

澳門特別行政區

REGIÃO ADMINISTRATIVA ESPECIAL
DE MACAU行政長官辦公室
第 15/2026 號行政長官公告GABINETE DO CHEFE DO EXECUTIVO
Aviso do Chefe do Executivo n.º 15/2026

萬國郵政聯盟於第二十五屆大會（多哈大會）修訂了《萬國郵政聯盟總規則》、《萬國郵政公約》和《郵政支付業務協定》（下稱“三項條約”）。

中華人民共和國於二零一五年十二月十四日透過照會向萬國郵政聯盟國際局總局長交存了經修訂的三項條約的核准書，並聲明其適用於中華人民共和國澳門特別行政區，同時，對《萬國郵政公約》第十八條第二款第一項第三目作出聲明；

經修訂的三項條約自二零一五年十二月十四日起對中華人民共和國生效，包括對澳門特別行政區生效；

基於此，行政長官根據第3/1999號法律《法規的公佈與格式》第五條（一）項和第六條第一款的規定，命令公佈：

一載有對《萬國郵政公約》第十八條第二款第一項第三目作出聲明的中華人民共和國核准書內與澳門特別行政區相關部分的中文正式文本及葡文譯本；

— 《萬國郵政聯盟總規則》的英文正式文本及中文譯本；

— 《萬國郵政公約》的英文正式文本及中文譯本；

— 《郵政支付業務協定》的英文正式文本及中文譯本；

是次公佈的三項條約將取代透過第40/2009號行政長官公告公佈於二零一零年一月十五日第二期《澳門特別行政區公報》第二組副刊的版本。

二零二六年三月三十日發佈。

行政長官 岑浩輝

Considerando que, no XXV Congresso (Congresso de Doha) da União Postal Universal (UPU), foram emendados o Regulamento Geral da União Postal Universal, a Convenção Postal Universal e o Acordo referente aos Serviços de Pagamento do Correio, doravante designados por três convenções.

Considerando igualmente que a República Popular da China, através da Nota datada de 14 de Dezembro de 2015, depositou junto do Director-Geral da Secretaria Internacional da UPU o seu instrumento de aprovação das três convenções, tal como emendadas, declarando que as mesmas se aplicam à Região Administrativa Especial de Macau, e ao mesmo tempo, efectuou uma declaração em relação ao Artigo 18.2.1.3 da Convenção Postal Universal;

Considerando ainda que as três convenções, tal como emendadas, entraram em vigor na República Popular da China, incluindo a sua Região Administrativa Especial de Macau, em 14 de Dezembro de 2015;

O Chefe do Executivo manda publicar, nos termos da alínea 1) do artigo 5.º e do n.º 1 do artigo 6.º da Lei n.º 3/1999 (Publicação e formulário dos diplomas):

— A parte relativa à Região Administrativa Especial de Macau do texto autêntico em língua chinesa acompanhado da tradução para a língua portuguesa do instrumento de aprovação da República Popular da China, incluindo a declaração nele contida referente ao Artigo 18.2.1.3 da Convenção Postal Universal;

— O texto autêntico em língua inglesa acompanhado da tradução para a língua chinesa do Regulamento Geral da União Postal Universal;

— O texto autêntico em língua inglesa acompanhado da tradução para a língua chinesa da Convenção Postal Universal;

— O texto autêntico em língua inglesa acompanhado da tradução para a língua chinesa do Acordo referente aos Serviços de Pagamento do Correio.

A versão das três convenções ora publicada substitui a versão das mesmas que se encontra publicada no Suplemento do *Boletim Oficial da Região Administrativa de Macau*, II Série, n.º 2, de 15 de Janeiro de 2010, através do Aviso do Chefe do Executivo n.º 40/2009.

Promulgado em 30 de Março de 2026.

O Chefe do Executivo, *Sam Hou Fai*.

核准書**Instrumento de aprovação**

中華人民共和國國務院決定核准經萬國郵政聯盟第二十五屆大會修訂的《萬國郵政聯盟總規則》、《萬國郵政公約》以及《郵政支付業務協定》，同時針對《萬國郵政公約》第十八條第二款第一項第三目作出聲明：

一、中華人民共和國將根據其國家法令和其對世界貿易組織的承諾，並在嚴格遵守主要由服務貿易總協定產生的對世界貿易組織的權利和義務以及涉及貿易的知識產權各方面協定的情況下，執行本屆大會通過的法規和其他的決定。

……

O Conselho de Estado da República Popular da China decidiu aprovar o Regulamento Geral da União Postal Universal, a Convenção Postal Universal e o Acordo referente aos Serviços de Pagamento do Correio, conforme emendados no XXV Congresso da União Postal Universal, e ao mesmo tempo, prestou a seguinte declaração referente ao Artigo 18.2.1.3 da Convenção Postal Universal:

1. A República Popular da China irá aplicar, de acordo com a sua legislação nacional e o seu compromisso com a Organização Mundial do Comércio (OMC), e sob as condições do cumprimento rigoroso dos seus direitos e obrigações no âmbito da OMC decorrentes principalmente do Acordo Geral de Comércio de Serviços e do Acordo sobre os Aspectos dos Direitos de Propriedade Intelectual Relacionados com o Comércio, os regulamentos e demais decisões adoptados no presente Congresso.

