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UNIVERSAL POSTAL UNION

**Collection of Bills Agreement (with Detailed Regulations).
Concluded at Hamburg on 27 July 1984**

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COLLECTION OF BILLS AGREEMENT

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COLLECTION OF BILLS 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 bills for collection that contracting countries agree to set up in their reciprocal relations.

Article 2

Bills accepted for collection

1 Receipts, invoices, promissory notes, drafts, interest and dividend coupons, redeemed instruments and, in general, any commercial or other securities payable without charge shall be accepted for collection.

2 Administrations shall be entitled to accept for collection only some of the categories of bills mentioned in paragraph 1.

Article 3

Protests. Proceedings

Administrations may agree to have commercial bills protested and legal proceedings brought with regard to debts. They shall, by common consent, draw up the provisions necessary for that purpose.

Article 4

Currency

In the absence of special agreement, the amount of the bills for collection shall be expressed in the currency of the collecting country.

¹ Put into effect* on 1 January 1986, in accordance with article 25. 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
Liechtenstein	18 November 1985 a
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.

Chapter II

Posting of bills-for-collection items

Article 5

Form and charge of the item

Bills for collection shall be posted in the form of a duly prepaid registered letter sent direct by the sender to the post office assigned to collect the funds.

Article 6

Number of bills per item

The number of bills insertable in one item shall be unlimited. The bills may be for collection from different debtors provided that they are served by the same post office and the collections are made for the benefit of or on behalf of the same person. In addition, the bills inserted in the same item shall be collectable at sight or on the same date.

Article 7

Maximum amount

The total amount to be collected shall not exceed per item the maximum allowed by the collecting administration for the issue of postal money orders intended for the country of origin of the item, unless a higher maximum has been mutually agreed on.

Article 8

Prohibitions

It shall be prohibited:

- a to make, on the bills, notes not concerning the article for collection;
- b to attach to the bills letters or notes which could represent correspondence between the creditor and the debtor;
- c to countersign, on the dispatch note, annotations other than those required by its make-up.

Chapter III

Special provisions relating to certain facilities offered to the public

Article 9

Withdrawal of bills from the post. Correction of statement

The sender may, under the conditions prescribed in article 33 of the Convention,¹ have all or some of the bills withdrawn from the post or, in case of error, have the dispatch statement corrected.

¹ See p. 65 of this volume.

Article 10

Redirection

- 1 Bills shall be redirected only inside the collecting country and in the following cases:
 - a the debtor has changed his address;
 - b the bills are addressed to persons living in a part of the residence served by another office;
 - c all the debtors are served by another office.
- 2 No charge shall be collected for redirection.

Chapter IV

Collection of bills. Dispatch of funds collected to the sender. Return

Article 11

Prohibition of part payments

Each bill shall be paid in full and on one occasion, otherwise it shall be regarded as refused.

Article 12

Methods of settling with the sender

The funds relating to one and the same item and intended for the sender of the bills shall be sent to him:

- a by collection-of-bills money order;
- b if the administrations concerned allow such procedures, by transfer or inpayment to a postal giro account held either in the collecting country or in the country of origin of the bills.

Article 13

Collection-of-bills money orders

- 1 Collection-of-bills money orders shall be admitted up to the maximum amount adopted by virtue of article 7.
- 2 Subject to the reservations made in the Regulations, collection-of-bills money orders shall be subject to the Money Orders and Postal Travellers' Cheques Agreement.¹

Article 14

Methods of exchanging collection-of-bills money orders

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

Article 15

Non-payment of payee

Article 11, paragraph 2, of the Cash-on-Delivery Agreement² shall apply to collection-of-bills money orders and to inpayments or transfers to giro accounts of the amount of bills collected.

¹ See p. 367 of this volume.

² See p. 501 of this volume.

