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UNIVERSAL POSTAL UNION

Insured Letters Agreement (with Final Protocol and Detailed Regulations). Concluded at Lausanne on 5 July 1974

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INSURED LETTERS AGREEMENT

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FINAL PROTOCOL TO THE INSURED LETTERS AGREEMENT

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INSURED LETTERS AGREEMENT¹

The undersigned, plenipotentiaries of the Governments of the member countries of the Union, having regard to article 22, § 4, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964,² have, by common consent and subject to article 25, § 3, of the Constitution, drawn up the following Agreement.

Chapter I

General provisions

Article 1

Purpose of the Agreement

This Agreement shall govern the exchange of insured letters between contracting countries

Article 2

Insured letters

Letters containing securities, valuable documents or articles and called "insured letters" may be exchanged with insurance of the contents for the value declared by the sender.

Article 3

Insured value

1. In principle, the amount of the insured value shall be unlimited.
2. Nevertheless, every administration may limit the insured value, so far as it is concerned, to an amount which may not be less than 5000 francs, or to the amount adopted in its internal service if that amount is less than 5000 francs.
3. In the service between countries which have adopted different maxima, the lower limit shall be observed by both.
4. The insured value may not exceed the actual value of the contents of the item, but it shall be permissible to insure only part of that value; the amount of the insurance for papers whose value resides in the cost of their preparation may not exceed the cost of replacing the documents in case of loss.
5. Fraudulent insurance for a value greater than the actual value of the contents of an item shall be liable to the legal proceedings prescribed by the legislation of the country of origin

¹ Put into effect on 1 January 1976, in accordance with article 18.

See p. 241 of this volume for the list of States and territories which ratified, approved or acceded to the Agreement.

² United Nations, *Treaty Series*, vol. 611, p. 7

Chapter II

Conditions of admission

Article 4

Conditions of weight and size

Insured letters shall be subject to the conditions of weight and size applicable to ordinary letters. Those whose dimensions are smaller than the minima fixed for letters in article 19, § 6, of the Convention shall not be admitted.

Article 5

Prohibitions

The insertion in insured letters of the following articles shall be prohibited:

- (a) articles which, by their nature or their packing, may expose officials to danger, or soil or damage letter-post items or postal equipment;
- (b) opium, morphine, cocaine and other narcotics; however, this prohibition shall not apply to consignments sent for a medical or scientific purpose to countries which admit them on this condition,
- (c) live animals;
- (d) explosive, flammable or dangerous substances;
- (e) obscene or immoral articles;
- (f) articles of which the importation or the circulation is prohibited in the country of destination.

Article 6

Treatment of items wrongly admitted

1. Any insured letter which does not satisfy the provisions of article 4 and which has been wrongly admitted shall be returned to the administration of origin; nevertheless the administration of destination shall be authorized to deliver it to the addressee, applying to it the charges prescribed in article 19, § 20, of the Convention
2. Any insured letter containing articles mentioned in article 5 which has been wrongly admitted to the post shall be dealt with according to the legislation of the country of the administration establishing the presence of those articles; however, those containing articles listed in subparagraphs (b) (d) and (e) of the said article shall in no circumstances be forwarded to their destination, delivered to the addressees or returned to origin.
3. When a wrongly admitted insured letter is neither returned to origin nor delivered to the addressee, the administration of origin shall be informed exactly how the letter has been dealt with.

Chapter III

Charges and fees

Article 7

Charges

- 1 The following charges on insured letters shall be collected from the sender in advance:
 - (a) postage charge,
 - (b) fixed registration charge;
 - (c) insurance charge.

¹ See p. 53 of this volume

2. The scale of those charges shall be as follows :

| Postage charge | Fixed registration charge | Insurance charge |
|--|--|---|
| 1 | 2 | 3 |
| Charge calculated in accordance with the provisions of article 19 of the Convention and as appropriate article III of its Final Protocol | Charge fixed under article 21 (n), of the Convention or corresponding charge of the internal service if this is higher or, exceptionally, a charge of 3 francs at most | At most 1 franc for each 200 francs of insured value or fraction thereof or ½% of the scale of the insured value, whatever the country of destination, even in countries which undertake to cover risks of <i>force majeure</i> or up to the charge collected in the internal service, if that charge is higher |

3. In addition to the charges referred to in § 1, the special charges mentioned in article 21 of the Convention may be collected on insured letters when applicable thereto.

4. Administrations may also collect from the senders or from the addressees, special charges in accordance with their internal legislation to take account of any exceptional security measures taken with regard to insured letters.

Article 8

Free postage

Insured letters on postal service exchanged either between postal administrations or between administrations and the International Bureau shall be exempted from all postal charges

Article 9

Import-export regulations and fees

1. Insured letters shall be subject to the legislation of the country of origin as regards export regulations and fees; they shall be subject to the legislation of the country of destination as regards import regulations and fees and customs control

2. Fiscal fees and assay charges due on import shall be collected from the addressee at the time of delivery; if for any reason an insured letter is redirected to another country participating in the service or returned to the office of origin, the fees and charges which cannot be cancelled on re-export shall be collected from the addressee or the sender.

