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UNIVERSAL POSTAL UNION

**Cash-on-Delivery Agreement (with Detailed Regulations).
Concluded at Hamburg on 27 July 1984**

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CASH-ON-DELIVERY AGREEMENT

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CASH-ON-DELIVERY AGREEMENT¹

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

Chapter I

Preliminary provisions

Article 1

Purpose of the Agreement

This Agreement shall govern the exchange of cash-on-delivery items that contracting countries agree to set up in their reciprocal relations.

Chapter II

General conditions. Charges. Transfer of funds

Article 2

Items accepted

1 Unregistered letter-post items whose COD amount does not exceed 100 francs (32.67 SDR), registered items, insured letters and postal parcels which fulfil the conditions laid down in the Convention³ or the Postal Parcels Agreement⁴ may be sent cash-on-delivery.

2 Administrations shall be entitled to restrict the cash-on-delivery service to some only of the above-mentioned categories of item.

¹ Put into effect* on 1 January 1986, in accordance with article 20. Definitive signatures had been affixed or instruments of ratification, accession or approval had been deposited with the Government of Switzerland as follows:

<i>State</i>	<i>Date of definitive signature (s) or of deposit of the instrument of ratification or approval (AA)</i>
Belgium	20 December 1985 AA
Benin	27 July 1984 s
Denmark	27 July 1984 s
Liechtenstein	18 November 1985
Switzerland	5 December 1985

* The mandatory and optional Acts of the Universal Postal Union generate their effects according to a special scheme. They enter into force at a date decided upon by the Congress of the Universal Postal Union, but, as it appears, most of the member States are not in a position to ratify the Acts before they are put into effect; however, they do apply them. To solve the resulting contradiction, the principle of "tacit ratification" or "tacit approval" was admitted. It is based on the effective implementation of the provisions contained in the new Acts established by the Congress. This tacit ratification or approval does not replace formal ratification or approval. Its purpose is only to insure the continued application of the Acts of the Universal Postal Union. (Information provided by the Swiss Government.)

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

³ See p. 65 of this volume.

⁴ See p. 259 of this volume.

Article 3

Maximum amount

When the COD amount is paid by COD money order, the amount of the latter may not exceed the maximum adopted in the collecting country for the issue of the money orders intended for the country of origin of the item. However, when payment to the sender is made by COD inpayment money order or by transfer, the maximum amount may be adjusted to the amount fixed for inpayment money orders or transfers. In both cases, a higher maximum may be mutually agreed on.

Article 4

Currency

In the absence of special agreement, the COD amount shall be expressed in the currency of the country of origin of the item; however, if the COD amount is paid in or transferred to a postal giro account held in the collecting country, this amount shall be expressed in the currency of that country.

Article 5

Methods of settling with the sender

The funds intended for the sender of the items may be sent to him:

- a by COD money order, the amount of which shall be paid in cash in the country of origin of the item; however, if the regulations of the paying administration so permit, this amount may be paid into a postal giro account held in that country;
- b by COD inpayment money order, the amount of which shall be entered to the credit of a postal giro account held in the country of origin of the item, if the regulations of that country's administration so permit;
- c by transfer or inpayment to a postal giro account held either in the collecting country or in the country of origin of the item if the administrations concerned allow such procedures.

Article 6

Methods of exchanging COD money orders

The exchange of COD money orders may be carried out by cards or lists, as administrations prefer. In the first case, the instruments shall be called "COD card money orders" and in the second "COD list money orders".

Article 7

Charges

- 1 The administration of origin of the item shall freely decide the charge to be paid by the sender, in addition to the postal charges payable on the category to which the item belongs, when payment is made by COD money order or COD inpayment money order.
- 2 The charge payable on a COD item paid for by COD inpayment money order shall be lower than that which would be payable on an item of the same amount paid for by COD money order.
- 3 COD money orders and COD inpayment money orders shall automatically be sent by the quickest route (air or surface) to the paying office or to the giro centre responsible for crediting the accounts.
- 4 If the COD amount is to be paid by means of an inpayment form or an advice of inpayment or transfer to be credited to a postal giro account either in the collecting country or in the country of origin of the item, a set charge of 50 centimes (0.16 SDR) at most shall be collected from the sender.

5 Furthermore, for the transfers or inpayments mentioned in paragraph 4, the administration of the collecting country shall collect on the COD amount the following charges:

- a a set charge of 2 francs (0.65 SDR) at most;
- b any internal charge payable on transfers or inpayments when they are made to the credit of a postal giro account held in the collecting country;
- c the charge payable on international transfers or inpayments when they are made to the credit of a postal giro account in the country of origin of the item.