Article 16

Charges and fees

- 1 Unless paragraph 3 applies, the following charges shall be levied on the amount of bills collected:
 - a a set charge of 60 centimes (0.20 SDR) per collected bill, called "collection charge";
 - b a set charge of 60 centimes (0.20 SDR) per uncollected bill, called "presentation charge";
 - c charges relating to the dispatch of the funds, viz:
 - i charge relating to money orders, if dispatch takes place by collection-of-bills money order;
 - ii 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;
 - iii the charge payable on international transfers or inpayments when they are made to the credit of a postal giro account held in the country of origin of the bills;
 - d in the absence of special agreement and if the sender asks for the settled collection documents to be sent by air: the air surcharge calculated in relation to the weight;
 - e any fiscal dues payable on the bills.
- 2 Bills which it has not been possible to collect as a result of some irregularity or error of address shall not be subject to the collection charge or the presentation charge.
- 3 If it has not been possible to collect any of the bills in an item or if the sums collected are not sufficient for the full presentation charges to be levied, these charges shall be claimed from the sender of the item.

Article 17

Calculation of certain charges and determination of amounts to be sent

- 1 The charges mentioned in article 16, paragraph 1, c, shall be calculated on the basis of the sums remaining after deduction of the collection and presentation charges, the air surcharge mentioned in article 16, paragraph 1, d, and the fiscal dues.
- 2 The amount of the funds to be sent to the sender of the bills shall result from the difference between the sums collected and the charges and fees levied.

Article 18

Return of unpaid, uncollectable or misdirected bills

- 1 Unless they can be redirected by virtue of article 10 or have to be delivered to an appointed third party, bills uncollected for any reason shall be returned to sender through the intermediary of the office of origin.
- 2 Return shall take place post-free in the manner and within the time limits prescribed in the Detailed Regulations.¹
- 3 The collecting administration shall not be obliged to hold the bills or to take any action to establish the non-payment of the bills.

Chapter V

Liability

Article 19

Principle and extent of liability

- 1 Postal administrations shall be liable for the loss of bills after the envelopes containing them have been opened either in the collecting country or, in the case of return to sender of uncollected bills, in the country of origin of the bills.

¹ See p. 543 of this volume.

2 The administration of the country in which the loss occurred shall reimburse the sender the actual amount of the loss incurred, although this amount may not exceed that of the indemnity provided for in article 50 of the Convention.

3 Administrations shall assume no liability for delays:

- a in the transmission or presentation of the bills for collection;
- b in the preparation of protests or the bringing of legal proceedings which they may have taken on themselves in application of article 3.

4 Subject to the above provisions, articles 12 to 16 of the Cash-on-Delivery Agreement relating to the liability of administrations shall apply to the collection-of-bills service, the idea of collection being substituted for that of cash-on-delivery.

Chapter VI

Miscellaneous and final provisions

Article 20

Remuneration of paying administration

Article 28 of the Money Orders and Postal Travellers' Cheques Agreement shall apply in the case of remunerations to be allocated to certain administrations on issue of collection-of-bills money orders.

Article 21

Offices participating in the service

The collection-of-bills service shall be provided by all the post offices participating in the international money orders service.

Article 22

Application of the Convention and certain Agreements

The Convention, the Money Orders and Postal Travellers' Cheques Agreement and the Giro Agreement¹ shall be applicable, where appropriate, by analogy, in all cases not expressly governed by this Agreement.

Article 23

Exception to the application of the Constitution

Article 4 of the Constitution shall not apply to this Agreement.

Article 24

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.

¹ See p. 441 of this volume.

- 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 20 and 22 to 25 of this Agreement and 103 to 107, 110, 111, 113, paragraphs 1 to 6, 114, 115, paragraphs 1, 2 and 4, and 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 in the preceding paragraph and of articles 108, 112, 113, paragraph 7, and 115, paragraph 3, of its Detailed Regulations;
 - c a majority of the votes, if they involve amendments to 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 25

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 Cameroon
Central African Republic
Chile
Republic of Cyprus
People's Republic of the Congo
Republic of Côte d'Ivoire
Arab Republic of Egypt
Republic of Ecuador
Spain
French Republic
Gabonese Republic
Greece
Republic of Upper Volta
Republic of Indonesia
Luxembourg
Republic of Mali
Kingdom of Morocco
Islamic Republic of Mauritania
Principality of Monaco
Republic of the Niger
Netherlands Antilles
Republic of Peru
Portugal
Republic of San Marino
Republic of Senegal
Swiss Confederation
Republic of Suriname
Thailand
Togolese Republic
Tunisia
Turkey
Eastern Republic of Uruguay
Socialist Federal Republic of Yugoslavia