Chapter IV

Liability

Article 10

Principle and extent of liability of postal administrations

1. Postal administrations shall be liable for the loss of, theft from or damage to insured letters, except as provided for in article 11. Their liability shall be as binding for letters conveyed *à découvert* as for those forwarded in closed mails.

2. The sender shall be entitled to an indemnity corresponding, in principle, to the actual amount of the loss, theft or damage; indirect loss or loss of profits shall not be taken into consideration. However, this

indemnity may in no case exceed the amount of the insured value in gold francs. In case of redirection or return to origin by surface of an insured air letter, liability shall be limited, for the second journey, to that applicable to items sent by that route.

3. Notwithstanding § 2, the addressee shall be entitled to the indemnity after delivery of a rifled or damaged insured letter.

4. The indemnity shall be calculated according to the current price, converted into gold francs, of articles of value of the same kind, at the place and time at which they were accepted for conveyance; failing a current price, the indemnity shall be calculated according to the ordinary value of articles whose value is assessed on the same bases.

5. When an indemnity is due for the loss, total theft or total damage of an insured letter, the sender, or, by application of § 3, the addressee, shall also be entitled to repayment of the charges and fees paid, with the exception of the insurance charge which shall be retained in every case by the administration of origin.

6. The sender may waive his rights as prescribed in § 2 in favour of the addressee. Conversely, the addressee may waive his rights as prescribed in § 3 in favour of the sender. The sender or the addressee may authorize a third party to receive the indemnity if internal legislation allows this.

Article 11

Non-liability of postal administrations

1. Postal administrations shall cease to be liable for insured letters which they have delivered according either to the conditions laid down in their internal regulations for items of the same kind, or those set out in article 11, § 3, of the Convention; liability shall, however, be maintained:

- (a) when theft or damage is discovered either before delivery or at the time of delivery of the item or when, internal legislation permitting, the addressee, or the sender if it is returned to origin, makes reservations in taking delivery of a rifled or damaged item;
- (b) when the addressee or, in the case of return to origin, the sender, although having given a proper discharge, notifies the delivery administration without delay that he has found damage and furnishes proof that the theft or damage did not occur after delivery.

2. Postal administrations shall not be liable:

- (i) for the loss, theft or damage of insured letters:
 - (a) in case of *force majeure*. The administration in whose service the loss, theft or damage occurred shall decide according to the laws of its country, whether the loss, theft or damage was due to circumstances amounting to *force majeure*; these circumstances shall be communicated to the administration of the country of origin, if the latter administration so requests. Nevertheless, the administration of the dispatching country shall still be liable if it has undertaken to cover risks of *force majeure*,
 - (b) when they cannot account for items owing to the destruction of official records by *force majeure* provided that proof of their liability has not been otherwise produced,
 - (c) when the damage has been caused by the fault or negligence of the sender or arises from the nature of the contents of the item;
 - (d) in the case of items whose contents fall within the prohibitions specified in article 5, in so far as these items have been confiscated or destroyed by the competent authority because of their contents,
 - (e) in the case of items which have been fraudulently insured for a sum greater than the actual value of the contents,
 - (f) when the sender has made no inquiry within one year from the day after that on which the item was posted;
- (ii) for insured letters seized under the legislation of the country of destination;
- (iii) in the case of sea or air conveyance when they have made it known that they are unable to accept liability for insured letters on board the ships or aircraft used by them; they, nevertheless, shall assume in respect of the transit of insured letters in closed mails the liability which is laid down for registered items.

3. Postal administrations shall accept no liability for customs declarations in whatever form these are made, nor for decisions taken by the Customs on examination of items submitted to customs control.

Article 12

Sender's liability

1. The sender of an insured letter shall be liable, within the same limits as administrations themselves, for any damage caused to other postal items as a result of the dispatch of articles not acceptable for conveyance or by the non-observance of the conditions of acceptance provided that there has been no fault or negligence on the part of the administration or carriers.
2. The acceptance by the office of posting of such an insured letter shall not relieve the sender of liability.
3. An administration which finds damage that is due to the fault of the sender shall inform the administration of origin, whose responsibility it is to take action against the sender where appropriate.