(…)

General Regulations of the Universal Postal Union

(Recast and adopted by the 2012 Doha Congress)

The undersigned plenipotentiaries of the Governments of member countries of the Union, having regard to article 22.2 of the Constitution of the Universal Postal Union, concluded at Vienna on 10 July 1964, have, by common consent, and subject to article 25.4 of the Constitution, drawn up in these General Regulations the following provisions securing the application of the Constitution and the functioning of the Union.

Chapter I

Organization, functions and operation of Congresses, the Council of Administration, the Postal Operations Council and the Consultative Committee

Section 1

Congress

Article 101

Organization and convening of Congresses and Extraordinary Congresses (Const. 14, 15)

1 The representatives of member countries shall meet in Congress not later than four years after the end of the year during which the preceding Congress took place.

2 Each member country shall arrange for its representation at Congress by one or more plenipotentiaries furnished by their Government with the necessary powers. It may, if need be, arrange to be represented by the delegation of another member country. Nevertheless it shall be understood that a delegation may represent only one member country other than its own.

3 In principle, each Congress shall designate the country in which the next Congress will be held. If that designation proves inapplicable, the Council of Administration shall be authorized to designate the country where Congress is to meet, after consultation with the latter country.

4 After consultation with the International Bureau, the host Government shall fix the definitive date and the precise locality of Congress. In principle one year before that date, the host Government shall send an invitation to the Government of each member country of the Union. This invitation may be sent direct or through the intermediary of another Government or through the Director General of the International Bureau.

5 When a Congress has to be convened without a host Government, the International Bureau, with the agreement of the Council of Administration and after consultation with the Government of the Swiss Confederation, shall take the necessary steps to convene and organize the Congress in the country in which

the seat of the Union is situated. In this event, the International Bureau shall perform the functions of the host government.

6 The meeting place of an Extraordinary Congress shall be fixed, after consultation with the International Bureau, by the member countries which have initiated that Congress.

7 Paragraphs 2 to 5 and article 102 shall be applicable by analogy to Extraordinary Congresses.

Article 102

Right to vote at Congress

1 Each member country shall be entitled to one vote, subject to the sanctions provided for in article 149.

Article 103

Functions of Congress

1 On the basis of proposals by member countries, the Council of Administration and the Postal Operations Council, Congress shall:

- 1.1 determine the general principles for achieving the object and purpose of the Union set out in the Preamble and article 1 of the Constitution;
- 1.2 consider and adopt, where appropriate, proposals for amendments to the Constitution, General Regulations, Convention and Agreements submitted by member countries and the Councils, in accordance with article 29 of the Constitution and article 138 of the General Regulations;
- 1.3 set the date for the entry into force of the Acts;
- 1.4 adopt its Rules of Procedure and the amendments to those Rules;
- 1.5 consider the comprehensive reports on the work of the Council of Administration, the Postal Operations Council and the Consultative Committee, covering the period from the previous Congress, presented by these respective bodies in accordance with articles 111, 117 and 125 of the General Regulations;
- 1.6 adopt the Union's strategy;
- 1.7 fix the maximum amount of the Union's expenditure, in accordance with article 21 of the Constitution;
- 1.8 elect the member countries to sit on the Council of Administration and the Postal Operations Council;
- 1.9 elect the Director General and Deputy Director General;
- 1.10 set in a Congress resolution the ceiling of the costs to be borne by the Union for the production of documents in Chinese, German, Portuguese and Russian.

2 Congress, as the supreme body of the Union, shall deal with such other questions concerning postal services.

Article 104

Rules of Procedure of Congresses (Const. 14)

1 For the organization of its work and the conduct of its debates, Congress shall apply its Rules of Procedure.

2 Each Congress may amend its Rules of Procedure under the conditions laid down in those Rules of Procedure.

Article 105

Observers to the Union's bodies

1 The following entities shall be invited to participate in the plenary sessions and committee meetings of Congress, the Council of Administration and the Postal Operations Council as observers:

- 1.1 representatives of the United Nations;
- 1.2 Restricted Unions;
- 1.3 members of the Consultative Committee;
- 1.4 entities authorized to attend Union meetings as observers by virtue of a resolution or decision of Congress.

2 The following entities, if duly designated by the Council of Administration in accordance with article 107.1.12 shall be invited to attend specific meetings of Congress as ad hoc observers:

- 2.1 specialized agencies of the United Nations and other intergovernmental organizations;
- 2.2 any international body, any association or enterprise, or any qualified person.

3 In addition to the observers defined in paragraph 1 of this article, the Council of Administration and the Postal Operations Council may designate ad hoc observers to attend their meetings in accordance with their Rules of Procedure, when this is in the interests of the Union and its bodies.

Section 2

Council of Administration (CA)

Article 106

Composition and functioning of the CA (Const. 17)

1 The Council of Administration shall consist of forty-one members who shall exercise their functions during the period between two successive Congresses.

2 The chairmanship shall devolve by right on the host member country of Congress. If that member country waives this right, it shall become a de jure member and, as a result, the geographical group to which it belongs shall have at its disposal an additional seat, to which the restrictive provisions of paragraph 3 shall not apply. In that case, the Council of Administration shall elect to the chairmanship one of the members belonging to the geographical group of the host member country.