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OF THE COLLECTION OF BILLS AGREEMENT

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ANNEXES: FORMS

DETAILED REGULATIONS OF THE COLLECTION OF BILLS 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 Collection of Bills 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, an extract from its laws or regulations applicable to the collection-of-bills service, particularly with regard to the collection of interest and dividend coupons and redeemed instruments. At the same time it shall also state whether it carries out the collection of these coupons and instruments.

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,³ the following shall be considered as forms for the use of the public:

RP 1 (Statement of bills for collection),

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

Chapter II

Posting of items

Article 103

Conditions to be met by bills

To be eligible for collection, each bill shall:

- a set forth the sum to be collected in roman letters if it is written in full, and in arabic numerals if it is expressed in figures;
- b give the name and address of the debtor;
- c show the date and place where the bill was drawn;

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

² See p. 534 of this volume.

³ See p. 65 of this volume.

- d in the case of a bill of exchange, a cheque or a promissory note, bear the signature of the drawer;
- e have the stamp duty paid on it in the country of origin, if it is subject to that duty;
- f have at least the minimum dimensions laid down for letters in article 19, paragraph 1 (table, col 7), of the Convention.

Article 104

Make-up of dispatches of bills

- 1 Bills for collection forming one item shall be described on a statement in the form of the annexed specimen RP 1.
- 2 Interest or dividend coupons relating to instruments of the same category for collection at the same address shall be noted beforehand on a special bill; they shall then be regarded as one instrument.
- 3 If the sender asks for the settled collection documents to be returned by air, he shall indicate this on the RP 1 statement in the space provided.
- 4 The instruments together with any vouchers in support (invoices, bills of lading, accounts of re-exchange, deeds of protest, etc) shall be inserted, with the dispatch statement, in an envelope in the form of the annexed specimen RP 2. This envelope shall bear, in addition to the name and full address of the sender, the name of the collecting office; annexes shall be attached to the instrument to which they refer.
- 5 Any item the amount of which is to be paid into a postal giro account in the collecting country shall be accompanied, in the absence of special agreement, 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 which shall be entered by the collecting office after collection. If the inpayment form has a counterfoil, the sender shall write thereon his name, address and any other particulars he thinks necessary. The inpayment form shall be inserted in the RP 2 envelope.
- 6 When the amount of a collection-of-bills 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 RP 1 statement, the holder and number of the postal giro account as well as the centre holding this account.
- 7 The particulars prescribed in paragraph 6 shall also be entered on the RP 1 statement when the giro service intervenes in operations carried out by transfers or inpayments if the administrations concerned allow such procedures.

Article 105

Posting

- 1 The RP 2 envelope containing the documents mentioned in article 104, paragraph 4, shall be sealed by the sender and posted at the counter.
- 2 If the item is found in a box, duly prepaid, it shall be treated as if it had been posted at the counter. Unpaid or underpaid items shall not be forwarded.

Chapter III

Special provisions relating to certain facilities offered to the public

Article 106

Withdrawal of bills from the post. Correction of statement

- 1 Subject to paragraphs 2 to 4, article 144 of the Detailed Regulations of the Convention¹ shall apply to requests for withdrawal of bills from the post and requests for correction of the dispatch statement.

¹ See p. 113 of this volume.

- 2 Every request for correction of a statement shall be accompanied by a duplicate of the statement.
- 3 If the request is sent by telegraph, it shall be confirmed by the first post by a postal request; the duplicate mentioned in paragraph 2 shall be attached to that request. Upon receipt of the telegram, the collecting office shall hold the item and wait for confirmation by post to act on the request.
- 4 However, the collecting administration may, on its own responsibility, act on the telegraphic request without waiting for such confirmation.

