

PAKISTAN POST OFFICE

FOREIGN POST MANUAL

Volume II

PARCEL POST

FOR THE GUIDANCE OF OFFICERS
EMPLOYED IN PAKISTAN OFFICES OF EXCHANGE
AND OTHERS WHO DEAL WITH
MATTERS RELATING TO THE FOREIGN PARCEL POST

THIRD EDITION



Published under the authority of the
Director General of Pakistan Post Office

1968

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NOTICE

The rules contained in this Volume of the
Foreign Post Manual
supersede all previous rules, circulars and general orders
on the subjects treated of herein.

THIRD EDITION



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FOREIGN POST MANUAL

(Volume II)

CHAPTER I

GENERAL RULES

1. Parcel Post Agreement of the Universal Postal Union.—The rules governing the exchange of items called “postal parcels” are contained in the Parcel Post Agreement of the Universal Postal Union. A list of the countries which are parties to the Parcel Post Agreement is given in Appendix “A”. The countries adhering to the Agreement can exchange parcels through the post either directly or through the intermediary of one or several of the contracting countries. Parcels are also admitted for carriage by air between the countries which agree to establish this service. Such parcels are designated as “air parcels”. The abbreviation “parcels” applies to all postal parcels.

2. Freedom of transit.—(1) Freedom of transit for postal parcels forwarded by land and sea routes is limited to the territory of the countries taking part in this service.

(2) Freedom of transit for air parcels is guaranteed throughout the entire territory of the Universal Postal Union. Nevertheless, member-countries which are not parties to the Parcel Post Agreement of the Union cannot be required to forward air parcels by surface.

(3) Member-countries which are parties to the Parcel Post Agreement of the Union are bound to provide transit for insured postal parcels despatched in closed mails, even if those countries do not themselves admit such articles or do not accept responsibility in respect of such articles carried by their sea or air services, in which case their responsibility is limited to that laid down for uninsured parcels of the same weight.

3. Exchange of parcels with non-Parcel Union Countries.—Pakistan also maintains parcel post relations with the non-parcel union countries. Such countries can be divided into two categories, viz :

- (i) Countries with which bilateral agreements have been concluded for the direct exchange of postal parcels. A list of such countries is given in Appendix “B” and the rules governing the exchange of parcels with those countries are contained in Chapter VII of this Manual.
- (ii) Countries with which there is no arrangement for the direct exchange of parcels. With such countries, parcel post relations are maintained either through the medium of a Parcel Union country or through a non-Union

country with which arrangements exist for the direct exchange of parcels. A list of such countries is given in Appendix "C". The exchange of parcels with these countries is generally governed by the rules which apply to the exchange of parcels with the country which serves as an intermediary.

NOTE.—Parcel post relations exist only with the countries shown in the Appendices A, B & C. The information regarding temporary suspension of service with any country or countries is notified from time to time.

4. **Definitions.**—The following terms are used in this Manual in the sense indicated against each :—

- | | | | |
|---|----|----|--|
| (a) Office of origin | .. | .. | the office where the parcel is handed in by the sender; |
| (b) Office of destination | .. | .. | the office of distribution of the place indicated on the parcel by the sender ; |
| (c) Office of new destination | .. | .. | the office of distribution of the place to which a parcel is redirected ; |
| (d) Office of exchange of origin | .. | .. | the office of exchange under the control of the Administration of origin ; |
| (e) Office of exchange of destination | .. | .. | the office of exchange under the control of the Administration of destination ; |
| (f) Intermediate office of exchange | .. | .. | the office of exchange situated in the territory of an intermediate country ; |
| (g) Despatching office of exchange | .. | .. | the office of exchange which sends a parcel mail to another office of exchange ; |
| (h) Receiving office of exchange | .. | .. | the office of exchange which receives a parcel mail from another office of exchange. |

5. **Weight Steps of Parcels.**—(1) Pakistan exchanges with parcel union countries as well as non-parcel and non-union countries parcels of the following weight steps :—

1st—up to 1 kg. [up to 2 lb.]

2nd—above 1 kg. and up to 3 kg. [above 2 lb. and up to 7 lb.]

3rd—above 3 kg. and up to 5 kg. [above 7 lb. and up to 11 lb.]

4th—above 5 kg. and up to 10 kg. [above 11 lb. and up to 22 lb.]

Parcels of the 4th weight step are not exchanged with a few countries. Information in this regard is contained in the *Tariff Manual*.

6. **Categories of Parcels.**—(1) The following are the categories of parcels as recognised by the Parcel Post Agreement of the Universal Postal Union :—

- | | |
|---|--|
| (i) <i>Ordinary Parcels</i> are those which do not come within any of the categories of parcels enumerated below. | (vi) <i>Cash on Delivery Parcels.</i> |
| (ii) <i>Insured Parcels.</i> | (vii) <i>Cumbersome Parcels.</i> |
| (iii) <i>Urgent Parcels.</i> | (viii) <i>Fragile Parcels.</i> |
| (iv) <i>Express Parcels.</i> | (ix) <i>Parcels for Prisoners of War or internees.</i> |
| (v) <i>Parcels for Delivery free of Charges.</i> | (x) <i>Air Parcels.</i> |
| | (xi) <i>Service Parcels.</i> |

(2) With the exception of ordinary parcels and parcels for the Prisoners of War, etc., the exchange of all the other categories of parcels enumerated in paragraph (1) is optional. Out of these optional services, Pakistan participates in the exchange of insured parcels as well as air parcels. With those countries which have agreed to establish these services.

7. Size of Parcels.—The greatest length of a parcel should not exceed $3\frac{1}{2}$ feet and greatest length and girth combined should not exceed 6 feet.

8. Packing.—Every parcel for transmission by the foreign parcel post must be packed in accordance with the conditions given in *Post Office Guide*.

NOTE.—For sender's responsibility in respect of parcel not properly packed and which causes damage to other parcels, see Rule 26 of this Manual.

9. Prepayment of postage compulsory.—(1) Postage on parcels must be pre-paid at the time of posting at the rates shown in the *Tariff Manual*. The registration of all parcels to be sent by foreign post is obligatory. No separate fee is charged for such registration. Such parcels should not, however, be marked "Registered". The offices of exchange should score out the word "Registered" written on foreign parcels, if this has not been done by the offices of posting in accordance with rule 148 of the *Post Office Manual*, Volume VI.

Exception:—In the case of parcels to India a separate fee is charged for registration and the parcels are also marked "Registered".

(2) Foreign parcels relating to the postal service exchanged by surface only which are classed as "Service Parcels" are exempt from all postal charges. The foreign parcels exchanged between the following offices fall under this category:—

- (i) *Postal Administrations,*
- (ii) *Postal Administrations and the International Bureau,*
- (iii) *Post Offices of Member-Countries,*
- (iv) *Post Offices and Postal Administrations.*

10. Customs duties and other charges on inward Foreign parcels.—Import customs duty, sales-tax, etc., charged on a parcel must be paid before delivery. A fee of Rs. 1.50 for clearance through the customs is levied on every foreign parcel imported by post into Pakistan, irrespective of the fact whether any import customs duty is levied or not.

11. Parcels for Prisoners of War and Civilian Internees.—(1) Postal parcels, other than air parcels, addressed to or sent by prisoners of war either directly or through the Information Bureaux and the Central Prisoners of War Information Agency prescribed in Articles 122 and 123 respectively of the Geneva Convention

of the 12th August 1949 relative to the treatment of prisoners of war, are exempted from all postal charges. Belligerents apprehended and interned in a neutral country are classed as prisoners of war properly so called so far as the application of the foregoing provisions is concerned.

(2) The provisions of paragraph (1) apply also to postal parcels other than air parcels originating in other countries and addressed to or sent by civilian internees as defined by the Geneva Convention of the 12th August, 1949, relative to the protection of civilian persons in time of war, either directly or through the Information Bureaux and the Central Information Agency prescribed in Articles 136 and 140 respectively of that Convention.

(3) The National Information Bureaux and the Central Information Agencies mentioned above also enjoy exemption from postage in respect of postal parcels other than air parcels concerning the persons referred to in paragraphs (1) and (2) which they send or receive, either directly or as intermediaries, under the conditions laid down in those paragraphs.

(4) The exemption from postage for parcels for prisoners of war, etc., is confined to those parcels which do not weigh more than 11 lb.; this weight limit is increased to 22 lbs. in the case of parcels the contents of which cannot be split up and of parcels addressed to a camp or the prisoners' representatives there ("hommes de confiance") for distribution to the prisoners.

(5) Parcels mentioned in paras. (1), (2) and (3) must bear on the address side the mention, "Service des prisonniers de guerre" or "Service des internes", as the case may be. The same indication must appear on the front of the relative despatch notes. These superscriptions may be followed by a translation in English.

(6) No compensation is payable for the loss of or damage to parcels for prisoners of war etc. These parcels do not give rise to any claim for credit in any country whatsoever except the claim which relates to air conveyance charges in respect of air parcels.

12. Prohibited articles and treatment of Parcels containing them.—(1) Lists of articles forbidden to be conveyed by the parcel post from Pakistan to foreign countries are given in Sub-sections I and III of Section IV of the Post Office Guide.

(2) When an inward foreign parcel is found to contain a prohibited article, it should be returned to the country of origin (after obtaining the orders of the head of the office) except in cases mentioned in para. (3) below. If a parcel is found to contain a letter or communication which constitutes a current and personal correspondence, it should not be returned to the sender, but should be forwarded to destination as usual, double the unpaid postage due on the unpaid letter at the rate chargeable from Pakistan for the country of origin of the parcel being entered on the foreign

parcel receipt thus:—"Double unpaid postage due on..... (number) personal communication(s).....paise". One or more letters or communications for the addressee of the parcel should be treated as one article and one or more letters or communications for any person other than the addressee should similarly be treated as one article.

(3) Parcels containing opium, morphine, cocain and other narcotics, or inflammable, explosive or other dangerous substances or obscene articles or articles tending to encourage immorality, should neither be returned to the country of origin, nor be passed on to the office of delivery nor, if received in transit, be forwarded to the country of destination. Such cases should be reported to the Head of the Circle and disposed of in accordance with his orders. The Administration of origin should also be informed, in a precise manner, of the treatment accorded to parcels of the kind under reference.

NOTE I.—For uninsured parcels containing coins etc. see rule 41 (2).

NOTE II.—Also see rule 49 of the *Foreign Post Manual*, Volume I.

(4) Prohibitions and restrictions imposed under the Imports and Exports Control Act, 1947 (XVIII of 1947) are notified by the Director-General from time to time and the offices of exchange in Pakistan should keep a watch to see that these prohibitions and restrictions are not violated.

(5) In case any inward foreign parcel contains both prohibited and unprohibited articles, the unprohibited and unconfiscated contents are deliverable to the addressee. It is the responsibility of the Customs to repack the unprohibited contents of the parcel with their seal in its original wrapper after enclosing therein a copy of the inventory of the articles, a copy being forwarded to the office of exchange. Offices of exchange concerned shall, in their turn, pass on such parcels to the offices of delivery in the normal course.

13. Control on foreign exchange.—The conditions relating to the control on foreign exchange in respect of the outgoing foreign parcels are contained in clause 233-A of the *Post Office Guide*. The outgoing foreign parcels are received in the offices of exchange accompanied by form I. P. Ex. in the case of parcels addressed to India and by form P. Ex. in the case of parcels addressed to other foreign countries. These parcels should be got examined and the value of contents assessed by the Postal Appraising Officer who will then stamp the original form and the invoice (thus authenticating the value stated). The Customs would directly forward the original copy to the State Bank of Pakistan and the quadruplicate copy to the sender. The parcels should then be forwarded to their respective destinations unless the value stated on the form is substantially below the assessed value and, in the opinion of the Customs Officer, the case merits further investigation, in which case the parcel is with held and the matter referred to the nearest office of the State Bank of Pakistan.

14. Redirection.—An inward foreign parcel redirected to any place served by the inland post will, save where the original address and the substituted address are within the delivery area of the same post office or are within the same post town, be chargeable in respect of each redirection with a redirection fee amounting to a sum calculated on weight at half the inland rates for parcels. Such redirection is undertaken at the request either of the sender or of the addressee, or without a definite request, if the regulations of the country of destination permit it. In Pakistan, however, such redirection is allowed only when the addressee or his agent gives written instructions in the matter. In the case of inward foreign parcels redirected out of Pakistan after having undergone one or more redirections within the limits of Pakistan, the charges that accrue on the parcels in consequence of such redirections should be claimed by the Pakistan office of exchange concerned from the Foreign Administrations to which the parcels are redirected.

(2) A parcel may be redirected from one country to another only at the request of the sender or the addressee and only if it complies with the conditions of the despatch to the new destination. Each such redirection will give rise to the levy of the charges and fees entailed in the further transmission of the parcel to the new country of destination. Redirection can also be made by air route if so desired by the sender or the addressee provided the payment of the air conveyance charges for fresh transmission is guaranteed; the same is the case for return to origin when the sender has asked for it.

NOTE I.—See also rule 122.

NOTE 2.—See Note below rule 15 (2).

(3) The sender of a parcel can prohibit all redirection by a remark on the parcel and on the despatch-note.

(4) Parcels are redirected out of Pakistan in their original packing and accompanied by the despatch-note prepared by the sender. If the parcel, for any reason, has to be repacked or the original despatch-note has to be replaced by another, the name of the office of origin of the parcel, the serial number assigned to it by that office, and, as far as possible, the date of posting in that office should appear both on the new packing and the despatch-note.

(5) When an inward foreign parcel on which customs duty has been charged has to be redirected to a foreign country through an office of exchange other than that in which it was received, action as laid down in rule 73 (5) of *Foreign Post Manual*, Volume I, should be taken in respect of it.

(6) The charges for redirection are collected from the addressee, or where necessary from the sender or Administration responsible for irregular redirection, without prejudice to the payment of postal or non-postal charges and fees which the previous Administrations of destination have refused to cancel. The postal and

non-postal charges raised on the parcel are shown in detail on statement of charges in form CP-25 which is affixed at one edge to the despatch note.

(7) If an air parcel is redirected by surface route, the air mail label and all other indications concerning the transmission by air must be cancelled by means of two thick diagonal lines.

NOTE.—For accounting procedure concerning redirected parcels, *see* rule 78.

15. Return to origin of parcels not delivered.—(1) Every parcel which it has not been possible to deliver is returned to the office of origin:

(a) immediately if:

- (i) the sender has made a request to that effect on the parcel itself as well as on the back of the despatch note;
- (ii) the sender or the third party has made an unauthorised request in reply to notice of non-delivery;
- (iii) the sender or the third party refuses to pay the fee prescribed in the Note below Rule 17;
- (iv) the instructions of the sender, or of the third party, have not achieved the desired result, whether these instructions were given at the time of posting or after receipt of the advice of non-delivery;

(b) immediately after the termination:

- (i) of the period, if any, indicated by the sender on the despatch note;
- (ii) of the prescribed period of retention if the sender has not complied with the provisions of Rule 57;
- (iii) of a period of two months from the despatch of an advice of non-delivery, if the office which prepared that advice has not received adequate instructions from the sender or the third party, or if these instructions have not been received by that office; this period is extended to four months in the service between distant countries.

NOTE.—Undelivered parcels originating in any foreign country are held at the disposal of the first addressee for 15 days and at the disposal of the second addressee, if any, for a further like period. The same period applies also to parcels at new offices of destination to which they may have to be redirected.

(2) Every parcel return to origin under para (1) above is subject to the charges entailed in its transmission as well as to the charges and fees which have not been cancelled.

16. Notice of non-delivery.—(1) When the sender of a parcel has made a special request by means of a remark on the parcel and on the back of the despatch-note that an intimation of its non-delivery should be sent to him, the office of delivery will ask the office of exchange to do this and the latter will despatch under registered cover,

by airmail if the sender has made a request to that effect, to the office of exchange concerned in the country of origin a notice of non-delivery in form C.P.-9 duly completed (*see* Appendix E) together with the despatch note. This notice is returned to the office of issue, with the sender's instructions and the despatch note. It will be returned by air if the sender or the third party pays the corresponding air mail postage. The instructions are also transmitted by telegraph if the sender or the third party pays the corresponding telegraphic charge.