Article 13

Determination of liability between postal administrations

1. Until the contrary is proved, liability shall rest with the postal administration which, having received the item without comment and being furnished with all the prescribed means of inquiry, cannot prove either delivery to the addressee or, where appropriate, correct transfer to another administration.
2. Until the contrary is proved, and subject to §§ 5, 8 and 9, an intermediate administration or administration of destination shall be relieved of all liability:
 - (a) when it has observed the provisions of article 108 of the Detailed Regulations,¹ on individual inspection of insured letters;
 - (b) when it can prove that it was not informed of the inquiry until after the destruction of the official records relating to the item in question, the period of retention prescribed in article 108 of the Detailed Regulations of the Convention having expired; this reservation shall not prejudice the rights of the applicant.
3. When the loss, theft or damage occurs in the service of an air carrier, the administration of the country which collects the conveyance dues in accordance with article 74, § 1, of the Convention shall reimburse the administration of origin for the indemnity paid to the sender, subject to article 1, § 3, of the Convention and § 6 of this article. It shall be for the former administration to recover this amount from the air carrier in question. Where the administration of origin settles the conveyance dues direct with the air carrier in virtue of article 74, § 2, of the Convention, it shall itself seek reimbursement of the indemnity from the air carrier.
4. Until the contrary is proved, an administration which has forwarded an insured letter to another administration shall be relieved of all liability if the office of exchange to which the item has been consigned has not sent to the dispatching administration, by the first available mail after inspection, a report stating either that the whole packet of insured articles or the particular item is missing or has been tampered with.
5. If the loss, theft, or damage occurs in course of conveyance without it being possible to establish in which country's territory or service it happened, the administrations concerned shall bear the loss equally, if, however, the theft or damage has been established in the country of destination or, in the case of return to sender, in the country of origin, it shall be for the administration of that country to prove:
 - (a) that neither the packet, envelope or bag and its fastening, nor the wrapping and fastening of the item bore any apparent trace of theft or damage,
 - (b) that the weight established at the time of posting has not varied.When such proof has been furnished by the administration of destination or of origin, as the case may be, none of the other administrations concerned may repudiate its share of liability on grounds that it handed over the item without the next administration having made any objection.
6. The liability of an administration towards other administrations shall in no case exceed the maximum insured value that it has adopted.
7. When an insured letter has been lost, rifled or damaged as the result of *force majeure*, the administration in whose territorial jurisdiction or services the loss, theft or damage occurred shall not be liable to the administration of origin unless the two administrations undertake to cover risks of *force majeure*.

¹ See p. 227 of this volume.

8. If the loss, theft or damage occurs in the territory or service of an intermediate administration whose country is not a party to this Agreement, or which has adopted a maximum lower than the amount of the loss, the administration of origin shall bear the loss not covered by the intermediate administration under § 6 of this article and article 1, § 3, of the Convention.

9. The rule laid down in § 8 shall also apply in case of sea or air conveyance if the loss, theft or damage occurs in the service of an administration belonging to a contracting country which does not accept liability (article 11, § 2 (iii)).

10. Customs duty and other fees of which it has not been possible to secure cancellation shall be borne by the administrations liable for the loss, theft or damage.

11. An administration which has paid the indemnity shall take over the rights, up to the amount of the indemnity, of the person who has received it in any action which may be taken against the addressee, the sender or third parties.

Article 14

Possible recovery of the indemnity from the sender or the addressee

1. Article 50 of the Convention shall be applicable to insured letters.

2. In the case of subsequent discovery of an item the contents of which are found to be of less value than the amount of the indemnity paid, the sender shall repay the amount of this indemnity against return of the item, without prejudice to the consequences of fraudulent insurance as mentioned in article 3, § 5.

Chapter V

Miscellaneous and final provisions

Article 15

Application of the Convention

The Convention shall be applicable, where appropriate, by analogy, in all cases not expressly governed by this Agreement. However, notwithstanding article 29 of the said Convention, the administration of destination may, where its regulations so provide, deliver by express an advice of arrival of the item and not the item itself.

Article 16

Offices participating in the service

Administrations shall take the necessary measures to provide, as far as possible, the insured letters service at every office in their countries.

Article 17

Conditions of approval of proposals concerning this Agreement and its Detailed Regulations

1. To become effective, proposals submitted to Congress relating to this Agreement and its Detailed Regulations must be approved by a majority of the member countries present and voting which are parties to the Agreement. At least 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 relating to this Agreement and its Detailed Regulations must obtain:

- (a) unanimity of votes if they involve new provisions or amendments to articles 1 to 8, 10 to 15, 17 and 18 of this Agreement, and to article 113 of its Detailed Regulations;
- (b) two-thirds of the votes if they involve amendments of substance either to the provisions of this Agreement other than those of the articles mentioned under (a) or to the provisions of articles 101, § 2, 102 to 105, 106, §§ 2 to 5, 107 to 109 and 112, (f) and (g) of its Detailed Regulations;
- (c) a majority of the votes if they involve amendments to the other articles of the Detailed Regulations or interpretation of the provisions of this 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 18

Entry into force and duration of the Agreement

The present Agreement shall come into force on 1 January 1976 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 this Agreement in a single original which shall be deposited in the archives of the Government of the country in which the seat of the Union is situated. A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

Done at Lausanne, 5 July 1974.

This Agreement was signed on behalf of the States and territorial entities listed below by one or several of the plenipotentiaries who signed the Second Additional Protocol to the Constitution of the Universal Postal Union:

(For the signatures affixed by those plenipotentiaries under the Second Additional Protocol, see United Nations, Treaty Series, vol. 1004, p. 11.)