Article 107

Redirection

- 1 If all the bills for collection in one item are redirected, the statement shall be endorsed "*Réexpédié par le bureau de ...*" (Redirected by the office of ...). The office required to collect the bills shall follow the same procedure as if they had been sent direct to it by the sender.
- 2 If only some of the bills for collection in one item are redirected, the office collecting these bills shall send, without deducting any charge, the sums collected to the office to which the statement was sent by the sender; it shall also return to that office any unpaid bills. The latter office shall remain the only one in charge of settling accounts with the sender.

Article 108

Inquiries

Inquiries shall be subject to articles 147 and 148 of the Detailed Regulations of the Convention. A duplicate of the statement which accompanied the bills shall be supplied by the sender, to be sent to the collecting office with the inquiry.

Chapter IV

Operations at the collecting office

Article 109

Verification of items

- 1 The collecting office shall verify the bills making up the item, check each of them off against the corresponding entries in the statement and enter the result of the verification in the statement.
- 2 Regular bills found in an item but not mentioned in the statement shall be automatically entered thereon.
- 3 If bills entered in the statement are missing, the collecting office shall immediately inform the office of origin, which shall advise the sender.
- 4 If bills are entered in the statement with inexact amount or if they are irregular, they shall immediately be returned to the sender via the office of origin, accompanied by a slip giving the reason for non-presentation and also stating that settlement of the account of the bills retained will be made later; a slip recalling the earlier return of the non-presented bills shall be attached to the RP 1 statement (part 2).
- 5 Bills other than those mentioned in paragraphs 3 and 4 shall be collected normally.
- 6 If none of the bills in an item can be collected, they shall be returned together with an explanatory note and part 2 of the statement.
- 7 Bills which it has not been possible to collect shall be returned in an envelope in the form of the annexed specimen RP 3; the envelope shall be automatically registered.

Article 110

Treatment of items containing prohibited annotations or messages

1 Prohibited annotations or notes made on the statement shall be ignored. Separate notes or letters shall be treated as unpaid letters from the country of origin and, if the bills are collected, delivered to the addressees against collection of the charge payable. If payment of this charge is refused, these notes or letters shall be regarded as undeliverable items and returned to the office of origin in support of the statement.

2 When prohibited annotations are made on the bills themselves, the latter shall be collected and delivered against payment of their amount and of the charge on an unpaid letter from the country of origin. If payment of this charge is refused, the bills may be collected, but the charge payable shall be deducted from the sums collected; an explanatory note shall be attached to the RP 1 statement (part 2).

Article 111

Presentation. Payment period

1 The bills shall be presented to debtors on the day of maturity, where applicable, or as soon as possible.

2 Bills unpaid on presentation and payment of which has not been categorically refused by the debtors in person shall be held at the disposal of those concerned for a period of seven days reckoned from the day after the day of presentation; this period may be extended to one month at most by administrations obliged to do so by their legislation. Debtors shall be advised that they may come and settle the account at the office during this period; the sender may however ask in a note on the statement for the instruments to be returned to him immediately after unsuccessful presentation or delivered to persons named for that purpose.

3 The vouchers in support mentioned in article 104, paragraph 4, shall be delivered to the debtor only against payment of the bills to which they relate.

Chapter V

Operations after presentation

Article 112

Settlement of account

The collecting office shall prepare the settlement of account of the RP 1 statement (part 2), taking care to mention any particulars that the sender may have omitted and deleting those which are inapplicable.

Article 113

Dispatch of funds by money order

1 The card money order, endorsed "*Recouvrement*" (Collection of bills) on the front, shall be sent in an RP 3 envelope to the office of posting of the bills accompanied by the RP 1 statement (part 2) and any uncollected bills.

2 When the amount of the collection-of-bills money orders can be paid into a postal giro account held in the country of origin of the item and the sender has asked to take advantage of this facility, the preparation of the money order, return of the uncollected bills and return of the RP 1 form (part 2) shall be carried out in accordance with article 114, paragraphs 2 and 3.

3 In relations where the money order service requires the intervention of offices of exchange, the envelope shall be sent to the relevant office of exchange.

4 If the sender has asked for the settled collection documents to be returned by air, the envelope, bearing a "Par avion" label and, if applicable, the postage representing the air surcharge authorized by article 16, paragraph 1, d, of the Agreement, shall be sent by the first airmail.

