

N° 2832.

ALLEMAGNE ET CUBA

Convention concernant l'échange des colis postaux entre les deux pays, avec règlement d'exécution et annexes. Signé à la Havane, le 14 juin 1928.

GERMANY AND CUBA

Convention for the Exchange of Postal Parcels between the two Countries, with Detailed Regulations and Annexes. Signed at Havana, June 14, 1928.

¹ TRANSLATION.

No. 2832. — CONVENTION BETWEEN GERMANY AND THE REPUBLIC OF CUBA REGARDING THE EXCHANGE OF POSTAL PARCELS. SIGNED AT HAVANA, JUNE 14, 1928.

THE GERMAN REICH and THE REPUBLIC OF CUBA, being desirous of improving the postal relations between the two countries, have appointed as their Plenipotentiaries :

THE PRESIDENT OF THE GERMAN REICH :

Dr. Franz Carl ZITELMANN, Envoy Extraordinary and Minister Plenipotentiary at Cuba ;

THE PRESIDENT OF THE REPUBLIC OF CUBA :

Dr. Francisco Maria FERNÁNDEZ, Secretary of State for Public Health and Social Services and Secretary of State *ad interim* for Foreign Affairs ;

Who, having communicated their full powers, found in good and due form, have agreed as follows :

Article 1.

The provisions of the present Convention shall be generally applied not only in respect of parcels exchanged direct between the two countries, but also in respect of parcels conveyed in transit through either country ; all the provisions in question shall therefore apply without distinction to consignments of postal parcels exchanged in conformity with these Articles.

Article 2.

1. Under the designation of " postal parcels ", parcels, not exceeding 5 kg in weight, may be sent through the post, from either contracting country to the other.

2. Goods and other consignable articles may also be admitted for conveyance in the mails to be exchanged under the present Convention, provided always that such goods or articles do not come within the categories hereinunder prohibited and, further, that no parcel exceeds either the weight specified above or the dimensions laid down in the Detailed Regulations for the Execution of the present Convention.

3. The Postal Administrations of the two States shall arrange for the conveyance of the parcels between their respective countries by such suitable means of transport as they have at their disposal.

Article 3.

Each of the two Administrations guarantees to the other the right of transit through its territory in respect of parcels addressed to countries with which the Administration concerned maintains

¹ Translated by the Secretariat of the League of Nations, for information.

a parcels post service and, subject to the same conditions, the right of transit shall also be guaranteed in respect of parcels coming from any of the said countries with which the Administration of the country of transit has entered into an agreement for the forwarding of the parcels. For this purpose the two contracting Postal Administrations shall by mutual agreement specify the countries for which they undertake to forward parcels and in like manner lay down the conditions under which parcels despatched from or addressed to these foreign countries, in transit through the territory or service area of either of the contracting Administrations, may be exchanged under the present Convention by the offices of exchange concerned.

Article 4.

1. The Postal Administration of the country of origin shall pay to the Postal Administration of the country of destination the latter's share of the charge for conveyance by land, the surcharge and, where the country of destination is responsible for conveyance by sea, the sea transport charge on the basis of the following scale (in gold francs) :

	In respect of par- cels not exceeding 1 kg. in weight	In respect of par- cels whose weight exceeds 1 kg. but not 5 kg.
	Fr.	Fr.
<i>I. Parcels sent from Cuba to Germany :</i>		
(a) Share of land rate together with surcharge due to country of destination	0.55	0.75
(b) Sea rate	0.70	1.20
(c) Share of land rate due to country of origin	1.00	1.00
Total	2.25	2.95
<i>II. Parcels sent from Germany to Cuba :</i>		
(a) Share of land rate due to country of destination	1.00	1.00
(b) Sea rate	0.70	1.20
(c) Share of land rate together with surcharge due to country of origin	0.55	0.75
Total	2.25	2.95

The Cuban Postal Administration shall also be entitled to levy a surcharge of 25 centimes in respect of every postal parcel handed in at its offices or transmitted thereto.

2. The totals thus obtained shall be used as a basis for computing the rates to be charged to senders ; in drawing up its scale of charges, however, each Administration shall be free to fix the rates at such sums in its own currency as it may deem appropriate.

Article 5.

Except in cases of return or redirection the postage on parcels shall be paid in advance.

Article 6.

1. The postal parcels to be exchanged may be insured for an amount not exceeding 1,000 gold francs. The two contracting Postal Administrations shall decide by a special agreement on the date from which insured parcels will be admitted.

2. The Administration of origin shall be entitled to collect for its own account from the sender of an insured parcel a despatch fee not exceeding 50 centimes and an insurance fee the total amount of which may not exceed 50 centimes per 300 francs of the insured value.

3. Of the insurance fee, 5 centimes on each 300 francs or part of 300 francs shall be remitted to the Administration of the country of destination. To this will be added 10 centimes on each 300 francs or part of 300 francs in respect of conveyance by sea if the Administration of the country of destination is responsible for such conveyance.

Article 7.

In the case of parcels originating in or forwarded by either country which are conveyed in transit through the intermediary of the other the Postal Administration in the country of transit shall be credited by the other Postal Administration with the transport and insurance fees for these parcels, as shown in the statements which the two Administrations shall communicate to each other.

Article 8.

1. All parcels may, at the request and for the account of the Administration of the country of destination, be subjected to a surcharge not exceeding 50 centimes for delivery and the completion of the formalities required when the consignment is presented to the Customs Administration. This charge shall be collected from the addressee.

2. The sender of a postal parcel may obtain an advice of receipt or delivery on payment of a fixed charge of 50 centimes, payable in its entirety to the country of origin. If application for such an advice is made after the parcel has been handed in for conveyance, or if enquiries are made by a sender who has not previously paid the fee for an advice of receipt, a fee equal to twice the above amount may be collected.

Article 9.

1. Parcels may, at the request of the senders, be sent out for delivery by special messenger immediately after their arrival in the office of destination.

2. Such parcels, called "express", which the senders must clearly mark as such in some conspicuous place, shall be subject to a special fee of 50 centimes to be paid by the senders. This fee shall be credited to the Postal Administration of the country of destination, which shall have the option of delivering by express to the addressee either the parcel itself or a notice of its arrival.

3. Should the addressee of an express parcel live outside the free delivery zone of the office of destination, the latter may collect from the addressee an additional charge for delivery of the parcel or the notice, the amount of which shall not exceed the fee fixed for delivery in the inland service of the country of destination, less the special fee paid in advance by the sender.

4. Only one attempt shall be made to deliver by express to the addressee either the parcel itself or the notice of its arrival. After an unsuccessful attempt, the parcel shall cease to be considered as an express parcel, and shall be delivered in accordance with the regulations applicable to ordinary parcels.

5. Should an express parcel be redirected to a third country before any attempt has been made to deliver it by special messenger, the express delivery fee shall be credited to the Postal Administration of the new country of destination, provided of course that that Administration undertakes the express delivery of parcels. Otherwise, the fee shall be retained by the Administration of the first country of destination and the same rule shall apply if the parcel cannot be delivered.

Article 10.

Parcels covered by the present Convention shall not be subject to any other postal charges than those provided for in the various Articles thereof. The country of destination shall be entitled to collect from the addressees a warehousing charge in respect of parcels addressed "poste restante" or not claimed within the period prescribed by the inland regulations of that country. In the event of redirection or return to origin, the parcel shall remain subject to this charge for the account of the Administration which has imposed it. Parcels shall only be subject to payment of Customs duties to the extent justified by the value of their contents under the Customs regulations and tariffs of the country of destination.

2. Parcels which are handed in to a post office in either country for despatch to the other shall not be delayed or subjected to Customs examination except in so far as this is prescribed by the general laws and regulations of the country of origin regarding the foreign parcels post service, with a view to ascertaining whether the parcel may be exported or for reasons connected with the public health regulations. The contents of insured parcels addressed to places in the Republic of Cuba may only be examined in the presence of the addressees or their legal representatives, unless they waive this right. This shall be deemed to be the case whenever two separate notices to appear fail to produce a response.