(2) In the case of non-delivery of several parcels posted simultaneously by the same sender to the address of the same addressee, it is permissible to send a single notice of non-delivery even if the parcels were accompanied by several despatch-notes; in such a case, all these notes should be annexed to the notice of non-delivery.

(3) A notice of non-delivery in form C.P.-9 should also be issued to the office of origin in cases of non-delivery of a parcel on account of abstraction or damage or any other similar cause or in case of detention of a parcel either by the Post Office or the Customs. In such cases, the notice of non-delivery should bear conspicuously the indication "*Colis return d' office*" (parcel retained officially). A notice of this kind is not, however, necessary when loss or abstraction is due to causes beyond control (*force-majeure*) or when the number of parcels detained officially in the course of transit [by the Customs or due to accidental interruption of traffic, etc.] is such that the sending of the notice of non-delivery is materially impossible. In the case of a damaged parcel the notice of non-delivery should be issued only if the delivery of the parcel is likely to be considerably delayed.

(4) As a general rule notices of non-delivery are exchanged between the offices of exchange in the countries of destination and origin. Each Administration may, however, ask that the notices which relate to its service may be forwarded to its Central Administration or to a specially designated office for this purpose. Information in this regard is contained in the Parcel Post Recueil of the Universal Postal Union. The exchange of notices of non-delivery should be expedited as much as possible by all the offices concerned.

(5) If according to the instructions of the sender on the despatch-note and the parcel, the notice of non-delivery is to be issued to a third party in this country, a notice in form R.P.-27 will be issued by the office of delivery.

(6) When a parcel in respect of which a notice of non-delivery has been issued is claimed or redirected before the receipt of the sender's fresh instructions, the fact should be intimated to the office of origin immediately for the information of the sender. If the notice in form R. P.-27 has been sent to a third party in this country this information must be addressed to that person. After receipt of fresh instructions these alone are valid and to be carried out.

(7) When the office of destination or an intermediate office has not followed the sender's instructions given at the time of posting on the back of the despatch-note and on the address side of the parcel or in reply to a notice of non-delivery, that

office becomes liable for the conveyance charges (outward and return) and all other charges on the parcel which may not have been cancelled. The charges paid on the outward journey of a parcel are, however, to be borne by sender, if at the time of its posting or in reply to the notice of its non-delivery, he had requested that the parcel should be sold or abandoned in case of its non-delivery.

(8) When an outward foreign parcel has remained undelivered, the Administration of delivery will send a notice of non-delivery in the form C.P.-9 to the office of exchange concerned in this country. The office of exchange should then communicate this information in form Corr.-64 (App. D) to the office of origin of the parcel, which will proceed to obtain from the sender his further instructions regarding the disposal of the parcel in the manner as laid down in rule 193(b) of the *Post Office Manual*, Volume VI. On receipt of the form R.P. 27 (a), the office of exchange should see that the charges prescribed in clause 227-B (1) of the *Post Office Guide* have been duly prepaid by the sender by means of postage stamps affixed to the form R.P. 27 (a), before the form C.P.-9 is completed and returned to the Administration from which it was received. The form R.P. 27 (a) should be filed in the office of exchange after cancelling the postage stamps affixed thereon, except those which represent prepayment of the telegraphic charges and which are to be presented to the Telegraph Office along with the telegraphic message.

17. Sender's instructions in case of non-delivery.—(1) In reply to a notice of non-delivery, the sender can give instructions, which may only be those authorised by Rule 57 [items (c) to (h)], and, in addition, one of the following:

(a) that the addressee be informed once again;

(b) that the address given on the parcel be corrected or completed.

(2) If the notice of non-delivery has been issued to a third party in this country, it is open to him also to give only one of the instructions as in paragraph (1). He may also instruct that the parcel should be immediately returned to the sender. These instructions can be transmitted by air or by telegraph if the sender or the third party pays corresponding air mail postage or the telegraphic charge as the case may be.

NOTE.—The sender or the third party referred to above is required to pay a fee of 50 paise for each parcel for the despatch of the instructions in response to the notice of non-delivery. The sender will also be required to pay the corresponding air surcharge in cases in which a notice of non-delivery has been sent to him by air in conformity with his instructions on the back of the despatch note. A single fee can cover several parcels if they have been posted at the same time at the same post office by the same sender to the address of the same addressee.

18. Return of undelivered parcels.—(1) A parcel of which the addressee has left for a country which is not a party to the Parcel Post Agreement is treated as undeliverable, unless the Administration of the country of first destination is in a position to forward it to the addressee.

(2) Parcels kept to be called for by the addressees or addressed "poste restante" should be treated as undeliverable after the expiry of the period mentioned in clause 36 of the *Post Office Guide*. But when the sender requests the return of an undeliverable parcel by a remark on it and on the back of the despatch-note within a shorter period, it should be returned accordingly.

(3) The office of exchange which returns a parcel to the sender should indicate in a clear and concise manner in French the cause of non-delivery in one of the following terms on the parcel as well as on the relative despatch note:—

Inconnu (Not known)
Refusé, (Refused).
En voyage (Travelling)
Parti (Left)
Non réclamé, (Not claimed)
Decédé, (Dead)
 etc.

The entry can be made in manuscript or by the application of a stamp. The original despatch notes belonging to the returned parcels must be sent back to the country of origin along with the parcels.

(4) When a parcel is returned from one country to another fresh postage is payable on it. If the postage is not prepaid, it is collected from the sender together with any customs duty and other charges that may be due on it.

(5) Parcels returned to senders should be entered in the parcel bill with the addition of the word "*Retour à l'origine*" (Return to the origin) in the column for Remarks. The postal and non-postal charges raised on such parcels should be shown in detail on a statement of charges in form C.P.-25 (see Appendix E) which should be affixed at one edge to the despatch note. They are treated as parcels redirected on account of a change of the addressee's residence and taxed accordingly.

(6) As far as possible a parcel should be returned to the country of origin by the same route by which it was received. However, an air parcel should not be returned by air unless the sender thereof has guaranteed payment of the charges for air conveyance.

(7) Every parcel returned to the Administration of origin because it has been wrongly admitted, is treated as follows:

(a) If the rates and shares of charges which have been attributed to the Administration which returns the parcel are insufficient to cover the charges entailed in its further transmission as well as the uncanceled charges and fees, the outstanding charges are collected from the Administration

responsible for the error if the parcel has been wrongly admitted in consequence of an error attributable to the postal service and from the sender if it has been wrongly admitted in consequence of an error of the sender or if it falls within one of the prohibitions.

- (b) In the contrary case, the Administration which returns the parcel refunds to the first Administration charged with reforwarding it to the office of origin, the rates and shares of charges for which it had been over-credited.

(8) The return of a parcel to origin in consequence of the suspension of a service is free of charge; the unallocated conveyance charges collected for the outward journey are refunded to the sender.

19. Withdrawal from the post. Alteration or Correction of address.—The sender of a parcel may, under the conditions laid down in Rule 41 of the *Foreign Post Manual*, Volume I, ask for its return to origin or to have its address altered, provided he guarantees payment of the amounts due for any further transmission under the provisions of Rule 14. In the case of telegraphic requests for alteration of the address of insured parcels, the registration charge is due over and above the telegraph charge.

20. Cancellation of customs charges.—When a parcel is returned to the country of origin or redirected out of Pakistan, the customs duty, sales-tax, etc., levied thereon should be cancelled by the Pakistan office of exchange concerned.

21. Parcels containing items whose early deterioration or decay is to be feared.—

(1) Those articles contained in a parcel of which the early deterioration or decay is to be feared, and those articles only, may be sold immediately, even in course of transmission on either the outward or the return journey without prior notice or judicial formalities on behalf of the entitled person. If for any reason they cannot be sold, the spoilt or decayed articles should be destroyed.

(2) Parcels which cannot be delivered to the addressee and which have been abandoned by the sender are not returned by the country of destination but are disposed of according to its own internal rules and regulations.

(3) The sender of an undelivered parcel is responsible for the transport, customs or other charges due on it even if it is abandoned, sold or destroyed. These charges are recovered from the office of origin which in its turn realises them from the sender.

(4) When a parcel has been sold or destroyed, a special report should be drawn up concerning the sale or destruction. A copy of the report should be sent to the office of origin of the parcel together with the despatch-note. The special report should be drawn and forwarded to the office of origin even when the sender has abandoned the parcel.

(5) When a parcel is sold, the proceeds of the sale should be utilised, in the first place, to meet the charges due marked on the parcel. If there be any excess after meeting those charges, the balance should be sent to the office of origin to be paid to the sender who must meet the cost of remittance also. If, however, the proceeds of the sale fall short of the dues marked on the parcel, the balance should be recovered from the office of origin.

22. Verification note.—When any mistake or irregularity is noticed in a parcel mail or an error is corrected in a parcel-bill—whether it be in respect of the number of parcels, or for the loss of or damage to a parcel or parcel mail, or parcel bag(s), or non-receipt or short receipt of a parcel-bill—a verification note in form F.P. 6 union form C.P.-13 (see Appendix E) should be prepared by the receiving office of exchange or by the intermediate office of exchange noticing the irregularity or correcting the error, and sent to the despatching office of exchange in duplicate by registered post by the most rapid means (air or surface).

(2) The details required in respect of each kind of irregularity are given in form F.P.-6, and the appropriate columns of the form should be filled in before despatching the verification note.

23. Enquiry regarding parcels.—(1) Enquiries regarding parcels are attended to only if made within a period of one year counting from the day following the date of posting, on payment of the fee laid down in Chapter III of the *Tariff Manual*. An Administration is, however, required to attend to enquiries made by another Administration in respect of parcels posted within a period of fifteen months counting from the date of posting of the parcels.

(2) When the sender of a parcel has not paid fee for an acknowledgement of its delivery and desires to have an enquiry made by the Post Office regarding the disposal of the parcel, he will be entitled to the service on payment of the same fee as that chargeable for an acknowledgement of delivery.

NOTE.—Enquiries are forwarded officially, and always by the quickest available means (air or surface). If a request is made for transmission of an enquiry by telegraph, the cost of the telegram and, where appropriate, of the reply is collected in addition to the enquiry fee.

(3) When an enquiry concerning a parcel arises on account of a fault of the postal service, the enquiry fee is refunded.

(4) For enquiries relating to parcels, form C-9 (see Appendix "E" in *Foreign Post Manual* Vol. I) is used. The form C-9 should be accompanied, when possible, by a facsimile of the address borne by the parcel on a small sheet of thin paper. A single enquiry form may be used in respect of several parcels posted simultaneously at the same office by the same sender to the address of the same addressee and sent by the same route. In such cases, a single fee will be chargeable according to Clause 230 of the Post Office Guide. The enquiry, furnished with the forwarding data, is sent from office to office following the same route as the parcel itself; this transmission

is effected as a matter of course without a covering letter and in a closed envelope, and always by the most rapid means (air or surface). If the Administration of destination is able to furnish the information as to the final fate of the parcel, it completes the form in Table 3 and returns it to the office of origin as a matter of course by the most rapid means (air or surface). In cases of delayed delivery, the reason for the delay is indicated briefly on form C-9.

The Administration which is unable to establish either delivery to the addressee or regular transmission of the parcel to another Administration, orders the necessary enquiry immediately. It records its decision on the responsibility in Table 4 of form C-9. The form duly completed is returned by the most rapid means (air or surface) to the Central Administration of the country of origin.

NOTE.—The offices of exchange in Pakistan should forward such forms to the Directorate-General, Pakistan Post Office with full facts of the case for direct disposal when the enquiry involves decision on responsibility.

(5) If the Administration of origin or that of destination requests it, the enquiry is forwarded direct from the office of origin to that of destination.

(6) Applications containing enquiries in respect of foreign parcels will be received by the Pakistan office of exchange concerned from the offices of posting of the parcels relating to which enquiry is made with postage stamps representing the fee for this service loosely affixed in each case to the application. The postage stamps should be removed or if necessary, cut out from the application and affixed to a copy of form C-9 referred to above, and the form should then be filled up and forwarded in the manner laid down in the preceding paragraph.

(7) Every time that an intermediate country sends the enquiry form C-9 to the next Administration, it should intimate the fact to the Administration of origin by means of a form C.P.-10 (*see* Appendix "E").

(8) Enquiries from foreign administrations in respect of inward parcels will be received in form C-9 which should be got completed by the office of delivery as early as possible. The form C-9 and the documents attached to it must in all cases be returned to the Administration of origin of the parcel under enquiry within the shortest possible time and at the latest within a period of 5 months from the date of the application.

(9) If an enquiry has not been returned within a reasonable period, a duplicate of form C-9, furnished with forwarding data, may be sent to the Central Administration of the country of destination, but not sooner than a month after the despatch of the original enquiry. The indication "Duplicata" (Duplicate) and the date of despatch of the original enquiry must be entered very conspicuously on the duplicate.

(10) Any Administration may request by a notification addressed to the International Bureau that enquiries, duly furnished with the forwarding data, which

concern its service should be forwarded to its Central Administration or to an office specially appointed. In such event, enquiries should be forwarded by the offices of exchange in Pakistan to the appointed office.

NOTE.—Information in this connexion may be ascertained from *Recueil des Colis Postaux*.

24. Requests for information.—Requests for information concerning postal parcels should be dealt with in the same manner as that laid down for enquiries concerning such articles. Each Administration is bound to deal with the requests for information as soon as possible.

25. Principle and extent of the responsibility of Postal Administrations.—(1) Except in the cases mentioned in rule 27, Administrations are responsible for the loss of ordinary or insured parcels and for the abstraction of or damage to their contents. Their responsibility is binding as much for parcels conveyed *à découvert* as for those which are forwarded in closed mails. Administrations cease to be responsible when a parcel has been delivered under the conditions prescribed by their internal regulations for the delivery of articles of the same nature. Nevertheless, the responsibility of the Administrations is maintained if, internal regulations permitting, at the time of taking delivery of a damaged or pilfered parcel, the addressee or in the case of a returned parcel, the sender makes reservations. The responsibility is also maintained where the addressee or, in the case of return to origin, the sender, in spite of the fact that normal delivery has been made states immediately to the Administration which delivered the parcel that he has found an irregularity and furnishes proof that the theft or damage did not occur after delivery.

(2) The sender is entitled to indemnity corresponding to the actual amount of the loss, abstraction or damage subject to the limits shown in the Post Office Guide. Indirect loss or loss of profits is not taken into consideration.

(3) Indemnity is calculated on the current price, converted into gold francs, of goods of the same kind at the place and time at which the goods were accepted for transmission. In the absence of the current price, indemnity is calculated in accordance with the ordinary value of goods whose value is assessed on the same basis.

(4) When indemnity is due for the loss, total abstraction or total damage of a parcel, the sender is also entitled to the return of the charges and fees which have been paid with the exception of the insurance fees. The same applies to parcels refused by the addressee on account of damage, provided that the damage is attributable to the postal service and involves its responsibility. When the loss, total abstraction or total damage results from a cause beyond control (*force majeure*) not giving rise to the payment of indemnity, the sender is entitled not only to the return of the land, sea and air charges for that part of the journey which has not been performed by the parcel but also to the charges, whatever their nature, which relate to a service paid for in advance but not rendered.

(5) Indemnity is paid to the addressee when he claims it, either after making reservations when accepting delivery of a pilfered or damaged parcel, or if the sender has waived his rights in his favour.

(6) When the claim relates to damage, the wrapper and packing materials of the parcels must be presented by the addressee for the inspection of the Head of the Circle. These may be retained by the Head of the Circle unless the addressee expresses a wish for their return to him.

