

No. 8851

UNIVERSAL POSTAL UNION

**Agreement concerning the collection of bills, drafts, etc.
(with Detailed Regulations). Signed at Vienna, on 10
July 1964**

Official text: French.

Registered by Austria and Switzerland on 1 December 1967.

UNION POSTALE UNIVERSELLE

**Arrangement concernant les recouvrements (avec Règlement
d'exécution). Signé à Vienne, le 10 juillet 1964**

Texte officiel français.

Enregistré par l'Autriche et la Suisse le 1^{er} décembre 1967.

IX

AGREEMENT CONCERNING THE COLLECTION OF BILLS,
DRAFTS, ETC. SIGNED AT VIENNA, ON 10 JULY 1964

AGREEMENT CONCERNING THE COLLECTION OF BILLS,
DRAFTS, ETC.

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AGREEMENT¹ CONCERNING THE COLLECTION OF BILLS, DRAFTS, ETC.

Having regard to article 22, para. 4, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964,² the undersigned, Plenipotentiaries of the Governments of the Member Countries of the Union, have, by common consent and subject to the provisions of article 25, para. 3, of the Constitution, drawn up the following Agreement :

Chapter I

PRELIMINARY CLAUSES

Article 1

SUBJECT OF THE AGREEMENT

The present Agreement regulates the exchange of bills, etc., to be collected, which the contracting 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. The Administrations have the option of accepting for collection only certain of the categories of documents mentioned in para. 1.

Article 3

PROTEST. LEGAL PROCEEDINGS

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

Article 4

CURRENCY

In the absence of any special agreement, the amount of the bills, etc., to be collected is expressed in the currency of the collecting Country.

¹ Put into effect on 1 January 1966, in accordance with article 25. See p. 126 of this volume for the list of States which have ratified or approved, or acceded to, the Agreement.

² United Nations, *Treaty Series*, Vol. 611, p. 17.

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 OF BILLS, ETC., PER PACKET

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

Article 7

MAXIMUM AMOUNT

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 8

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.

Chapter III

SPECIAL PROVISIONS RELATING TO CERTAIN FACILITIES
ACCORDED TO THE PUBLIC

Article 9

WITHDRAWAL OF BILLS. CORRECTION OF THE SCHEDULE

The sender may, subject to the conditions laid down in article 26 of the Convention, withdraw the packet or all or some of the bills or, in case of error, correct the covering schedule. Where correction of a schedule is requested by telegraph, the registration fee is payable in addition to the telegraph charge.

Article 10
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.

Chapter IV
COLLECTION OF BILLS, ETC. TRANSMISSION TO SENDER
OF AMOUNTS COLLECTED. RETURN OF BILLS

Article 11
PROHIBITION OF PARTIAL PAYMENTS

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

Article 12
METHODS OF SETTLEMENT WITH 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 Administrations concerned permit these methods, by means of a payment or transfer to a postal cheque account either in the Country of collection or in the Country of origin of the bills.

Article 13
COLLECTION MONEY ORDERS

1. Collection money orders relating to the collection of bills, etc., may not exceed the maximum adopted under article 7.

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

Article 14
METHODS OF EXCHANGE OF COLLECTION MONEY ORDERS

The exchange of collection money orders may be effected, at the option of the Administrations, by means of cards or lists. In the former case, the orders are

called "collection card money orders" and, in the latter case, "collection list money orders".

Article 15

NON-PAYMENT TO PAYEE

Article 12 of the Agreement concerning cash-on-delivery items applies to collection money orders and to payments or transfers to postal cheque accounts of the amount of the bills, etc., collected.

Article 16

CHARGES AND DUES

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

- (a) The fixed charge of 30 centimes for each bill collected, known as the "collection charge" ;
- (b) The fixed charge of 30 centimes for each bill not collected, known as the "presentation charge" ;
- (c) The charges relating to the transmission of the funds, 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 transfers and payments if the transfers and payments are effected to the credit of a postal cheque account in the Country of collection ;
 - (3) The charge applicable to international transfers or payments, if the transfers or payments are effected to the credit of a postal cheque account in the Country of origin of the bills ;
- (d) In the absence of any special agreement and if the sender requests the return by air mail of the documents relating to the payment of the bill : the air mail surcharge calculated according to weight ;
- (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 collection charge or to the presentation charge.