3 The forty other members of the Council of Administration shall be elected by Congress on the basis of an equitable geographical distribution. At least a half of the membership is renewed at each Congress; no member country may be chosen by three successive Congresses.

4 Each member of the Council of Administration shall appoint its representative, who shall be competent in postal matters. The members of the Council of Administration shall take an active part in its work.

5 The office of member of the Council of Administration shall be unpaid. The operational expenses of this Council shall be borne by the Union.

Article 107

Functions of the CA

- 1 The Council of Administration shall have the following functions:
 - 1.1 Supervises all the activities of the Union between Congresses, ensuring compliance with the decisions of Congress, studying questions with respect to governmental policies on postal issues, and taking account of international regulatory developments such as those relating to trade in services and to competition.
 - 1.2 Promotes, coordinates and supervises all forms of postal technical assistance within the framework of international technical cooperation.
 - 1.3 **Examines the draft quadrennial UPU business plan approved by Congress, and finalizes it by bringing the activities set out in the draft plan for the four-year period into line with the actual resources available. The plan should also, if appropriate, be in line with the results of the prioritization process carried out by Congress. The finalized version of the quadrennial business plan, completed and approved by the CA, will then form the basis for the preparation of the annual UPU Programme and Budget as well as for the annual operating plans to be drawn up and implemented by the CA and POC.**
 - 1.4 Considers and approves the **annual** programme and budget and the accounts of the Union, **while taking into account the final version of the UPU Business Plan, as described in article 107.1.3.**
 - 1.5 Authorizes the ceiling of expenditure to be exceeded, if circumstances so require, in accordance with article 145.3 to 5.
 - 1.6 Authorizes election of a lower contribution class, if it is so requested, in accordance with the conditions set out in article 150.6.
 - 1.7 Authorizes a change of geographical group if it is so requested by a member country, taking into account the views expressed by the member countries which are members of the geographical groups concerned.
 - 1.8 Creates or abolishes International Bureau posts taking into account the restrictions imposed by the expenditure ceiling fixed.
 - 1.9 Decides on the contacts to be established with member countries in order to carry out its functions.
 - 1.10 After consulting the Postal Operations Council, decides on the **relations** to be established with the organizations which are not observers **within the meaning of article 105.1.**
 - 1.11 Considers and approves the reports by the International Bureau on UPU relations with other international bodies and takes the decisions which it considers appropriate on the conduct of such relations and the action to be taken on them.
 - 1.12 Designates in due course, after consulting the Postal Operations Council and the Secretary General, **the specialized agencies of the United Nations**, international organizations, associations, enterprises and qualified persons to be invited **as ad hoc observers** to specific meetings of Congress and its Committees when this is in the interest of the Union or the work of the Congress and instructs the Director General of the International Bureau to issue the necessary invitations.
 - 1.13 Designates the member country where the next Congress is to be held in the case provided for in article 101.3.
 - 1.14 Determines in due course and after consulting the Postal Operations Council the number of Committees required to carry out the work of Congress, and specifies their functions.

- 1.15 Designates, after consulting the Postal Operations Council and subject to the approval of Congress, the member countries prepared:
- 1.15.1 to assume the vice-chairmanships of Congress and the chairmanships and vice-chairmanships of the Committees, taking as much account as possible of the equitable geographical distribution of the member countries; and
- 1.15.2 to sit on the Restricted Committees of the Congress.
- 1.16 Designates those of its members that will serve as members of the Consultative Committee.
- 1.17 Considers and approves, within the framework of its competence, any action considered necessary to safeguard and enhance the quality of and to modernize the international postal service.
- 1.18 Studies, at the request of Congress, the Postal Operations Council or member countries, administrative, legislative and legal problems concerning the Union or the international postal service; it shall be for the Council of Administration to decide, in the above-mentioned fields, whether it is expedient to undertake the studies requested by member countries between Congresses.
- 1.19 Formulates proposals which shall be submitted for the approval either of Congress or of member countries in accordance with article 140.
- 1.20 Submits subjects for study to the Postal Operations Council for examination in accordance with article 113.1.6.
- 1.21 Reviews and approves, in consultation with the Postal Operations Council, the draft Strategy for presentation to Congress.
- 1.22 Receives and discusses reports and recommendations from the Consultative Committee and considers recommendations from the Consultative Committee for submission to Congress.
- 1.23 Provides control over the activities of the International Bureau.
- 1.24 Approves the **annual** report on the work of the Union and the **annual** Financial Operating Reports prepared by the International Bureau and, where appropriate, furnishes observations on them.
- 1.25 Establishes principles, as may be considered necessary, for the Postal Operations Council to take into account in its study of questions with major financial repercussions (charges, terminal dues, transit charges, basic airmail conveyance rates and the posting abroad of letter-post items), follows closely the study of these questions, and reviews and approves, for conformity with the aforementioned principles, Postal Operations Council proposals relating to these questions.
- 1.26 Approves, within the framework of its competence, the recommendations of the Postal Operations Council for the adoption, if necessary, of regulations or of a new procedure until such time as Congress takes a decision in the matter.
- 1.27 Considers the annual report prepared by the Postal Operations Council and any proposals submitted by the Council.
- 1.28 Approves the four-yearly report prepared by the International Bureau in consultation with the Postal Operations Council, on the performance of member countries in respect of the execution of the Union Strategy approved by the preceding Congress, for submission to the following Congress.
- 1.29 Establishes the framework for the organization of the Consultative Committee and concurs in the organization of the Consultative Committee, in accordance with the provisions of article 122.
- 1.30 Establishes criteria for membership of the Consultative Committee and approves or rejects applications for membership in accordance with those criteria, ensuring that action on the applications is accomplished through an expedited process between meetings of the Council of Administration.
- 1.31 Lays down the Financial Regulations of the Union.
- 1.32 Lays down the rules governing the Reserve Fund.
- 1.33 Lays down the rules governing the Special Fund.