(7) As regards indemnity for insured parcels, see clauses 240—252 of the *Post Office Guide* and rule 49 of this Manual.

26. Responsibility of the sender.—The sender of a parcel is responsible within the same limits as Administrations themselves for all damage caused to other parcels because of inclusion in it of inadmissible objects or because of non-observance of conditions of admission provided that there was neither fault nor negligence on the part of Administrations or carriers. The acceptance by an office of posting of such a parcel does not relieve the sender of his responsibility. It, however, rests with the Administration of origin to take action against the sender.

27. Exceptions to the principle of responsibility.—No indemnity is paid in the following cases:—

(i) In circumstances beyond control (*force majeure*). Responsibility, however, still rests with the Administration of origin which has agreed to cover risks arising from causes beyond control. The country responsible for the loss, abstraction or damage must decide in accordance with its internal legislation whether this loss, abstraction or damage is due to circumstances attributable to a cause beyond control. These circumstances are notified to the country of origin by way of information if the latter requests them.

(ii) When the Administrations are unable to account for parcels in consequence of the destruction of official records through a cause beyond control, provided that proof of their responsibility has not been otherwise established.

(iii) When the damage has been caused by the fault or negligence of the sender or arises from the nature of the contents of the parcel;

(iv) When a parcel contains any of the prohibited articles in so far as it has been confiscated or destroyed by the competent authority on account of its contents;

(v) When a parcel has been seized under the internal legislation of the country of destination;

(vi) When a parcel has been fraudulently insured for a sum greater than the real value of the contents;

(vii) When the sender has not made enquiry within the period of one year from the date following the date of the posting of the parcel;

(viii) When it is a question of prisoners of war and civil internees parcels [see Rule 11].

28. Fixing of responsibility.—(1) Until the contrary is proved, the responsibility for an ordinary or insured parcel rests with the Administration which, having received the parcel from another Administration without any observation, and being furnished with all the material for investigation prescribed by the regulations, can establish neither its delivery to the addressee nor its regular transfer to the next Administration.

(2) When the loss, abstraction or damage takes place while the parcel is in the custody of an air transport undertaking, the Administration of the country which collects the transport charges, should reimburse the Administration of origin, the amount of indemnity paid to the sender.

(3) An intermediate Administration or the Administration of destination in the absence of proof to the contrary and subject to para (4), is exempt from all responsibility when it can prove (i) that it has observed the provisions of rule 70 or (ii) that the enquiry was received by it after the destruction of the official records relating to the parcel concerned, the prescribed period of retention having expired; this reservation does not prejudice the rights of the claimant.

(4) If the loss, damage or abstraction takes place in course of transmission without its being possible to establish in which country or service it occurred, the Administrations concerned bear the loss in equal shares, however, when it is a question of an ordinary damaged parcel and when the amount of indemnity does not exceed 25 gold francs, this sum is borne equally by the Administration of origin and that of destination, intermediate Administrations being excluded.

(5) If the abstraction or damage has been established in the country of destination or, in the case of return to the sender, in the country of origin, it rests with the Administration of that country to prove:—

(a) that neither the wrapper nor the fastenings of the parcel bore any apparent traces of theft or damage.

(b) that in the case of an insured parcel, the weight did not differ from that recorded at the time of posting;

(c) that in the case of parcels forwarded in closed receptacles, both the receptacles and their fastenings were intact.

When such proof has been furnished by the Administration of destination or the Administration of origin, as the case may be, none of the other Administrations

concerned may repudiate its share of responsibility on the ground that it had delivered the parcel to the next Administration without any objection having been raised by the latter.

(6) In the case of parcels sent under bulk system, none of the Administrations concerned may, with the aim of refusing its share of responsibility, argue that the number of parcels found in the mail differed from that advised on the parcel bill.

(7) In the case of bulk transmission, the Administrations concerned may agree among themselves that the responsibility be shared in the event of loss, theft or damage of certain categories of parcels, determined by common agreement.

(8) In the case of insured parcels, the responsibility incurred by an Administration in relation to other Administrations with regard to the loss, abstraction of, or damage to the contents of such parcels does not in any case exceed the maximum limit of insured value that it admits.

(9) When a parcel has been lost, pilfered or damaged in circumstances beyond control (*force majeure*), the Administration in whose territory or in whose service the loss, abstraction or damage occurred, is not responsible towards the Administration of origin unless the two Administrations undertake to cover risks arising from a cause beyond control.

(10) Customs and other fees of which it has not been possible to secure cancellation are borne by the Administrations responsible for the loss, abstraction or damage.

29. Payment of indemnity.—(1) Indemnity as well as the fees and charges due to be refunded are payable by the Administration of origin of a parcel except when they have to be paid to the addressee by the Administration of destination in the circumstances referred to in paragraph (5) of rule 25. The Administration which pays the indemnity, however, retains the right to recover the amount from the Administration responsible for the loss, damage or abstraction for which indemnity is paid.

(2) Indemnity should be paid as soon as possible and, at the latest, within six months from the day following the date of enquiry regarding the parcel. The paying Administration can, however, under exceptional circumstances, postpone the settlement of indemnity beyond the period of six months, when it does not undertake to cover risks arising from *force majeure* and when, by the end of the above-mentioned period, no decision has been reached as to whether the loss, abstraction or damage was due to a cause of this nature.

(3) The Administration of origin or destination, as the case may be, is authorised to settle with the entitled person at the expense of whichever of the other Administrations sharing in the conveyance which although duly informed, has allowed

five months to pass without settling the matter or without having brought to the notice of the Administration of origin or destination as the case may be, that the loss, theft or damage would appear to be due to a cause beyond control.

(4) The paying Administration takes over, to the extent of the amount of indemnity paid, the rights of the person who has received it in any action which may be taken against the addressee, the sender or the third parties.

30. Recovery of a lost parcel.—(1) If a parcel or a part of its contents considered as lost is subsequently found, the sender and the addressee should be informed of the fact; the former or, in accordance with Rule 25 (5), the addressee, should be further advised that he may take delivery of it within a period of three months against repayment of the amount of indemnity received. If the sender or the addressee as the case may be, does not claim the parcel within that period, the same approach is made to the addressee or the sender according to the case.

(2) If the sender and the addressee decline to take delivery of the parcel, it becomes the property of the Administration or Administrations which have borne the loss.

31. Reimbursement of the indemnity to the Administration having made the payment.—(1) The Administration responsible for the loss of, damage to or abstraction from a parcel or on behalf of which indemnity is paid, must reimburse to the paying Administration the amount of indemnity actually paid to the entitled person within a period of four months counting from the despatch of notification of payment. When the indemnity is to be borne by several Administrations, the entire amount of indemnity due is paid to the paying Administration within the period mentioned above by the first Administration which having duly received the parcel in question is unable to establish its regular transfer to the next service. It is for this first Administration to recover from other responsible Administrations their share of the amount of indemnity paid to the entitled person.

(2) When responsibility has been admitted, as well as in the case referred to in rule 29 (3) the amount of indemnity may be recovered as a matter of course, by means of an account, from the Administration responsible, either directly or through the intermediary of the first transit Administration, which in turn claims credit from the next Administration, the process being repeated until the sum paid has been debited to the Administration responsible. If necessary, the provisions relating to the settlement of Parcel Post Accounts may be observed. Actual payment to the creditor administration should be made in accordance with the provisions of rule 178 of the *Foreign Post Manual*, Volume I.

(3) The paying Administration may only claim reimbursement of the indemnity from the Administration responsible within a period of one year from the date of

despatch of the notification of the payment or, where appropriate, from the date of expiry of the period prescribed in rule 29 (3).

(4) The Administration whose responsibility for the loss, damage, or abstraction is duly established, and which had at first declined to pay indemnity must bear, in addition, to the amount of indemnity all additional costs resulting from the unwarranted delay in payment.

(5) If the sender or addressee takes delivery of the parcel or part of the parcel against repayment of the amount of indemnity, that amount should be refunded to the paying Administration, or if a settlement of accounts has been made, to the Administrations which had borne the loss.

32. Return of empty parcel receptacles.—(1) The receptacles should, in principle, be returned empty by the next mail to the Administration to which they belong and as far as possible, by the route by which they were received. Empty receptacles of air parcels should, however, be returned by the surface route.

(2) Administrations may agree between themselves for the Administrations of destination to return the bags to origin using them for the despatch of parcels. Pakistan has one such agreement with the Administration of Great Britain and Northern Ireland.

(3) The return of empty receptacles is always effected free of charge.

(4) An Administration returning receptacles must indicate on the parcel bills the number and, where appropriate, the serial numbers of the returned receptacles.

(5) In other respects, the provisions of rule 88 of the *Foreign Post Manual*, Volume I are also applicable to the return of empty parcel receptacles.

33. Preservation of records.—The records of the parcel services including despatch notes should be preserved for eighteen months from the day following the date to which they relate. The records relating to a parcel under dispute or under inquiry must be preserved till the case is finally settled. If the enquiring Administration which has been duly informed of the result of the enquiry, does not raise any objection for six months counting from the date of communication of the result of the enquiry, the case should be considered as settled.

34. Transhipment of air parcels.—(1) The transhipment at the same airport, in course of transmission of air parcels conveyed successively by several separate air services is performed without remuneration by the postal Administration of the country where the transhipment takes place.

(2) No transit land rate is due for:—

- (i) the transfer of air parcels between two airports serving the same town;
- (ii) the transport of such mails between an airport serving a town and a warehouse situated in the same town and the return of the same mails for their reforwarding.

35. Prepayment of non-postal charges.—The system of prepayment of non-postal charges is in force only in respect of parcels for Great Britain and Northern Ireland and Ireland. In the case of parcels intended for these countries, the sender may prepay all charges including customs duty. The conditions of prepayment of these charges are given in the *Post Office Guide*.

36. Drawback of and exemption from customs duty.—The rules describing the procedure to be followed in connection with claims to drawback of customs duty in respect of articles exported from Pakistan by the foreign parcel post, and to exemption from duty in respect of articles re-imported by the foreign parcel post, are contained in the *Post Office Guide*.

37. Franc.—The franc adopted as the monetary unit in the Universal Postal Convention and the various Agreements of the Union is the gold franc of 100 centimes, of a weight of 10/31 gramme and of a fineness of 0.900. Each country of the Union fixes its postal rates on this basis at the nearest equivalent in its own currency. Pakistan has taken the value of a gold franc as Rs. 1.56 in fixing her postal rates.

CHAPTER II

INSURED PARCELS

38. "Insurance to destination" and "Inland insurance".—Insurance of foreign parcels is of two kinds, *viz.*, insurance to destination, and inland insurance or insurance during transit in Pakistan. Insurance to destination covers all risks during transit by land and by sea except those referred to in clause 248 (1) of the *Post Office Guide*. Inland insurance covers all risks during transit in Pakistan except those referred to in clause 248 (1) of the *Post Office Guide*, but does not cover any risks by sea or land after a parcel has left the shores of Pakistan.

39. Insurance to destination compulsory.—(1) Parcels for which insurance to destination is available must be insured to destination when they contain coin, bullion, bank notes, currency notes or any kind of securities payable to bearer, platinum, precious stones, jewellery, or articles of gold or silver; in all other cases they may be insured to destination at the option of the senders.

Explanation.—The expression "articles of gold or silver" includes articles made wholly or partly of gold or silver, but not electro or other plated goods. The expression "jewellery" includes watches, the cases of which are entirely or mainly composed of gold, silver or platinum.

NOTE.—The transmission by the Foreign Parcel Post of coin, bullion, bank notes, etc., is restricted under clause 232 (7) of the *Post Office Guide*.

(2) If an uninsured parcel containing any of the articles mentioned in paragraph (1) is received in transit for a country which admits insured parcels, it should not be forwarded to destination but should be returned to the country of origin.

NOTE.—For information regarding the countries which admit insured parcels, see *Parcel Recueil* of the International Bureau.

40. Conditions of posting and charges for insured parcels.—Insured parcels can be exchanged only between countries the postal Administrations of which undertake such service. The *Pakistan Post Office Tariff Manual* shows the names of the countries for which insurance is available as well as the maximum amounts of insured value in respect of parcels for each country. The insured value should not, however, exceed the real value of the contents and a fraudulent declaration of value higher than the real value of the contents may render the party liable to legal proceedings. Insurance of only a part of the value is, however, permissible.

(2) The insurance fees chargeable on insured parcels are given in the *Pakistan Post Office Tariff Manual*.

41. Inland insurance.—(1) Where a foreign parcel contains coin, bullion, bank notes, currency notes or any kind of securities payable to bearer, platinum, precious stones, jewellery, or articles of gold or silver, it will not be accepted for transmission by post unless the sender wishes to insure it. If a foreign parcel containing any such object of value is addressed to a country or place to which insurance is not available, the parcel must be insured for its inland transit within the limits of Pakistan, and in such case the fees charged for insurance will be those mentioned in clause 250 of the *Post Office Guide*.

Explanation.—The expression “articles of gold or silver” includes articles made wholly or partly of gold or silver but not electro or other plated goods. The expression “jewellery” includes watches, the cases of which are entirely or mainly composed of gold, silver or platinum.

NOTE.—See Note under Rule 39.

(2) When an uninsured parcel received from a foreign country for delivery in Pakistan is found to contain any of the articles mentioned in paragraph (1), it should be insured for inland transit in accordance with the provisions of clause 250 (2) of the *Post Office Guide*.

42. Packing of insured parcels.—The manner of packing insured parcels is laid down in the *Post Office Guide*. The seals, labels and postage stamps affixed to all insured parcels must, however, be placed apart from one another, so that they cannot conceal any damage to the packing. The labels and the postage stamps should not also be folded over two sides of the covers so as to conceal the edges of the parcels.

43. Minimum size.—No foreign parcel should be accepted at any post office for insurance if it is so small or so covered with writing or sealing-wax on the address side, or otherwise made up in such a manner, as to render it impracticable to affix to the parcel the prescribed official labels of the Post Office.

Explanation.—This rule does not apply to a parcel which has an address label tied to it, provided that the label is not so small or so covered with writing on the address-side as to render it impracticable to affix to that side the prescribed official labels of the Post Office.

44. Penalty for breach of conditions.—(1) A foreign parcel tendered for insurance which does not fulfil the prescribed conditions as to exchange control, prepayment, packing, sealing, addressing, weight, size and value or which contains any prohibited articles should not be accepted for despatch.

(2) If on any account or while dealing with an enquiry in respect of an inward insured parcel, it comes to light that the insurance was fraudulently made for a sum in excess of the real value of the contents of the parcel, the matter should be reported,

within the shortest time to the Administration of origin, and, if necessary, the documents pertaining to the enquiry should also be forwarded in support thereof.

45. Preparation of insured parcels for despatch.—(1) Insured parcels and the relative despatch-notes received from offices of posting will bear in the hand-writing of the sender the amount of the insured value in Pakistan currency. These particulars must appear both in Roman characters and in Arabic figures without erasure or correction even if certified. (The entry relating to the amount of insured value of a parcel cannot be made in pencil). The amount of the insurance will, in addition, be converted into gold francs by the office of exchange concerned. The result of the conversion rounded up where appropriate to the nearest franc, should be shown by new figures, placed beside or below those representing the amount of the insurance in Pakistan currency. The amount of the gold franc equivalent must also be heavily underlined in coloured pencil by the office of exchange. If the country of destination has the same currency as Pakistan, the amount of the declared value need not be converted into gold francs. Each insured parcel should be examined to see that the red label in form F. P.-27 has been affixed to it as well as to the relative despatch-note. The red label in question must be affixed on the address-side of the parcel and in close proximity to it. If there is an omission in this respect on the part of the office of posting of an insured parcel, the omission should be supplied by the office of exchange before the insured parcel is forwarded on to destination.

(2) The exact weight of the insured parcel in grammes should be written by the office of exchange in the space provided for the purpose on the despatch-note. The weight in grammes should also be noted on the address-side of the parcel itself.