3. If it has not been possible to collect any 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 claimed from the sender.

Article 17

CALCULATION OF CERTAIN CHARGES AND DETERMINATION OF AMOUNTS TO BE TRANSMITTED

1. The charges referred to in article 16, para. 1 (c), are calculated on the basis of the amount remaining after deduction of the collection and presentation charges, the air mail surcharge referred to in article 16. para. 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 amounts collected and the charges and dues deducted.

Article 18

RETURN OF BILLS WHICH HAVE NOT BEEN OR CANNOT BE COLLECTED OR WHICH HAVE BEEN MIS-SENT

1. Unless they can be redirected pursuant to article 10 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 19

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 39 of the Convention.

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

- (a) The transmission or presentation of bills for collection;
- (b) The protesting of bills or the institution of legal proceedings under the provisions of article 3.

4. Subject to the foregoing provisions, articles 13 to 17 of the Agreement concerning cash-on-delivery items relating to the responsibility of the Administrations apply to the bill collection service, the notion of the collection of bills, etc., being substituted for that of the collection of trade charges.

Chapter VI

MISCELLANEOUS AND FINAL PROVISIONS

Article 20

ALLOCATION OF CHARGES

Each Administration keeps the whole of the charges it has levied, with the exception of those collected on the issue of collection money orders, which are allo-

cated in accordance with the provisions of article 28 of the Agreement concerning postal money orders and postal travellers' cheques.

Article 21

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 22

APPLICATION OF THE CONVENTION AND OF CERTAIN AGREEMENTS

The Convention, the Agreement concerning postal money orders and postal travellers' cheques and the Agreement concerning transfers to and from postal cheque accounts are applicable, where appropriate, by analogy, whenever the present Agreement does not specifically apply.

Article 23

EXCEPTION TO THE APPLICATION OF THE CONSTITUTION

Article 4 of the Constitution does not apply to the present Agreement.

Article 24

CONDITIONS FOR APPROVAL OF PROPOSALS
CONCERNING THE PRESENT AGREEMENT AND ITS DETAILED REGULATIONS

1. To become effective, proposals submitted to Congress and relating to the present Agreement and its Detailed Regulations must be approved by a majority of the Member Countries present and voting which are parties to the Agreement. Half of these Member Countries represented at Congress must be present at the time of voting.

2. To become effective, proposals introduced between two Congresses and relating to the present Agreement and its Detailed Regulations must obtain:

- (a) A unanimous vote, if they involve the addition of new provisions or amendments to the provisions of articles 1 to 20 and 22 to 25 of the present Agreement and 103 to 107, 110, 111, 113, paras. 1 to 6, 114, 115, paras. 1, 2 and 4, and 123 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 108, 112, 113, para. 7, and 115, para. 3, 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 dispute to be submitted to arbitration as provided for in article 32 of the Constitution.

Article 25

ENTRY INTO FORCE AND DURATION OF THE AGREEMENT

The present Agreement shall come into force on 1 January 1966 and shall remain in operation until the entry into force of the Acts of the next Congress.

IN WITNESS WHEREOF the Plenipotentiaries of the Governments of the contracting Countries have signed the present Agreement in a single copy which shall lie in the Archives of the Government of the Country of the seat of the Union. One copy shall be sent to each Party by the Government of the host Country of Congress.

DONE at Vienna, the 10th day of July 1964.

This Agreement was signed on behalf of the States and territorial entities listed below by the same plenipotentiaries who signed the Constitution of the Universal Postal Union :

[For the signatures affixed by those plenipotentiaries under the Constitution, see United Nations Treaty Series, Vol. 611, pages 20 to 35.]