3. Parcels addressed to foreign countries, which are forwarded through the agency of either of the contracting Administrations shall not while in transit be subjected to Customs duties or any other dues by the Administration responsible for forwarding. Similarly, parcels returned to the country of origin or forwarded to third countries shall not be subjected to Customs duties; any such duties as may have been imposed shall on the contrary be cancelled.

Article 11.

1. Customs or other non-postal dues shall as a general rule be paid by the addressees of the parcels; the payment of these and any other charges incurred in respect of the parcel in the country of destination (for Customs clearance, delivery to the addressee, etc.) may, however, be undertaken by the sender, provided that the latter informs the office of origin to this effect in advance and furnishes the country of origin with adequate security for the payment of such dues when they are claimed from him.

2. To cover the costs of the work occasioned by this service, the Administration of the country of origin shall be entitled to charge for its own account a fee not exceeding one franc per parcel. The post-office of origin may collect from the sender in advance such sum as it deems sufficient to cover the fees in question.

Article 12.

When regulation parcels are redirected from one country to another or returned because delivery has proved impossible, a surcharge corresponding to the charges fixed in Articles 4 and 6, § 2, of the present Convention shall be collected from the addressee or the sender as the case may be.

Article 13.

1. Parcels shall not be admitted to the post, if containing :

(a) Explosive or inflammable substances, and, in general, all objects or materials the conveyance of which is in any way dangerous.

(b) Books and printed matter which infringe the law of copyright of the country of destination. Loose advertisements or circulars regarding lotteries. Obscene or immoral articles and goods the admission of which is not permitted by the Customs laws or other laws and regulations of the country of destination.

(c) Opium, morphine, cocaine and other narcotics unless such drugs are admitted by the country of destination for medical purposes.

(d) Live animals or insects with the exception of bees suitably packed.

(e) Dead animals or insects not completely dried, perishable fruits and vegetable matter ; substances giving off an offensive odour and fats (whether liquid, easily apt to liquefy or in dried and powdered form) unless made up in accordance with the prescriptions of the Detailed Regulations for the Execution of the Universal Postal Convention ; articles which by their nature or as the result of inadequate packing are liable to spoil or which may soil or damage other packets or the receptacles used for their conveyance.

2. It is likewise forbidden to enclose in postal parcels letters or anything which the Universal Postal Union includes under this description, or postcards or any communication having the character of an actual and personal correspondence, as well as correspondence of any kind bearing an address other than that of the addressee of the parcel. It shall, however, be permissible to enclose in each parcel an invoice bearing the name and address of the sender and addressee, together with particulars of the contents and their value.

3. It is likewise forbidden to send coins of all kinds, gold and silver articles, jewels or other precious and valuable articles in uninsured postal parcels from one country to another.

4. Parcels forbidden under paragraphs 1 and 3 of the present Article, which have been wrongly admitted to the post, shall be returned to the place of origin, unless otherwise provided by the laws and regulations of the country of destination. Explosive, inflammable and other dangerous materials shall not be returned to the place of origin, but shall be destroyed on the spot by the Administration which discovers them. The case shall be reported with all possible details to the Administration of origin in order that the latter may proceed against the sender under its laws and regulations.

5. All senders of parcels containing any of the articles prohibited by the present Article shall forfeit all claim to compensation of any kind and shall be responsible for any damage or prejudice which they may cause. Should the prejudice caused be confined to the damaging of other parcels, the parcel shall neither be delivered to the addressee nor sent back to the Administration of origin for return to the sender, until the latter has paid the prescribed compensation on account of the damage caused. The sum paid shall, however, be refunded to him should it prove impossible to remit the compensation within the regulation period to the person entitled thereto. Should the sender refuse or be unable to make good the damage caused, his parcel shall be left at the disposal of the Administration which recognised the obligation to pay compensation.

6. Each of the two Administrations shall communicate to the other a list of the articles which though suitable for despatch in postal parcels, may not be imported into the country of destination under the Customs laws and regulations in force and which are not specified in paragraphs 1 and 3 above. In the absence of such a communication, the particulars given for the contracting countries in the " List of Prohibited Articles " issued by the International Bureau of the Universal Postal Union shall apply. If articles not admitted to the post are despatched notwithstanding the prohibition, the Administration of the country of despatch shall not be responsible therefor to the country of destination. The responsibility which devolves upon the senders on this account shall be limited to the fact that the goods shall be treated, according to their category, in the manner prescribed in the present Article.

Article 14.

1. Should a postal parcel, prior to transmission to another country, be found to contain any of the classes of correspondence prohibited under paragraph 2 of the preceding Article, and should it be practicable to detach such correspondence from the parcel, the correspondence in question shall be despatched separately, without prejudice to the sender's responsibility under the laws and regulations of the country of despatch.

2. If as the result of an oversight a letter is despatched in a parcel, the country of destination shall, in accordance with the provisions of the Universal Postal Union, collect a charge equal to double postage in respect thereof; it shall furthermore bring the matter to the notice of the Administration of the country of despatch, in order that, should it think fit, the latter may proceed against the sender under its laws and regulations.

3. Parcels may not contain smaller parcels bearing addresses other than that of the common main wrapper.

4. Should such parcels be found they shall be forwarded separately, separate charges being collected on each one and, where the place of destination is different, the corresponding charges for redirection.

Article 15.

1. Save in cases beyond control ("force majeure"), whenever a parcel is lost, pilfered or damaged, or the entire value of its contents lost through delay in transmission due to negligence — with the exception of cases in which no damage can be proved — the sender, or failing him the addressee, shall be entitled to claim compensation equal to the actual amount of the loss, abstraction or damage, unless the loss, etc. has been caused by the fault or negligence of the sender or arises from the nature of the article despatched. For ordinary parcels the amount of compensation may in no case exceed 10 francs for a parcel not exceeding 1 kilogramme in weight and 25 francs for a parcel weighing between 1 and 5 kilogrammes, for insured parcels the amount of compensation may not exceed the amount for which they were insured.

Indirect loss or loss of profits shall not be taken into consideration.

Compensation shall be calculated on the basis of the current commercial price of goods of the same kind and quality on the date when the goods were handed in at the place of despatch. In the absence of a current commercial price, compensation shall be calculated on the ordinary value of the goods ascertained on the same basis.

Where compensation is due for the loss or destruction of a parcel or for the abstraction of the whole of its contents, the sender shall also be entitled to the return of the postage. The same shall apply to parcels refused by the addressees on account of their being in bad condition, in so far as the postal authorities are responsible and liable therefor. The sender shall also be repaid any charges collected from him by the postal authorities in respect of any enquiry occasioned through the fault of the postal service.

An addressee who has taken delivery of a pilfered or damaged parcel against reserve shall be entitled to compensation at the regulation rates.

In all cases the insurance fee shall be retained by the Postal Administrations.

2. Compensation shall be paid by the Administration to which the office of origin belongs. The said Administration shall retain the right to make a claim against the Administration responsible, that is to say, against that in whose territory or service area the loss, pilfering, damage or delay in transmission due to negligence has occurred.

3. Until the contrary is proved, responsibility rests with the Administration which, having received the parcel without making any reservation, cannot establish either delivery to the addressee or, in the case of transmission in transit, transfer to the following Administration.

4. Compensation shall be paid by the Administration of the country of origin as soon as possible, and at the latest within one year of the date of the enquiry.

The said Administration may in exceptional cases postpone the payment of compensation beyond the period prescribed if it is not yet in receipt of reliable information as to the whereabouts of the missing parcel or the extent of the damage, or if the question of responsibility has not yet been settled owing to reasons foreign to the postal service (e. g. "force majeure").

The Administration of the country of origin shall, however, be authorised to compensate the sender on behalf of the Administration of the country of transit or of destination if, after a claim has lodged duly been, the latter has allowed six months (in service with countries overseas, nine months) to elapse without taking a decision in the matter.

The Administration responsible or on whose account payment is made in accordance with the foregoing paragraph shall be bound to repay the amount of the compensation to the Administration of the country of origin within a period of three months after notification of payment. This repayment is made free of cost to the creditor Administration, either through the accounts or by means of a money order or draft, or in coin current in the creditor country. Should repayment be effected through the accounts, the amount of the compensation shall be collected from the country responsible, either direct or through the medium of the first transit Administration. The latter, in turn, shall then claim the amount from the next Administration, the process being repeated until the sum paid out has been debited to the Administration responsible. After the expiry of the period of three months, the sum debited to the Administration of origin shall bear interest at the rate of 7 per cent. per annum, as from the date of expiry of the said period.