NOTE.—The intermediate Administrations are forbidden from indicating any serial number on the front of the insured parcels.

46. Disposal of insured parcels.—(1) When the insured parcels are ready for despatch, they should be entered in the parcel-bill in a group separately from ordinary parcels, with all the detail mentioned in that form. If, however, the number of insured parcels justifies it, they should be enclosed in separate receptacles. The labels of the receptacles of which the contents are wholly or partly of insured parcels, must bear the letter "V".

(2) The parcels should then be placed in receptacles and disposed of as ordinary parcels and dealt with in the manner described in Chapter III.

(3) In the case of inward insured parcels, the procedure laid down in Chapter IV relating to ordinary parcels should be followed with the addition that every insured parcel should be carefully weighed on receipt, and the weight checked by reference to the weight recorded on the parcel-bill. If any discrepancy is noted, a verification note should be issued as laid down in rule 22.

47. Redirection.—When an insured foreign parcel is redirected or returned from one country to another, a fresh insurance fee becomes payable for each such transmission. Where an insured foreign parcel is received in Pakistan subject to a fresh insurance fee by reason of its having been redirected or returned, such fee will be recoverable on delivery from the addressee or the sender, as the case may be, as if it were postage due.

48. Responsibility of post office in case of inland insurance.—In the case of inland insurance, there will be payable to the sender of a foreign parcel which has been posted in Pakistan and insured by the post office in Pakistan under clause 250 (1) of the *Post Office Guide* for its inland transit within the limits of Pakistan, indemnity not exceeding the amount for which the parcel has been insured, for the loss of the parcel or its contents, or for any damage caused to it in the course of transmission by post within the limits of Pakistan; provided that the indemnity in no case exceeds the value of the article lost or the amount of the damage caused; provided also that no indemnity will be payable in any of the cases described under heads (a) to (k) of clause 248 (4) of the *Post Office Guide*.

49. Compensation.—The conditions under which indemnity is payable to the sender or the addressee, as the case may be, for the loss of, damage to the contents of, or abstraction from a foreign insured parcel are given in the *Post Office Guide*. The general regulations regarding responsibility and indemnity as shown under rules 25 to 31, are also applicable to insured parcels.

(2) The amount of indemnity in respect of insured parcels may not exceed in any case the amount for which they were insured in gold francs.

CHAPTER III

DESPATCH OF PARCELS

50. Routeing of parcels.—(1) Each Administration is bound to forward parcels which are made over to it by another Administration for transit through its territory, by the routes and means which it employs for the despatch of its own parcels. Transit must be effected under the conditions laid down by the Parcel Post Agreement and its Detailed Regulations even when the Administration of origin or destination of the parcels has not acceded to the Agreement.

(2) When the regular route is not available owing to interruption, the transit parcels should be forwarded by the best route available. If this route is more costly than the normal route, each parcel is subjected by the Administration of destination to a charge, to be paid by the addressee, equal to the additional land or sea shares resulting from the change of route.

(3) In the relations between countries separated by one or more intermediate countries, the parcels should be forwarded by the routes agreed upon between the Administrations concerned.

(4) Every Administration which provides air parcel service is bound to forward air parcels made over to it by another Administration by the same air routes which it uses for the despatch of its own air parcels. If, for any reason, whatsoever, the despatch of air parcels by another route offers, in a particular case, an advantage over the existing air route, air parcels must be forwarded by that route and dealt with as urgently as possible. Similarly, if it is not possible to utilise an international air service from end to end, the Administration which receives the credit due for air conveyance is bound to forward the air parcels, on that part of the sector on which air transmission cannot be given, by the most rapid means which it employs for the carriage of its own parcels, and for this purpose the air parcels should be disposed of as expeditiously as the letter mail articles. The same treatment should be accorded to air parcels in the case of total or partial interruption of an internal air service. The Administrations which do not participate in the air parcel service are required to forward such parcels by the surface route ordinarily utilised for other parcels.

(5) Air parcel mails must be forwarded by the route requested by the Administration of the country of origin, provided that route is used by the Administration of the transit country for the transmission of its own mails. If this is not possible or if there is not sufficient time for the transshipment, the Administration of the country of origin shall be informed of this.

(6) Missent parcels should be forwarded to their correct destination by the most direct route at the disposal of the redirecting Administration. Missent air parcels must be forwarded to the correct destinations by the shortest air route.

51. Different methods of transmission of parcels.—(1) The exchange of despatches of postal parcels between countries is effected by offices known as the “offices of exchange” and at the places specified by the Administrations concerned.

(2) As a general rule, the transmission of parcels is effected in closed bags, baskets, or receptacles accompanied by parcel-bills. Contiguous countries may, however, agree to the open exchange of certain categories of parcels.

(3) The exchange of parcels between non-contiguous countries should, as a general rule, be effected in closed despatches.

(4) Administrations can, however, arrange to have parcels exchanged in open transit (à découvert). Nevertheless, it is obligatory to make up closed despatches if, according to the statement of an intermediate Administration, the volume of parcel traffic in open transit is such as to hinder its work.

(5) In the general case of transmission of parcels in closed despatches, the receptacles (bags, baskets, receptacles) should be marked, closed and labelled in the manner prescribed for letter mail bags in the *Foreign Post Manual*, Vol. I, subject to the following special provisions :

(a) The labels should be yellow-ochre in colour and their layout and text should conform to the specimen of international forms CP. 23 and CP. 24 (see Appendix E).

(b) When receptacles other than bags are used, any other special method of closing them may be adopted, provided that their contents are adequately protected.

(c) The labels or addresses of closed receptacles which contain air parcels must bear the indication or label “Par Avion” [By Airmail].

(6) The bags or the receptacles containing parcels should bear a serial number. The despatching office should enter on the parcel-bill the number, and, if the country of destination requires it, the serial number of the receptacles comprising the mail. Bags and other receptacles containing parcels should not weight more than 40 kilogrammes as a general rule.

NOTE 1—See rule 46 (2).

NOTE 2—Notwithstanding the above limit, the Commonwealth of Australia, Ceylon, Cyprus, Great Britain, and its Overseas Territories, the Irish Republic, Jamaica, Malaysia, the Federal Republic of Nigeria, New Zealand, Uganda, Sierra Leone, the United Republic of Tanganyika and Zanzibar and Trinidad and Tobago have the right not to accept parcel bags which weigh more than 36 Kilogrammes.

(7) The parcels-bill accompanied by the documents mentioned in rule 62(1) should be enclosed by the despatching office of exchange in one of the receptacles comprising the despatch, where appropriate in one of the receptacles containing insured parcels ; if the number of accompanying documents justifies it, in a special

bag ; in all cases the label of this bag or receptacle should bear the letter "F". After special agreement between the Administrations concerned the label may also include the indication of the number of bags making up the despatch and, if necessary, the number of parcels sent a decouvert. The accompanying documents may be inserted in the receptacle containing the corresponding parcels subject to an agreement to that effect between the Administration of origin and of destination.

(8) In the case of exchange of closed despatches with non-contiguous countries, the despatching office of exchange should prepare for each of the intermediate Administrations, a special parcel-bill in form C.P.-12 (*see* Appendix E). The office making the despatch should enter therein the total for each category of parcels, the credits which are due to the intermediate Administration. The parcel-bill C.P.-12 should be numbered in an annual series for each outward office of exchange and for each of the intermediate Administration ; the last number of the year must be shown on the first parcel-bill of the next year. In the case of sea services, the parcel-bill C.P.-12 must whenever possible, be completed by the mention of the name of the ship carrying the mail. The parcel-bill C.P.-12 is transmitted in open transit á découvert or in any other manner agreed upon by the Administrations concerned accompanied, if necessary, by documents that may be required by the intermediate countries.

(9) Parcels containing inflammable films, raw celluloid and articles made of celluloid should be sent in a separate receptacle. The receptacle should be provided with a label bearing in large characters an appropriate entry, for example, "Celluloid".

NOTE.—For closing of insured parcels in separate bags, *see* rule 46 (1).

52. Acceptance of parcels.—(1) When a parcel is presented for despatch to a foreign country, it should be examined carefully to see whether it satisfies the conditions of posting, and whether the contents as declared by the sender are admissible for transmission to the country of destination. This information is given in the *Post Office Guide*.

(2) If the parcel is for insurance, it can be insured only if insurance is available for the country of destination.

(3) One or more customs declarations and a despatch-note should accompany each parcel, as required by the receiving Administration concerned.

53. Export restrictions.—(1) A large number of articles are subject to export regulations and parcels containing such articles should be covered by a licence issued by the Chief Controller of Imports and Exports, Deputy Chief Controller of Imports and Exports, or an Assistant Chief Controller of Imports and Exports at the respective port of land frontier.

(2) With a few exceptions, all parcels are subject to foreign exchange regulations and should be accompanied by a declaration by the sender in Form I. P. Ex. in the case

of those addressed to India and in Form P. Ex. in the case of those addressed to other countries. The offices of exchange should have such parcels examined and the value of the contents thereof assessed by the Postal Appraising Officer. Such parcels will be forwarded to their respective destinations only after the Customs authorities release them. The I. P. Ex./P.Ex. forms are not forwarded to the foreign countries but are presented to the customs authorities for disposal.

54. Preparation of parcels for despatch.—An outward foreign parcel received in Pakistan office of exchange should be examined to see that (1) it bears the usual parcel number slip in form RP-16 or RP-16 (a), as the case may be, and also (2) that the parcel label in form FP-57 or FP-58 indicating clearly the serial number of the parcel and the name of the office of posting has been correctly pasted on top of the relative despatch-note in the place provided for the purpose. If it is found that parcel label C.P.-8 (Form F.P.-57 or F.P.-58) has not been pasted on the despatch-note relating to it by the office of posting, the omission should be supplied by the office of exchange by pasting a parcel label (C.P.-8) after writing thereon clearly in coloured ink or coloured pencil the name of the office of posting in block capital letters, and the number assigned to the parcel by the office of posting as shown on the number slip R.P.-16 or R.P.-16 (a). For this purpose each office of exchange in Pakistan should keep a stock of parcel labels, C.P.-8 (F.P.-58) without the name of the office of posting, which should be obtained from the usual source on indent. The weight of each uninsured parcel in kilogrammes and hundreds of grammes should be entered in the place provided for the purpose on the despatch-note, by the office of exchange concerned. In calculating the weight, each fraction of a hundred grammes should be rounded off to the next hundred.

55. Preparation of despatch-note and Customs declaration.—Each parcel must bear a Customs declaration securely pasted to it, and must also be accompanied by a despatch-note before it leaves the office of posting. It should also be accompanied by the required number of Customs declarations in the prescribed Union form C.P.-3 (see Appendix E) which should be filled up by the exchange office from the entries on the declaration already pasted to the parcel, and should be firmly tied to the despatch-note. The number of Customs declarations as required by each country will be found in the Pakistan Parcel Post Tableau, CPI. Although the post office assumes no responsibility for the customs declaration, the post office should do its utmost to inform the senders of the correct way to complete these declarations. For the purpose, the back of the form C.P.-3 may be used to give instructions to the senders.

56. Customs declarations with insufficient description of contents or any other error.—Outward foreign parcels received in a Pakistan office of exchange with insufficient description of contents or any other error in the Customs declarations should not be returned to the office of posting, but detained in the office of exchange and the office posting at once asked to supply fresh declarations duly signed by the senders of the parcels. The procedure described in rule 148 (6) (a), *Post Office Manual*, Vol. VI, should be adopted with this difference that if fresh declarations are not received

within a reasonable time, having regard to the periods of transit to and from the offices of posting, the parcels should be despatched to destination with an explanatory note.

57. Sender's instructions on the despatch-note.—(1) The sender must indicate, at the time of posting, by inserting a cross in the box alongside the appropriate instruction, and where necessary, by completing the printed text on the back of the despatch-note, the manner in which his parcel should be treated in case of non-delivery, the instruction so given being reproduced on the parcel itself. One of the following instructions appearing on the back of the despatch-note only may be given by him :

- (a) That a notice of non-delivery may be sent to the sender by surface or airmail ;
- (b) That a notice of non-delivery may be sent to a third party residing in the country of destination by surface or airmail ;
- (c) That the parcel be returned immediately to the sender by air/surface.
- (d) That the parcel be returned to the sender by air/surface on the expiry of a certain period.
- (e) That the parcel be delivered to another addressee, if necessary, after redirection by surface or air ;
- (f) That the parcel be redirected by air/surface route to the same addressee in another locality.
- (g) That the parcel be sold at the entire risk of the sender.
- (h) That the parcel be treated as abandoned.

NOTE 1.—Australia, Ceylon, Cyprus, the United Kingdom of Great Britain and Northern Ireland, the Overseas Territories for whose international relations the Government of the United Kingdom of Great Britain and Northern Ireland are responsible, the Irish Republic, Kuwait, Malaysia, the Federal Republic of Nigeria, New Zealand, Uganda, Sierra Leone, the United Republic of Tanganyika and Zanzibar, and Trinidad and Tobago have the right not to admit the procedures relating to the sending of an advice of non-delivery or to the sale of the parcel at the entire risk of the sender.

NOTE 2.—The instruction contained in item (g) above is not admissible for parcels addressed to Byelorussia, Colombia, Ukraine and the U.S.S.R.

NOTE 3.—The postal service of Canada, People's Republic of China, Philippines, Pitcairn Island, Ryukyu Islands, South Africa and the United States of America admits only the instructions contained in items (e), (f) and (h) referred to above.

(2) Every air parcel as well as the despatch-note relating to it must bear at the time of despatch a special blue label bearing the words "Par Avion" (BY AIR MAIL).

58. Advice of Delivery.—(1) The sender of a parcel addressed to any of the countries mentioned in Appendix A can obtain an acknowledgement of its delivery by paying the fee laid down in Chapter III of the Tariff Manual and the corresponding air surcharge calculated according to the weight of the acknowledgment card, where

applicable, in addition to the postage which is paid by means of postage stamps affixed to the parcel. A parcel, the sender of which desires to have an acknowledgment of its delivery, should bear in bold letters on the front the indication "ACKNOWLEDGMENT OF DELIVERY", "AVIS DE RECEPTION" or the stamp-impression "A.R." completed by the indication "Par Avion" (By Air Mail) when return by air of the card is desired by him. The same indication should be reproduced on the despatch-note. The parcel will also be accompanied by an acknowledgment card in the prescribed form which will be made out by the office of origin, and attached to the despatch-note relating to the parcel. The superscription "Renvoi par avion" (Return by Air) should be written by the office of origin on the acknowledgment card in bold letters if it is to be returned by air; an impression or an Air Mail label "Par Avion" should also be affixed on such an acknowledgment card. If the acknowledgment card is not received in the office of destination, that office will prepare a fresh acknowledgment of delivery.

(2) The office of delivery after having filled in the acknowledgment card, will return it by ordinary post or, if the sender has paid the relative charges, by air mail, unenclosed and free of postage, to the sender of the parcel. If the advice of delivery is not received by the sender within a reasonable time, and the sender makes an enquiry about it the procedure laid down in the following rule should be followed, except that no fee should be charged a second time and the office of origin should write on the top of the form of the acknowledgment card the words "Duplicate of the Advice of delivery" or "*Duplicata de l'avis de reception*".

NOTE.—In the case of parcels for Ceylon, Cyprus, the United Kingdom of Great Britain and Northern Ireland, the Overseas Territories for whose international relations the Government of the United Kingdom of Great Britain and Northern Ireland are responsible, the Irish Republic, Jamaica, Kuwait, Malaysia, the Federal Republic of Nigeria, New Zealand, Uganda, Sierra Leone, the United Republic of Tanganyika and Zanzibar, Trinidad and Tobago, and the United States of America, the acknowledgment of receipt is restricted to only those parcels which are insured.