- 1.34 Lays down the rules governing the Special Activities Fund.
- 1.35 Lays down the rules governing the Voluntary Fund.
- 1.36 Lays down the Staff Regulations and the conditions of service of the elected officials.
- 1.37 Lays down the Regulations of the Social Fund.
- 1.38 Exercises, within the context of article 152, overall supervision of the creation and activities of user-funded subsidiary bodies.**

Article 108

Organization of CA sessions

- 1 At its **constituent** meeting, which shall be convened **and opened** by the Chairman of Congress, the Council of Administration shall elect four Vice-Chairmen from among its members and draw up its Rules of Procedure.
- 2 On convocation by its Chairman, the Council of Administration shall meet in principle once a year, at Union headquarters.
- 3 The Chairman **and** Vice-Chairmen and the Committee Chairmen **and Vice-Chairmen** of the Council of Administration shall form the Management Committee. This Committee shall prepare and direct the work of each session of the Council of Administration. It shall approve, on behalf of the Council of Administration, the **annual** report prepared by the International Bureau on the work of the Union and it shall take on any other task which the Council of Administration decides to assign to it or the need for which arises in the course of the strategic planning process.
- 4 The Chairman of the Postal Operations Council shall represent that body at meetings of the Council of Administration when the agenda contains questions of interest to the Postal Operations Council.
- 5 The Chairman of the Consultative Committee shall represent that organization at meetings of the Council of Administration when the agenda contains questions of interest to the Consultative Committee.

Article 109

Observers

- 1 Observers
 - 1.1 To ensure effective liaison between the work of the two bodies, the Postal Operations Council may designate representatives to attend Council of Administration meetings as observers.
 - 1.2 **Member countries of the Union which are not members of the Council, as well as the observers and ad hoc observers referred to in article 105,** may participate in the plenary sessions and Committee meetings of the Council of Administration, without the right to vote.
- 2 Principles
 - 2.1 For logistical reasons, the Council of Administration may limit the number of attendees per observer **and ad hoc observer** participating. It may also limit their right to speak during the debates.
 - 2.2 Observers **and ad hoc observers** may, at their request, be allowed to cooperate in the studies undertaken, subject to such conditions as the Council may establish to ensure the efficiency and effectiveness of its work. They may also be invited to chair Working Parties and Project Teams when their experience or expertise justifies it. The participation of observers **and ad hoc observers** shall be carried out without additional expense for the Union.
 - 2.3 In exceptional circumstances, **members of the Consultative Committee and ad hoc observers** may be excluded from a meeting or a portion of a meeting or may have their right to receive

documents restricted if the confidentiality of the subject of the meeting or document so requires. This restriction may be decided on a case-by-case basis by any body concerned or its Chair. The case-by-case situations shall be reported to the Council of Administration and to the Postal Operations Council when matters of interest to the Postal Operations Council are concerned. If it considers this necessary, the Council of Administration may subsequently review restrictions, in consultation with the Postal Operations Council where appropriate.

Article 110

Reimbursement of travel expenses

1 The travel expenses of the representative of each of the members of the Council of Administration participating in its meetings shall be borne by his member country. However, the representative of each of the member countries classified as developing or least developed countries according to the lists established by the United Nations shall, except for meetings which take place during Congress, be entitled to reimbursement of the price of an economy class return air ticket or first class return rail ticket, or expenses incurred for travel by any other means, subject to the condition that the amount does not exceed the price of the economy class return air ticket. The same entitlement shall be granted to each member of its Committees, Working Parties or other bodies when these meet outside Congress and the sessions of the Council.

Article 111

Information on the activities of the CA

1 After each session, the Council of Administration shall inform the member countries and their designated operators, the Restricted Unions and the members of the Consultative Committee about its activities by sending them, *inter alia*, a summary record and its resolutions and decisions.

2 The Council of Administration shall make to Congress a comprehensive report on its work and send it to the member countries of the Union, their designated operators and the members of the Consultative Committee at least two months before the opening of Congress.

Section 3

Postal Operations Council (POC)

Article 112

Composition and functioning of the POC

1 The Postal Operations Council shall consist of forty members who shall exercise their functions during the period between successive Congresses.

2 The members of the Postal Operations Council shall be elected by Congress on the basis of qualified geographical distribution. Twenty-four seats shall be reserved for developing member countries and sixteen seats for developed member countries. At least one third of the members shall be renewed at each Congress.

3 Each member of the Postal Operations Council shall appoint its representative, who shall have responsibilities for delivering services mentioned in the Acts of the Union. The members of the Postal Operations Council shall take an active part in its work.

4 The operational expenses of the Postal Operations Council shall be borne by the Union. Its members shall not receive any payment.