Should an Administration whose responsibility has been duly proved decline, in the first instance, to pay compensation, it shall in addition bear all additional charges resulting from the unwarranted delay in payment.

5. Application for compensation shall only be entertained within a period of one year as from the day following the handing in of the parcel ; after the expiry of this period the applicant shall have no claim to compensation.

6. The Administration on whose account compensation is paid out following the loss of insured parcels, succeeds to all the owner's rights.

7. Should the loss, pilfering or damage occur in course of conveyance without its being possible to prove on which territory or in which service area the loss, pilfering or damage took place, each of the two Administrations shall pay half the amount of the compensation.

Responsibility for parcels addressed "poste restante" or held at the disposal of the addressees shall cease on delivery to a person who has proved his identity according to the rules in force in the country of destination and whose name and description correspond to those indicated in the address.

8. Administrations shall cease to be responsible for postal parcels of which the proper parties have taken delivery, after signing a receipt therefor, or in respect of which no information can be produced as a result of the destruction through "force majeure" of the service records relating thereto. Responsibility shall likewise cease in case of loss or damage due to fire, floods, railway accidents, shipping disasters or other causes resulting from "force majeure".

Article 16.

1. Postal parcels must be carefully packed and closed in such a manner as to render it impossible to examine the contents without leaving obvious traces of opening.

2. No parcel shall be admitted to the post unless safely and securely packed in the manner prescribed.

3. The senders shall furthermore be required to see that each parcel bears the necessary address, and to attach thereto a despatch note, together with the necessary Customs declarations drawn up in accordance with the prescribed models.

4. No parcel may be insured for an amount in excess of the actual value of the contents.
5. Should the sender of a parcel insure it, with intention to defraud, for an amount exceeding the actual value of the contents, he shall forfeit all right to compensation ; the application of this provision shall not preclude the institution of criminal proceedings against the sender under the laws of the country of origin.

Article 17.

1. The internal legislation of each of the contracting countries shall apply, except where otherwise provided by the provisions of the present Convention and of the Detailed Regulations for the Execution thereof.

2. Each of the Administrations shall designate the offices and places authorised to take part in the exchange of postal parcels with foreign countries and shall in due course officially communicate a list of such offices and places to the other ; the two Administrations shall regulate the manner in which parcels shall be despatched and lay down by mutual agreement all other detailed prescriptions which appear to be necessary for the execution of the present Convention.

Article 18.

The Administration of the country of origin shall convey the postal parcels to the offices of exchange of the other country ; it shall do so for its own account and on its own responsibility, employing such means of transport as it may think fit. If, however, the country of destination assumes responsibility for conveyance by sea between the two countries as described in Article 4 of the present Convention and receives the fee for such conveyance under the terms of that Article, the delivery of parcels on board the ships which the country of destination employs in this service shall be regarded as equivalent, for the purposes of the present Article, to delivery by the country of despatch at one of the offices of exchange in the territory of the other country.

Article 19.

The exchange of parcels between the post offices in each of the two countries designated for the purpose shall be effected in closed and sealed bags, sacks, etc. as the despatching Administration shall prefer. All such receptacles shall be marked " Postpakete " (" Paquetes Postales ").

Each Administration shall send back all bags, sacks, etc. received from the other, by return of post, using them for the transmission of its own mail whenever it so desires.

Article 20.

1. The settlement of the amounts due in respect of fees from each of the two countries to the other shall be effected in the manner to be fixed by agreement between the two Postal Administrations.

2. The two Administrations may by mutual agreement decide that on account of public insecurity or for other reasons, particular offices shall not be authorized to receive or despatch postal parcels, irrespective of the fact that they had previously figured on the list of offices specially designated for this service

Similarly, should such a course be deemed expedient, conditions may be laid down for the admission to the post of heavier parcels up to a weight of 10 kilogrammes and also of cash on delivery parcels.

3. Each country reserves its right to entrust the execution of the provisions of the present Convention to the railway and shipping concerns at its disposal.

4. At the same time each country shall be entitled to limit the parcels post service to packets despatched from or addressed to places served by the aforementioned concerns.

Article 21.

1. The present Convention shall enter into force on the date to be fixed by common consent by the Postal Administrations of the two contracting countries.

2. If, during the first year of execution of the Convention, neither contracting Administration is of opinion that any difficulties have been encountered in the operation of the service — whether in respect of the settlement of accounts or in any other respect — the Convention shall remain in force until either Administration shall give the other one year's notice of its desire that the Convention should be suspended temporarily or terminated.

Article 22.

The present Convention, together with the Detailed Regulations for the execution thereof, shall be ratified, and the instruments of ratification exchanged as soon as possible at Havana.

In faith whereof, the Plenipotentiaries of the two Parties have signed the present Convention in German and Spanish and thereto affixed their seals.

Done in two copies at Havana, on the fourteenth day of June, one thousand nine hundred and twenty-eight.

DETAILED REGULATIONS

FOR THE EXECUTION OF THE CONVENTION BETWEEN GERMANY AND THE REPUBLIC OF CUBA REGARDING THE EXCHANGE OF POSTAL PARCELS.

I.

1. The exchange of postal parcels in closed mails shall be effected through the shipping companies at the disposal of each of the two countries.

2. The Contracting Parties nevertheless reserve their right to make, in addition, occasional use of some other means on the suitability of which they are both agreed.

3. If the two Administrations agree, the exchange of parcels between them shall be effected by the mail steamers of the "Hamburg-Amerika-Linie", the "Norddeutscher Lloyd" and the "Ozean Linie" plying between Havana and Hamburg.

4. Until otherwise provided, the offices of exchange shall be the post offices at the ports of arrival of the steamers of the aforesaid companies; *i. e.*, for Cuba, the post office at Havana and, for Germany, the Hamburg 7 post office.

II.

1. The Postal Administrations shall, whenever necessary, inform each other what regular sea services may be employed for the despatch of parcels.

2. After previous agreement with the countries concerned, the two Administrations shall from time to time communicate to each other in the form of tables identical with or similar to Form A annexed hereto, the following particulars in the order indicated :

- (a) The names of the countries with which postal parcels can be exchanged through their agency ;
- (b) The routes available for the transmission of these parcels from the point of entry into their territories or service areas ;
- (c) The total amount of the fees to be paid by the Administration of origin for each country ;
- (d) If insurance is possible, subject to what formalities and up to what amount.

3. By means of these tables each Administration shall inform the other of the countries with which it intends to exchange postal parcels, shall specify the routes to be employed for the transmission of its parcels and shall fix the postage and other postal charges to be collected from the senders according to the conditions in which transmission takes place.

III.

The parcels handed in shall not weigh more than 5 kilogrammes or measure more than 125 centimetres in any direction ; in volume they shall not exceed 55 cubic decimetres.

IV.

1. No packets shall be accepted for despatch as postal parcels which do not bear the exact address of the addressee in Roman characters. Addresses shall not be written in pencil ; nevertheless parcels bearing addresses written with a copying ink pencil on a previously moistened surface shall be accepted for despatch. The address must be written on the wrapper of the parcel itself or firmly fastened thereto in such a way that it cannot become detached. It is advisable to enclose a duplicate of the address inside the parcel.

2. All parcels shall be packed in a manner which is adequate to the time required for conveyance to destination and which sufficiently protects the contents. Furthermore, in the following cases a special type of packing shall be required :

(a) Articles of glass, crystal, china, etc. shall be packed in stout containers (boxes of metal, wood, leather or stout corrugated cardboard), in such a manner as to obviate all risk to other packages or to postal officials.

(b) Liquids, including sweetmeats in liquid sugar, fats, oils and substances which readily liquefy, shall be enclosed in a double container. Between the first container, which shall be hermetically sealed (bottle, flask, pot, tin, etc.), and the second (box made of metal, strong corrugated cardboard, strong thick leather or stout wood), a space shall, if possible, be left which shall be filled with sawdust, cotton, bran or some other absorbent or protecting material.