Article 8

Cancellation or alteration of the COD amount

1 The sender of a COD item may, under the conditions prescribed in article 33 of the Convention, ask for the COD amount to be cancelled, reduced or increased.

2 If the COD amount is increased, the sender shall pay, on the increase, the charge mentioned in article 7, paragraph 1; this charge shall not be collected when the amount is to be credited to a postal giro account by means of an inpayment form or an advice of inpayment or transfer.

Article 9

COD money orders and COD inpayment money orders

1 COD money orders and COD inpayment money orders shall be admitted up to the maximum amounts adopted by virtue of article 3.

2 Subject to the reservations made in the Detailed Regulations,¹ COD money orders and COD inpayment money orders shall be subject to the provisions laid down in the Money Orders and Postal Travellers' Cheques Agreement.²

Article 10

Payment of COD money orders relating to parcels

COD money orders relating to COD parcels shall be paid to senders under the conditions laid down by the administration of origin of the item.

Article 11

Non-payment of payee

1 The amount of a COD money order which, for any reason, has not been paid to the payee shall be kept at his disposal by the administration of the country of origin of the item; it shall be permanently acquired by that administration upon expiry of the legal prescription period in force in that country.

2 When, for any reason, the inpayment or transfer to a postal giro account requested under article 5, b, cannot be carried out, the administration which collected the funds shall convert them into a COD money order made out to the sender of the item.

¹ See p. 511 of this volume.

² See p. 367 of this volume.

Chapter III

Liability

Article 12

Principle and extent of liability

- 1 Administrations shall be liable for the funds collected until the COD money order has been duly paid or until due entry to the credit of a postal giro account.
- 2 Furthermore, administrations shall be liable, up to the COD amount, for the delivery of items without collection of funds or against collection of a sum lower than the COD amount.
- 3 Administrations shall assume no liability for delays which may occur in the collection and dispatch of funds.

Article 13

Exceptions

No indemnity shall be payable in respect of the COD amount:

- a if the failure to collect is due to an error or negligence on the part of the sender;
- b if the item has not been delivered because it falls within the prohibitions specified in the Convention — article 36, paragraphs 1, 2 and 3, b, or in the Postal Parcels Agreement — article 19, a, ii, iv, v, vi, vii, viii and b, and article 23;
- c if no inquiry has been made within the period specified in article 42, paragraph 1, of the Convention.

Article 14

Payment of indemnity. Recourse. Time allowed

- 1 The obligation to pay the indemnity shall rest with the administration of origin of the item; that administration may exercise its right of recourse against the administration which was liable and which shall be bound to reimburse it, under the terms laid down in article 59 of the Convention, the sums paid out on its behalf.
- 2 The administration which finally bore the payment of the indemnity shall have the right of recourse, up to the amount of that indemnity, against the addressee, against the sender or against third parties.
- 3 Article 58 of the Convention relating to the time allowed for payment of the indemnity for the loss of a registered item shall apply, for all categories of COD items, to the payment of the sums collected or the indemnity.

Article 15

Determination of liability with regard to collection

- 1 The collecting administration shall not be liable for irregularities committed when it can:
 - a prove that the error was due to the non-observance of a statutory provision by the administration of the country of origin;
 - b establish that, at the time of transfer to its service, the item and, in the case of a postal parcel, the dispatch note relating thereto did not bear the regulation endorsements.
- 2 When liability cannot be clearly assigned to one of the two administrations, they shall bear the loss equally.

Article 16

Return to sender of an item delivered to the addressee without collection of the COD amount

- 1 When the addressee returns an item which has been delivered to him without collection of the COD amount, the sender shall be advised that he may take possession of it within a period of three months, on condition that

he drop all claim to payment of the COD amount or return the amount received by virtue of article 12, paragraph 2.

2 If the sender takes delivery of the item, the amount reimbursed shall be repaid to the administration or administrations which bore the loss.

3 If the sender does not take delivery of the item, it shall become the property of the administration or administrations which bore the loss.

Chapter IV

Miscellaneous and final provisions

Article 17

Remuneration of the collecting administration

1 The administration of origin of the item shall allocate to the collecting administration, on the amount of the charges that it has collected in application of article 7, a remuneration the amount of which shall be fixed at 3 francs (0.98 SDR).

2 COD items paid for by COD inpayment money order shall give rise to the allocation of the same remuneration as that which is allocated when payment is made by COD money order.