Article 113

Functions of the POC

- 1 The Postal Operations Council shall have the following functions:
 - 1.1 Coordinates practical measures for the development and improvement of international postal services.
 - 1.2 Takes, subject to Council of Administration approval within the framework of the latter's competence, any action considered necessary to safeguard and enhance the quality of and to modernize the international postal service.
 - 1.3 Decides on the contacts to be established with member countries and their designated operators in order to carry out its functions.
 - 1.4 Takes the necessary steps to study and publicize the experiments and progress made by certain member countries and their designated operators in the technical, operational, economic and vocational training fields of interest to the postal services.
 - 1.5 Takes, in consultation with the Council of Administration, appropriate steps in the sphere of technical cooperation with all member countries of the Union and their designated operators and in particular with the new and developing countries and their designated operators.
 - 1.6 Examines any other questions submitted to it by a member of the Postal Operations Council, by the Council of Administration or by any member country or designated operator.
 - 1.7 Receives and discusses reports as well as recommendations from the Consultative Committee and, when matters of interest to the Postal Operations Council are involved, to examines and comments on recommendations from the Consultative Committee for submission to Congress.
 - 1.8 Designates those of its members that will serve as members of the Consultative Committee.
 - 1.9 Conducts the study of the most important operational, commercial, technical, economic and technical cooperation problems which are of interest to all member countries or their designated operators, including questions with major financial repercussions (charges, terminal dues, transit charges, airmail conveyance rates, parcel-post rates, and the posting abroad of letter-post items), and prepares information, opinions and recommendations for action on them.
 - 1.10 Provides input to the Council of Administration for the development of the draft Strategy to be submitted to Congress.
 - 1.11 Studies teaching and vocational training problems of interest to member countries and their designated operators, as well as to the new and developing countries.
 - 1.12 Studies the present position and needs of the postal services in the new and developing countries and prepares appropriate recommendations on ways and means of improving the postal services in those countries.
 - 1.13 Revises the Regulations of the Union within six months following the end of the Congress unless the latter decides otherwise; in case of urgent necessity, the Postal Operations Council may also amend the said Regulations at other sessions; in both cases, the Postal Operations Council shall be subject to Council of Administration guidance on matters of fundamental policy and principle.
 - 1.14 Formulates proposals which shall be submitted for the approval either of Congress or of member countries in accordance with article 140; the approval of the Council of Administration is required when these proposals concern questions within the latter's competence.
 - 1.15 Examines, at the request of a member country, any proposal which that member country forwards to the International Bureau under article 139, prepares observations on it and instructs the International Bureau to annex these observations to the proposal before submitting it for approval to the member countries.

- 1.16 Recommends, if necessary, and where appropriate after approval by the Council of Administration and consultation of all the member countries, the adoption of regulations or of a new procedure until such time as Congress takes a decision in the matter.
- 1.17 Prepares and issues, in the form of recommendations to member countries and designated operators, standards for technological, operational and other processes within its competence where uniformity of practice is essential; it shall similarly issue, as required, amendments to standards it has already set.
- 1.18 **Establishes the framework for the organization of user-funded subsidiary bodies and concurs in the organization of these bodies in accordance with the provisions of article 152.**
- 1.19 **Receives and discusses reports from the user-funded subsidiary bodies on an annual basis.**

Article 114

Organization of POC sessions

- 1 At its first meeting, which shall be convened and opened by the Chairman of Congress, the Postal Operations Council shall choose from among its members a Chairman, a Vice-Chairman, and the Committee Chairmen and draw up its Rules of Procedure.
- 2 In principle, the Postal Operations Council shall meet every year at Union headquarters. The date and place of the meeting shall be fixed by its Chairman in agreement with the Chairman of the Council of Administration and the Director General of the International Bureau.
- 3 The Chairman and Vice-Chairman and the Committee Chairmen and **Vice-Chairmen** of the Postal Operations Council shall form the Management Committee. This Committee shall prepare and direct the work of each meeting of the Postal Operations Council and take on all the tasks which the latter decides to assign to it or the need for which arises in the course of the strategic planning process.
- 4 On the basis of the Union Strategy adopted by Congress and, in particular, the part relating to the strategies of the permanent bodies of the Union, the Postal Operations Council shall, at its session following Congress, prepare a basic work programme containing a number of tactics aimed at implementing the strategies. This basic work programme, which shall include a limited number of projects on topical subjects of common interest, shall be revised annually in the light of new realities and priorities.
- 5 The Chairman of the Consultative Committee shall represent that organization at meetings of the Postal Operations Council when the agenda contains questions of interest to the Consultative Committee.

Article 115

Observers

- 1 Observers
- 1.1 In order to ensure effective liaison between the work of the two bodies, the Council of Administration may designate representatives to attend Postal Operations Council meetings as observers.
- 1.2 **Member countries of the Union which are not members of the Council, as well as the observers and ad hoc observers referred to in article 105, may participate in the plenary sessions and Committee meetings of the Postal Operations Council, without the right to vote.**
- 2 Principles
- 2.1 For logistical reasons, the Postal Operations Council may limit the number of attendees per observer and **ad hoc observer** participating. It may also limit their right to speak during the debates.