Democratic People's Republic of Algeria
Federal Republic of Germany
Kingdom of Saudi Arabia
Argentine Republic
Republic of Austria
People's Republic of Bangladesh
Barbados
Belgium
Soviet Socialist Republic of Byelorussia
Socialist Republic of the Union of Burma
Federative Republic of Brazil
People's Republic of Bulgaria
Republic of Burundi
United Republic of Cameroon
Central African Republic
Chile
People's Republic of China
Republic of Cyprus
Republic of Colombia
People's Republic of the Congo
Republic of Costa Rica
Republic of the Ivory Coast
Republic of Dahomey
Kingdom of Denmark
Arab Republic of Egypt
Republic of El Salvador
United Arab Emirates
Republic of Ecuador
Spain
Fiji
Republic of Finland
French Republic
The whole of the territories represented by the French Overseas Postal and Telecommunications Office
Gabon Republic
Ghana
United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man
The overseas territories for whose international relations the Government of the United Kingdom of Great Britain and Northern Ireland is responsible
Greece
Republic of Guinea
Republic of Upper Volta
People's Republic of Hungary
India
Republic of Indonesia
Iran

Republic of Iraq
Ireland
Republic of Iceland
Jamaica
Japan
Republic of Kenya
Kuwait
Lebanese Republic
Libyan Arab Republic
Principality of Liechtenstein
Luxembourg
Malaysia
Malawi
Malagasy Republic
Republic of Mali
Kingdom of Morocco
Mauritius
Islamic Republic of Mauritania
Principality of Monaco
Republic of Nicaragua
Republic of Niger
Federal Republic of Nigeria
Norway
New Zealand
Uganda
Pakistan
Republic of Paraguay
Netherlands
Netherlands Antilles and Surinam
People's Republic of Poland
Portugal
State of Qatar
German Democratic Republic
People's Democratic Republic of Korea
Socialist Republic of Romania
Republic of San Marino
Republic of Senegal
Republic of Sierra Leone
Singapore
Democratic Republic of Somalia
Republic of Sri Lanka (Ceylon)
Sweden
Swiss Confederation
Kingdom of Swaziland
Syrian Arab Republic
United Republic of Tanzania
Republic of Chad
Czechoslovak Socialist Republic
Thailand
Togolese Republic
Kingdom of Tonga
Tunisia
Turkey

Soviet Socialist Republic of Ukraine
Union of Soviet Socialist Republics
Eastern Republic of Uruguay
Vatican City State
Republic of Vietnam
Arab Republic of the Yemen
Democratic People's Republic of the Yemen
Federative Socialist Republic of Yugoslavia
Republic of Zaire

FINAL PROTOCOL TO THE INSURED LETTERS AGREEMENT

At the moment of proceeding to signature of the Insured Letters Agreement concluded this day, the undersigned plenipotentiaries have agreed the following

Article I

Articles subject to customs duty

With reference to article 5, the postal administrations of the People's Republic of Bangladesh, the People's Republic of China, the Republic of El Salvador and the Socialist Federal Republic of Yugoslavia do not accept insured letters containing articles subject to customs duty.

In witness whereof, the plenipotentiaries below have drawn up this Protocol which shall have the same force and the same validity as if its provisions were inserted in the actual text of the Agreement to which it relates, and they have signed it in a single original which shall be deposited in the archives of the Government of the country in which the seat of the Union is situated. A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

Done at Lausanne, 5 July 1974

SIGNATURES

(The same as for the Agreement; see p. 223 of this volume.)

**DETAILED REGULATIONS
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DETAILED REGULATIONS OF THE INSURED LETTERS AGREEMENT

Having regard to article 22, § 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 the implementation of the Insured Letters Agreement.²

Chapter I

General provisions

Article 101

Information to be supplied by administrations

- 1 The administrations of contracting countries which maintain direct exchanges shall communicate to one another, by means of tables in the form of the annexed specimen VD 1, information concerning the exchange of insured letters.
- 2 At least three months before implementing the Agreement, administrations shall notify the other administrations, through the intermediary of the International Bureau of.
 - (a) the scale of insurance charges applicable in their service to insured letters in accordance with article 7 of the Agreement;
 - (b) the maximum amount up to which they admit insurance by surface and air routes;
 - (c) where necessary, a list of their offices which participate in the service;
 - (d) where necessary, those of their regular sea or air services used for the conveyance of ordinary items by letter post which may be used, with a guarantee of liability, for the conveyance of insured letters.
3. Any subsequent amendment shall be notified without delay.

Chapter II

Conditions of admission. Posting

Article 102

Make-up

1. Insured letters shall fulfil the following conditions to be admitted to the post:
 - (a) they must be sealed, either by identical wax seals, or by lead seals, or by another effective means, with a special uniform design or mark of the sender;
 - (b) the envelopes or the packing must be strong and shall permit the seals to adhere completely; the envelopes must be made in one piece, the use of envelopes or packing which are wholly transparent or which have a transparent panel, shall be prohibited;
 - (c) the make-up shall be such that the contents cannot be tampered with without obvious damage to the envelope, the packing or the seals;

¹ United Nations, *Treaty Series*, vol. 611, p. 7.

² See p. 214 of this volume.