(c) Substances which do not readily liquefy, sweetmeats in paste form, soft soap, resins, etc. the conveyance of which is less difficult, shall be enclosed in a first container (small case, tin, linen bag, parchment, etc.), which in its turn shall be encased in a second container (box made of wood, metal or strong thick leather).

(d) Substances liable to stain, such as aniline, etc., shall only be admitted to the post if enclosed in stout tin boxes, placed inside wooden boxes with sawdust between

the two containers ; dry powders not liable to stain may be placed in boxes of metal, wood or cardboard to be themselves enclosed in linen or parchment bags.

(e) Live bees shall be packed in boxes so constructed as to preclude all possibility of danger.

3. All parcels must be packed in such a way as to render it impossible to tamper with the contents without leaving obvious traces of opening. Parcels consisting of baskets or rough straw-plaiting may, however, be accepted without packing, provided that the articles in question are fitted one inside another and strongly corded in such a way that they form a single parcel which cannot fall apart and will not easily change shape.

4. It is always advisable, and in the case of insured parcels indispensable, that parcels should be closed by means of wax or lead seals, all of which should be identical and bear a special stamp or mark of the sender's. The seals affixed shall be sufficiently numerous to make tampering with the parcel impossible.

5. Every insured parcel shall bear, both as part of the superscription and on the despatch note, a statement in words and figures, and without alteration or addition, of the amount of the insured value. When this amount is expressed in the official Cuban or German currency, the sender or post office of the country of origin shall indicate the gold franc equivalent in figures either below or beside the original statement.

V.

1. Each parcel shall be accompanied by a despatch note and by Customs declarations identical with or similar to the annexed Forms B and C. The Administrations shall inform each other of the number of Customs declarations to be attached to parcels for the respective countries of destination.

2. The sender of a parcel may indicate by means of directions on the back of the despatch note and on the parcel itself how the latter is to be disposed of if it proves to be undeliverable. The sender may give instructions :

- (a) That the parcel be returned to him immediately ;
- (b) That the address be corrected or completed ;
- (c) That the parcel be delivered to another addressee or that it be redirected to another locality for delivery to the original addressee or some other person ;
- (d) That the original addressee be again advised ;
- (e) That the parcel be sold on the sender's behalf and at his risk or treated as abandoned ;
- (f) That the parcel be delivered to the addressee free of Customs or any other charges due in respect thereof.

3. Despatch note forms and all other printed papers used for the service between the two countries shall be worded in Spanish or in German with a French translation underneath.

4. Unless postage is paid by means of stamps affixed to the despatch note, the latter shall be marked with the amount of such postage. The despatch notes attached to insured parcels shall bear a statement of the value in accordance with the provisions of Article IV, paragraph 5, of the present Detailed Regulations.

5. In the case of insured parcels, the exact weight in grammes, and in the case of ordinary parcels, the weight in kilogrammes and half kilogrammes shall be marked by the office of origin upon the outer wrapper of each parcel and also in the space provided for the purpose on the despatch note.

6. The Administrations assume no responsibility for the accuracy of the information contained in the Customs declarations.

VI.

1. Each parcel, together with the despatch note relating thereto, shall bear an adhesive white paper label identical with or similar to specimen D hereto annexed, showing the serial number and the name of the office of origin. No office of origin may simultaneously use two or more series of adhesive labels unless each series is provided with a distinctive mark.

2. Further, the despatch note shall be impressed by the office of origin with a stamp showing the place and date of posting.

3. Insured parcels as well as their despatch notes shall bear a red label with the words "*Valeur déclarée.*"

4. Express parcels, together with their despatch notes, shall bear, in addition to appropriate directions marked upon them by the sender, the impression of a stamp or an adhesive label with the words "*Eilbote*" ("Expreso") in bold clear characters.

5. In the case of parcels containing coin, articles of gold and silver or other precious objects and, in general, in the case of all insured parcels, the labels prescribed in the various paragraphs of the present Article and all stamps which it may be necessary to affix shall be so spaced as not to conceal any damage which may have been done to the cover; nor shall they be affixed to two sides of the cover at once, in such a way as to hide the edges.

VII.

1. Parcels to be delivered to the addressees free of charges shall bear on the address side and on the despatch note a coloured label marked in bold characters with the words "Free of all charges" or "Free of Customs charges only", and shall be accompanied by a label identical with or similar to specimen E annexed. Such parcels must also be distinguished by a suitable entry in the "Remarks" column of the parcel bill.

2. The office of the country of destination which has paid the Customs charges on behalf of the sender shall enter on the reverse side of the franking note provided for in the preceding paragraph full particulars of all dues and charges payable in respect of the parcel, and shall forward the franking note, together with the receipts issued by the Customs authorities, as soon as possible, to the office of exchange of the country of destination which, after converting the total dues, etc., to be paid by the sender into gold francs, shall transmit the franking note to the office of exchange of the country of origin.

VIII.

1. When a sender applies for an advice of delivery of a parcel, the office of origin shall note this fact in a conspicuous place on the cover of the parcel and also on the despatch note by writing or stamping thereupon the words "advice of delivery". The office of exchange in the country of despatch shall also draw attention to the parcel by means of an appropriate entry note in the "Remarks" column of the parcel bill opposite the relevant entry.

2. Responsibility for attaching and filling in the advice of delivery form shall devolve upon the Administration of origin. Should the form not reach the office of destination, the latter shall make out a new advice of delivery without special charge.

3. The office of destination shall duly fill in the form and return it open and free of charge to the sender.

4. Should the sender apply for an advice of delivery after a parcel has been posted, the Administration in the country of origin shall enter full particulars of the parcel (office of origin,

date of posting, number, address, etc.) upon an advice of delivery form. This form shall be attached to a circular parcels enquiry note identical with or similar to specimen F hereto annexed, to which have been previously affixed postage stamps representing the fee prescribed in Article 8, paragraph 2, of the present Convention, and shall be transmitted from Administration to Administration in application of the provisions of Article XII below, it being understood that if the parcel to which the advice of delivery relates is delivered in the normal way, the office of destination shall retain form F and return to the sender of the parcel an advice of delivery duly filled in in accordance with the provisions of paragraph 3 above.

5. Should an advice of delivery duly applied for by the sender on handing in a parcel not have been returned to the office of origin within a reasonable time, action for the recovery of the missing advice of delivery shall be taken in the manner prescribed in paragraph 4 above. In such cases the office of origin shall mark the upper portion of the advice of delivery with the words " Duplicate of advice of delivery, etc. "

IX.

1. The parcels shall be entered by the office of exchange in the country of origin on a parcel bill identical with or similar to specimen G annexed to the present Detailed Regulations, together with all particulars required by that form. The relevant despatch notes, Customs declarations, franking notes, advice of delivery forms and Customs receipts shall be firmly attached to the parcel bill.

2. Each office of exchange in the country of origin shall mark all parcel bills sent out by it to each office of exchange in the country of destination with annual serial numbers placed in the top left hand corner. The last number used at the end of a year shall be marked upon the parcel bill accompanying the first mail of the following year.

X.

1. As regards parcels to be delivered immediately upon arrival, the relevant entry in the parcel bill shall be completed by the word "*Eilbote*" ("*Expreso*") written opposite in the "Remarks" column.

2. Express parcels belonging to the same mail shall be packed together and as far as possible in the receptacle containing the parcel bill and other papers. Otherwise, the receptacle containing the express parcels shall be appropriately marked with a distinctive label.

XI.

1. On the receipt of a parcel bill the office of exchange in the country of destination shall check the entries on the bill with the parcels received. The non-receipt of parcels or any other irregularities shall be communicated to the office of origin without delay by means of a verification note identical with or similar to specimen H hereto annexed. This advice shall be officially registered. A duplicate of the verification note shall, moreover, be sent by the Administration in the country of destination to the Administration controlling the office of exchange which despatched the mail that gave rise to the representations.

2. All mail receptacles transmitted shall be in good condition. Delivery of a receptacle may, however, not be refused on the grounds that it is in bad condition.