- 2.2 Observers and **ad hoc observers** may, at their request, be allowed to cooperate in the studies undertaken, subject to such conditions as the Council may establish to ensure the efficiency and effectiveness of its work. They may also be invited to chair Working Parties and Project Teams when their experience or expertise justifies it. The participation of observers and **ad hoc observers** shall be carried out without additional expense for the Union.
- 2.3 In exceptional circumstances, **members of the Consultative Committee and ad hoc observers** may be excluded from a meeting or a portion of a meeting or may have their right to receive documents restricted if the confidentiality of the subject of the meeting or document so requires. This restriction may be decided on a case-by-case basis by any body concerned or its Chair. The case-by-case situations shall be reported to the Council of Administration and to the Postal Operations Council when matters of interest to the Postal Operations Council are concerned. If it considers this necessary, the Council of Administration may subsequently review restrictions, in consultation with the Postal Operations Council where appropriate.

Article 116

Reimbursement of travel expenses

1 Travelling and living expenses incurred by representatives of member countries participating in the Postal Operations Council shall be borne by these member countries. However, the representative of each of the member countries considered to be disadvantaged according to the lists established by the United Nations shall, except for meetings which take place during Congress, be entitled to reimbursement of the price of an economy class return air ticket or first class return rail ticket, or expenses incurred for travel by any other means, subject to the condition that the amount does not exceed the price of the economy class return air ticket.

Article 117

Information on the activities of the POC

1 After each session, the Postal Operations Council shall inform the member countries and their designated operators, the Restricted Unions and the members of the Consultative Committee about its activities by sending them, inter alia, a summary record and its resolutions and decisions.

2 The Postal Operations Council shall prepare for the Council of Administration an annual report on its work.

3 The Postal Operations Council shall make to Congress a comprehensive report on its work, **including reports on user-funded subsidiary bodies as provided for in article 152**, and send it to member countries of the Union, their designated operators and members of the Consultative Committee at least two months before the opening of Congress.

Section 4

Consultative Committee (CC)

Article 118

Aim of the CC

1 The aim of the Consultative Committee is to represent the interests of the wider international postal sector, and to provide a framework for effective dialogue between stakeholders.

Article 119

Composition of the CC

- 1 The Consultative Committee shall consist of:
 - 1.1 non-governmental organizations representing customers, delivery service providers, organizations of workers, suppliers of goods and services to the postal services sector and like organizations of individuals and companies which have an interest in supporting the mission and objectives of the Union. Where such organizations are registered, they must be registered in a member country of the Union;
 - 1.2 members designated by the Council of Administration from among its members;
 - 1.3 members designated by the Postal Operations Council from among its members.
- 2 The operational costs of the Consultative Committee shall be shared by the Union and members of the Committee as determined by the Council of Administration.
- 3 The members of the Consultative Committee shall not receive remuneration or any other compensation.

Article 120

Membership of the CC

- 1 Apart from members designated by the Council of Administration and the Postal Operations Council, membership of the Consultative Committee shall be determined through a process of application and acceptance established by the Council of Administration, carried out in accordance with article 107.1.30.
- 2 Each member of the Consultative Committee shall appoint its own representative.

Article 121

Functions of the CC

- 1 The Consultative Committee shall have the following functions:
 - 1.1 Examines documents and reports of the Council of Administration and the Postal Operations Council. In exceptional circumstances, the right to receive certain texts and documents may be restricted if the confidentiality of the subject of the meeting or document so requires. This restriction may be decided on a case-by-case basis by any body concerned or its Chairman. The case-by-case situations shall be reported to the Council of Administration, and to the Postal Operations Council when matters of interest to the Postal Operations Council are concerned. If it considers this necessary, the Council of Administration may subsequently review restrictions, in consultation with the Postal Operations Council, where appropriate.
 - 1.2 Conducts **and contributes** to studies of issues of importance to the Consultative Committee's members.
 - 1.3 Considers issues affecting the postal services sector and issues reports on such issues.
 - 1.4 Provides input to the work of the Council of Administration and the Postal Operations Council, including submitting reports and recommendations and giving opinions at the request of the two Councils.
 - 1.5 Makes recommendations to Congress, subject to the approval of the Council of Administration and, when matters of interest to the Postal Operations Council are involved, subject to examination and comment by the Postal Operations Council.

Article 122

Organization of the CC

1 The Consultative Committee shall reorganize itself after each Congress in accordance with the framework established by the Council of Administration. The Chairman of the Council of Administration shall preside at the organizational meeting of the Consultative Committee, which shall elect its Chairman at that meeting.

2 The Consultative Committee shall determine its internal organization and shall draw up its own rules of procedure, taking into account the general principles of the Union and subject to the concurrence of the Council of Administration after having consulted the Postal Operations Council.

3 The Consultative Committee shall meet **once a year**. In principle, the meetings will be held at Union headquarters at the same time as meetings of the Postal Operations Council. The date and location of each meeting shall be fixed by the Chairman of the Consultative Committee, in agreement with the Chairmen of the Council of Administration and the Postal Operations Council and the Director General of the International Bureau.

Article 123

Representatives of the Consultative Committee at the Council of Administration, the Postal Operations Council and Congress

1 In order to ensure effective liaison with the bodies of the Union, the Consultative Committee may designate representatives to attend meetings of Congress, the Council of Administration, and the Postal Operations Council, and their respective Committees, as observers without the right to vote.

