required by the text of the form, with the exception of the amount which shall be entered by the collecting office after collection ; if a coupon is attached to the notice of payment, the sender enters his name and address thereon and any other particulars he may consider necessary ; the notice of payment is placed in the envelope RP 2.

6. When the amount of the collection money order may be paid into a postal cheque account in the country of origin of the packet, the sender wishing to exercise this option must indicate on the schedule RP 1 the holder and number of the postal cheque account as well as the office where that account is kept.

Article 105

POSTING

1. The envelope RP 2 containing the documents referred to in article 104, § 4, is closed by the sender and handed over the counter.

2. If a packet is found in a letter-box fully prepaid, it is treated as though it had been handed over the counter ; any packet unpaid or insufficiently paid is not forwarded.

CHAPTER III

OPERATIONS AT THE OFFICE OF COLLECTION

Article 106

CHECKING OF PACKETS

1. The office of collection checks the documents contained in the packet, compares each one with the corresponding entries on the schedule and notes on the schedule the result of the check.

2. Any documents which being in order are found in the packet and do not appear on the schedule are automatically entered thereon.
3. If documents entered on the schedule are not found, the office of collection immediately notifies the office of origin, which advises the sender.
4. If bills are entered on the schedule in a wrong amount or if they are not in order, they are returned immediately to the sender through the office of origin, together with a slip indicating the reason for non-presentation and stating in addition that the statement of account of the bills retained will be submitted later ; a slip mentioning the previous return of bills not presented is attached to the schedule RP 1 (part 2).
5. Bills other than those referred to in §§ 3 and 4 are duly presented for collection.
6. If all the bills in a packet are uncollectable, they are returned together with an explanatory note and with part 2 of the schedule.
7. Bills which it has not been possible to collect are returned in an envelope RP 3 in the form of the annexed specimen ; the packet is officially registered.

Article 107

TREATMENT OF PACKETS CONTAINING NOTES OR COMMUNICATIONS NOT PERMITTED

1. Prohibited notes or communications made on the schedule are ignored ; any separate notes or letters are treated as unpaid letters coming from the country of origin and, in the case of bills to be collected, are delivered to the addressees on payment of the charge due ; if payment of this charge is refused, these notes or letters are regarded as undeliverable items and returned to the office of origin together with the schedule.
2. When prohibited notes are made on the bills themselves, the latter are sent for collection and delivered on payment of their amount and of the charge for unpaid letters coming from the country of origin ; if payment of this charge is refused, the bills may be delivered but the charge due is deducted from the amount collected ; an explanatory note is attached to the schedule RP 1 (part 2).

Article 108

PRESENTATION. TIME-LIMIT FOR PAYMENT

1. Bills are presented to the debtors on the day on which they fall due, if appropriate, or as soon as possible.
2. Bills which are not paid when presented and payment of which is not categorically refused by the debtors in person are kept at the disposal of the persons concerned for a period of seven days reckoned from the day following the day of presentation ; this period may be extended up to not more than one month by Administrations whose legislation so requires ; the debtors are notified that they may come and discharge their obligations at the office during this period ; the sender may, however, make a note on the schedule requesting that if the bills have once been presented and not paid they should be returned to him immediately or delivered to persons nominated for the purpose.
3. The documents in support referred to in article 104, § 4, are not delivered to the debtor unless the bills to which they relate are paid.

CHAPTER IV

OPERATIONS FOLLOWING POSTING

Article 109

STATEMENT OF ACCOUNT

The office of collection makes out the statement of account on the schedule RP 1 (part 2), being careful to complete any entries which may have been omitted by the sender and to strike out any which are not required.

Article 110

TRANSMISSION OF FUNDS BY MONEY ORDER

1. The money order, bearing the word "*Recouvrement*" [Collection] on the front, is transmitted in an envelope RP 3 to the office at which the bills were posted, together with the schedule RP 1 (part 2) and any unpaid bills.

2. When the amount of the collection money order may be paid into a postal cheque account in the country of origin of the packet and the sender has asked to be allowed to exercise this option, the preparation of the money order, the return of the unpaid bills and that of the form RP 1 (part 2) are effected in accordance with the provisions of article 111, §§ 2 and 3.

3. Where the money order service is conducted through offices of exchange, the envelope is addressed to the office of exchange concerned.

4. If the sender has requested the return by air mail of the documents relating to the payment of the bill, the packet, bearing a "*Par avion*" [By air mail] label and, where necessary, postage in pre-payment of the air mail surcharge authorized under article 12, § 1 (d) of the Agreement, is despatched by the next air post.

5. The packets referred to in §§ 1 to 4 are registered if they contain unpaid bills; the instructions printed on the envelope RP 3 are retained or struck out as required.