59. Advice of delivery required after posting.—(1) When the sender of a parcel asks for an advice of delivery after the parcel has been posted, an application together with the required fee and the form of acknowledgment duly filled in will be received in the office of exchange in accordance with the provisions of rule 87 (5) of the *Post Office Manual*, Volume V. The office of exchange should fill in the enquiry form C-9 (see Appendix "E" in *Foreign Post Manual*, Volume I) to which the postage stamps representing the prescribed fee received from the office of posting should be affixed. The enquiry form may bear an indication of the charge paid as an alternative to bearing postage stamps representing the fee.

NOTE.—When this request is to be sent by airmail or by telegraph in conformity with the desire of the sender, the sender must also pay the relative airmail or telegraph charge as the case may be. If the sender has asked that the card should be sent to him by airmail, the corresponding air surcharge must be paid.

(2) The enquiry form and the form of the acknowledgment card should be dealt with as laid down in rule 23. In the case of correct delivery of the parcel, the office

of destination will retain the enquiry form and return the form of the acknowledgment card to the office of exchange of the country of origin as laid down in the preceding rule.

(3) The office of destination which has received a request by telegraph prepares an advice of delivery as a matter of course.

60. Entries showing disposal of parcels.—The disposal of the parcels should be shown in the parcel abstract for the day. The number of parcels enclosed in each receptacle should be grouped together and shown separately.

61. Closing of parcel receptacles.—(1) After the parcels are placed in the various receptacles, according to the grouping noted in the parcel abstract, a memorandum in form F.P.-26 showing the total number of parcels enclosed in the bag or box should be placed inside the receptacles. The memorandum should bear the date-stamp of the office.

(2) The receptacle should be closed and sealed with wax or lead seals. A label made of canvas, linen or of paper fixed on wooden blocks in forms C.P.-23 and C.P.-24, should be affixed to the receptacle.

62. Parcel bill.—(1) Before despatch all the parcels to be forwarded by surface route are entered by the despatching office of exchange on a parcel-bill form in C.P.-11 (see Appendix E). For air parcels, sent in closed bags or à découvert, the offices of exchange use a special parcel-bill called the "air parcel-bill" in Form C.P.-20. (see Appendix E). The despatch-notes, trade charge money orders, customs declarations, franking notes, advices of delivery and other documents, if any (invoices, certificates of origin, of health, etc.), should be attached to the parcel-bill. In the case of parcels exchanged in closed mails the Administrations of origin and destination may arrange that the documents mentioned above may be attached to the parcels to which they relate. In the services between countries whose Administrations have agreed to this, the parcel bill as well as the relative documents are sent by air to the country of destination.

(2) The despatching office of exchange must number the parcel-bills in an annual series for each despatching office of exchange and for each receiving office of exchange as well as for each route if more than one route is used. The last number of the year should be shown on the first parcel-bill of the following year. If a mail is ceased, the despatching office enters on the parcel-bill beside the number of the mail the indication "dernière depeche" (last mail). In the case of sea and air services, the name of the ship carrying the mail or of the air service employed should be written, as far as possible, below the serial number.

(3) If air parcels are transmitted from one country to another by surface route along with other parcels, the presence of the air parcels and of the air parcel-bill must be indicated by an appropriate note on the parcel-bill C.P.-11.

(4) Parcels of the prisoners of war and civil internees are entered in the parcel-bill but without any mention of the amount to be credited, except in respect of air parcels.

(5) Special parcel-bill C.P.-12 are used under the circumstances mentioned in rule 51 (8).

NOTE.—As parcels exchanged with India do not give rise to accounting in respect of the terminal credits of India, the relevant columns in the relative parcel-bills should be left blank.

63. Simplified parcel bills.—(1) In the case of transmission by closed mails, the Administration of origin may agree with the Administration of destination, and with any intermediate Administrations with a view to allocating sea and land rates in bulk for each weight step, the allocation of other taxes being made per parcel.

(2) Also in the case of transmission by direct mails, the Administration of origin may agree with the Administration of destination and possibly with the intermediate Administrations to credit them with sums calculated per parcel or per kilogramme of gross weight of the mails and corresponding either to the land and sea rates only, other taxes being allocated on a per parcel basis or, alternatively, to the whole of the payments due to them.

(3) When the apportionment of land and sea rates is made entirely on the basis of weight steps the number of parcels for each weight step is entered on the parcel-bills with an indication of the product of the multiplication of the corresponding rate by the number of parcels. Redirected parcels are entered individually with an indication in respect of each parcel of the amount of the costs incurred by the parcel during its delivery to the Administration to which it is transferred. Parcels giving rise to a supplementary charge as well as parcels forwarded in transit *à découvert* are also entered individually with an indication of the corresponding charge.

(4) When the Administration of destination and, if appropriate, the intermediate Administrations are to be credited with amounts calculated per parcel, the number of the latter is entered on the parcel-bills with an indication of the product of the multiplication of the charge per parcel by the total number of items making up the mail. If the appropriate amount per parcel is exclusive of all charges other than those applicable to parcels which are redirected or forwarded in transit *à découvert*, only these two categories of parcels as well as insured parcels should be the subject of an individual entry, but without an indication for the latter of the insurance charge collected. If this amount only includes the land and sea rates the procedure given in para (3) is used for the apportionment of supplementary charges.

(5) If the Administration of destination and, if appropriate, the intermediate Administration are to be credited with amounts per Kilogramme, the number of bags making up the mail as well as the gross weight of the latter should be shown. In other cases the procedure given in para (4) is used.

64. Disposal of Verification note.—(1) On receipt of a verification note in respect of a parcel or parcel despatch, enquiries should be made regarding the irregularity reported. If the irregularity is admitted the verification note, should be accepted and returned to the office issuing it; otherwise, suitable remarks should be recorded on it before return. The verification note should be returned as promptly as possible. If it is not returned to the office of issue within a period of two months from the date of its despatch it is regarded, until the contrary is proved; as duly accepted by the office to which it is addressed, this period is extended to four months in the service with distant countries.

(2) A copy of the verification note together with a copy of the reply should be kept on record with the parcel-bill to which the irregularity relates or in which the parcel under enquiry was advised. In large offices the verification notes may be filed separately and a note made against the relative entry in the parcel-bill.

65. Penalty for breach of conditions.—A parcel tendered for despatch by the foreign parcel post which does not fulfil the prescribed conditions as to prepayment, declaration of contents, export and foreign exchange control regulations, packing and make up, sealing, addressing, weight, size and value, or which contains any prohibited articles, will not be accepted for despatch. A parcel containing coin, bullion, precious stones, jewellery or articles of gold or silver will not be accepted for transmission by post unless the sender wishes to insure it. If such a parcel is addressed to a country or place to which insurance is not available, it must be insured for its inland transit within the limits of Pakistan (*see* Clauses 242 and 250 of the *Post Office Guide*).

CHAPTER IV
RECEIPT OF PARCELS

66. Opening of parcel mail.—On receipt of the parcel mail, the condition of the receptacles and that of the seals and labels should be examined. The receptacle containing the parcel-bill and other documents should be opened first.

67. Register of parcel-bills received.—(1) All parcel-bills received should be entered in the Register of parcel-bills in form F.P.-41 in the order of their receipt and a serial number should be assigned to each. This separate numbering of parcel-bills is necessary to facilitate the compilation of monthly returns for the Customs Department.

(2) The first and last local Nos. assigned to the entries in each parcel-bill as laid down in rule 68 should be entered in the appropriate column in the register.

68. Preparation of local parcel-bills.—(1) After checking the documents relating to the parcels, the name of the office of origin, the No. assigned to each parcel by that office, and the name and address of the addressee should be entered in an invoice, called the local parcel-bill, in form F.P.-3. The entry No. in the local parcel-bill should be in serial order in respect of each parcel. A local No. should also be assigned to each parcel. The local Nos. should be in a monthly series, a fresh series being started every month—the last No. issued during the last month being quoted on the first parcel-bill for the next month. The initial letter of the Customs House at which assessment was made should be prefixed to the local No. on every parcel and the parcel-bill. The local No. assigned to each parcel should be clearly noted on the parcel and the parcel-bill. Transit parcels and parcels which are to be transferred to other offices of exchange should be entered in form F.P.-3 but no local Nos. should be assigned to them.

(2) All inward foreign parcels which have not yet been passed by the customs should, when being transferred from one Pakistan office of exchange to another, be accompanied by extracts from parcel-bills in the case of parcels from Commonwealth Countries and extracts from invoices in form F.P.-3 in the case of those from Union countries in triplicate as well as the relative despatch-notes and declarations. These extracts should be serially numbered, a separate series being maintained for each office of exchange.

(3) In the case of parcels received by a Pakistan office of exchange from another Pakistan office of exchange for assessment of duty, the parcels should be assessed under the original serial number given to the extract parcel-bill or to the invoice in form F.P.-3 by the transferring Pakistan office of exchange.

69. Customs examination.—The despatch-notes, the customs declarations and the parcel-bills (in triplicate) should be placed before the Customs officers. On receipt of the documents from the Customs authorities with the amount of customs duty, sales tax, etc., in respect of each parcel noted on the parcel-bill, a receipt for each parcel should be prepared in form R.P.-14. The parcel receptacles should then be opened. The office of exchange should at the same time forward the duplicate copy of the parcel-bill to the Lahore Audit office after certifying to the correctness of the entries in the bill and after striking out the total page by page. A grand total should be struck in an abstract of the page totals in form F.P.-29. The office of exchange should also submit a monthly statement to the Lahore Audit office showing the assessment of detained parcels, a separate statement being prepared with regard to the monthly parcel-bills in which the parcels were originally entered.

NOTE.—Pakistan offices of exchange should take all possible steps to have air parcels quickly cleared through the Customs. Cases of serious delays should be brought to the notice of the Head of the Circle.

70. Check by Offices of Exchange.—(1) The receiving office of exchange should immediately check the receptacles and their fastening and then verify the parcels and the various documents which accompany them. This check should be made, whenever possible, in the presence of the officials from whom the mail is taken over. When an intermediate office has to repack a mail, it checks the contents of this mail if it thinks that the latter has not remained intact. It draws up a verification note in form C.P.-13 (see Appendix E). This note is sent to the office of exchange from which the mail was received; one copy of it is sent to the office of origin and another is inserted in the repacked mail. However, intermediate offices of exchange are not bound to check the documents accompanying the parcel-bill.

(2) In opening the receptacles, the material constituting the fastening (string, lead seal and label) must remain intact; for this purpose the string should be cut at one place only.

(3) If the office of exchange of destination detects errors or omissions on the parcel-bill, it should immediately make the necessary corrections, taking care to cross out the incorrect entries in such a way as to leave the original entries legible; these corrections should be made in the presence of two officials; unless there is an obvious error, the corrections should be accepted in preference to the original entries. The office of exchange should also proceed with regular check when the receptacle or its fastening [*i.e.*, cord seal, etc.] as such as to give rise to the presumption that the contents have not remained intact or that some other irregularity has been committed. The irregularities which have been established, as well as the loss of a mail or one or more of the bags comprising it, or the loss of the parcel-bill, are notified without delay to the outward office of exchange by a verification note C.P.-13 prepared in duplicate. If the parcel-bill is missing, the receiving office of exchange must in addition, draw up a supplementary parcel-bill or take an exact note of the parcels received (number of parcels, office of origin and destination, weight, amount of insured value,

etc.). If the receiving office of exchange does not forward the verification note C.P.-13 by the first mail which it is possible to use, it is considered, until the contrary is proved, that it had received the bags or the parcels in good condition.

(4) A difference in the weight of an ordinary parcel does not form the subject of verification note, unless the difference causes a change in the weight category of the parcel. A difference in weight does not in any case entail the return of the parcels. Verification note should be prepared only in the case where the difference would entail an alteration of the shares. As regards insured parcels if the difference in weight does not exceed 10 grammes, the Administration of transit or destination should not raise any objection unless the outer condition of the parcel warrants it.

(5) The offices to which the verification notes, C.P.-13, are addressed should return the same as promptly as possible after having examined them and furnished their observations, if any, and after keeping copies thereof. The returned notes are attached to the parcel-bills to which they relate. Corrections made on a parcel-bill unsupported by documentary evidence are not considered valid. However, if these notes are not returned to the office of exchange from which they originate within a period of two months reckoning from the date of their despatch, they are considered, until the contrary is proved, as duly accepted by the office to which they were addressed; this period is extended to four months in relations with distant countries.

(6) The detection, at the time of the check of irregularities of any kind does not in any case entail the return of a parcel to origin unless the rules regarding transmission of prohibited articles have been infringed.

(7) Verification notes and their duplicates should be sent by registered post by the most rapid means (air or surface).

71. Irregularities involving responsibility.—An office of exchange which, at the time of arrival of a mail detects loss of, abstraction from or damage to one or several parcels should proceed as follows :—

(a) It should attach the receptacle as well as the string, the wax or the lead seal used for closing the receptacle and the label to the verification note C.P.-13 addressed to the despatching office of exchange unless these items have been attached to the special report C.P.-14 referred to in (4) and (5) below; however if the verification note is sent by air, it must send these items accompanied by a copy of the verification note by separate registered surface mail.

(b) It should send to the last intermediate office of exchange, if any, the duplicate of the verification note at the same time as to the despatching office of exchange.

(2) If the receiving office of exchange considers it necessary, it can communicate, by telegraph at its own expense, the result of verification to the despatching office of exchange.

(3) An office of exchange which receives from a corresponding office with which it is not in immediate contact, a parcel, damaged or insufficiently packed, must repack it, if necessary, and send it on, the original packing, superscription and the labels being preserved as far as possible. The weight of the parcel, before and after repacking, must be indicated on the packing itself of the parcel, this indication being followed by the words "Remballé à....." (Repacked at.....) and supported by the impression of the date-stamp of the office and the signatures of the officials who have repacked it.

(4) If the condition of the parcel is such that the contents of the parcel may have been abstracted, or if the parcel shows such a difference of weight as to lead to the presumption that the abstraction of the whole or a part of the contents has taken place, the office of exchange, without prejudice to the application of the provisions of parcels (1) and (3) above, must proceed to open the parcel officially and check its contents. The result of this checking must form the subject of a report in form C.P.-14 (see Appendix E), a copy of which should also be attached to the parcel.

(5) If the parcel mentioned in para (4) is an insured parcel, the provisions of para (3) are applied and, in addition, the following procedure is observed :—

- (a) The original report (C.P.-14) is transmitted, under registered cover, to the Central Administration of the country to which the despatching office of exchange belongs or to an authority appointed by the said Administration;
- (b) A duplicate of the report is simultaneously addressed either to the Central Administration to which the receiving office of exchange belongs or to any other controlling authority appointed by that Administration;
- (c) The receptacle wherein the parcel had been contained, the string, the wax or the lead seal used for closing the bag and the label are attached to the original report; where it is not possible, the reason for their non-attachment should be explained.

(6) The foregoing provisions in this rule as well as in rule 70 are applicable only to parcel of which the contents have been stolen and damaged as well as to parcels entered individually on the parcel bills. The other items are simply checked in bulk. When an office of exchange establishes a discrepancy between the number of parcels given on the parcel bill and the number of the parcels found in the mail, the verification note C.P.-13 is prepared only to correct the total number of parcels and the amount of the credits involved.

(7) When the addressee, or in the case of a returned parcel, the sender makes reservations at the time of delivery of the parcel, a report in form C.P.-14 of the joint examination is made out immediately by the office which effects the delivery. This report, made out in duplicate and countersigned whenever possible by the addressee, must indicate the outer condition of the parcel, its gross weight and an exact list of

its contents. One copy of the report should be delivered to the addressee and the duplicate preserved in the office of delivery. The latter should be annexed to the form C-9.

(8) In the case of offices of exchange which are in direct contact with each other, the Administrations concerned can come to an agreement on the method of procedure to be adopted in respect of irregularities involving their responsibility.

72. Treatment of Foreign Inward Parcels which exceed the limits of weight and size.—If a foreign inward parcel infringes the conditions regarding the maximum limits of weight and size, it should be passed on for delivery in Pakistan, but the irregularity should be notified to the Administration of origin by means of a verification note.