- (d) the seals, the postage stamps representing the prepaid postage, and the postal service and other official service labels shall be spaced out so that they cannot serve to hide damage to the envelope or to the packing; the postage stamps and the labels shall not be folded over the two sides of the envelope or the packing so as to cover an edge. It shall be forbidden to affix to insured letters labels other than those relating either to the postal service or to official services whose intervention may be required under the national legislation of the country of origin;
- (e) if they are tied with string and sealed as described in (a), the string itself need not be sealed.
2. Insured letters which have the exterior appearance of a box must fulfil the following additional conditions:
- (a) they shall be of wood, metal or plastic and sufficiently strong,
- (b) the walls of wooden boxes shall have a minimum thickness of 8 millimetres;
- (c) the top and bottom shall be covered with white paper to take the address of the addressee, the declaration of the insured value and the impression of the official stamps; they shall be sealed on the four sides in the manner described in § 1 (a); if required for ensuring inviolability, the boxes shall be tied round crosswise with strong string without knots, the two ends being joined under a wax seal bearing a private mark of the sender
3. In addition, the following provisions shall apply:
- (a) the prepaid postage may be represented by the amount (in figures) of the sum collected, expressed in the currency of the country of origin, as, for example "*Taxe perçue fr . c*" (Charge collected fr . c); this amount shall be written at the top right-hand corner of the address side and authenticated by an impression of the date-stamp of the office of origin;
- (b) items addressed to initials or the address of which is shown in pencil and those which have erasures or corrections in their address shall not be admitted, such items which have been wrongly admitted shall be returned to the office of origin.

Article 103

Insured value

1. The insured value shall be expressed in the currency of the country of origin and written by the sender or his representative above the address of the item in words with roman lettering and in arabic figures, without erasure or alteration, even if certified, the amount of the insured value shall not be written in pencil or indelible pencil.
2. The amount of the insured value shall be converted into gold francs by the sender or by the office of origin. The result of the conversion, rounded up where appropriate to the nearest franc, shall be shown in figures at the side of or below those representing the value in the currency of the country of origin, the amount in gold francs shall be boldly underlined in coloured pencil. Conversion shall not be carried out in direct services between countries which have a common currency.
3. When circumstances of any kind or statements made by the interested parties bring to light a fraudulent insurance for a value greater than the actual value enclosed in a letter, the administration of origin shall be advised promptly, with any documents in support of the investigation.

Article 104

Customs control

Insured letters to be submitted to customs control shall be treated in accordance with the provisions of article 116, §§ 1 and 2, of the Detailed Regulations¹ of the Convention.

Article 105

Functions of the office of origin

1. Once the office of origin has accepted an insured letter as eligible, it shall
- (a) mark the exact weight in grammes on the item at the top left-hand corner of the address side,

¹ See p. 94 of this volume

- (b) add to the address side a stamp impression showing the office and date of posting;
 - (c) affix a pink label in the form of the annexed specimen VD 2 and bearing in roman letters the letter V, the name of the office of origin and the serial number of the item; however, administrations may replace this label by the C 4 label prescribed in article 130, § 4, of the Detailed Regulations of the Tokyo Convention, and a small pink label bearing in bold letters the words "*Valeur déclarée*" (Insured).
2. No serial number shall be placed on the front of insured letters by the intermediate administrations.

Chapter III

Exchange of insured letters

Article 106

Routes and methods of transmission

1. By means of the VD 1 tables received from the others concerned, each administration shall decide on the routes to be used for the transmission of its insured letters.
2. The transmission of insured letters between adjacent countries or between countries connected by a direct sea or air service shall be effected by the offices of exchange which the two administrations concerned appoint by mutual agreement.
3. In the relations between countries separated by one or more intermediate services, insured letters shall follow the most direct route. Nevertheless, the administrations concerned may also arrange with one another to provide for transmission *à découvert* by circuitous routes where the transmission by the most direct route would not carry with it a guarantee of liability over the whole distance.
4. Subject to service requirements, items may be dispatched in closed mails or be handed over *à découvert* to the first intermediate administration if that administration is able to arrange for their transmission under the conditions prescribed in the VD 1 tables; nevertheless, each intermediate administration may, when it finds that the number of *à découvert* items is such as to hinder its work, insist that insured letters be delivered to it in closed mails made up by the administration of origin for the offices of exchange of the country of destination.
5. Administrations of origin and destination may agree among themselves to exchange insured letters in closed mails by means of the services of one or more intermediate countries whether these are parties to the Agreement or not. The intermediate administrations shall be advised in good time.

Article 107

Operations at the dispatching office of exchange

1. The dispatching office of exchange shall enter the insured letters on special dispatch lists in the form of the annexed specimen VD 3 with all the details for which the form provides; the words "*Exprès*" (Express) or "*Par avion*" (By air mail) shall be marked in the "*Observations*" column against the entries for items for delivery by express or air-mail items.
2. Insured letters shall be made up with the dispatch list or lists into one or more special packets tied to one another, wrapped in strong paper, tied on the outside and sealed with fine wax on every fold by means of the seal of the dispatching office of exchange; these packets shall be endorsed "*Valeurs déclarées*" (Insured items).
3. Instead of being made up in a packet, the insured letters may be placed in a strong paper envelope, closed by means of wax seals.