6. When a charge is due to be collected from the sender either under article 12, § 3, of the Agreement or under article 107 of these Detailed Regulations, the envelope RP 3 is marked with the T stamp and the amount of the charge to be collected is clearly shown in figures on the front of the envelope.

7. When the name and address of the sender are not given on the envelope or on the schedule or on the bills themselves, the office of destination, if it is unable to obtain these particulars from the debtor or debtors, notifies the office of origin accordingly, proceeds in the manner described above and indicates the latter office as the payee on the collection money order.

Article 111

SETTLEMENT BY PAYMENT OR TRANSFER TO A POSTAL CHEQUE ACCOUNT

1. If the amounts are paid or transferred to a postal cheque account, the credit or transfer advice sent to the account-holder must be marked "*Recouvrement*" [Collection].

2. If the internal organization of the office of collection does not allow of the transfer of the amounts collected to a foreign postal cheque account, the funds are despatched by means of a collection money order ; but the money order must bear, instead of the name and full address of the sender, the name of the account-holder followed by the words "*Compte courant postal n°..., tenu par le bureau d ...*" [Postal cheque account No.... kept by the office of ...]. The money order is forwarded direct to the postal cheque office concerned.

3. When the operations referred to in §§ 1 and 2 above have been carried out, the schedule RP 1 (part 2), accompanied by the unpaid bills, if any, is returned to the office of origin in the manner indicated in §§ 1 to 6 of article 110.

Article 112

MISCELLANEOUS OPERATIONS

1. Bills, etc., which have not been collected, attached to the money order, if any, issued in payment of bills which have been collected, are returned in an officially registered envelope RP 3 as prescribed by article 110, §§ 1 to 6 of these Detailed Regulations.

2. The reason for non-collection is stated in the manner prescribed in article 155, §§ 1 to 3, of the Detailed Regulations for implementing the Convention, without further details, either on a slip attached to the bills or on the schedule RP 1 (part 2).

3. Schedules RP 1 (part 2) missing or not in order are applied for or returned direct from office to office.

4. The provisions of article 112 of the Detailed Regulations for implementing the Agreement concerning cash-on-delivery items apply to collection money orders.

CHAPTER V

SPECIAL PROVISIONS RELATING TO CERTAIN FACILITIES ACCORDED TO THE PUBLIC

Article 113

WITHDRAWAL OF BILLS. CORRECTION OF THE SCHEDULE

1. Subject to the supplementary provisions hereunder, article 156 of the Detailed Regulations for implementing the Convention applies to requests for withdrawal of bills and to requests for correction of the covering schedule.

2. Every request for the correction of a schedule must be accompanied by a duplicate of the schedule.

3. If this request is transmitted by telegraph, it must be confirmed, by the first post, by a postal request headed with the following words underlined in coloured pencil : "*Confirmation de la demande télégraphique du ...*" [Confirmation of the telegraphic request of the ...]; the duplicate referred to in § 2 is attached to this request. On receipt of the telegram, the office of collection keeps back the packet and awaits the postal confirmation before complying with the request.

4. Nevertheless, the collecting Administration may on its own responsibility give effect to a telegraphic request without awaiting this confirmation.

Article 114

REDIRECTION

1. If an entire packet of bills for collection is redirected, the schedule is marked "*Réexpédié par le bureau d ...*" [Redirected by the office of ...] ; the office which is required to collect the bills proceeds as if they had been addressed to it direct by the sender.

2. If the redirection applies to some only of the bills in the packet, the office responsible for collecting these bills must, without deducting any charges, send the amount collected to the office to which the schedule was addressed by the sender ; it returns the unpaid bills, if any, to that office ; the latter office is alone responsible for settling accounts with the sender.

Article 115

ENQUIRIES. REQUESTS FOR INFORMATION

Enquiries and requests for information are subject to the provisions of articles 158, 159 and 160 of the Detailed Regulations for implementing the Convention ; a duplicate of the schedule which accompanied the bills must be supplied by the sender to be forwarded, together with the enquiry or the request for information, to the office of collection.

CHAPTER VI

FINAL PROVISIONS

Article 116

ENTRY INTO FORCE AND DURATION OF THE DETAILED REGULATIONS

1. The present Detailed Regulations shall come into force on the day on which the Agreement concerning the collection of bills, drafts, etc., comes into operation.

2. They shall have the same duration as that Agreement, unless renewed by common consent between the Contracting Parties.

DONE at Ottawa, the 3rd day of October 1957.

SIGNATURES

(The same as on pages 177 and 178 of this volume.)