Article 18

Application of the Convention and certain Agreements

The Convention, the Money Orders and Postal Travellers' Cheques Agreement, the Giro Agreement¹ and the Postal Parcels Agreement shall be applicable where appropriate in all cases which do not run counter to this Agreement.

Article 19

Conditions for 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 shall 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 shall be present at the time of voting.

2 To become effective, proposals introduced between two Congresses relating to this Agreement and its Detailed Regulations shall obtain:

- a unanimity of votes, if they involve the addition of new provisions or amendments to articles 1 to 9, 11 to 17, 19 and 20 of this Agreement and article 123 of its Detailed Regulations;
- b two thirds of the votes, if they involve amendments to the provisions of this Agreement other than those mentioned under a;
- c a majority of the votes, if they involve 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.

¹ See p. 441 of this volume.

Article 20

Entry into force and duration of the Agreement

This Agreement shall come into force on 1 January 1986 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 Swiss Confederation. A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

Done at Hamburg, 27 July 1984.

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

(For the signatures affixed by those plenipotentiaries under the Third Additional Protocol, see United Nations, Treaty Series, vol. 1414, p. 21.)

People's Democratic Republic of Algeria
Federal Republic of Germany
Argentine Republic
Republic of Austria
Belgium
People's Republic of Benin
Republic of Burundi
Republic of Cameroon
Central African Republic
Chile
Republic of Cyprus
Islamic Federal Republic of the Comoros
People's Republic of the Congo
Republic of Korea
Republic of Côte d'Ivoire
Kingdom of Denmark
Arab Republic of Egypt
Republic of Ecuador
Spain
Finland
French Republic
Gabonese Republic
United Kingdom of Great Britain and Northern Ireland, the Channel Islands and
the Isle of Man
Greece
Republic of Upper Volta
Hungarian People's Republic
Republic of Indonesia
Republic of Iceland
Principality of Liechtenstein
Luxembourg
Republic of Mali
Kingdom of Morocco
Islamic Republic of Mauritania
Principality of Monaco
Republic of the Niger
Norway
Netherlands
Netherlands Antilles
Republic of Peru
Portugal
Republic of San Marino
Republic of Senegal
Sweden
Swiss Confederation

Republic of Suriname
Republic of Chad
Czechoslovak Socialist Republic
Thailand
Togolese Republic
Tunisia
Turkey
Eastern Republic of Uruguay
Vatican City State
Socialist Federal Republic of Yugoslavia

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ANNEXES: FORMS

DETAILED REGULATIONS OF THE CASH-ON-DELIVERY AGREEMENT

Having regard to article 22, paragraph 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 the implementation of the Cash-on-Delivery Agreement:²

Chapter I

Preliminary provisions

Article 101

Information to be supplied by administrations

- 1 Each administration shall transmit to the other administrations, through the intermediary of the International Bureau, any relevant information concerning the cash-on-delivery service.
- 2 Any amendment shall be notified without delay.

Article 102

Forms for the use of the public

For the purpose of applying article 10, paragraph 4, of the Convention, the following shall be considered as forms for the use of the public:

- R 3 (International COD money order, letter-post service),
- R 4 (International COD money order, postal parcels service),
- R 6 (International COD inpayment money order, letter-post service),
- R 7 (International COD inpayment money order, postal parcels service),
- R 8 (International COD money order to be filled in by machine, letter-post service),
- R 9 (International COD money order to be filled in by machine, postal parcels service).

Chapter II

Posting

Article 103

Indications to be given on the items and dispatch notes

- 1 Unregistered and registered items, insured letters, postal parcels on which a COD charge is payable and the corresponding dispatch notes shall bear very prominently, on the address side in the case of the items, the heading "*Remboursement*" (COD) followed by the COD amount in roman letters and arabic numerals, without erasure or alteration, even if certified. The entry relating to the COD amount may not be made in pencil or indelible pencil; however, service instructions may be made with an indelible pencil.
- 2 The COD amount and the name of the currency unit shall be written out in words in the language prescribed by the administration of origin. The amount given in words may be written digit by digit separately. The amount

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

² See p. 502 of this volume.

shall also be given in numerals and, if necessary, with the abbreviation of the name of the unit provided that it is usual and does not create confusion. In the sum in numerals, fractions of the currency unit shall be expressed by means of two (or three) figures including zeros, corresponding to the tenths, hundredths (and thousandths). In the sum in words, where repetition of the fractions is not obligatory, they may be expressed in figures after the indication of the number of currency units.