5 The envelopes mentioned in paragraphs 1 to 4 shall be registered if they contain uncollected bills. The particulars printed on the RP 3 envelope shall be supplemented accordingly.

6 When charges are to be collected from the sender either in application of article 16, paragraph 3, of the Agreement, or under article 110 of these Regulations, the RP 3 envelope shall be endorsed with the T stamp and the amount of charges to be collected given in bold figures on the front of the envelope.

7 When the name and address of the sender appear neither on the envelope, on the statement nor on the bills themselves, the office of destination, if it has been unable to obtain this information from the debtor or debtors, shall advise the office of origin of the fact, act according to the provisions set out above and name the latter office as payee in the collection-of-bills money order.

Article 114

Settlement by inpayment or transfer to a postal giro account

1 If the funds are paid into or transferred to a postal giro account, the advice of credit or transfer intended for the holder of the account shall be endorsed "Recouvrement" (Collection of bills).

2 When the internal organization of the collecting office does not permit the transfer of the sums collected to a postal giro account abroad, the funds shall be sent by collection-of-bills money order; but, instead of the full address of the sender, the instrument shall bear the name of the holder of the account followed by the words "Compte courant postal No ... tenu par le bureau de ..." (Postal giro account No ... held by the centre of ...). The money order shall be sent direct to the giro centre concerned.

3 After the operations mentioned in paragraphs 1 and 2 above have been carried out, the RP 1 statement (part 2) accompanied by any uncollected bills shall be returned to the office of origin as laid down in article 113, paragraphs 1 to 6.

Article 115

Miscellaneous operations

1 Uncollected bills, attached where applicable to the money order issued in settlement of the collected bills, shall be returned automatically registered in an RP 3 envelope under the conditions laid down in article 113, paragraphs 1 to 6.

2 The reason for non-collection shall be given, with no further statement, in the form prescribed in article 143, paragraphs 1 to 3, of the Detailed Regulations of the Convention either in a slip attached to the instruments or by means of the RP 1 statement (part 2).

3 Missing or irregular RP 1 statements (part 2) shall be either inquired about or returned direct from office to office.

4 Article 113 of the Detailed Regulations of the Cash-on-Delivery Agreement¹ shall apply to collection-of-bills money orders.

Chapter VI

Special provisions for collection-of-bills list money orders

Article 116

Offices of exchange for collection-of-bills list money orders

"Collection-of-bills 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.

¹ See p. 501 of this volume.

Article 117

Preparation and transmission of collection-of-bills lists

- 1 Each office of exchange shall prepare, daily or upon agreed dates, MP 2 lists bearing the impression "*Recouvrements*" (Collection of bills) recapitulating the bills collected by the collecting office.
- 2 Every collection-of-bills 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 the numbers, beginning on 1 January or on 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), together with the RP 1 statements (part 2) to which shall be attached any uncollected bills.
- 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.

Article 118

Special collection-of-bills lists

A special MP 2 list, endorsed "*Recouvrements*" (Collection of bills), shall be prepared for each of the following categories of money orders:

- a 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;¹ the list shall be endorsed, at the top, "*Mandats exempts de taxe*" (Money orders exempt from charges);
- b money orders which the sender of the bill has asked to be sent by air; the list shall be endorsed "*Mandats par avion*" (Money orders by airmail) and shall be forwarded by the first airmail.

Article 119

Verification and correction of collection-of-bills lists

Verification and correction of amounts and entries made in the collection-of-bills 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.

Article 120

Payment of collection-of-bills list money orders

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

Article 121

Undelivered or uncollected money orders

- 1 Collection-of-bills money orders 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 posting of the items.

¹ See p. 367 of this volume.

2 The same shall apply in the case of payment instruments 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, collection-of-bills 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 collection-of-bills items shall prepare at the end of each month, for each collecting administration, an MP 5 monthly account bearing the impression "*Recouvrements*" (Collection of bills). The totals of the lists received during the month shall be recapitulated in this account.