3. The mail shall always be checked by two postal officials of the office responsible ; except in the case of obvious error the report of these officials shall be accepted in preference to the original statement.

4. After examination of the verification note addressed to it the office of origin of the parcels shall return it duly signed and accompanied by its observations, if any.

5. Should a packet reported missing to the office of exchange in the country of origin be subsequently discovered, a second advice shall be addressed to the office concerned announcing receipt of the packet.

6. Should the office of destination not address a note reporting errors or irregularities of any kind to the office of origin by the first despatch after the checking of the mail, the non-receipt of such a communication shall, failing proof of the contrary, be regarded as equivalent to an acknowledgment of the arrival of the mail and its contents.

7. Any differences which may arise with regard to the amounts to be credited and the settlement of accounts between the offices of exchange shall be notified to the office of origin by means of a verification note. When recognised as being in order, verification notes shall be attached to the parcel bills to which they refer. On examination of the bills, corrections unsupported by documentary evidence shall not be accepted as valid.

8. Receptacles used for the despatch of parcels shall bear wax or lead seals with the distinguishing mark of the office of exchange in the country of origin, which seals shall only be broken by the office of exchange by which the mail is taken over. The two Administrations reserve their right, however, to close their receptacles, should they think fit, by means of letter locks (combination locks) affording a higher degree of security. When seals are used for closing receptacles, the parcel bill shall bear an impression of the seal employed. When locks are used, the parcel bill shall be marked with the number of each lock and the key word to which it has been set.

XII.

1. For enquiries regarding postal parcels, a form shall be employed identical with or similar to specimen F aforementioned. The Administration in the country of origin shall fill in the form with particulars of the transmission of the parcel to the first intermediate Administration and send it direct to the Administration in the country of destination.

2. Should the Administration in the country of destination be in a position to furnish the desired information as to the ultimate disposal of the parcel under enquiry, it shall return the form together with the desired information to the Administration of origin.

3. If it cannot be immediately ascertained how a parcel forwarded "à découvert" through the territory of several countries has been disposed of in the services of the country of destination, the Administration in that country shall return the form to the Administration of origin. The latter shall then complete the form by entering thereon detailed particulars of the transfer to the first intermediate Administration and shall then forward it to that Administration which, after adding its observations regarding the forwarding of the parcel in its own service area, shall forward the circular to the next Administration, the process being continued until the parcel in question is finally traced. The Administration which has effected delivery to the addressee or which, should it so happen, is unable to furnish proof either of despatch to another administration or of regular delivery, shall record the fact on the form and return it to the Administration of origin.

4. F forms shall be sent without covering letters in closed, and as far as possible registered, envelopes.

XIII.

1. Missent parcels shall be transmitted by the Administration discovering the error to their place of destination by the shortest available route. Should such transmission entail the return of a parcel to the Administration from which it was received all sums credited by the latter shall be credited back. The error shall be reported by verification note.

2. In other cases and if the amount credited to it is insufficient to cover the cost of transmission, the transmitting Administration shall credit itself with the difference by increasing the sum put to

its credit in the parcels bill received from the Administration of origin by a like amount. This Administration shall be informed of the reasons for the alteration by means of a verification note.

3. Parcels which in consequence of a change of residence by the addressee have to be redirected to one of the countries with which Cuba or Germany exchange postal parcels, shall be subjected by the Administration in the country of destination to a charge payable by the addressee and comprising the shares due to the Administration above-named, to that responsible for redirection and to each of the intervening Administrations by which the parcel is forwarded. The Administration responsible for redirection shall credit itself with its share by charging the necessary sum to the account of the intermediate Administration or of the Administration in the new country of destination. When the country responsible for redirection and the new country of destination are not contiguous, the first intermediate country receiving a redirected parcel shall credit itself with its own share together with that of the redirecting country by charging them to the account of the Administration in the third country to which the parcel is forwarded; should the latter also be no more than an intermediary, it shall in turn charge the next Administration with its own share, together with the amounts with which it has been debited by the preceding Administration; the same procedure shall be followed by the other intermediate Administrations co-operating in the transmission of the parcel until the latter reaches the Administration in the new country of destination. Should, however, the charge payable in respect of the redirection of a parcel have been collected at the time of redirection, the parcel shall be regarded as one which has been addressed direct from the redirecting country to the country of destination and delivered to the addressee without collection of further postal charges.

4. Redirected postal parcels shall be transmitted in their original packing and with the despatch note attached by the Administration of origin. If for any reason the parcel has to be repacked, or if the original despatch note has to be replaced by another, the name of the office of origin and the original serial number must appear both on the wrapper of the parcel and on the despatch note.

5. If a parcel is undeliverable at the place of destination, enquiry shall as soon as possible be made of the sender as to the manner in which the parcel shall be disposed of, unless such instructions have already been given at the time of handing in the parcel and marked on the reverse side of the despatch note and on the parcel itself. Advices of non-delivery shall be exchanged direct between the offices of origin and destination. The sender of an undeliverable parcel may ask that the parcel shall be immediately returned to him or redirected to the addressee in some other place, or delivered to some other person in the original place of destination or elsewhere, or that the addressee shall be again informed, that the address on the parcel shall be corrected or completed, or that the parcel shall be sold on behalf of the sender and at his risk or treated as abandoned, and that the parcel shall be delivered to the addressee free of the Customs or other charges payable in respect thereof. If, four months after the despatch of the advice of non-delivery, the office of destination is still without clear instructions as to the disposal of the parcel, or if the sender's instructions (whether indicated in advance or consequent upon an advice of non-delivery) have not made it possible to deliver the parcel, the latter shall be returned forthwith to the place of origin, provided that the sender has not immediately added further supplementary directions (new address, abandonment, etc.) to his original instructions.

6. Parcels liable to deterioration or decomposition — but these only — may be sold immediately without previous notice and without legal formalities for the benefit of the person entitled thereto. In all cases of sale or destruction, a record shall be drawn up in two copies one of which shall be sent to the office of origin. The proceeds of sale shall in the first instance be used to cover the charges payable on the parcel. Any surplus shall be transmitted to the office of origin to be paid to the sender of the parcel. Charges not covered by the sale shall be payable by the sender and charged to the account of the Administration of origin. If for any reason sale should prove impossible, the damaged or valueless articles shall be destroyed or abandoned to the Customs authorities; the country of origin shall be duly notified to that effect.

7. Parcels to be returned to the sender shall be entered as " Undeliverable " in the " Remarks " column of the parcel bill ; they shall be dealt with in the same way and be subjected to the same surcharges as parcels redirected on account of the change of residence of the addressee.

8. All parcels addressed to persons who have since left for a country with which the two Contracting Parties do not exchange postal parcels shall be deemed to be undeliverable, unless the Administration in the first country of destination should be in a position to forward it to the addressee.

9. Should it be necessary to return a parcel which is affected by any of the prohibitions enumerated in Article 13 of the Convention to the office of exchange which despatched it, this shall be done in the manner prescribed in paragraph 1 of the present Article.

XIV.

1. Each of the two Administrations shall instruct each of its offices of exchange to prepare (on a form identical with or similar to specimen K hereto annexed) a monthly statement of all sums entered in each parcel bill in respect of mails received from the offices of exchange of the other Administration, crediting itself with that part of the charges collected by the office of origin due to itself and each of the other Administrations concerned (if any), and debiting itself with the share of the charges payable by the addressee due to the redirecting Administration and the intermediate Administrations in the case of redirected and undelivered parcels. Special monthly accounts in the form of specimen E (a) annexed shall also be drawn up by the offices of exchange showing in gold francs the amount owing to the other Administration on account of Customs duties.

2. The same Administration shall then summarise the amounts shown in the K statements in an account identical with or similar to specimen L hereto annexed, at the same time deducting from the total standing to its credit the amount shown in the accounts relative to Customs charges, etc.

3. This account, accompanied by the monthly statements, parcel bills and any verification relating thereto, together with paid franking notes, shall be transmitted during the month following that to which the account refers, to the other Administration (in Germany, the Postrechnungsamt, Berlin, S. W.) for examination.

4. After examination and acceptance by both Parties, the monthly accounts shall be summarised in a general quarterly account prepared by the Administration with a credit balance.