4. The packets or envelopes of insured letters may also be closed by means of gummed seals bearing the printed indication of the administration of origin of the mail, unless the administration of destination of the mail requires that they shall be sealed with wax or lead. An impression of the date-stamp of the dispatching office shall be added to the gummed seal in such a way that it appears partly on the seal and partly on the wrapping.
5. If their number or volume makes it necessary insured letters may be placed in a bag suitably closed and sealed with wax or lead.
6. The presence of envelopes, packets or bags of insured letters shall be recorded in table III of the C 12 letter bill (annexed to the Detailed Regulations of the Convention); when the mail does not contain envelopes, packets or bags of insured items the indication "Néant" (Nil) shall be entered in that table.
7. The C 12 letter bills relating to mails containing insured letters shall be placed in a pink envelope
8. The packet, envelope or bag of insured letters shall be enclosed in the packet or bag containing registered items or, failing those, in the packet or bag which would normally contain registered items; when the registered items are enclosed in more than one bag, the packet, envelope or bag of insured letters shall be placed in the bag to the neck of which the special envelope containing the letter bill is attached.
9. The outer bag containing insured letters must be in perfect condition and the edge of its mouth shall be provided, if possible, with piping which makes it impossible to open the bag illicitly without leaving visible traces.

Article 108

Operations at the receiving office of exchange or the office of destination

1. On the arrival of a mail containing insured letters, the office of exchange shall:
 - (a) satisfy itself that there is no irregularity in the external condition of the outer bag and of the packet, envelope or inner bag containing insured letters and that they have been made up in accordance with article 107,
 - (b) check the number of insured letters and inspect them individually;
 - (c) amend or send on the dispatch lists in accordance with article 158, §§ 3, 5 to 7 and 9 to 13, of the Detailed Regulations of the Convention, relating to registered items;
 - (d) check whether the mail has arrived in the sequence in which it was dispatched.
2. Irregularities shall immediately be made the subject of reservations to the transferring service.
3. Notification of a missing item, alteration or any other irregularity for which administrations may be liable shall be sent immediately by telex or telegram to the dispatching office of exchange or to the intermediate service. In addition, a formal report in the form of the annexed specimen VD 4 shall be made out. The condition in which the packing of the mail was found shall be indicated therein. Unless this is impossible for a stated reason, the bag, envelope, string and seals or leads as well as all the inner and outer packets or bags in which the insured items were enclosed shall be kept intact for a period of six weeks from the date of verification and shall be sent to the administration of origin if it so requests. The formal report shall be sent under registered cover to the central administration of the country to which the dispatching office of exchange belongs independently of the verification note, which shall be sent to that office immediately. A duplicate of the report shall be sent at the same time either to the central administration to which the receiving office of exchange belongs or to any other controlling authority appointed by that administration.
4. Without prejudice to the application of the provisions of § 3, the office of exchange which receives from a corresponding office a damaged or an insufficiently packed item shall send it on after observing the following rules:
 - (a) if it is a matter of slight damage or of partial destruction of the seals it is sufficient to re-seal the item to safeguard the contents, on condition, however, that it is obvious that the contents are not damaged nor, according to a check of the weight, short. The existing seals shall be preserved; if necessary, the items shall be repacked, retaining the original packing as far as possible.
 - (b) if the state of the item is such that the contents of the item could have been removed, the office shall automatically open it and check the contents, the result of this check shall be given in a formal VD 4 report a copy of which shall be attached to the item; the item shall be repacked;

- (c) in all these cases, the weight of the item on arrival and the weight after repacking shall be checked and noted on the cover; this note shall be followed by the words "*Cacheté d'office à . . .*" (Sealed at . . .) or "*Remballé à . . .*" (Repacked at . . .), by an impression of the date-stamp and by the signature of the officials who have affixed the seals or done the repacking.
- 5 Every unpaid or underpaid insured letter shall be delivered to the addressee without charge, except in the case provided for in article 31, § 5, of the Convention, the irregularity shall, however, be reported to the office of origin of the item by verification note.
- 6 The office of destination shall apply to the back of each insured letter an impression of its stamp showing the date of receipt.

Article 109

Delivery of a rifled or damaged insured letter

- 1 In the cases specified in article 11, § 1 (a) and (b), of the Agreement, the delivering office shall prepare a VD 4 report on the joint inspection and have it countersigned, whenever possible, by the addressee. One copy of the report shall be handed to the addressee or, if the item is refused or redirected, attached to it. One copy shall be retained by the administration which prepared the report.
- 2 If the item is delivered, the copy of the VD 4 report prepared in accordance with article 108, § 4 (b), shall be attached to the item and dealt with in accordance with the regulations of the country of destination, if the item is refused, the said copy shall remain attached to the item.
- 3 When internal regulations so require, an item subjected to the treatment specified in § 1 shall be returned to the sender if the addressee refuses to countersign the VD 4 report.