People's Republic of Albania
Democratic and Popular Republic of Algeria
Germany
Argentine Republic
Republic of Austria
Belgium
Bolivia
Kingdom of Cambodia
Federal Republic of Cameroon
Central African Republic
Chile
Republic of Colombia
Republic of the Congo (Brazzaville)
Republic of the Ivory Coast
Republic of Cuba
Republic of Dahomey
Kingdom of Denmark
Dominican Republic
Spain
Spanish Territories in Africa
French Republic
The whole of the territories represented by the French Office of Overseas Posts and
Telecommunications
Republic of Gabon
Greece
Republic of the Upper Volta
People's Republic of Hungary
Republic of Indonesia
Italy
Kingdom of Laos
Republic of Lebanon
Principality of Liechtenstein
Luxembourg
Malagasy Republic
Republic of Mali
Kingdom of Morocco
Principality of Monaco
Nicaragua
Republic of Niger
Norway
Paraguay
Netherlands

Netherlands Antilles and Surinam
Portugal
United Arab Republic
People's Republic of Romania
Republic of San Marino
Republic of Senegal
Somalia
Swiss Confederation
Republic of Chad
Thailand
Togolese Republic
Tunisia
Turkey
Eastern Republic of Uruguay
Vatican City State
Republic of Venezuela
Viet-Nam
Yemen Arab Republic
Socialist Federal Republic of Yugoslavia

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

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

Having regard to article 22, para. 5, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964,¹ the undersigned, on behalf of their respective Postal 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 THE ADMINISTRATIONS

1. At least three months before implementing the Agreement, Administrations shall communicate to the other Administrations, through the International Bureau, a copy 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 must be notified without delay.

Article 102

FORMS FOR THE USE OF THE PUBLIC

For the purpose of applying the provisions of article 11, para. 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 words and in Arabic figures if written in figures;
- (b) State the name and address of the debtor;

¹ United Nations, *Treaty Series*, Vol. 611, p. 17.

- (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 maker;
- (e) Have paid the stamp duty in the Country of origin, if it is liable to that duty;
- (f) Be of at least the minimum dimensions prescribed for letters in article 16, para. 1, of the Convention.

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 bill.

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 by any supporting documents (invoices, bills of lading, bankers' tickets, protests, 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 any special agreement, 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 the 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 credited to 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 and the office where that account is kept.

7. The particulars prescribed in para. 6 are also entered on the schedule RP 1 in cases where the postal cheque service will have to take action with respect to operations performed by means of transfers or payments, if the Administrations concerned permit these methods.

Article 105

POSTING

1. The envelope RP 2 containing the documents referred to in article 104, para. 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

SPECIAL PROVISIONS RELATING TO CERTAIN FACILITIES
ACCORDED TO THE PUBLIC

Article 106

WITHDRAWAL OF BILLS. CORRECTION OF THE SCHEDULE

1. Subject to the supplementary provisions hereunder, article 147 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 dated ...]; the duplicate referred to in para. 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 107

REDIRECTION

1. If an entire packet of bills for collection is redirected, the schedule is marked "*Réexpédié par le bureau de ...*" [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 108

INQUIRIES. REQUESTS FOR INFORMATION

Inquiries and requests for information are subject to the provisions of articles 150 to 152 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 inquiry or the request for information, to the office of collection.

Chapter IV

OPERATIONS AT THE OFFICE OF COLLECTION

Article 109

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 paras. 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 110

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 addresses 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 111

PRESENTATION. TIME-LIMIT FOR PAYMENT

1. Bills are presented to the debtors on the due date, if any, 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 specified by name for the purpose.

3. The supporting documents referred to in article 104, para. 4, are not delivered to the debtor unless the bills to which they relate are paid.

Chapter V

OPERATIONS FOLLOWING PRESENTATION

Article 112

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 113

TRANSMISSION OF FUNDS BY MONEY ORDER

1. The card 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 article 114, paras. 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 bills, the packet, bearing a "*Par avion*" [By air mail] label and, where necessary, postage in prepayment of the air-mail surcharge authorized under article 16, para. 1 (d), of the Agreement, is dispatched by the first air mail.