3 The sender shall write on the address side of the item and, in the case of a parcel, on the front of the dispatch note his name and address in roman letters. When the sum collected is to be entered to the credit of a postal giro account, the item and, where applicable, the dispatch note shall also bear on the address side the following wording in French or in another language known in the country of destination "*A porter au crédit du compte courant postal No ... de M ... à ... tenu par le bureau de chèques de ...*" (Credit to postal giro account No ... of Mr ... at ... held by giro centre of ...).

Article 104

Labels

1 When a COD charge is payable on them, letter-post items shall bear, on the address side, in so far as possible in the top left-hand corner, beneath the sender's name and address where these are given, an orange label in the form of the annexed specimen R 1. The C 4 label provided for in article 131, paragraph 4, of the Detailed Regulations of the Convention¹ (or impression of the special stamp instead) shall be applied wherever possible in the top corner of the R 1 label; however, administrations may use, instead of the two above-mentioned labels, a single label in the form of the annexed specimen R 2 bearing in roman letters the name of the office of origin, the letter R, the serial number of the item and an orange triangle containing the word "*Remboursement*" (COD).

2 COD postal parcels and their dispatch notes shall bear the R 1 label on the address side.

Article 105

Forms to be attached to the items

1 Apart from the cases provided for in paragraphs 4 and 6, every COD item shall be accompanied by a COD money order form in strong cardboard conforming to the annexed specimens R 3, R 6 or R 8, light green in the case of a letter-post item and conforming to the annexed specimens R 4, R 7 or R 9, white in the case of a parcel. The money order form shall bear the indication of the COD amount in the currency of the country of origin of the item and, as a general rule, show the sender of that item as the payee of the money order.

2 When the amount of the COD money order can be entered to the credit of a postal giro account held in the country of origin of the item, the sender wishing to take advantage of this facility shall give on the instrument, instead of his address, the holder and number of the postal giro account as well as the centre holding this account.

3 Each administration may have money orders relating to items originating in its country addressed to the office of origin of the item or to any other of its offices. In that case, the name of the office shall be given on the R 3, R 4, R 6, R 7, R 8 or R 9 form.

4 If the sender asks for the COD amount to be paid into a postal giro account held in the collecting country, the item shall, in the absence of a special agreement, be accompanied by an inpayment form of the type prescribed by the regulations of that country. This form shall name the holder of the account to be credited and contain any other particulars required by the form apart from the amount to be credited which, after collection, shall be entered by the administration of destination of the item. If the inpayment form has a counterfoil, the sender shall write thereon his name, address and any other particulars he thinks necessary.

5 The money order shall be firmly attached to the item or, in the case of a parcel, to the dispatch note; the same shall apply, where appropriate, to the inpayment form.

¹ See p. 65 of this volume.

6 No form shall be attached to the item or to the dispatch note if the sender, pursuant to article 5, c, of the Agreement, asks for the COD amount to be paid into a postal giro account held in the country of origin of the item or transferred to a postal giro account.

Article 106

Transmission of unregistered letter-post items on which a COD charge is payable

Unregistered letter-post items on which a COD charge is payable shall be inserted in mails in accordance with article 159 of the Detailed Regulations of the Convention.

Chapter III

Special provisions relating to certain facilities offered to the public

Article 107

Cancellation or alteration of the COD amount

1 Every request for cancellation or alteration of the COD amount shall be subject to article 144 of the Detailed Regulations of the Convention.

2 In the case of a telegraphic request, this shall be confirmed by the first post by a postal request accompanied by the facsimile referred to in the above-mentioned article 144, paragraph 1. The collecting office shall hold the item until receipt of this confirmation; the collecting administration may, on its own responsibility, act on the telegraphic request without waiting for confirmation by post.

3 If the COD amount is to be settled by money order, the postal request for alteration shall be accompanied by a new R 3, R 4, R 6, R 7, R 8 or R 9 form, as the case may be, giving the corrected amount. In the case of a telegraphic request, the COD money order shall be replaced by the collecting office under the conditions laid down in article 112, paragraph 2.

Article 108

Redirection

1 Any item on which a COD charge is payable may be redirected if the country of new destination provides, in its relations with the country of origin, the service for items of this type; in that case, the COD money order form shall remain attached to the item.

2 If the sender has asked for settlement by entry to the credit of a postal giro account and if the country of new destination does not allow this form of payment, article 11, paragraph 2, of the Agreement shall apply. The office of new destination shall convert the COD amount into the currency of its country, taking as a basis the rate specified in article 109, paragraph 1.