2 **Members of the Consultative Committee are invited to** plenary sessions and Committee meetings of the Council of Administration and the Postal Operations Council in accordance with article 105. They may also participate in the work of project teams and working groups under terms established in articles 109.2.2 and 115.2.2.

3 The Chairman of the Council of Administration and the Chairman of the Postal Operations Council shall represent those bodies at meetings of the Consultative Committee when the agenda of such meetings contains questions of interest to those bodies.

Article 124

CC observers

1 **Other member countries of the Union and the observers and ad hoc observers referred to in article 105** may participate in the sessions of the Consultative Committee, without the right to vote.

2 For logistical reasons, the Consultative Committee may limit the number of attendees per observer **and ad hoc observer** participating. It may also limit their right to speak during the debates.

3 In exceptional circumstances, observers **and ad hoc observers** may be excluded from a meeting or a portion of a meeting or may have their right to receive documents restricted if the confidentiality of the subject of the meeting or document so requires. This restriction may be decided on a case-by-case basis by any body concerned or its Chair. The case-by-case situations shall be reported to the Council of Administration and to the Postal Operations Council when matters of interest to the Postal Operations Council are concerned. If it considers this necessary, the Council of Administration may subsequently review restrictions, in consultation with the Postal Operations Council where appropriate.

Article 125

Information on the activities of the CC

1 After each session, the Consultative Committee shall inform the Council of Administration and the Postal Operations Council of its activities by sending to the Chairmen of those bodies, *inter alia*, a summary record of its meetings and its recommendations and views.

2 The Consultative Committee shall make to the Council of Administration an annual activity report, with a copy to the Postal Operations Council. This report shall be included in the documentation of the Council of Administration provided to member countries of the Union, to their designated operators and to the Restricted Unions, in accordance with article 111.

3 The Consultative Committee shall make to Congress a comprehensive report on its work and send it to the member countries and their designated operators at least two months before the opening of Congress.

Chapter II

International Bureau

Section 1

Election and duties of the Director General and Deputy Director General of the International Bureau

Article 126

Election of the Director General and Deputy Director General of the International Bureau

1 The Director General and the Deputy Director General of the International Bureau shall be elected by Congress for the period between two successive Congresses, the minimum duration of their term of office being four years. Their term of office shall be renewable once only. Unless Congress decides otherwise, the date on which they take up their duties shall be fixed at 1 January of the year following that in which Congress is held.

2 At least seven months before the opening of Congress, the Director General of the International Bureau shall send a memorandum to the Governments of member countries inviting them to submit their applications, if any, for the posts of Director General and Deputy Director General and indicating at the same time whether the Director General and Deputy Director General in office are interested in a renewal of their initial term of office. The applications, accompanied by a curriculum vitae, must reach the International Bureau at least two months before the opening of Congress. The candidates must be nationals of the member countries which put them forward. The International Bureau shall prepare the election documents for Congress. The election of the Director General and that of the Deputy Director General shall take place by secret ballot, the first election being for the post of Director General.

3 If the post of Director General falls vacant, the Deputy Director General shall take over the functions of Director General until the expiry of the latter's term of office; he shall be eligible for election to that post and shall automatically be accepted as a candidate, provided that his initial term of office as Deputy Director General has not already been renewed once by the preceding Congress and that he declares his interest in being considered as a candidate for the post of Director General.

4 If the posts of Director General and Deputy Director General fall vacant at the same time, the Council of Administration shall elect, on the basis of the applications received following notification of the vacancies, a Deputy Director General for the period extending up to the next Congress. With regard to the submission of applications, paragraph 2 shall apply by analogy.

5 If the post of Deputy Director General falls vacant, the Council of Administration shall, on the proposal of the Director General, instruct one of the grade D 2 Directors at the International Bureau to take over the functions of Deputy Director General until the following Congress.

Article 127

Duties of the Director General

1 The Director General shall organize, administer and direct the International Bureau, of which he is the legal representative.

2 Regarding the classification of posts, appointments and promotions:

2.1 the Director General shall be empowered to classify posts in grades G 1 to D 2 and to appoint and promote officials in those grades.

2.2 for appointments in grades P 1 to D 2, he shall consider the professional qualifications of the candidates recommended by the member countries of which the candidates are nationals or in which they exercise their professional activities, taking into account equitable geographical distribution with respect to continents and languages. D 2 posts shall as far as possible be filled by candidates from different regions and from regions other than those from which the Director General and Deputy Director General originate, bearing in mind the paramount consideration of the efficiency of the International Bureau. In the case of posts requiring special qualifications, the Director General may seek applications from outside;

2.3 he shall also consider, for the appointment of a new official, that, in principle, persons occupying grade D 2, D 1 and P 5 posts must be nationals of different member countries of the Union;

2.4 for the promotion of an official of the International Bureau to grades D 2, D 1 and P 5, he shall not be bound to apply the same principle as under 2.3;

2.5 the requirements of equitable geographical and language distribution shall rank behind merit in the recruitment process;

2.6 the Director General shall inform the Council of Administration once a year of appointments and promotions in grades P 4 to D 2.