5. The packets referred to in paras. 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 16, para. 3, of the Agreement or under article 110 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 114

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 the transfer of the amounts collected to a foreign postal cheque account, the funds are dispatched by means of a collection money order; but the money order must bear, instead of the full address of the sender, the name of the account-holder followed by the words "*Compte courant postal n° ... tenu par le bureau de ...*" [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 paras. 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 article 113, paras. 1 to 6.

Article 115

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 113, paras. 1 to 6.

2. The reason for non-collection is stated, without further details, in the manner prescribed in article 146, paras. 1 to 3, of the Detailed Regulations for implementing the Convention, 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. Article 112 of the Detailed Regulations for implementing the Agreement concerning cash-on-delivery items applies to collection money orders.

Chapter VI

SPECIAL PROVISIONS APPLICABLE TO COLLECTION LIST MONEY ORDERS

Article 116

OFFICES OF EXCHANGE FOR COLLECTION LIST MONEY ORDERS

The exchange of "collection list money orders" is effected exclusively through offices termed "offices of exchange" designated by the Administration of each of the contracting Countries.

Article 117

PREPARATION AND TRANSMISSION OF COLLECTION LISTS

1. Each office of exchange compiles daily, or on agreed dates, lists MP 2, stamped "*Recouvrements*", enumerating the bills, etc., collected by the offices of collection.

2. Each collection money order entered on a list bears a serial number termed "international number"; this number is allotted from a yearly series beginning on 1 January or 1 July, as agreed between the Administrations concerned.

3. When the numbering changes, the next following list must bear, in addition to the number of the series, the last number of the previous series.

4. The lists themselves are numbered in regular numerical order, starting on 1 January or 1 July of each year.

5. The lists are forwarded to the corresponding office of exchange by first post, if possible by air mail, accompanied by the schedules RP 1 (part 2), to which are attached the unpaid bills, if any.

6. The corresponding office of exchange acknowledges receipt of each list by entering a note to that effect on the next list it has to send in the opposite direction.

Article 118

SPECIAL COLLECTION LISTS

A special list MP 2, marked "*Recouvrements*", must be prepared for each of the following categories of money orders:

- (a) Orders exempt from charges as referred to in article 8 of the Convention and in article 7 of the Agreement concerning postal money orders and postal travellers' cheques; the list must be headed "*Mandats exempts de taxe*" [Money orders exempt from charge];
- (b) Orders of which the sender of the bills for collection has requested dispatch by air mail; the list must be marked "*Mandats par avion*" [Air-mail money orders] and must be dispatched by the first air mail.

Article 119

VERIFICATION AND CORRECTION OF COLLECTION LISTS

The operations of checking and correcting the amounts and particulars entered in the collection lists and the treatment of other irregularities are subject to article 127 of the Detailed Regulations for implementing the Agreement concerning postal money orders and postal travellers' cheques.

Article 120

PAYMENT OF COLLECTION LIST MONEY ORDERS

On receipt of a list MP 2, the office of exchange of the Country in which the bills were posted effects payment, by means of a form prescribed by its own Administration according to its requirements, to the payees of the collection list money orders.

Article 121

MONEY ORDERS UNDELIVERED OR NOT CASHED

1. Collection money orders entered in the lists in respect of which it has not been possible to deliver the payment documents to the payees become the property of the Administration of the Country in which the packets were posted.
2. The same rule applies to payment documents which have been delivered to the payees and not cashed.

Article 122

PREPARATION AND SETTLEMENT OF ACCOUNTS

1. Subject to the special provisions hereunder, collection list money orders are governed, as concerns the preparation and settlement of accounts, by the provisions relating to list money orders contained in the Agreement concerning postal money orders and postal travellers' cheques.
2. Each Administration of origin of packets of bills for collection prepares at the end of each month, for each of the Administrations of collection, a monthly account MP 5, stamped "*Recouvrements*". The totals of the lists received during the month are recapitulated in this account.
3. The Administration which has prepared the account adds to the total the amount of the charges which accrue to it in accordance with article 20 of the Agreement.