3 The administration preparing the account shall add to the total the amount of the remunerations payable to it in accordance with article 20 of the Agreement.

4 The balance of the MP 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 MP 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 Collection of Bills 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. 542 of this volume.)

ANNEXES: FORMS

LIST OF FORMS

No	Title or nature of form	References
1	2	3
RP 1	Statement of bills for collection	Art 104, para 1
RP 2	"Collection-of-bills" envelope	Art 104, para 4
RP 3	<div style="display: flex; align-items: center;"> <div style="font-size: 2em; margin-right: 5px;">[</div> <div style="margin-right: 5px;"> "Uncollected bills" "Money order for settlement of collected bills" </div> <div style="font-size: 2em; margin-right: 5px;">]</div> <div style="margin-left: 5px;">envelope</div> </div>	Art 109, para 7

Postal administration of origin

RP 1 (Part 1)

Office of posting

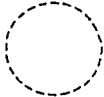
**STATEMENT
Bills for collection**

Sender, Name and full address	Date of statement
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Notes. Bills for different debtors, 5 at most per statement, must be collectable by the same office and have the same date of maturity. The amounts of the bills, unless the administrations concerned agree otherwise, must be expressed in the currency of the collecting country.

Serial number	Names and full addresses of debtors	Amount of bills	Date of maturity	Remarks	Result of verification by office of destination
1	2	3	4	5	6
1					
2					
3					
4					
5					
Total					

Method of settlement chosen	<input type="checkbox"/> By collection-of-bills money order to the address given above, sent by <input type="checkbox"/> surface <input type="checkbox"/> air
	<input type="checkbox"/> By collection-of-bills money order to be credited to the postal giro account given below
	<input type="checkbox"/> By transfer to be credited to the postal giro account given below
	<input type="checkbox"/> By inpayment to be credited to the postal giro account given below
	Giro account No
Name of payee	
Name of giro centre	

Place and date	Stamp of office of destination Signature of official
Signature of sender	

[Postal administration

RP 1 (Part 2)

[Collecting office

**STATEMENT
To be returned to sender**

Sender, Name and full address (To be completed by the sender)	Date of dispatch of bills Office of posting
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If the documents are to be returned by air, affix a "Par avion" label or impression on the right

Serial number	Names of debtors (To be completed by the sender)	Amount of bills not collected	Amount of bills collected
1	2	3	4
1		
2		
3		
4		
5		

Total of bills collected			
Less	Collection charge		
	Presentation charge for unpaid bills		
	Stamp duty		
	Charge for the <input type="checkbox"/> money order <input type="checkbox"/> inpayment <input type="checkbox"/> transfer		
	Charge for the return by air of the settlement documents		

Total deductions

Sender's credit		Money order No	Stamp of the collecting office
Method of settlement	<input type="checkbox"/> By the attached money order		
	<input type="checkbox"/> By transfer credited to the postal giro account given below		
	<input type="checkbox"/> By inpayment credited to the postal giro account given below		
	Giro account No		
	Name of payee		
Name of giro centre			

Number of bills not collected	The uncollected bills are attached to this statement
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<input type="checkbox"/> Postal administration of origin	RP 2
Postage	
<p><u>REGISTERED</u></p>	
BILLS FOR COLLECTION	Office of destination
Sender	POST OFFICE
_____	of
_____	Country of destination
_____	_____

Collection of Bills, Hamburg 1984, art 104, para 4 — Size: 114 x 162 mm or 125 x 176 mm

<input type="checkbox"/> Postal administration	On postal service RP 3
[Empty box for "Par avion" label]	
<input type="checkbox"/> UNCOLLECTED BILLS <input type="checkbox"/> MONEY ORDER FOR SETTLEMENT of collected bills	
<p>Notes</p> <p>Stick the "Par avion" label in the space provided for this purpose in the top left-hand corner when the settlement money order is to be sent by air, and cover the corresponding air surcharge.</p> <p>If the item contains uncollected bills, register it officially.</p>	Office of destination
	POST OFFICE
	of
	Country of destination

Collection of Bills, Hamburg 1984, art 109, para 7 — Size: 114 x 162 mm or 125 x 176 mm