Chapter IV

Operations at the collecting office

Article 109

Conversion. Treatment of payment instruments

1 In the absence of special agreement, the COD amount expressed in the currency of the country of origin of the item shall be converted into the currency of the collecting country by the postal administration of the latter country; this administration shall use the conversion rate it uses for money orders intended for the country of origin of the item.

2 Immediately after collecting the COD amount, the collecting office or any other office appointed by the collecting administration shall fill in the "*Indications de service*" (Service instructions) part of the COD money order and, after applying its date-stamp, shall send it without charge to the address on it or to its office of exchange, as the case may be.

3 In the case of redirection and subject to article 108, paragraph 2, the administration of new destination shall follow the same procedure as if the items had been sent to it direct.

4 COD money orders and COD inpayment money orders shall be automatically sent by the quickest route (air or surface) to the paying office or to the giro centre responsible for crediting the accounts.

5 If the funds collected are paid into or transferred to a postal giro account, the advice of transfer or inpayment intended for the holder of the account shall bear on the front the word "*Remboursement*" (COD) and, on the back, the category, the number of the COD item and, if applicable, the name of the addressee of the item.

6 Inpayment forms for COD items the amount of which is to be entered to the credit of a postal giro account in the collecting country shall be treated according to the regulations of that country.

Article 110

Treatment of irregularities

1 In case of discrepancy between the indications of the COD amount on the item, on the one hand, and on the money order or dispatch note, on the other, the higher figure shall be collected from the addressee.

2 If the sender refuses to pay that sum, the item may, subject to paragraph 5, be delivered against payment of the lower figure, provided that he pledges to make, if necessary, an additional payment on receipt of information supplied by the administration of origin; if he does not accept this condition, delivery of the item shall be postponed.

3 In every case, a request for information shall be sent immediately, by the quickest route (air or surface), to the service indicated by the administration of origin, which shall reply as soon as possible and by the quickest route (air or surface), stating the exact COD amount and applying, where applicable, article 107, paragraph 3.

4 Dispatch of the COD money order, the inpayment form or the transfer order shall be postponed until receipt of the reply to the request for information.

5 When the addressee is a transient or has to leave, payment of the higher figure shall always be required; in the case of refusal, the item shall not be delivered until receipt of the reply to the request for information.

Article 111

Payment period. Return to origin

1 The COD amount shall be paid within seven days reckoned from the day after the arrival of the item at the collecting office; this period may be extended to one month at most when the legislation of the collecting country so permits.

2 If a letter-post item is involved, it shall be returned to the office of origin upon expiry of the payment period; the sender may, however, ask in a note for the immediate return of the article if the addressee will not pay the COD amount at the first presentation. The article shall also be returned immediately if the addressee, upon presentation, categorically refuses all payment. The reasons for return shall in all cases be indicated on the item, pursuant to article 143 of the Detailed Regulations of the Convention.

3 If a parcel is involved, it shall be treated upon expiry of the payment period in accordance with articles 22, 25, paragraphs 2 and 3, 28 and 29 of the Postal Parcels Agreement;¹ the sender may, however, ask for the instructions given by him by virtue of article 106, paragraph 7, of the Detailed Regulations of the Postal Parcels Agreement² to be carried out immediately if the addressee will not pay the COD amount at the first presentation.

¹ See p. 259 of this volume.

² See p. 299 of this volume.

These instructions shall also be carried out immediately if the addressee, upon presentation, categorically refuses all payment. If, in reply to an advice of non-delivery, the sender has given instructions to the collecting office, the above-mentioned periods shall be reckoned from the day after arrival of these instructions.

Article 112

Destruction or replacement of payment instrument forms

- 1 The following shall be destroyed by the collecting administration:
 - a any COD money order form which has become unusable because of discrepancy between the indications of the COD amount or as a result of cancellation or alteration of the amount;
 - b any inpayment form which has become unusable because of cancellation of the COD amount;
 - c any COD money order form or inpayment form relating to an item returned to origin for any reason.
- 2 When forms relating to COD items are mislaid, lost or destroyed before collection, the collecting office shall make duplicates of them on regulation forms.

Article 113

Undelivered or uncollected card money orders

- 1 COD money orders which it has not been possible to deliver to the payees shall, where applicable after being subjected to the formality of authorization to extend the validity period, be receipted by the administration of origin of the items to which these instruments refer and credited to the account of the administration which issued them.
- 2 The same shall apply to COD money orders which have been delivered to the rightful owners, but the amount of which has not been collected. Such instruments shall first be replaced by payment authorizations prepared by the administration of origin of the money orders.