73. Record of verification notes issued.—Verification notes should be prepared in duplicate, the office copy being kept with the parcel-bill to which the irregularity relates or with which the parcel referred to in the verification note was received. In large offices, the copies of the verification notes issued may be filed separately and a note made against the relative entry in the parcel-bill.

74. Receipt to be signed by the addressee.—The upper portion of form R.P.-14 containing the local number, the amount of customs duty and other charges due on the parcel and the postal fee, if any, for the observance of customs formalities should be pasted to each parcel. The lower portion of form R.P.-14 containing the receipt for the parcel should be kept securely attached to the parcel without being pasted.

A receipt for the addressee in form R.P.-14 should accompany every parcel and on this receipt the local No. with the initial letter of the Customs House should be reproduced. The receipt should be stamped with the name-stamp of the office of exchange and should also be impressed on the top right hand corner with the oblong month stamp showing the month of assessment of the respective parcel.

75. Disposal of parcels.—After affixing the number slip and the receipt to each parcel, the parcel received by each mail should be entered in the parcel abstract and disposed of in the manner laid down in rule 182 of the *Post and Telegraph Manual*, Volume VI.

76. Transit parcels.—In the case of transit parcels (and parcels transferred to other Pakistan offices of exchange for assessment of duty), no number slip should be affixed to them by the receiving office of exchange and no receipts should be prepared by the latter office to accompany them to destination. Such parcels should be despatched under original numbers of the office of posting as shown in the parcel-bills.

77. Prepayment of customs charges.—In respect of parcels originating in Egypt and Sudan the sender may prepay the customs duty in respect of them. The procedure to be followed on receipt of such parcels is the same as that laid down in rule 96.

78. Adjustment of charges on redirection. —(1) In the case where postal and non-postal charges have not been paid at the time of redirection, every parcel redirected due to change of residence of the addressee is subjected by the Administration of new destination to a charge to be paid by the addressee [in addition to the fees and charges of which the collection is otherwise authorised] the amount of which is equal to the land, sea and air shares due to the Administrations taking part in the reforwarding. These shares are afforded in the manner indicated below:—

(a) In the case of exchange through direct despatches the redirecting Administration credits, the intermediate Administrations with the shares due to them and in turn credits itself with the same shares and those due to it by debiting the Administration for which the despatch is intended; the despatching office of exchange includes these shares in the entries on the parcel-bill C.P.-11.

(b) In the case of “*à découvert*” exchange, the intermediate Administration, after having been debited by the redirecting Administration with the amounts due to this latter Administration, credits itself by debiting the Administration to which it hands over the parcel, with the sum due to it and with that due to the redirecting Administration; this operation is repeated, if necessary, by each intermediate Administration.

(2) When the amounts mentioned in the preceding para are paid at the time of redirection, the parcel is treated as if it had originated in the re-directing country and been addressed to the country of new destination; no charge for conveyance is collected by the Administration of new destination at the time of delivery.

(3) Every parcel missent due to an error on the part of the sender or that of the despatching Administration, is redirected to its correct destination by the most direct route utilised by the Administration which has received the parcel; an air parcel must be reforwarded by air. The redirecting Administration notifies this to the Administration from which it had received the parcel by means of a verification note, C.P.-13.

(4) The redirecting Administration treats the parcel referred to in para. (3) above as if it had been received by it in transit “*à découvert*”; if the share credited to it are insufficient to cover the charges of redirection which it has to defray, the redirecting Administration affords to the Administration of correct destination and if necessary, to the intermediate Administrations which take part in the reforwarding of the parcel, the shares due to them; it then recovers the amount of deficiency by claiming it from the Administration of the office of exchange from which the missent parcel was received; the claim and its cause are notified to that office of exchange by means of a verification note C.P.-13.

(5) The provisions of para (1) are applicable to parcels returned to origin under Rules 12 (2), 15 and 19.

(6) Claims for charges (transport charges, warehousing charges etc.) must be indicated in detail on a statement of charges in form C.P.-25, which should be affixed at one edge to the despatch note.

(7) The provisions of paragraphs (1) and (4) above are applicable also to transit parcels which, on account of the interruption of the normal route, are required to be forwarded by an intermediate Administration by a route more costly than the one for which it is paid.

79. Recovery of charges and fees in case of redirection or return of a parcel.—

(1) In the event of return to origin or redirection, the Administration which returns or redirects the parcel recovers the following charges in the manner laid down in the preceding rule:

- (a) The shares of charges due to it and to the intermediate Administrations;
- (b) Customs Clearance fee;
- (c) Delivery fee;
- (d) Advice of arrival fee;
- (e) Repacking charge;
- (f) Warehousing charge;
- (g) the redirection charge within the country of destination authorised under Rule 14;
- (h) the non-postal charge (customs duty etc.) of which it has not been possible to secure cancellation;
- (i) nevertheless, in the case of parcels returned to origin or redirected by air, the air shares are, where necessary, recovered from the Administrations of the country from which the request for return or redirection emanates;
- (j) poste restante charge.

(2) The principles laid down in para (1) above apply to each intermediate Administration.

(3) In the air parcel service, in the event of a forced landing or a missed connection, the Administrations which ensure the re-forwarding of air parcels claim their air shares from the Administration of origin.

80. Apportionment of fees and charges.—(1) The following charges and fees are retained in their entirety by the Administration, called the "collecting Administration", which has collected them:

- (a) Customs Clearance fee;
- (b) Delivery fee;

- (c) Advice of non-delivery charge;
- (d) Advice of arrival charge;
- (e) Warehousing charge;
- (f) Advice of delivery charge;
- (g) The fee for delivery free of charges;
- (h) The fee for request for delivery free of charges;
- (i) The enquiry fee;
- (j) The fee for request for the withdrawal of a parcel from the post or for alteration of address;
- (k) The despatch fee charged on insured parcels.
- (l) Charge for customs formalities on exportation;
- (m) Post restante charge; and
- (n) Charge for cover against risks arising out of circumstances beyond control.

(2) The charge for internal redirection accrues to the Administration in whose territory that redirection took place, even in the event of subsequent redirection out of the country or return to origin.

(3) The repacking charge accrues to the Administration controlling the office which did the repacking.

(4)(i) In the case of exchange of closed mails, the Administration of origin credits the Administration of destination and each intermediate Administration with the land and sea shares due to them as well as the exceptional shares authorised by the Parcel Post Agreement of the Union or by the Final Protocol annexed thereto. It also credits the Administration of destination and, where appropriate, the intermediate Administrations, for insured parcels with a share of the insurance fee fixed for each 200 gold francs or fraction of 200 gold francs of insured value at:

- 5 gold centimes for land conveyance;
- 10 gold centimes for sea conveyance;

this share is paid to every Administration whose services take part in the conveyance, and, if necessary, as regards sea conveyance, for each service used.

(ii) In the case of exchange in transit "à découvert", the Administration of origin credits:—

- (a) the Administration of destination of the mail, with the rates and charges due to it as well as rates and charges, including insurance fee, due to the subsequent intermediate Administrations and to the Administration of destination;

- (b) the Administration of destination of the mail, with the air conveyance charge to which it is entitled on account of the reforwarding of air parcels;
- (c) the intermediate Administration preceding the Administration of destination of the mail, with its rates and charges including insurance fee due to it.

(5) In the case of insured air parcels, the Administration of origin also credits the Administration of destination and where appropriate each intermediate Administration, with a share of the air insurance fee equal to 10 gold centimes for each 200 gold francs or fraction of 200 gold francs of insured value.

(6) If air parcels are lost or destroyed on a flight, as a result of an accident to the carrying air-craft, or for any other cause for which the responsibility rests with the air transport undertaking, no share is payable for the costs of air conveyance for any part of the flight of the airline employed, in respect of the air parcels lost or destroyed.

(7) Prisoners of war and civil internee parcels do not give rise to any remuneration in favour of any Administration whatsoever, except as regards the air shares applicable to air parcels.

(8) The Administration of origin credits the Administration of destination and any intermediate Administrations with sums calculated for each parcel or Kilogramme of gross weight of the mails instead of with the rates or charges mentioned in para 4 above when the provisions of Rule 63(2) are applicable.

CHAPTER V

EXCHANGE OF PARCELS WITH GREAT BRITAIN
AND NORTHERN IRELAND

81. Regulations for the exchange of Parcels with Great Britain and Northern Ireland.—The exchange of parcels with Great Britain and Northern Ireland is conducted on the basis of the Parcel Post Agreement of the Universal Postal Union. This chapter contains some of the important features of the special arrangements existing between the two countries. In regard to matters not provided for in this chapter, the Union regulations shall be held to be applicable. When, however, the provisions of the Union regulations do not cover a case or indicate a procedure, the inland rules shall apply.

82. Mode of exchange.—Closed parcel mails for Great Britain and Northern Ireland should be made up for the offices of exchange in that country as directed by the Director-General from time to time. Separate bags should be used for duty prepaid, insured and C.O.D. parcels unless the number of parcels does not justify this.

83. Dimensions.—Parcels for Great Britain and Northern Ireland should not exceed 3 ft. 6 inches in length or 6 feet in length and girth combined.

84. Offices of exchange.—The offices of exchange in Pakistan are Karachi, Lahore and Dacca.

85. Customs declaration and despatch-note.—(1) Each parcel addressed to Great Britain and Northern Ireland should have a customs declaration in form R.P.-13 affixed to it. No despatch-note is required in respect of parcels sent to Great Britain and Northern Ireland.

(2) Parcels from Great Britain and Northern Ireland will have two non-adhesive customs declarations and a despatch-note in respect of each, which will be received in Pakistan with the parcel-bill *in advance* of the parcel mail. The receiving office of exchange in Pakistan should associate each despatch-note and customs declaration with the relative parcel by means of the origin number which is indicated by an origin number label affixed both to the despatch-note and to the parcel. The origin number and the name of the office of posting should be entered on the receipt to be signed by the addressee, in order to facilitate the tracing of the relative parcel.

86. Territorial and sea charges.—Credits in respect of parcels originating in Pakistan for Great Britain and Northern Ireland should be allowed to the British Post Office and credits in respect of parcels originating in that country for Pakistan should be claimed from that Administration at the rates which are communicated by

the Director-General to the offices of exchange in Pakistan from time to time. Rates of insurance fee in respect of insured parcels due to and from the British Post Office are also similarly communicated by the Director-General.

87. Transit parcels.—(1) The British and Pakistan Postal Administrations guarantee the right of transit of parcels over their territories to and from any country with which they have an exchange of parcels. They undertake responsibility for transit parcels within the limits prescribed in rule 25.

(2) Unless arranged to the contrary, the exchange of transit parcels should be à découvert.

88. Conditions of posting.—The general conditions of packing and make-up and addressing parcels and the special restrictions regarding the contents are given in the *Post Office Guide*.

89. Advice of delivery.—Advices of delivery are exchanged with Great Britain and Northern Ireland only in respect of insured parcels under the usual conditions.

90. Parcel-bill.—(1) Parcels are advised collectively in the parcel-bills exchanged between the offices of exchange in Pakistan and the offices of exchange in Great Britain and Northern Ireland. Only those parcels which give rise to special individual accounting, *viz.*, insured, cash on delivery and returned and redirected parcels are advised individually on the parcel-bills. Transit parcels, customs and other duty prepaid parcels, and the rest of the uninsured parcels are advised simply by a statement of the total number of each class and of the total credit given in respect of them.

(2) The franking notes relating to the parcels in respect of which customs and other charges have been prepaid by the senders, advices of delivery cards in respect of insured parcels for which acknowledgments of delivery are required by the senders, and trade-charge cards should accompany the parcel-bills. Despatch-notes relating to undeliverable parcels returned to countries of origin and redirected parcels should also be sent with the parcel-bill.

91. Preparation of the local parcel-bill.—(1) As soon as the customs declarations and the despatch-notes sent in advance of the parcels are received, they should be serially arranged and a detailed parcel-bill should be prepared. The office of exchange should fill in only the first five columns of the form showing:—

- (1) The number assigned by the office of posting.
- (2) The name of the office of posting.
- (3) The name of the office of destination.
- (4) Weight (to be noted only in the case of insured parcels).
- (5) Local No.

(2) Each local parcel-bill should be headed with the initial letter of the Customs House at which assessment was made and a serial No. should be impressed with the date-stamp of the office.

(3) The local No. assigned to the parcel in the manner prescribed in rule 68 should be noted in red ink, by blue pencil or by a number in machine on relative customs declarations and the despatch-note.

(4) All inward foreign parcels which have not yet been passed by the Customs should, when being transferred from one Pakistan office of exchange to another, be accompanied by extracts from parcel-bills in triplicate together with the relative despatch-notes and declarations. These extracts should be serially numbered, a separate series of Nos. being maintained for each office of exchange.

NOTE.—See rule 68.

92. Assessment of customs duty.—The local parcel-bill and the customs declarations together with the despatch-notes should be made over to the Customs officers, who will fill up the remaining columns of the local parcel-bill, and return it assessing the duty on the parcels detailed therein. Any parcel to be detained for examination will also be indicated in that bill.

93. Disposal of parcels.—(1) When the parcels arrive, one copy of the customs declaration should be affixed to the parcel, taking care not to cover up post office marks and seals. The other copy of the customs declaration should be attached to the despatch-note and kept on record.

(2) The upper portion of the customs duty slip (Form R.P.-14) containing the local number should be pasted on the parcel, which should then be disposed of in the usual course.

94. Redirected and returned parcels.—(1) For the redirection of parcels from Great Britain and Northern Ireland to Pakistan and *vice versa* as well as for the return of undelivered parcels, a supplementary charge equivalent to the postage payable on a parcel of that nature posted for despatch is leviable. The supplementary charge should be collected from the addressees or the senders, as the case may be.

(2) The customs duty on parcels which have to be sent back to the country of origin or redirected to a third country shall be cancelled both in Pakistan and in Great Britain and Northern Ireland.

95. Insufficiently paid parcels.—If a parcel is found to be insufficiently prepaid, it should not be taxed with the deficient postage. The fact should, however, be reported to the despatching office of exchange by means of a verification note.

96. Prepayment of customs and other charges.—(1) In respect of parcels for Great Britain and Northern Ireland, the sender can take upon himself the prepayment of all charges due upon it under conditions prescribed in clause 256 of the *Post Office Guide*. For the work involved in this arrangement, the Pakistan Post Office charges a fee as prescribed in clause 256 of the *Post Office Guide*.

(2) Each parcel intended for delivery free of charges must be provided with a very bold indication "To be delivered free of all charges including customs duty", as well as with a yellow label in the prescribed form P-13(a) bearing also a similar indication. This form must be signed by the postmaster or other responsible officer in the office of posting, date-stamped, and securely pasted along the upper edge of the form of customs declaration pertaining to the parcel. The office of exchange concerned should, on receipt of each such parcel, examine the label thereon to see that it fulfils the conditions mentioned above, and prepare a franking note in form F.P.-20 which should be sent to the country of destination securely fastened to the customs declaration with the parcel-bill wherein such parcels should be distinguished by an appropriate entry in the "observations" column. The office of exchange concerned in Great Britain and Northern Ireland will enter on the franking note the actual amount due on account of customs duty and other charges. A weekly statement of all the parcels with duty and other charges prepaid, despatched to Great Britain and Northern Ireland should be prepared for each Audit Office or the offices of origin of the parcels and submitted to the Audit Offices concerned on the day of despatch of the parcel mail to London. When the franking notes, are returned by the British Post Office, they should be kept on record in the office of exchange and one copy of each note should be sent (1) to the Audit Office of the office of posting of the parcel to which it relates in order to enable it to issue the necessary instructions for the refund to the sender of the parcel or the recovery from him, as the case may require, of any sum deposited by him in excess or in deficiency of the actual charges, and (2) to the Senior Superintendent, Foreign Post, Karachi, for purposes of account. When a parcel with charges prepaid sent from Pakistan to Great Britain and Northern Ireland cannot for any reason be delivered to the addressee and is returned to the sender, the Pakistan office of exchange concerned should communicate the fact of its return to the Audit Office concerned citing the No. and office of posting of the parcel and the date of the weekly statement in which its despatch to Great Britain and Northern Ireland was shown. The office of exchange should also prepare a "Refund Notice" addressed to the sender of the parcel, and forward it in a cover addressed to the postmaster of the office at which the parcel was originally posted, with a request for its delivery to the sender along with the parcel. The necessary orders for the refund to the sender of the amount deposited by him will be issued by the Deputy Comptroller, Posts, Telegraphs and Telephones concerned, direct to the office of posting, and in forwarding the "Refund Notice", it should be explained to the postmaster of the office of posting that the refund should not be actually made until the receipt of these orders.