LIST OF FORMS

No.	Title or nature of the form	References
1	2	3
RP 1	Schedule of bills for collection	art. 104, § 1
RP 2	"Bills-for-collection" envelope	art. 104, § 4
RP 3	Envelope for { "bills not collected" "money order in payment of bills collected" }	art. 106, § 7

ANNEXES :

FORMS RP 1 to RP 3

RP 1

Part 1

POSTAL ADMINISTRATION of

SCHEDULE¹
of bills for collection

posted at the post office of

by

(Name or business name)

street

No.

at

Number	Name and address of debtors ⁽²⁾	Amount of bills ⁽³⁾	Date at which they fall due ⁽⁴⁾	Remarks	Result of the check of the office of destination
1	2	3	4	5	6
1					
2					
3					
4					
5					
	Total				

Method of payment chosen⁽⁵⁾ :

1. By collection money order to the address given above ;

2. By collection money order sent by air mail to the address given above ;

3. By collection money order⁽⁶⁾ To be entered to the credit of postal cheque account No.

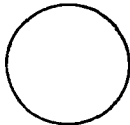
4. By a notice of payment⁽⁷⁾ (the notice to be attached) of Mr. (name of payee)

5. By transfer⁽⁸⁾ kept by the postal cheque office at

....., the 19....

Signature of sender

Stamp of office of destination



Signature :

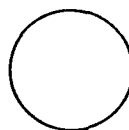
⁽¹⁾ If there are more than five bills to be collected, one or more additional schedules must be used.⁽²⁾ Bills for different debtors must be cashable by the same office.⁽³⁾ The amount of the bills must, in the absence of agreement to the contrary between the Administrations concerned, be expressed in the currency of the country of collection.⁽⁴⁾ Bills falling due on different dates cannot be collected.⁽⁵⁾ Strike out whichever words do not apply.⁽⁶⁾ To be used when a money order has to be transmitted to a postal cheque office in the country of origin.⁽⁷⁾ To be used when the amount has to be paid into a postal cheque account kept in the country of collection.⁽⁸⁾ To be used when a transfer has to be made to a postal cheque account kept in the country of origin.

POSTAL ADMINISTRATION of

RP 1

Part 2

(1)

Stamp of the office
of collection

SCHEDULE

to be returned to the sender

(2) {
 street No. of
 The bills, etc., described below were despatched on 19....

Number	Name of debtor(3)	Amount of unpaid bills		Amount of paid bills	
1	2	3		4	
1
2
3
4
5
		Total of paid bills	
Less :					
A. { cashing fee	
charge for presentation of unpaid bills	
stamp	
B. charge for(3) { money order		
payment		
transfer		
C. fee for return of collection money order by		
air mail :	
		Total deductions	
Amount due to sender	
as per money order No. attached hereto.		
(3) { as per sum <u>paid</u>		
transferred to credit of postal cheque account No.	
kept by the postal cheque office of	
The(4) bills which have not been collected are attached to this schedule.					

(1) If this schedule is to be returned by air mail, it should be clearly marked "Renvois par avion" [Return by air mail] and the blue "Par avion" [By air mail] label or stamp impression affixed to it.

(2) To be filled in by the sender.

(3) Strike out whichever words do not apply.

(4) State number.

<p><u>REGISTERED</u></p>	<p>RP 2</p>	<p style="text-align: right;">Space reserved for postage</p> <div style="border: 1px dashed black; height: 100px; margin: 10px auto; width: 150px;"></div>
<p>BILLS, ETC., FOR COLLECTION</p>		
<p>Sender :</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p style="text-align: right;">Post office</p> <p style="text-align: right;">of</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p style="text-align: right;">.....</p> <p style="text-align: right;">(Country of destination)</p>	

(Collections, Ottawa 1957, art. 104, § 4—Size : 176 × 125 mm)

RP 3	
POSTAL ADMINISTRATION of	
Postal service	⁽¹⁾ <div style="border: 1px solid black; width: 150px; height: 60px; display: inline-block; vertical-align: middle;"></div>
<u>REGISTERED</u> ⁽²⁾	Date stamp <div style="border: 1px solid black; width: 80px; height: 60px; display: inline-block; vertical-align: middle; border-radius: 50%;"></div>
⁽³⁾ { <div style="display: inline-block; vertical-align: middle; text-align: left; margin-left: 10px;"> BILLS, ETC., NOT COLLECTED MONEY ORDER IN PAYMENT of bills collected </div>	
Post office	
of (Country of destination)	
⁽¹⁾ If the money order in payment is to be transmitted by air mail, attach the " <i>Par avion</i> " [By air mail] label and the appropriate air-mail surcharge. ⁽²⁾ Strike out if the packet contains no unpaid bills. ⁽³⁾ Strike out whichever is not required.	

(Collections, Ottawa 1957, art. 106, § 7—Size : 176 × 125 mm)