5. The sum in gold francs outstanding after the balancing of the general accounts by the two Administrations shall be paid by the debtor to the creditor Administration in dollars (1 dollar = 5.1825 gold francs) by means of a short term draft on the capital or some commercial centre of the creditor country. The costs arising out of the purchase of the draft shall be borne by the debtor Administration.

6. Accounts shall be drawn up, transmitted and paid as soon as possible, and at latest before the end of the following half year. After the end of this period sums owed by one Administration to the other shall bear interest at the rate of 7 per cent per annum as from the date of expiry of the said period.

XV.

The present Detailed Regulations shall come into force on the date of the entry into operation of the Convention and shall remain valid for the same period. The Administrations concerned may, however, modify its details by common consent whenever they think this desirable and such a course is necessary for the more efficient working of the service.

HAVANA, June 14, 1928.

Dr. F. M. FERNÁNDEZ.

Dr. F. C. ZITELMANN.

B

(Front)

<p style="text-align: center;">COUNTERFOIL</p> <p>May be detached by the addressee</p> <p>Stamp of office of origin.</p> <div style="text-align: center; border: 1px dashed black; border-radius: 50%; width: 100px; height: 100px; margin: 10px auto;"></div> <p>Name and address of sender</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p style="text-align: center;">Registration slip.</p> <hr/> <p style="text-align: center;">GERMANY DESPATCH NOTE</p> <div style="background-color: #cccccc; width: 100%; height: 20px; margin: 5px 0;"></div> <p>Insured value</p> <hr/> <p>Herewith I Number of Customs declarations.....</p> <p>To</p> <p>.....</p> <p>.....</p> <p>Place of destination</p> <p>Street and number</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 50%; text-align: center; vertical-align: middle;">Weight</td> <td style="width: 50%; text-align: center; vertical-align: middle;">Route to be followed</td> </tr> <tr> <td style="text-align: center;">kg.g.</td> <td style="text-align: center;">.....</td> </tr> </table> <p>¹ To be filled in by the office of exchange through which the parcel enters the country of destination.</p>	Weight	Route to be followed	kg.g.
Weight	Route to be followed				
kg.g.				

Stamps.

A. 20
(I.22)

(Back)

SENDER'S INSTRUCTIONS.

If the parcel described overleaf cannot be delivered I desire it to be ¹.....
.....
.....
.....

Sender's signature

¹ Insert one of the alternatives enumerated below.

The sender of an undeliverable parcel may request :

- (a) That the parcel be immediately returned to him ;
- (b) That the address be corrected or completed ;
- (c) That the parcel be delivered to another addressee or that it be redirected to another locality for delivery to the original addressee or some other person.
- (d) That the original addressee be again advised ;
- (e) That the packet be sold on the sender's behalf and at his risk or treated as abandoned ;
- (f) That cash on delivery parcels be delivered to the original addressee or to some other person without collection of the trade-charge or on payment of a sum lower than that originally stated.
- (g) That the parcel be delivered to the addressee free of Customs or any other charges due in respect of it.

ACKNOWLEDGMENT OF RECEIPT BY ADDRESSEE

I hereby declare that I have received the parcel described overleaf

Place date 192.....

Name

C

PLACE OF ORIGIN

PLACE OF DESTINATION

.....

.....

GERMAN POSTAL ADMINISTRATION.

CUSTOMS DECLARATION.

COUNTRY OF DESTINATION

.....

Addressee

Parcel, Insured Box or Letter		Description of contents (See Back § 1 and 5 of Instructions)	Total value of the contents of the Parcel, Insured Box or Letter (See Back, § 2 of Instructions)	Weight		Separate value of the goods contained in the Parcel, Insured Box or Letter (See Back § 3 of Instructions)	Remarks
Number	Class			Gross	Net (See Back § 1 & 5)		
1	2	3	4	grammes	grammes	7	8
Country of origin or manufacture of the articles							

Place..... Date..... 19.....

Name of Sender :

.....

INSTRUCTIONS.

A. POSTAL PARCELS AND POSTAL FREIGHT PACKETS.

1. It shall in all cases be incumbent *upon the sender* to ascertain whether the articles to be sent can be introduced into the country of destination. The sender shall also be responsible for complying with the special requirements of foreign Customs Administrations when filling in the Customs declarations (*e. g.* particulars of the value, basic material, or net weight of the articles). Post offices will on request supply *unofficial* information on this subject. *The sender shall take full responsibility for any omissions or inaccuracies in filling in the Customs declaration.*

2. Unless otherwise requested by the country of destination of the goods, the total value in Column 4 shall be shown in Reichsmarks and Pfennigs.

3. Where countries require the filling in of Column 7 "Separate value", senders should indicate either the separate value of the various classes of goods contained in the parcel and entered in Column 3 "Description of contents" or, if the parcel contains only one class of goods, the price per article

per dozen, per metre, etc. The separate values shown in Column 7 must together equal the total value in Column 4.

4. In addition to the regulation number of Customs declarations, each parcel must be accompanied by a statistical statement for the purposes of the German Trade Statistics; this statement shall be made out in German.

B. POSTAL FREIGHT PACKETS ONLY.

5. In the case of postal freight packets which after leaving German postal territory are forwarded as freight, senders shall give exact particulars of the contents from the point of view both of quantity (number of articles) and nature. In particular, senders shall state the material of which the articles are made or are predominantly made, *e. g.*, gloves made of silk and cotton, predominantly silk; imitation jewelry made of copper, gilt, etc. In regard to scents and perfumery, a declaration must also be made as to whether they contain alcohol or not. In addition to the total value (*cf.* § 2) and gross weight of the parcel, senders shall also declare the separate value (*cf.* § 3) and net weight of each class of goods inclusive and exclusive of its immediate wrapper.

D

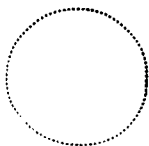
475. Barmen 1.	475. Barmen 1
---------------------------------	----------------------

E

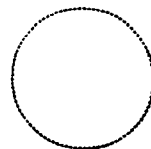
(Front of Form.)

COUNTERFOIL

Stamp of office of origin :



Country of origin : GERMANY



FRANKING NOTE

The sender of $\frac{\text{parcel}^1}{\text{box}^1}$

No.

Insured value

Posted at

to

at

has paid the duty indicated
overleaf. $\frac{\text{Parcel}^1}{\text{Box}^1}$ No. from insured value

..... frs. despatched by

..... to

..... at

Address

Deliver free of $\frac{\text{all charges}^1}{\text{Customs charges}^1}$ ¹ Strike out whichever does not apply.

To be returned to the office of

(State name of office of origin or, where necessary, name of office of
exchange.)

E

(Back of Form.)

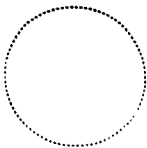
PARTICULARS OF DUTIES PAYABLE

(In the currency of the country of destination.)

Customs duty	
Re-packing charges	
Clearance dues	
Commission and other charges	
.....	
Total	

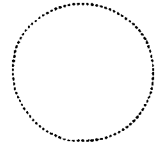
or ¹ RM.....

Stamp of office of origin of parcel :



¹ Amount in the currency of the country of origin.

Stamp of office which has advanced charges :



TOTAL CHARGES DISBURSED.
(SEE DETAILS ON COUNTERFOIL.)

 (In the currency of the country of destination of the parcel.)	or	 (To be converted by the office of origin of the parcel.)
--	----	--

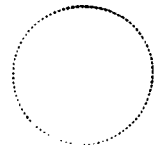
Date of advance	Registration No.	Office paying charges in advance	Signature of official
-----------------	------------------	----------------------------------	-----------------------

Register of Arrival

No.

Converted by (Name of official)

Stamp of collecting office :



E (a)

GERMAN POSTAL ADMINISTRATION.

Year

Month

ACCOUNT
of the
IMPORT DUTIES, ETC.

paid by the Postal Administration of

.....
on behalf of the Postal Administration of Germany.