NOTE 1.—If an undeliverable duty prepaid parcel is received back from Great Britain and Northern Ireland by a Pakistan office of exchange through which it was not originally sent, it should be forwarded to the office of exchange through which it was so sent to enable the latter to carry out the provisions laid down above.

NOTE 2.—A copy of every "Refund Notice" issued should be sent to the Senior Superintendent, Foreign Post, Karachi in order to enable that officer, in cases in which credit has already been given to the G.P.O. London, for the amount of customs duty and other charges prepaid on the undeliverable parcel, to take credit in the next monthly account *per contra* for the amount refunded to the sender.

(3) Requests should not be made to the British Post Office for treating as duty prepaid, parcels which have already been despatched from Pakistan as ordinary parcels, unless it is clear that the requests will reach the office of destination before the parcels are sent out for delivery.

(4) The receiving office of exchange should convert the amount of customs duty and other charges leviable in this country prepaid by the senders on inward parcels, at the rate fixed for payment of inward sterling money orders current on the date of receipt of the parcels in Pakistan, enter on the franking note the particulars of the charges payable on the parcel, and claim the amount due from the despatching office by an entry in its parcel-bill for that office supported by the franking notice itself. The franking note must be returned as soon as possible to the despatching office of exchange, attached to the parcel-bill on which the sum due from that office is claimed.

(5) Any parcel, which bears the label "free of charge" and is advised accordingly, reaches the country of destination without a franking note, the office which undertakes customs clearance should prepare a duplicate franking note taking care to note therein the name of the country of origin of the parcel and as nearly as possible, the date of the posting of the parcel. When the franking note is lost after the delivery of a parcel, a duplicate shall be prepared under the same conditions.

(6) Franking notes relating to parcels, which for any reason whatsoever, are returned to the country of origin and of which customs clearance has not been effected by the Administration of destination, must be cancelled by the office which returns the parcels.

97. Weekly statements of duty prepaid parcels for Audit Offices.—A weekly statement in Form F.P.-15 of duty prepaid parcels should be prepared in the Pakistan offices of exchange showing the following particulars:—

- (1) Office of origin.
- (2) Number of parcel.
- (3) Date of posting.
- (4) Name of sender.
- (5) Name and address of addressee.
- (6) Serial No.
- (7) The amount deposited by the sender.

98. Indemnity.—(1) When loss, abstraction or damage occurs, the sender of a parcel except in the cases mentioned in clauses 236 and 248 of the *Post Office Guide*, is entitled to an indemnity corresponding to the actual amount of the loss, abstraction or damage provided that for an insured parcel the amount of indemnity shall not

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exceed the amount for which it was insured and for an uninsured parcel, the indemnity shall not exceed the scales prescribed in the Union regulations. The indemnity is paid to the addressee when he claims it either after having made reservations in taking delivery of a damaged or tampered with parcel or if the sender has waived his rights in his favour.

(2) In cases of loss of parcels despatched under the collective advice system either by the Pakistan or the British Post Office, the cost of indemnity payable shall be borne by the two Administrations in equal shares.

(3) The sender of a parcel which has been lost or of which the contents have been lost or completely destroyed in the post, shall be entitled to the return of the postage. In the case of insured parcels, the insurance fee, however, is not refunded.

(4) No responsibility will be accepted for parcels of which the addressee or the sender, as the case may be, has accepted delivery, without any reservation. The responsibility is, however, maintained when the addressee or, in the case of return to origin the sender, in spite of the fact that normal delivery has been made, states immediately to the Administration which delivered the parcel that he has found an irregularity and gives proof that the abstraction or damage did not occur after delivery.

99. Treatment of insured parcels.—At the time of accepting an insured parcel its weight in pounds and ounces should be noted in the insurance slip which is affixed to the parcel. The weight should also be noted in the parcel-bill.

(2) When an insured parcel is received from Great Britain and Northern Ireland, it should be carefully weighed and the weight checked by reference to the entries in the parcel-bill, the despatch-note and the Customs declaration. If any difference in weight is noticed, a suitable remark should be recorded on the parcel bill and a verification note should be issued.

(3) In the receipt and duty slip for insured parcels in Form R.P.-14, the word "Insured" or the abbreviation "Ins" should be written before the local number.

100. Undeliverable and perishable parcels.—Undeliverable and redirected parcels should be dealt with as laid down in clause 237 of the *Post Office Guide*. Parcels liable to deterioration or corruption may, however, be sold without previous notice or legal formality for the benefit of the rightful party, and be consigned to the R.L.O. concerned for this purpose.

(2) An account of the sale should be drawn up and the sum realised by the sale should be used in the first place to defray the charges due on the parcel. If there is

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any balance after meeting such charges, it should be remitted to the office of origin for payment to the sender.

(3) If for any reason a sale is impossible, the spoiled or worthless articles should be disposed of as decided by the Head of the Circle in each case.

101. Pakistan Office of account.—The office of the Senior Superintendent, Foreign Post, Karachi is the sole office of account in Pakistan in respect of parcels exchanged between Pakistan and Great Britain and Northern Ireland. The accounts for and on behalf of the Pakistan Administration in general and all the Pakistan offices of exchange in particular are prepared and dealt with in the office of the Senior Superintendent, Foreign Post, Karachi, and all correspondence relating to parcel accounts should be addressed to the Senior Superintendent, Foreign Post, Karachi.

102. Parcel documents to be furnished to the office of account.—(1) All Pakistan offices of exchange should forward every week to the office of the Senior Superintendent, Foreign Post, Karachi, copies of the parcel-bills relating to parcel mails despatched by them to the offices of exchange in Great Britain and Northern Ireland. Copies of the verification notes affecting the parcel postage accounts and copies of the franking notes returned by the offices of exchange in Great Britain and Northern Ireland should also be sent to that office.

(2) In respect of mails received in Pakistan from Great Britain and Northern Ireland, the following documents should be furnished every week to the office of the Senior Superintendent, Foreign Post, Karachi.

- (i) One copy each of the original parcel-bills received, together with a copy of the relative summary.
- (ii) Abstract of each parcel-bill in form S.F./F.P.-36
- (iii) Copies of verification notes affecting parcel postage accounts.

103. Compilation of parcel account.—(1) On receipt of the documents mentioned in rule 102 the office of the Senior Superintendent, Foreign Post, Karachi, should prepare a detailed monthly account of parcel mails exchanged between Pakistan and Great Britain and Northern Ireland in the prescribed form.

(2) The amounts due to the respective Administrations will be arrived at by multiplying the number of parcels of each weight step by the amount of credit to be given in respect of each adding thereto periodically the amount due to Pakistan on account of parcels transited through it.

(3) The amounts thus arrived at are carried to the monthly General Account between the Pakistan Post Office and the British Post Office which is also maintained by the office of the Senior Superintendent, Foreign Post, Karachi. The General Account is dealt with as laid down in rules 173 and 174 of the *Foreign Post Manual*, Volume I.

CHAPTER VI

ACCOUNTS WITH PARCEL UNION COUNTRIES

104. Apportionment of Charges.—(1) The postage on a parcel is composed of dues payable to each Administration participating in the conveyance of the parcel either by land, sea or air. The despatching Administration pays to the intermediate Administrations and the Administration of the country of destination the charges which it recovers on their behalf in respect of each parcel including air parcels. Details of these charges are given in the Parcel Post Agreement of the Universal Postal Union. The average payment per parcel laid down in Rule 63(2) of this Manual is obtained by dividing either the amount of the land and sea rates or the amount of the payments of all kinds due from the Administration of origin to the Administration of destination and, as appropriate, to the intermediate Administrations for parcels despatched during a period of at least three months, by the number of these parcels. The average payment per kilogramme mentioned in the same rule is obtained by dividing either the product or the land and sea rates or the product of the payment of all kinds determined as above by the gross weight of the mails despatched to the Administration of destination during the same period. These average payments may be revised:—

- (a) officially, in the event of modification of the charges by applying the new charges to the basic statistical elements; or
 - (b) at the request of one of the Administrations concerned, made at least a year after the last revision by using new statistical factors.
- (2) When due to an accident to the carrying aircraft air parcels are lost or damaged, no share for air conveyance charges is due for any part of the journey on that route in respect of the air parcels lost or damaged.
- (3) The parcels for prisoners of war and internees do not give rise to any claim for credit by any Administration, except in regard to air conveyance charges for air parcels.
- (4) Parcels relating to postal service exchanged by surface only are exempt from all postal charges.

105. Accounting for credits.—(1) Each office of exchange in each Administration prepares monthly, or quarterly in its relations with distant countries (pays éloignes), for all mails received from one and the same Administration, a statement in the form C.P.-15 (see Appendix E) indicating, by despatching offices, the total amounts entered to its credit and debit on the parcel-bills C.P.-11, C.P.-12 and C.P.-20. In the event of alteration of these, the number and date of the Verification Note C.P.-13 prepared by the transferring office of exchange or office of exchange to which the transfer was made, are shown in the "Observations" column of statement C.P.-15.

(2) The statements C.P.-15 are later summarised in an account in the form C.P.-16 in duplicate (*see* Appendix E). The Account C.P.-16 in duplicate accompanied by the statements "C.P.-15" but without the parcel bills is sent by the most rapid means (air or surface) for the examination of the foreign office of exchange concerned during the two months following that to which it relates, and in the case of distant countries, as soon as the last parcel bill of the month in question reaches the office of destination. "Nil" accounts are not prepared. In the amount of the balance of Account C.P.-16, centimes are ignored. The totals must never be altered and any error that may be discovered must form the subject of statements of differences in the form C.P.-17 (*see* Appendix E). These statements are sent in duplicate to the Administration concerned which must incorporate the amount in its next account C.P.-16. The statement of differences (C.P.-17) is not prepared when the final amount of differences does not exceed 10 gold francs per account.

(3) After check and acceptance, the accounts "C.P.-16" and the statements C.P.-15 are returned to the Administration which prepared them at the latest by the expiry of the second month counting from the day of despatch of the accounts C.P.-16 etc. This period is extended to four months in the relations with the distant countries (*pays éloignés*). If the Administration which has sent the account does not receive any notice of amendment during these periods, the account is regarded as fully accepted. The accounts C.P.-16 are summarised in a quarterly general account in form C.P.-18 prepared by the creditor Administration. This account may, however, be prepared half yearly by agreement between the Administrations concerned. If the balance of a general account C.P.-18 prepared quarterly or half yearly, does not exceed 25 gold francs, the amount should be carried forward to the next general account C.P.-18. If after carrying out this procedure for the whole year, the general account C.P.-18 drawn up at the end of the year shows a balance not exceeding 25 gold francs, the debtor Administration is exempted from all payment.

NOTE.—For definition of the term "distant countries", *see* rule 10 of the *Foreign Post Manual*, Volume I.

(4) The account for payments due on account of air conveyance for air parcel mails is drawn up in conformity with the provisions of Rules 149, 151 and 152 of the *Foreign Post Manual*, Volume I.

106. Settlement of accounts.—(1) The payment resulting from the balance of the general accounts is made by the debtor Administration to the creditor Administration in accordance with the provisions of rule 178 of the *Foreign Post Manual*, Volume I.

(2) The preparation, and despatch in duplicate of the general account must be carried out as soon as the accounts C.P.-16 have been returned accepted. The verification of account C.P.-18 by the debtor Administration and the return of one of the two copies to the creditor Administration must be effected within one month following receipt of the account; if this period is exceeded the account C.P.-18 will be

regarded as accepted in all respects. The payment of the balance must be effected as quickly as possible and, at the latest before the end of a period of one month from the acceptance of the general account C.P.-18.

(3) Any Administration which finds itself consistently a creditor for a sum greater than 30,000 gold francs per month with reference to another Administration, has the right to claim a monthly payment on account up to three-quarters of the amount of the debt. This demand must be met within a period of two months.

CHAPTER VII

RULES RELATING TO THE EXCHANGE OF PARCELS
WITH NON-PARCEL UNION COUNTRIES

107. Regulations for the exchange of parcels.—The exchange of parcels with non-parcel union countries shown in Appendix 'B' is conducted on the basis of bilateral agreements entered into with such countries. The details of these agreements are communicated by the Director-General to the offices of exchange in Pakistan, which should follow the procedure laid down in such agreements in connection with the exchange of parcels with the countries under reference. This chapter contains some important details of the said bilateral agreements. In regard to matters not provided for in such special agreements or in this chapter, the Union regulations shall be held to be applicable. When, however, neither the provisions of the special bilateral agreements nor the Union regulations cover a case or indicate a procedure, the inland rules shall be held to apply.

108. Offices of exchange.—The exchange of parcels between Pakistan and the non-parcel union countries shown in Appendix "B" is performed exclusively through offices of exchange. The offices of exchange on the part of Pakistan for these countries are Karachi/Lahore and Dacca in respect of parcels originating in or addressed to places in the West and East Pakistan respectively.

109. Postage.—Prepayment of postage is compulsory and each Administration fixes from time to time the rates of postage to be charged. The rates of postage from Pakistan to any of these countries will be found in the *Pakistan Post Office Tariff Manual*.

110. Apportionment of charges.—The postage on a parcel is composed of dues payable to each Administration participating in the conveyance of the parcel either by land, sea or air. The despatching Administration pays to the intermediate Administrations and the country of destination, the charges which it recovers on their behalf. Details of these charges are furnished to all exchange offices concerned from time to time.

111. Mode of despatch.—Parcels should be despatched in mail bags. Empty receptacles should be returned to the country of origin by entry in the parcel-bill.

112. Limit of weight and dimensions.—No parcel should exceed 3 ft. 6 inches in length or 6 ft. in length and girth combined. For weight categories of parcels exchanged with the different countries, see Rule 5 of this Manual. The maximum weight limit for parcels admissible by each non-parcel Union country is indicated in the *Pakistan Post Office Tariff Manual*.

113. Limit of value.—Certain countries have prescribed a limit of value for uninsured parcels addressed to such countries. It rests with the sender to obtain in advance information in this regard from the addressee.

114. Contents and prohibitions.—Parcels exchanged between Pakistan and these countries, may not contain substances of a dangerous, damaging or offensive nature or contraband articles or substances, or liquids (unless packed in proper cases), nor may they contain letters. Full particulars regarding the prohibitions in respect of each country are given in the *Post Office Guide*.

115. Mode of addressing parcels.—Every parcel should bear the name and address of the person for whom it is intended, given with such completeness as will enable delivery to be effected.

116. Packing.—The sender of a parcel is responsible that it is securely packed in such a manner as to protect the contents from damage, but care should be taken to see that the conditions as to the manner of packing laid down in clause 231 of the *Post Office Guide* are fulfilled.

117. Customs declaration and despatch note.—Every parcel should be accompanied by a customs declaration in the usual form. Pakistan requires a despatch note to accompany every parcel received for delivery in this country but some of the countries shown in Appendix 'B' do not want despatch notes to accompany parcels addressed to them. Full information in this regard is contained in clause 227-A of the *Post Office Guide*.