Article 114

COD money orders not received by payees

Any issued COD money order that is mislaid, lost or destroyed before payment may be replaced by a payment authorization issued by the collecting administration on a green form conforming to the annexed specimen R 10.

Chapter V

Accounting

Article 115

Preparation and settlement of accounts relating to card money orders

- 1 In the absence of special agreement, accounts relating to paid COD money orders shall be prepared on a form conforming to the annexed specimen R 5. If necessary, paid money orders shall be summarized on a special list conforming to the annexed specimen R 5bis, which shall be attached to the monthly account prepared in this case on a form conforming to the annexed specimen R 5ter.
- 2 In the absence of special agreement, R 5 forms may be used for COD money orders relating to letter-post items or parcels.
- 3 The paid and receipted COD money orders shall accompany the R 5 detailed account. They shall be entered in the alphabetical or numerical order of the issuing offices, as agreed, and according to the numerical order of entry in the registers of those offices, wherever possible in chronological order. The administration preparing the account shall deduct from its total debt the amount of the charges payable to the corresponding administration in accordance with article 17 of the Agreement.

4 The balance of the R 5 account shall be added, wherever possible, to that of the monthly account for money orders prepared for the same period. Verification and settlement of the R 5 account shall be carried out in accordance with the Money Orders and Postal Travellers' Cheques Agreement¹ and its Detailed Regulations.²

Chapter VI

Special provisions for COD list money orders

Article 116

Offices of exchange for COD list money orders

"COD list money orders" shall be exchanged only through the intermediary of offices called "offices of exchange" designated by the administration of each of the contracting countries.

Article 117

Preparation and transmission of COD lists

1 Each office of exchange shall prepare, daily or upon agreed dates, MP 2 lists bearing the impression "*Remboursement*" (COD) and summarizing the COD list money orders sent to it by the collecting offices. If the money orders are not attached, the category and number of the COD items shall be noted in the "Remarks" column of the MP 2 list.

2 Every COD money order entered on a list shall bear a serial number called an international number; this number shall be assigned from an annual series beginning, by agreement between the administrations concerned, on 1 January or 1 July.

3 When the numbering changes, the first list which follows shall bear, in addition to its serial number, the last number of the preceding series.

4 The lists themselves shall be numbered according to the natural sequence of numbers, beginning on 1 January and 1 July of each year.

5 The lists shall be transmitted to the corresponding office of exchange by the first post by the quickest route (air or surface) and, in the absence of special agreement, without the COD money orders relating thereto.

6 The corresponding office of exchange shall acknowledge receipt of each list by an appropriate entry on the first list dispatched in the opposite direction.

7 In the absence of special agreement, one list may be used for COD charges relating to letter-post items and parcels.

Article 118

Special COD lists

A special MP 2 list shall be prepared for the money orders exempt from charges referred to in both article 16 of the Convention and article 7 of the Money Orders and Postal Travellers' Cheques Agreement; the list shall be endorsed, at the top, "*Mandats exempts de taxe*" (Money orders exempt from charges).

Article 119

Verification and correction of COD lists

Verification and correction of amounts and entries made in the COD lists as well as the treatment of other irregularities shall be subject to article 127 of the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement.

¹ See p. 367 of this volume.

² See p. 387 of this volume.

Article 120

Payment of COD list money orders

Upon receipt of an MP 2 list, the office of exchange of the country of origin of the item shall, by means of a form selected by its administration according to its requirements, pay the payees of the COD list money orders.

Article 121

Undelivered or uncollected money orders

- 1 COD money orders which have been included in the lists but whose payment instruments it has not been possible to deliver to the payees shall be allocated to the administration of origin of the items.
- 2 The same shall apply in the case of payment instruments which have been delivered to the rightful owners but the amounts of which have not been collected.

Article 122

Preparation and settlement of accounts

- 1 Subject to the following special provisions, COD list money orders shall be subject, with regard to the preparation and settlement of accounts, to the provisions relating to list money orders contained in the Money Orders and Postal Travellers' Cheques Agreement.
- 2 Each administration of origin of COD items shall prepare at the end of each month, for each administration of destination, an R 5 monthly account. The totals of the lists received during the month shall be recapitulated in this account.
- 3 The administration preparing the account shall deduct from the total the amount of the charges payable to the corresponding administration in accordance with article 17 of the Agreement.
- 4 The balance of the R 5 account shall be added, wherever possible, to that of the monthly account for money orders prepared for the same period. Verification and settlement of the R 5 account shall be carried out in accordance with the Money Orders and Postal Travellers' Cheques Agreement and its Detailed Regulations.