Article 110

Redirection. Undeliverable items

- 1 Any insured letter, the addressee of which has left for another country, may be redirected if that country operates the service in its relations with the country of the first destination. If it does not, the item shall be sent back forthwith to the administration of origin for return to the sender.
- 2 Insured letters which have not been delivered shall be sent back as soon as possible, and at the latest within the periods fixed by article 32 of the Convention; these items shall be entered on the VD 3 list and included in the packet, envelope or bag labelled "*Valeurs déclarées*" (Insured items).
- 3 The customs duty and other charges of which it has not been possible to secure cancellation on redirection or on return to origin shall be collected from the administration of the new destination under the conditions laid down in article 137, § 8, of the Detailed Regulations of the Convention.

Chapter IV

Miscellaneous and final provisions

Article 111

Alteration of address

- 1 Any request for alteration of address sent by telegraph shall be confirmed by post, by the first mail, as prescribed in article 140, § 1 (a), of the Detailed Regulations of the Convention: the C 7 form referred to in that article shall then bear at the head, in bold letters, the note "*Confirmation de la demande télégraphique du . . .*" (Confirmation of the telegraphic request dated . . .); pending this confirmation the office of destination shall merely retain the item.
- 2 However, the administration of destination may, on its own responsibility, act on the telegraphic request without waiting for confirmation by post.

Article 112

Application of the Detailed Regulations of the Convention

As regards everything not expressly provided for in these Detailed Regulations, the provisions of the Detailed Regulations of the Convention and in particular the following articles, shall apply to insured letters:

- (a) articles 117 and 136. Items for delivery free of charges.
- (b) article 131. Advice of delivery;
- (c) article 132. Delivery to addressee in person;
- (d) articles 134 and 153. Express items;
- (e) articles 140 and 141. Withdrawal from the post. Alteration of address, supplemented by article 111 of these Detailed Regulations.
- (f) articles 143 and 144. Inquiries;
- (g) articles 163 to 176. Transit charges and terminal dues,
- (h) article 181. Settlement of accounts relating to items for delivery free of charges and fees; however, administrations which announce that they are unable to adhere to the method of settlement prescribed in that article shall indicate the arrangements which they wish to adopt.

Article 113

Entry into force and duration of the Regulations

1. These Regulations shall come into force on the day on which the Insured Letters Agreement comes into operation.
2. They shall have the same duration as that Agreement, unless renewed by common consent between the parties concerned

Done at Lausanne, 5 July 1974.

SIGNATURES

(The same as for the Agreement; see p. 223 of this volume.)

LIST OF FORMS

| No | Title or nature of form | References |
|------|--|------------------|
| 1 | 2 | 3 |
| VD 1 | Table VD 1 | Art 101, § 1 |
| VD 2 | "V" label combined with the name of the office of origin and the registration number of the item | Art 105, § 1 (c) |
| VD 3 | Dispatch list for insured letters | Art 107, § 1 |
| VD 4 | Report concerning the loss of/theft from/damage to or other irregularities in respect of an insured letter | Art 108, § 3 |

ANNEXES :

Forms VD 1 to VD 4

Postal administration

VD 1

TABLE VD 1

Countries for which the above-mentioned administration accepts insured letters in transit on the conditions given below.

| Serial number | Country of destination | Routes | Intermediate countries and sea services to be used | Limit of insured value | Observations |
|---------------|------------------------|--------|--|------------------------|--------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |

Insured Letters, Lausanne 1974, Art. 101, § 1—Size: 210 x 297 mm

VD 2



Insured Letters, Lausanne 1974, Art. 105, § 1, (c)—Size 37×13 mm, colour: pink

Dispatching administration

VD 3

Dispatching office of exchange

DISPATCH LIST
Insured letters

| | | | |
|-----------------------------------|----------------------|------|----------|
| Office of exchange of destination | Date of dispatch | Time | Mail No. |
| | No. of dispatch list | | |

| Number | | Office of origin | Place of destination | Amount of insured value | Observations |
|-------------|-------------|------------------|----------------------|-------------------------|--------------|
| ser- ial | of the mail | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |

| | |
|---|--|
| Stamp of dispatching office of exchange Signature of officials <div style="text-align: center; margin-top: 20px;">○</div> | Stamp of office of exchange of destination Signature of officials <div style="text-align: center; margin-top: 20px;">○</div> |
|---|--|

Insured Letters, Lausanne 1974, Art 107, § 1—Size 210 x 297 mm

Postal administration

REPORT
Insured letter

VD 4 (Front)