118. Conditions of posting.—The conditions as to posting, transmission and delivery of parcels (including the levy of customs duty and other charges), and redirection within the limits of Pakistan are governed by the rules in the *Post Office Guide* or Chapters I to IV of this Manual.

119. Parcel-bills.—Parcels exchanged between Pakistan and any of these countries should be entered in parcel-bills. This parcel-bill accompanied by the declarations of contents and value and advice of delivery forms relating to the parcels entered therein should be forwarded with the parcels to the office of exchange of the country of destination.

120. Manner of invoicing.—The parcel-bills despatched by each office of exchange should be numbered in a consecutive series commencing with No. I for the first parcel-bill of each calendar year, and these numbers are termed the invoice Nos. The entries in each parcel-bill shall also be numbered consecutively commencing with No. I for each invoice, and these Nos. are termed the entry Nos.

121. Verification Note.—Every discrepancy between an invoice and the parcels entered therein, or other error in an invoice, observed by the receiving office of exchange should be recorded in a verification certificate in Form F.P.-5 which should be forwarded by return mail to the despatching office of exchange.

122. Procedure relating to (a) missent, (b) redirected, (c) returned, (d) undeliverable and (e) perishable parcels.—(1) Missent parcels shall be forwarded to their destination by the most direct route at the disposal of the office retransmitting them. When this retransmission involves the return of parcels to the office of origin, the amounts credited in the parcel bill of that office shall be cancelled, and the retransmitting office of exchange shall deliver these articles to the corresponding office, simply recording them on the parcel bill, after having called attention to the error by means of a verification certificate. In other cases, the retransmitting office shall allow to the Administration to which it forwards the parcels the credit due for onward conveyance, and if the amount credited to the former is insufficient to cover the expenses of retransmission which it has to defray, it shall then recover the amount of the deficiency by claiming it from the office of exchange from which the missent parcel was directly received. The reason for this claim is notified to the said office by means of a verification note.

(2) Postal parcels redirected, in consequence of the removal of the addressees from one country to the other, or to another country to which postal parcels can be sent from Pakistan are subjected by the delivering office to a charge, to be paid by the addressees, representing the quota due to the latter office, to the redirecting office, and to each intermediary office if there be any. The redirecting office shall credit itself with its quota by charging it to the intermediary office, or to the office of the new destination. But if the amount chargeable for the further conveyance of a redirected parcel is paid at the time of its redirection, the parcel shall be dealt with as if it had been addressed direct from the retransmitting country to the country of destination, and delivered without any postal charge to the addressee.

(3) Parcels which cannot be delivered at the original address within the periods prescribed by the regulations of the country of destination or at an alternative address (if furnished) within a further period, shall be returned to the senders at their expense, without previous notice, unless they have noted a request on a label attached to the cover of each parcel (or on the despatch-note relating thereto) that it should in such case be treated as abandoned. In the event of a second address not being furnished and in the absence of a definite request for abandonment, a parcel shall remain at the disposal of the addressee for the prescribed period after the date of its arrival, after which it shall be returned to the sender at his own expense and without previous notice. In Pakistan parcels from any of the countries shown in Appendix 'B' are held at the disposal of the first addressee for 15 days and at the disposal of the second addressee, if any, for a further like period.

(4) Articles liable to deterioration or corruption may, however, be consigned to the R.L.O. for immediate sale, without previous notice or judicial formality for the benefit of the entitled party. An account of the sale shall be drawn up.

(5) Parcels which have to be returned to the senders shall be entered in the parcel bill with the addition of the word "Undeliverable" in the column for Remarks. They

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shall be dealt with and taxed like parcels redirected in consequence of the removal of the addressees.

(6) Parcels which cannot be delivered within the prescribed periods of retention, returned to the senders or otherwise disposed of, or which have been abandoned by the senders, shall not be sent back to the country of origin, but shall be dealt with by the Administration of the country of destination in accordance with its internal regulations.

Any parcel the addressee of which has left for a country to which postal parcels cannot be forwarded from Pakistan shall be dealt with as undeliverable.

(7) If it is discovered in the course of transmission by post that a parcel infringes any of the prohibitions laid down or referred to in rule 114, action should be taken as indicated in paragraphs (2) and (3) of rule 12.

123. Indemnity.—Indemnity for the loss, damage or abstraction of the contents of parcels shall be paid in accordance with the provisions of the Parcel Post Agreement of the Union, *vide* rule 25 of this Manual.

124. Account.—A quarterly or half-yearly account, as the case may be, in form F.P.-16 shall be prepared in duplicate by each Administration for all the mails received by it from the exchange offices of the other Administration. This account shall be based on the invoices for the quarter, corrected by the verification certificates in form F.P.-5, received up to the date of preparation of the quarterly or half-yearly account.

125. Settlement of accounts.—The quarterly or half-yearly accounts, after having been verified and accepted on both sides shall be included in a general account, to be prepared in accordance with the terms of the Agreement with each country and the balance due in settlement of the account, converted at the rate of exchange communicated by each Administration to the other from time to time, shall be remitted by drafts in accordance with the arrangement made with each country.

126. Correspondence.—In ordinary matters relating to the preparation, transmission or correction of invoices, accounts etc., or to the disposal of parcels, the offices of exchange in Pakistan should correspond direct with the Foreign office of exchange concerned.

Matters involving questions other than those of detail, must however be settled in communication between the Director-General, Pakistan Post Office and the head of the Foreign Postal Administration concerned.

127. Advice of delivery.—This service is not available with all the countries shown in Appendix 'B', while with some of such countries the service is limited to insured parcels. Full information in this regard is available in clause 230 of the *Post Office Guide*.

Insured Parcels

128. Scope of arrangement.—Insured parcels are exchanged with all the countries shown in Appendix 'B' except those which are marked with an asterisk.

129. General applicability of rules to insured parcels—Observance of certain additional rules.—The rules relating to uninsured parcels are generally applicable to insured parcels. The following must also be observed in respect of the latter, *viz.*—

- (1) An insured parcel must bear on the cover a statement in English of the amount for which it is insured and no erasure or addition, even if certified, is allowed.
- (2) An insured parcel must be so packed as to make it impossible for the contents to be tampered with without leaving an obvious trace of violation. It must also be sealed by means of sealing wax, lead or otherwise, with some special impression or mark of the sender.
- (3) The exact weight of an insured parcel in pounds and ounces must be entered by the Post Office on the cover of the parcel.
- (4) Each insured parcel must bear a red label with the word "Insured" or "Valeur déclarée" upon it.
- (5) The labels for insured parcels containing coin, bullion, bank notes, currency notes or any kind of securities payable to bearer, platinum, precious stones, jewellery, or articles of gold or silver must be so placed that they cannot serve to conceal injuries to the cover. They must not be folded over two sides of the packing so as to hide the edge. The address in such cases must be written on the actual covering of the parcel.
- (6) Insured parcels should be entered together on a separate parcel-bill, which should contain columns for the entry of the weight of each parcel, the amount for which it has been insured, the number of rates insured and, in the case of redirected parcels on which the insurance fees are to be collected on delivery, the amount of the insurance fee, according to the scale in force in the redirecting country, and the share for which the redirecting country claims credit.

130. Maximum amount of insurance.—The maximum amounts for which parcels exchanged between Pakistan and those non-parcel Union countries can be insured are shown in the *Pakistan Post Office Tariff Manual*.

131. Apportionment of insurance fees.—The insurance fee levied for each rate of the insured value of a parcel is shared between Pakistan and the Foreign Administration concerned.

132. Registration fee.—The usual registration fee levied is retained by the country which levies it. In Pakistan the postage charged on parcels covers the cost of registration.

133. Redirection of insured parcels.—When an insured parcel is redirected or is returned to the office of origin, a new insurance fee should be collected from the addressee or the sender as the case may be. The amount of the insurance fee on redirected or returned parcels and the apportionment of such amount should be regulated in the same manner as the amount and apportionment of the fee levied on other insured parcels the country by which the parcel is redirected or returned being regarded for this purpose as the country of origin and the other as the country of destination.

134. Indemnity.—Indemnity for the loss or damage of insured parcels should be paid in accordance with rule 49 of this Manual. In any case in which it is doubtful where the loss or damage occurred the two Administrations concerned shall share the indemnity paid in equal proportions.

135. Compulsory insurance.—Insurance to destination if available, and if not available, inland insurance or insurance during transit in Pakistan is compulsory in the case of foreign parcels containing coin, bullion, currency notes, bank notes or any kind of securities payable to bearer, platinum, precious stones, jewellery, or articles of gold or silver.

Explanation.—The expression “article of gold or silver” includes article made wholly or partly of gold or silver, but not electro or other plated goods. The expression “jewellery” includes watches, the cases of which are entirely or mainly composed of gold, silver or platinum.

NOTE—See Note under Rule 39 (1).

136. Insurance for amount above real value prohibited. Penalty for breach of rule.—No parcel may be insured for an amount above the real value of its contents. In case the sender of an insured parcel, with intent to defraud, declares the contents to be above their real value, he loses *all* claim to indemnity.

137. Accounting for share of insurance fees.—The share of insurance fees due from each Administration to the other shall be made the subject of a quarterly or half-yearly account, as the case may be, by means of the account prescribed by rule 124 of this Manual and after acceptance, the balance should be settled in the same manner as the balance of the account relating to the exchange of uninsured parcels—*vide* rule 125.

APPENDICES

APPENDICES

APPENDIX A

APPENDIX A

**List of Countries participating in the Parcel Post Agreement of the
Universal Postal Union**

<i>Name of Country</i>	
Afghanistan.	—Faroe Islands.
Albania, the People's Republic of.	—Greenland.
Algeria.	Dominican Republic.
Argentine Republic.	Dubai.
Australia.	Ecuador.
—Norfolk (Isles).	El Salvador, the Republic of.
—Papua & New Guinea Territory.	Ethiopia.
—Nauree.	—Eritrea.
—Christmas Islands.	Finland.
Austria.	Formosa (Taiwan).
Bahrain.	France.
Belgium.	—Corsica.
Bolivia.	French Overseas Department.
Botswana.	—French Guiana.
Brazil.	—Guadeloupe.
Bulgaria.	—Martinique.
Burma.	—Reunion.
Burundi.	The whole of the Territories represented by the French Office of Posts & Telecommunications.
Byelorussia, the Soviet Socialist Republic of.	Comoro.
Cambodia.	—French Polynesia.
Cameroon Federal Republic of.	—French Territory of Alsas & Lorraine.
Central African Republic.	—New Caledonia.
Ceylon.	—New Hebrides.
Chad, Republic of.	—St. Pierre and Miquelon.
Chile.	—Wallis and Futuna.
Colombia, the Republic of.	Gabon Republic.
Congo, the Republic of (Brazzaville).	Gambia.
Congo, (Democratic Republic of Leopoldville).	Germany (Federal Republic).
Costa Rica.	Germany (Democratic Republic).
	Ghana.
	Great Britain and Northern Ireland, the United Kingdom of.

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Name of Country

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- Cuba.
- Cyprus.
- Czechoslovakia Socialist Republic of.
- Dahomey, Republic of.
- Denmark.
- Faroe Islands.
 - Greenland.
- Dominican Republic.
- Dubai.
- Ecuador.
- El Salvador, the Republic of.
- Ethiopia.
- Eritrea.
- Finland.
- Formosa (Taiwan).
- France
- Corsica
- French Overseas Department.
- French Guiana.
 - Guadeloupe.
 - Martinique.
 - Reunion.
- The whole of the Territories represented by the French Office of Overseas Posts & Telecommunications.
- Comoro
- French Polynesia.
 - French Territory of Afars & Issas
 - New Caledonia.
 - New Hebrides.
 - St. Pierre and Miquelon.
 - Wallis and Futuna.
- Gabon Republic.
- Gambia.
- Germany (Federal Republic).
- Germany (Democratic Republic)
- Ghana.
- Great Britain and Northern Ireland, the United Kingdom of.

Name of Country

The whole of the British Overseas Territories, including the Colonies, Protectorates, etc.

- Antigua.
 - Ascension.
 - Bahamas.
 - Barbados.
 - Bermuda.
 - Brunei.
 - British Honduras.
 - Cayman Islands.
 - Dominica.
 - Falkland Islands & Dependencies.
 - Fiji Islands.
 - Gibraltar.
 - Gilbert & Ellice Islands (including Phoenix Islands).
 - Grenada and Grenadines.
 - Hong Kong.
 - Mauritius (including Rodriguez Island)
 - Montserrat.
 - New Hebrides (Anglo-French condominium)
 - Pitcairn Island.
 - Rhodesia.
 - St. Christopher (St. Kitts)—Nevis-Anguilla.
 - St. Helena.
 - St. Lucia.
 - St. Vincent.
 - Seychelles
 - Solomon Islands.
 - Tonga or Friendly Islands.
 - Turks & Caicos Islands.
 - Virgin Islands (British).
- Greece.
- Guatemala.
- Guinea, Republic of.
- Guyana
- Haiti, the Republic of.
- Honduras, the Republic of.
- Hungary, the People's Republic of.
- Iceland.
- India (including Goa, Daman & Diu)

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Name of Country

Indonesia.

Iran.

Iraq.

Ireland.

Italy.

Ivory Coast, Republic of the.

Jamaica.

Japan.

Jordan, the Hashemite Kingdom of.

Kenya.

Korea, (the Republic of South Korea).

Kuwait.

Laos.

Lebanon.

Lesotho.

Liberia.

Liechtenstein.

Libya.

Luxembourg.

Madagascar.

Malawi.

Malaysia.

Mali, Republic of.

Mauritania, Islamic Republic of.

Mexico.

Monaco, the Principality of.

Mongolia (People's Republic).

Morocco.

Muscat.

Netherlands.

—Netherlands Antilles.

—Surinam.

New Zealand.

Nicaragua.

APPENDIX A

Name of Country

Name of Country	
Niger, Republic of.	Switzerland
Nigeria.	Syrian Arab Republic
Norway.	Tanzania
Pakistan.	Thailand
Panama, the Republic of.	Togo Republic
Paraguay.	Tinidad & Tobago
Peru.	Tunisia
Poland.	Turkey
Portugal (including Azores and Madeira).	Uganda
Qatar (Doha & Umm Said).	Ukraine, the Soviet Socialist Republic of
Portuguese Provinces in West Africa.	Union of the Soviet Socialist Republics
—Angola.	United Arab Republic (Egypt)
—Cape Verde Islands.	Upper Volta, Republic of
—Portuguese Guinea.	Uruguay
—St. Thomas & Prince Islands.	Vatican City State
Portuguese Provinces in East Africa, Asia and Oceania.	Venezuela, the Republic of
—Macao.	Viet-Nam, Republic of (South)
—Mozambique.	Yemen
—Portuguese Timor.	Yugoslavia, Socialist Federal Republic of
Romania, Socialist Republic of.	Zambia
Rwanda, Republic of.	
Saint-Martin.	
Saudi Arabia.	
Senegal Republic.	
Sharjah.	
Sierra Leone.	
Somali Republic.	
South Yemen, People's Republic of.	
Spain (including Spanish offices on North Coast of Africa, viz., Centa, Chafarina, Jadu & Mellila).	
Spanish Territories in Africa.	
—Ifni.	
—Spanish Sahara (including Rio de Oro).	
—Spanish Guinea (Rio Muni & Fernando Po).	
Sudan, the Republic of.	
Sweden.	

APPENDIX A

Name of Country

Switzerland.
 Syrian Arab Republic.
 Tanzania
 Thailand.
 Togo Republic.
 Trinidad & Tobago
 Tunisia.
 Turkey.
 Uganda.
 Ukraine, the Soviet Socialist Republic of.
 Union of the Soviet Socialist Republics.
 United Arab Republic (Egypt)
 Upper Volta, Republic of.
 Uruguay.
 Vatican City State.
 Venezuela, the Republic of.
 Viet-Nam, Republic of (*i.e.*, South)
 Yemen.
 Yugoslavia, Socialist Federal Republic of.
 Zambia.