4. The balance of the account MP 5 is added, as far as possible, to that of the monthly money order account for the same period. The verification and settlement of the account MP 5 are effected in accordance with the provisions of the Agreement concerning postal money orders and postal travellers' cheques and its Detailed Regulations.

Chapter VII

FINAL PROVISIONS

Article 123

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 Parties concerned.

DONE at Vienna, the 10th day of July 1964.

SIGNATURES

(The same as for the Agreement ; see p. 108 of this volume.)

LIST OF FORMS

No. 1	Title or nature of the form 2	References 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.109, § 7

ANNEXES:

FORMS RP 1 to RP 3

POSTAL ADMINISTRATION

RP 1

of

Part 1

**SCHEDULE (1)
of bills for collection**

posted at the post office of

by
(Name or business name)

street No. at

Number	Names and addresses of debtors (2)	Amount of bills (3)		Due date (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)

4. By transfer or by a notice of payment (7)

To be entered to the credit of postal cheque account No.

of (name of payee)

kept by the postal cheque office at

..... 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 payable at 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 a transfer or payment has to be made to a postal cheque account kept in the Country of collection or in the Country of origin of the packet (the notice of payment to be attached).

RP 2

REGISTERED

Space reserved
for postage

BILLS, ETC., FOR COLLECTION

Post office

Sender:

of:.....

.....

.....

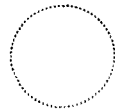
(Country of destination)

(Collections, Vienna 1964, art. 104, § 4—Size: 176×125 mm)

POSTAL ADMINISTRATION
of.....

RP 3

Date stamp



Postal Service



REGISTERED (²)

(³) } **BILLS, ETC., NOT COLLECTED**
MONEY ORDER IN PAYMENT
of bills collectèd

Post office

of.....

(¹) If the money order in payment is to be transmitted by air mail, attach the "Par avion" [By air mail] label and the appropriate air-mail surcharge.

(²) Strike out if the packet contains no unpaid bills.

(³) Strike out any words which do not apply.

.....
(Country of destination)

(Collections, Vienna 1964, art. 109, § 7—Size: 176 x 125 mm)

LIST OF STATES WHICH HAVE RATIFIED, APPROVED (A), OR ACCEDED (a) TO, THE AGREEMENT, INDICATING THE DATE OF DEPOSIT OF THE INSTRUMENT WITH THE GOVERNMENT OF SWITZERLAND OR, DENOTED BY AN ASTERISK, THE DATE OF NOTIFICATION OF ACCESSION ISSUED BY THE LATTER GOVERNMENT UNDER ARTICLE 11 (5) OF THE CONSTITUTION

ARGENTINA	23 June	1967
AUSTRIA	23 December	1965
BELGIUM	4 November	1965 A
CONGO (REPUBLIC OF)	7 September	1966 A
DENMARK	23 December	1965
FEDERAL REPUBLIC OF GERMANY	27 June	1966
(With a declaration that the Agreement shall apply to <i>Land</i> Berlin.)		
FRANCE	22 January	1966 A
(Including the whole of the territories represented by the French Office of Overseas Posts and Telecommunications.)		
GABON	27 January	1967 A
HUNGARY ¹	2 May	1967 A
IVORY COAST	28 October	1965 A
LAOS	25 September	1967 A
LIECHTENSTEIN	5 October	1967
LUXEMBOURG	29 December	1965
MADAGASCAR	25 August	1965 A
MALI	18 December	1965
MAURITANIA	22 March	1967 a*
MOROCCO	7 April	1967 A
NIGER	8 February	1966 A
NORWAY	1 December	1965 A
SAN MARINO	11 October	1967 A
SENEGAL	26 September	1967
SPAIN	9 November	1966
(Including the Spanish Territories of Africa.)		
SWITZERLAND	4 February	1966
THAILAND	10 May	1966 A
TOGO	28 August	1967 A
TUNISIA	13 September	1966
UNITED ARAB REPUBLIC	30 June	1967
UPPER VOLTA	4 February	1967 A

¹ With declaration, the text of which has been reproduced following the list of States which have ratified, or acceded to, the Constitution; see Vol. 611, p. 102.