To be sent by registered post

| | | | | |
|--|--|---|------------------------------------|--|
| Office preparing the report | | Date | Reference | |
| Reason for report | <input type="checkbox"/> Loss <input type="checkbox"/> Theft <input type="checkbox"/> Damage <input type="checkbox"/> Irregularities | | | |
| Posting of item | Office | | | |
| | Date | Number | | |
| Sender | Name and full address | | | |
| | | | | |
| Addressee | Name and full address | | | |
| | | | | |
| Special particulars | Insured value | | | |
| | COD amount and currency | | | |
| | Other particulars | | | |
| Weight | shown | observed | | |
| Packing | Description | | | |
| | | | | |
| | Number of seals | | | |
| | Private mark or seals | | | |
| The packing should be regarded as | | | | |
| <input type="checkbox"/> regulation | | <input type="checkbox"/> non-regulation | | |
| Mall in which the item was sent | Number | Date of dispatch | time | |
| | Dispatching office | | | |
| | Date of arrival | time | | |
| | Office of destination | | | |
| | The item was contained in an | | | |
| | <input type="checkbox"/> inner bag | | <input type="checkbox"/> outer bag | |
| The fastening (lead seal) of the bag was | | | | |
| <input type="checkbox"/> intact | | <input type="checkbox"/> not intact | | |
| Method of conveyance | <input type="checkbox"/> Travelling post office | | | |
| | <input type="checkbox"/> Railway van | | | |
| | <input type="checkbox"/> Ship | | | |
| | <input type="checkbox"/> Flight | | | |
| | Name or number | | | |

Insured Letters, Lausanne 1974, Art. 108, § 3—Size: 210 x 297 mm

VD 4 (back)

| | |
|---|---|
| Contents | <input type="checkbox"/> From the invoice <input type="checkbox"/> From the customs declaration <input type="checkbox"/> According to the addressee or the sender |
| | <hr/> <hr/> <hr/> |
| | The contents have been examined in the presence of <input type="checkbox"/> the addressee <input type="checkbox"/> the sender Contents established on examination |
| | <hr/> <hr/> Contents missing |
| Estimates of loss | <input type="checkbox"/> According to the addressee <input type="checkbox"/> According to the sender The loss is estimated at the amount of |
| Cause | The loss is due to <hr/> <hr/> |
| Subsequent treatment of the item | <input type="checkbox"/> After rechecking and weighing the item has been forwarded to its destination New weight |
| | <input type="checkbox"/> The contents have been destroyed by the undersigned office |
| | <input type="checkbox"/> The packing is held here |
| | <input type="checkbox"/> The addressee refuses the item <input type="checkbox"/> The sender refuses the item |
| | <input type="checkbox"/> The addressee has accepted the item <input type="checkbox"/> The sender has accepted the item Amount of indemnity claimed |
| Annexes to the report | <input type="checkbox"/> Packing <input type="checkbox"/> Receipts <input type="checkbox"/> String |
| | <input type="checkbox"/> Seals <input type="checkbox"/> Lead seals <input type="checkbox"/> Label |
| Signature of addressee or sender | |
| Attestation, in witness whereof we have drawn up this report a duplicate of which has been sent to the authority indicated below. | |
| Authority of destination of the report | |
| Stamp of the reporting office and date Signature of the postal officials | |

LIST OF STATES AND TERRITORIES WHICH HAVE RATIFIED, APPROVED OR ACCEDED TO THE AGREEMENT, INDICATING THE DATE OF DEPOSIT OF THE INSTRUMENT OF RATIFICATION OR APPROVAL WITH THE GOVERNMENT OF SWITZERLAND, OR THE DATE OF THE NOTIFICATION OF ACCESSION EFFECTED BY THAT GOVERNMENT UNDER ARTICLE 11 (5) OF THE CONSTITUTION OF THE UNIVERSAL POSTAL UNION

| <i>State or Territory</i> | <i>Date of definitive signature (s) or date of deposit of the instrument of ratification or approval (AA) or date of notification of accession (a*)</i> | |
|--|---|---------|
| BELGIUM | 23 October | 1975 AA |
| DENMARK | 5 July | 1974 s |
| FIJI | 14 October | 1975 |
| FRANCE | 22 October | 1975 AA |
| The whole of the territories represented by the French Overseas Postal and Telecommunication Office | 22 October | 1975 AA |
| GERMANY, FEDERAL REPUBLIC OF (With a declaration to the effect that the Acts of the Universal Postal Union shall also apply to Berlin (West).) | 29 December | 1975 |
| ICELAND | 6 October | 1975 |
| JAPAN | 1 August | 1975 AA |
| LIECHTENSTEIN | 20 August | 1975 |
| LUXEMBOURG | 11 March | 1976 AA |
| MALAYSIA | 30 January | 1976 AA |
| NETHERLANDS (In respect of the Netherlands, Surinam and the Netherlands Antilles.) | 21 November | 1975 |
| SURINAM | 20 April | 1976 a* |
| SWITZERLAND | 9 September | 1975 |
| THAILAND | 5 March | 1976 AA |
| TUNISIA | 30 October | 1975 |
| UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND (In respect of the United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man.) | 23 February | 1976 AA |
| UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND (In respect of Antigua, Dominica, St. Kitts-Nevis-Anguilla, St. Lucia, St. Vincent, Brunei, Belize, Bermuda, British Antarctic Territory, Falkland Islands and Dependencies, Gibraltar, Hong Kong, Montserrat, St. Helena and Dependencies, and Seychelles.) | 11 March | 1976 AA |