Serial Number	Register of offices effecting payments		Names of offices effecting payments	Amount of each franking note	Remarks
	No.	Date			
1					
2					
3					
4					
5					
6					
7					
8					
9					
0					
1					
2					
3					
4					
5					
6					
7					
8					
9					
0					
1					
2					
3					
4					
5					
6					
7					
8					
9					
0					

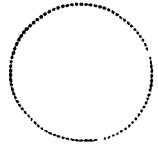
Page

F

GERMANY
GERMAN POSTAL ADMINISTRATION.

Stamp of office of origin

Post Office Ser. No.
German Office of Exchange



ENQUIRY (CIRCULAR) CONCERNING A POSTAL PARCEL

or a trade charge money order not arrived at destination.

To be filled in by the Administration of origin.	To be filled in by the office of origin.	Nature of the parcel
		Office of origin
		When handed in
		Full description of appearance
		Registration No.
		Address of addressee (as accurately as possible. Whenever possible a duplicate of the superscription should also be attached)
		Exact contents
		Weight
		Insured value
		Trade charge
To be filled in by the Administration of origin.	To be filled in by the office of exchange ¹ .	Request for advice of delivery
		(If such an advice is required insert the letters A. R.)
		Name and address of sender
		Special particulars
		Place date 192... Office of origin
		The parcel was despatched on the 192... (..... th mail) by the
		Office of exchange at to the Office of exchange at
		under No. of parcel bill No. Name of steamer
		Place date 192... German office of exchange
		To be filled in by the Administration in the country of destination
Place date 192... Signature		
The parcel described above is still in the possession of the Post Office at ³		
was returned to the place of origin ³ on		
was red rected on the ³ 192... to		
has been impossible to trace in the office of destination ; this enquiry has therefore been returned to the office of origin to ascertain date of transmission ¹ .		
Place date 192... Signature		

¹ Only in cases of conveyance by sea or if the Administration in the country of destination is unable to trace the missent parcel.
² This part of the form shall be struck out by the German Post Office whenever in case of conveyance by sea the enquiry is from the outset passed on from Administration to Administration.
³ Strike out those which do not apply.

To be filled in by the intermediate administrations

In case of normal transmission of the parcel.

Postal Administration of

Transmitted on 192... (.....th mail) by the office of exchange at to the office of exchange at

Under No. of parcel bill No. Name of steamer

Place the 192... Signature

Postal Administration of

Transmitted on 192... (.....th mail) by the office of exchange At.....to the office of exchange at.....

Under No.....of parcel bill No..... Name of steamer.....

Place.....the.....192... Signature.....

Postal Administration of

Transmitted on 192... (.....th mail) by the office of exchange At.....to the office of exchange at

Under No. of parcel bill No..... Name of steamer

Place the 192... Signature

Postal Administration of

When in case of conveyance by sea normal transmission cannot be proved.

It has been impossible to prove normal transmission of the parcel to the next Administration. This enquiry is therefore being forwarded to the Administration in the country of destination.

.....

.....

Place..... the 192... Signature.....

FINAL REPLY ¹

Postal Administration of

The parcel was delivered ² on the 192... at.....

is still in the possession of the Post Office at ².....

has been returned to place of origin ²

was redirected ² 192... to

It has been impossible to prove delivery of the parcel ²

.....

It has been impossible to prove transmission of the parcel to the next Administration. This enquiry is therefore being returned to the Administration of origin.....

.....

Place the 192... Signature

¹ From the Administration in the country of destination or any intermediate Administration which cannot show that the missing parcel was transmitted to the next Administration.

² Strike out those which do not apply.

COUNTRY OF ORIGIN :
GERMANY.

G

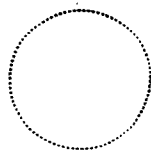
COUNTRY OF DESTINATION
.....

Serial No. of Parcel Bill

Name of Ship

PARCEL BILL FOR POSTAL PARCELS.

Date stamp



Despatched from the Office of Exchange at.....

To the Office of Exchange at

Departure (.....th mail) on..... 192 ath.....m.....

Arrival on..... 192 ath.....m.....

Serial No.	Registration No.	Number of postal parcels	Office of origin	Office of destination ¹	Weight of each insured parcel	Value insured	Credits due in respect of charges and duties				Amount of trade charges in the currency of the country of origin	Remarks
							by the despatching office to the corresponding office		by the corresponding office to the despatching office			
1	2	3	4	5	6	7	8		9		10	11
						Gold francs	Fr.	c.	Fr.	c.		
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
Carry forward												

¹ Not to be filled in if the parcels are addressed to the same office as the parcel bill.

Serial No.	Registration No.	Number of postal parcels	Office of origin	Office of destination ¹	Weight of each insured parcel	Value insured	Credits due in respect of charges and duties				Amount of trade charges in the currency of the country of origin	Remarks
							by the despatching office to the corresponding office		by the corresponding office to the despatching office			
1	2	3	4	5	6	7	8		9		10	11
	Carried forward			Gold francs	Fr.	c.	Fr.	c.		
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
31												
32												
33												
34												
35												
Total										

Official of office of origin :

Official of office of destination :

.....

.....

¹ Not to be filled in if the parcels are addressed to the same office as the parcel bill.

H

IRREGULARITIES (LABEL MISSING, PACKING INSUFFICIENT OR PARCEL NOT PROPERLY SECURED, ETC.)

.....

.....

.....

.....

 ERRORS

Serial number	Registration number	Place of origin	Name and address of addressee	Weight	Charges credited	Corrections by office of destination

Total

Verified total

Seen and approved

..... the 19.....

..... the 19.....

Official of Office of Destination

Head of Office of origin

.....

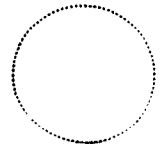
.....

GERMANY

Date Stamp

GERMAN
POSTAL ADMINISTRATION.

PARCELS POST SERVICE



VERIFICATION NOTE

for the notification and correction of errors and irregularities of any kind found in the consignment of parcels from the office of exchange

at by the Exchange Office at

Mail of 19.....

PARCELS MISSING

Serial Number	Registration Number	Place of Origin	Address (as exact as possible)	Charges credited	Corrections by Office of Destination	Remarks

PARCELS DAMAGED

Serial Number	Registration Number	Place of Origin	Address of Sender	Address of Addressee	Contents	Verified Weight	Insured Value	Particulars of Receptacle (basket, bag, etc.)

Particulars and apparent cause of damage together with any other remarks.

K

POSTAL ADMINISTRATION

CORRESPONDENCE WITH THE OFFICE

of

of

MONTHLY STATEMENT.

of the sums owing between the Postal Administration of
and the Postal Administration of for expenses in respect of postal parcels
delivered by the offices of exchange of the former Administration to the office of exchange of

Month 19.....

Date of Parcel bill	Amount credited to office of destination					Amount credited to despatching office										REMARKS
	(Column 8 of Form G.)					charges and duties (Column of Form G.)					Trade charges (Column 10 of Form G.)					
	Consignment from office	Consignment from office	Consignment from office	Consignment from office	Consignment from office	Consignment from office	Consignment from office	Consignment from office	Consignment from office	Consignment from office	Consignment from office	Consignment from office	Consignment from office	Consignment from office	Consignment from office	
Totals for each office of exchange																
General total of each credit																

Stamp of office of exchange
in country of destination

Head of Office of exchange in destination :

L

POSTAL ADMINISTRATION

CORRESPONDENCE
WITH THE POSTAL OFFICE

of

of.....

GENERAL ACCOUNT

of the monthly statements of parcel bills for postal parcels addressed by the offices of exchange of..... to the offices of exchange of

Month of 19.....

Serial Number	Offices of exchange of destination	Amount due according to each monthly statement to the office of destination	Amount due according to each monthly statement to the office of origin			Remarks
			Taxes and dues			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
	½ % of trade-charges collected by the Office of Destination					
	Totals :					
	Balance of the credit of office ...					

A

OFFICE BY WHICH THE
PRESENT TABLE IS DESPATCHEDOFFICE TO WHICH THE PRESENT
TABLE IS ADDRESSED

EXCHANGE OF POSTAL PARCELS BETWEEN NON-CONTIGUOUS COUNTRIES

Table showing the terms on which the Postal Administration of can transmit "à découvert" to the Postal Administration of postal parcels addressed to countries for which the second of the above-named Administrations is in a position to act as an intermediary.