Chapter VII

Final provisions

Article 123

Entry into force and duration of the Regulations

- 1 These Regulations shall come into force on the day on which the Cash-on-Delivery 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 Hamburg, 27 July 1984.

SIGNATURES

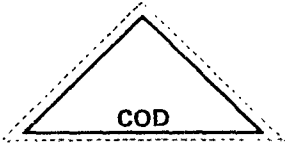
(The same as for the Agreement; see p. 509 of this volume.)

ANNEXES: FORMS

LIST OF FORMS

No	Title or nature of form	References
1	2	3
R 1	"COD" label	Art 104, para 1
R 2	"R" label combined with name of office of origin, number of item and triangle bearing the indication "COD".	Art 104, para 1
R 3	International COD money order (Letter-post items)	Art 105, para 1
R 4	International COD money order (Postal parcels)	Art 105, para 1
R 5	Detailed account — COD money orders	Art 115, para 1
R 5bis	Summary list — COD money orders	Art 115, para 1
R 5ter	Detailed account — COD money orders	Art 115, para 1
R 6	International COD inpayment money order (Letter-post items)	Art 105, para 1
R 7	International COD inpayment money order (Postal parcels)	Art 105, para 1
R 8	International COD money order to be filled in by machine (Letter-post items)	Art 105, para 1
R 9	International COD money order to be filled in by machine (Postal parcels)	Art 105, para 1
R 10	Replacement of an international COD money order	Art 114

R 1



COD, Hamburg 1984, art 104, para 1 — Size: base 37 mm, height 18 mm, colour: orange

R 2



COD, Hamburg 1984, art 104, para 1 — Size: 37 x 13 mm, triangle orange

(Front)

COUNTERFOIL		INTERNATIONAL COD MONEY ORDER R 3	
Sender		Letter-post items	
Amount in arabic figures		Office of posting of item	
Amount in arabic figures		Country of destination of item	
Item No	Amount in words and roman letters	Country of destination of item	
Office	Country of destination of item		Service instructions
Date of posting	Name and forenames of payee	Item No	
Addressee of item	Street and No	Date of posting	
	Place of destination	Sum collected	
	Country of destination	Sum collected	
Stamp of issuing office	Stamp of issuing office	Money order No	Date
		Issuing office	
		Signature of the official	

COD, Hamburg 1984, art 105, para 1 — Size: 148 x 105 mm, colour: light green

(Back)

Space for endorsements, if any	
Payee's receipt	
Received the sum shown overleaf	
Place and date	
Signature of payee	
In-register	Stamp of paying office
No	

Creditor administration

DETAILED ACCOUNT
COD money orders

R 5

Debtor administration		Date of dispatch			
		Month	Year		
Number		Date of issue	Issuing office	Amount of money orders	Remarks
se- rial	of issue				
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					
Totals					
Less					
Remuneration (3 g fr/0.98 SDR per money order)					
Balance to the credit of the creditor administration					

COD, Hamburg 1984, art 115, para 1 — Size: 210 x 297 mm

Creditor administration

R 5bis (Front)

SUMMARY LIST
COD money orders

Debtor administration			Date of dispatch		Number
			Month		Year
Serial No	Issue		Number	Amount of money orders	Remarks
	Date	Office			
1	2	3	4	5	6
		Brought forward			
1					
2					
3					
4					
5					
6					
7					
8					
9					
0					
1					
2					
3					
4					
5					
6					
7					
8					
9					
0					
			<input type="checkbox"/> Carried forward		
			<input type="checkbox"/> Totals		

COD, Hamburg 1984, art 115, para 1 — Size: 210 x 297 mm

R 5bis (Back)

Serial No	Issue			Amount of money orders	Remarks
	Date	Office	Number		
1	2	3	4	5	6
		Brought forward			
1					
2					
3					
4					
5					
6					
7					
8					
9					
0					
1					
2					
3					
4					
5					
6					
7					
8					
9					
0					
				<input type="checkbox"/> Carried forward	
				<input type="checkbox"/> Totals	

☐ Creditor administration

R 5ter

**DETAILED ACCOUNT
COD money orders**

Debtor administration	Date of dispatch	
	Month	Year

Instrument	Number of money orders	Amount of money orders
1	2	3
Money orders (total on R 5bis forms attached)		
Remuneration (3 g fr/0.98 SDR per money order)		
Alterations		
Totals		
Remuneration to be deducted		
Balance to the credit of the creditor administration		