Country of destination	Routes of transmission	Intermediate countries and shipping services to be employed	Total charges to be credited by the Administration of to the Administration of		Remarks
			Charge by weight	Insurance rate per 300 francs	
1	2	3	4	5	6

B

(Front)

<p>COUNTERFOIL May be detached by addressee</p> <p>Seal of the Administration of origin</p> <div style="text-align: center; border: 1px dashed black; border-radius: 50%; width: 60px; height: 60px; margin: 10px auto; display: flex; align-items: center; justify-content: center;"> L. S. </div> <p>Name and address of sender :</p> <p>.....</p> <p>.....</p>	<p style="text-align: center;">COUNTRY OF ORIGIN.....</p> <p style="text-align: center;">DESPATCH OF POSTAL PARCEL</p> <p>Herewith Customs declarations...</p> <p>Insured value</p> <p>Amount of trade charge.....</p> <p>To</p> <p>.....</p> <p>.....</p> <p style="text-align: center;">Place of destination..... (Street and number).....</p>	<p>Stamps or other indication of postage paid.</p>
Weight	Customs duties ¹	Postal route

¹ To be filled in by the Office through which the parcel enters the country of destination.

(Back)

ACKNOWLEDGMENT OF RECEIPT BY ADDRESSEE

I hereby declare that I have received the parcel (or parcels) described overleaf.

..... place date 19.....

(Signature)

C

PLACE OF ORIGIN

COUNTRY OF ORIGIN

PLACE OF DESTINATION

.....

.....

.....

CUSTOMS DECLARATION

At

Postal parcels		Description of contents	Value	Weight	
No.	Class			Gross — Grammes	Net — Grammes

..... date 19.....

Sender

.....

D

<p style="text-align: center;">475. Barmen I.</p>	<p style="text-align: center;">475. Barmen I</p>
---	---

E (*bis*)

POSTAL ADMINISTRATION

Year

of

Month

ACCOUNT

of the

CUSTOMS DUTIES, ETC.

paid by the Postal Administration of

.....

on behalf of the Postal Administration of

.....

Serial Number	Register of offices effecting payments		Names of Offices effecting payments	Amount of each franking note	Remarks
	No.	Date			
1					
2					
3					
4					
5					
6					
7					
8					
9					
0					
1					
2					
3					
4					
5					
6					
7					
8					
9					
0					
1					
2					
3					
4					
5					
6					
7					
8					
9					
0					

E

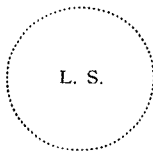
POSTAL ADMINISTRATION

POSTAL PARCELS SERVICE

FRANKING NOTE

The postal parcel despatched herewith, Number handed in by at addressed to at is to be delivered to the addressee free of all charges.

Stamp of the Administration of origin



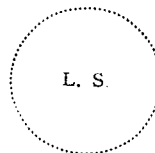
..... of postal service.

The return of this form shall be deemed to debit the Administration of¹ with charges due in respect of the parcel and not yet paid.

Particulars of Charges in country of destination	Amount
Total	

Returned to the Office of Exchange at

Stamp of the Postal Administration in the country of origin



¹ Insert name of Postal Administration of origin.

F

POSTAL ADMINISTRATION OF

ENQUIRY CONCERNING A POSTAL PARCEL

To be filled in by Administration of origin. {
 Office of origin
 Date of despatch
 Registration number
 Address
 Contents
 Weight
 Value
 Trade-charge
 Request for advice of delivery (If desired insert letters A. R.)
 Name and address of sender.....
 Route followed : Despatched the 19..... by the Office of Exchange of
 to the Office of Exchange of under No. of bill.....
 Place and date : Signature :

To be filled in by Administration in country of destination. {
 Postal Administration of
 The above-mentioned parcel : { was delivered on to
 { cannot be traced by the Administration in the
 country of destination ; this enquiry should therefore be sent to the first intermediate
 Administration for particulars of transmission.
 Place and date : Signature :

To be filled in by Intermediate Administrations. {
 Postal Administration of
 Transmitted the by the Office of Exchange at
 to the Office of Exchange at under No. of bill.
 Place and date : Signature :

Postal Administration of
 Transmitted the by the Office of Exchange at
 to the Office of Exchange at under No. of bill.
 Place and date : Signature :

Postal Administration of
 Transmitted the by the Office of Exchange at
 to the Office of Exchange at under No. of bill.
 Place and date : Signature :

FINAL REPLY

by the Administration in the country of destination or any intermediate administration which cannot prove that the missing parcel was duly transmitted to the next Administration.

G

SERVICE BETWEEN

and

COUNTRY OF ORIGIN

PARCEL BILL FOR POSTAL PARCELS

Despatched by the Office of Exchange at to the Office of Exchange at

Departure (Mail) the 19..... at hrs. min.....

Arrival the 19..... at hrs. min.....

Serial No. 1	Registration No. 2	Place of origin 3	Place of destination 4	Number of			Weight of each insured parcel 8	Insured value 9	To be credited on account of charges and duties				Amount of trade charges 12	Remarks 13
				Postal parcels 5	Despatch Notes 6	Customs Declarations 7			By the office of origin to the corresponding Office		By the corresponding Office to the Office of origin			
								Fr.	C.	Fr.	C.	Fr.	C.	
Totals														

Official of Administration of origin :

Official of Administration of destination :

POSTAL ADMINISTRATION
of.....

H

Date
Stamp

PARCEL POST SERVICE

VERIFICATION NOTE

for notification and correction of errors and irregularities of any kind found in the consignment of parcels
from the office of exchange of
by the office of exchange of
Consignment of 19.....

PARCELS MISSING						
No.		Place of origin	Address (as exact as possible)	Amount of postage credited	Verification by the office of destination	Remarks
Serial	Registration					

PARCELS DAMAGED								
No.		Place of origin	Address		Contents	Verified Weight	Value insured	Description of receptacle (basket, bag etc.)
Serial	Registration		of sender	of addressee				

Particulars and apparent cause of damage or other remarks IRREGULARITIES (label missing, packing insufficient or parcel not properly secured, etc.) ERRORS						
No.		Place of origin	Name and address of addressee	Weight	Amount of postage credited	Correction by office of destination
Serial	Registration					
Total.....				Corrected Total.....		

(Date) 19.....

Seen and approved : (Date) 19.....

Official of office of destination.
.....

Head of office of origin.
.....

K

POSTAL ADMINISTRATION
of.....

CORRESPONDENCE WITH THE OFFICE OF EXCHANGE
of.....

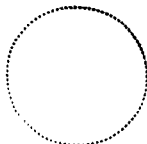
MONTHLY STATEMENT

of the sums owing between the Postal Administration of
and the Postal Administration of for expenses in respect of postal parcels
delivered by the office of exchange of the former Administration to the office of exchange of

Month 19.....

Date of Parcel bill	Amount credited to office of destination				Amount credited to despatching office								Remarks		
	Column 10 of Form G				Charges and duties Column 11 of Form G				Amount of trade-charges Column 12 of Form G						
	Consignment from office of.....		Consignment from office of.....		Consignment from office of.....		Consignment from office of.....		Consignment from office of.....		Consignment from office of.....			Consignment from office of.....	
	F.	C.	F.	C.	F.	C.	F.	C.	F.	C.	F.	C.		F.	C.
1															
2															
3															
4															
5															
28															
29															
30															
31															
Total for each office of exchange.....															
General Total for each credit.....															

Stamp of office of destination.



Head of Office of destination,

L

ADMINISTRATION

CORRESPONDENCE
WITH THE ADMINISTRATION

of.....

of.....

GENERAL ACCOUNT

of the monthly statements of parcel bills for postal parcels addressed by the offices of exchange
of..... to the offices of exchange of

Month of..... 19.....

Serial Number	Offices of exchange of the country of destination	Amount due according to each monthly ¹ statement to the office of destination		Amount due according to each monthly statement to the office of origin		Remarks
				Taxes and dues	Trade charge	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
	½ % of trade-charges collected by the Office of Destination					
	Total.....					
	Balance to the credit of Administration of					

¹ The Spanish text has «semanal» (weekly) which is clearly an error.