COD, Hamburg 1984, art 115, para 1 — Size: 210 x 297 mm

(Front)

COUNTERFOIL intended for holder of giro account No..... Sender		INTERNATIONAL COD INPAYMENT MONEY ORDER R 6 Letter-post items	
Amount in arabic figures	Amount in arabic figures	Office of posting of item	
Item No	Amount in words and roman letters	Country of destination of item	
Office			
Date of posting	Name and forenames of payee	Item No	
Addressee of item	Giro account No	Date of posting	
	Giro centre	Sum collected	
	Country of destination		
Stamp of issuing office	Stamp of issuing office	Money order No	Date
		Issuing office	
		Signature of the official	

Service instructions to be entered after collection

COD, Hamburg 1984, art 105, para 1 — Size: 148 x 105 mm, colour: light green with yellow diagonal stripe

(Back)

	Space for giro service
	Stamp of the giro centre that credited the money order to the payee's giro account

(Front)

COUNTERFOIL intended for holder of giro account No..... Sender		INTERNATIONAL COD INPAYMENT MONEY ORDER R 7 Postal parcels	
Amount in arabic figures 	Amount in arabic figures 	Office of posting of parcel	
Parcel No	Amount in words and roman letters 	Country of destination of parcel	
Office			
Date of posting	Name and forenames of payee	Parcel No	
Addressee of parcel	Giro account No	Date of posting	
	Giro centre	Sum collected 	
	Country of destination		
Stamp of issuing office 	Stamp of issuing office 	Money order No	Date
		Issuing office	
		Signature of the official	

Service instructions to be entered after collection

COD, Hamburg 1984, art 105, para 1 — Size: 148 x 105 mm, colour: white with yellow diagonal stripe

(Back)

	Space for giro service
	Stamp of the giro centre that credited the money order to the payee's giro account

(Front)

COUNTERFOIL		INTERNATIONAL COD MONEY ORDER R 8 to be filled in by machine Letter-post items	
<input type="checkbox"/> Sender		Office of posting of item	
Amount in arabic figures	Amount in arabic figures		
Item No	Amount in words and roman letters	Country of destination of item	
Office			
Date of posting	Payee	Item No	
Addressee of item		Date of posting	
		Sum collected	
Stamp of issuing office	Stamp of issuing office	Money order No	Date
		Issuing office	
		Signature of the official	

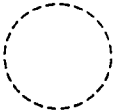
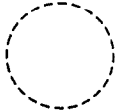
Service instructions

COD, Hamburg 1984, art 105, para 1 — Size: 148 x 105 mm, colour: light green

(Back)

Space for endorsements, if any	
Payee's receipt	
Received the sum shown overleaf	
Place and date	
Signature of payee	
In-register	Stamp of paying office
No	

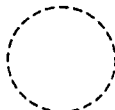
(Front)

COUNTERFOIL		INTERNATIONAL COD MONEY ORDER R 9 to be filled in by machine Postal parcels	
Sender		Office of posting of parcel	
Amount in arabic figures	Amount in arabic figures		
Parcel No	Amount in words and roman letters	Country of destination of parcel	
Office			
Date of posting	Payee	Parcel No	
Addressee of parcel			Date of posting
			Sum collected
Stamp of issuing office	Stamp of issuing office	Money order No	Date
		Issuing office	
		Signature of the official	



Service instructions

COD, Hamburg 1984, art 105, para 1 — Size: 148 x 105 mm, colour: white

(Back)

Space for endorsements, if any	
Payee's receipt	
Received the sum shown overleaf	
Place and date	
Signature of payee	
In-register	Stamp of paying office
No	

(Front)

Number		Payment authorization No	REPLACEMENT OF AN INTERNATIONAL COD MONEY ORDER R 10	
COUNTERFOIL		Postal parcels or letter-post items		
Sender				
File No	File No	Office of posting of item		
Amount in arabic figures	Amount in arabic figures			
Item No	Amount in words and roman letters	Country of destination of item		
Office				
Date of posting	Name and forenames of payee	Item No		
Addressee of item	Street and No or giro account No	Date of posting		
	Place of destination or giro centre	Sum collected		
	Country of destination			
Stamp of issuing service	Stamp of issuing service	Money order No	Date	
		Issuing office		
		Signature of the official		

Service instructions

COD, Hamburg 1984, art 114 — Size: 148 x 105 mm, colour: green

(Back)

Replacement of a COD money order	Space for giro service	
	Payee's receipt	
	Received the sum shown overleaf	
	Place and date	
	Signature of payee	
In-register	Stamp of paying office	
No	