3 Furthermore, the Director General shall have the following duties:

3.1 acts as depositary of the Acts of the Union and as intermediary in the procedure of accession and admission to and withdrawal from the Union;

3.2 notifies the decisions taken by Congress to all the Governments of member countries;

3.3 notifies all member countries and their designated operators of the Regulations drawn up or revised by the Postal Operations Council;

3.4 prepares the draft annual budget of the Union at the lowest possible level consistent with the requirements of the Union and submits it in due course to the Council of Administration for consideration; communicates the budget to the member countries of the Union after approval by the Council of Administration and executes it;

3.5 executes the specific activities requested by the bodies of the Union and those assigned to him by the Acts;

3.6 takes action to achieve the objectives set by the bodies of the Union, within the framework of the established policy and the funds available;

- 3.7 submits suggestions and proposals to the Council of Administration or to the Postal Operations Council;
- 3.8 following the close of Congress, submits proposals to the Postal Operations Council concerning changes to the Regulations required as a result of Congress decisions, in accordance with the Rules of Procedure of the Postal Operations Council;
- 3.9 prepares, for the Council of Administration and on the basis of directives issued by the Councils, the draft Union Strategy to be submitted to Congress;
- 3.10 prepares, for approval by the Council of Administration, a four-yearly report on the member countries' performance in respect of the Union Strategy approved by the preceding Congress, which will be submitted to the following Congress;
- 3.11 ensures the representation of the Union;
- 3.12 acts as an intermediary in relations between:
 - 3.12.1 the UPU and the Restricted Unions;
 - 3.12.2 the UPU and the United Nations;
 - 3.12.3 the UPU and the international organizations whose activities are of interest to the Union;
 - 3.12.4 the UPU and the international organizations or the associations or enterprises that the bodies of the Union wish to consult or associate with their work;
- 3.13 assumes the duties of Secretary General of the bodies of the Union and supervises in this capacity, taking into account the special provisions of these General Regulations, in particular:
 - 3.13.1 the preparation and organization of the work of the Union's bodies;
 - 3.13.2 the preparation, production and distribution of documents, reports and minutes;
 - 3.13.3 the functioning of the secretariat at meetings of the Union's bodies;
- 3.14 attends the meetings of the bodies of the Union and takes part in the discussions without the right to vote, with the possibility of being represented.

Article 128

Duties of the Deputy Director General

- 1 The Deputy Director General shall assist the Director General and shall be responsible to him.
- 2 If the Director General is absent or prevented from discharging his duties, the Deputy Director General shall exercise his functions. The same shall apply in the case of a vacancy in the post of Director General as mentioned in article 126.3.

Section 2

Secretariat of the Union bodies and the Consultative Committee

Article 129

General remarks

- 1 The secretariat of the Union's bodies and the Consultative Committee shall be provided by the International Bureau under the responsibility of the Director General.

Article 130

Preparation and distribution of documents of the Union bodies

1 The International Bureau shall prepare and **make available through the UPU website** all the documents published on the occasion of each session. **The International Bureau shall also indicate new e-document publications on the UPU website by means of an efficient web-signalling system.**

Article 131

List of member countries (Const. 2)

1 The International Bureau shall prepare and keep up to date the list of member countries of the Union showing therein their contribution class, their geographical group and their position with respect to the Acts of the Union.

Article 132

Information. Opinions. Requests for **explanation** and amendment of the Acts. Inquiries.
Role in the settlement of accounts (Const. 20; Gen. Regs 139, 140, 143)

1 The International Bureau shall be at all times at the disposal of the Council of Administration, the Postal Operations Council and member countries and their designated operators for the purpose of supplying them with any necessary information on questions relating to the service.

2 In particular it shall collect, collate, publish and distribute all kinds of information of interest to the international postal service, give an opinion, at the request of the parties involved, on questions in dispute, act on requests for **explanation** and amendment of the Acts of the Union and, in general, carry out such studies and editorial or documentary work as are assigned to it by those Acts or as may be referred to it in the interest of the Union.

3 It shall also conduct inquiries requested by member countries and their designated operators to obtain the views of other member countries and designated operators on a particular question. The result of an inquiry shall not have the status of a vote and shall not be formally binding.

4 It may act as a clearing house in the settlement of accounts of all kinds relating to the postal service.

5 **The International Bureau shall ensure the confidentiality and security of commercial data provided by member countries and/or their designated operators for the performance of its duties arising from the Acts or decisions of the Union.**

Article 133

Technical cooperation (Const. 1)

1 The International Bureau shall develop postal technical assistance in all its forms within the framework of international technical cooperation.

Article 134

Forms supplied by the International Bureau (Const. 20)

1 The International Bureau shall be responsible for arranging the manufacture of international reply coupons and for supplying them, at cost, to member countries or their designated operators ordering them.

Article 135

Acts of Restricted Unions and Special Agreements (Const. 8)

1 Two copies of the Acts of Restricted Unions and of Special Agreements concluded under article 8 of the Constitution shall be sent to the International Bureau by the offices of such Unions, or failing that, by one of the contracting parties.

2 The International Bureau shall see that the Acts of Restricted Unions and Special Agreements do not include conditions less favourable to the public than those which are provided for in the Acts of the Union. It shall notify the Council of Administration of any irregularity discovered through applying this provision.

3 The International Bureau shall inform member countries and their designated operators of the existence of the Restricted Unions and the Special Agreements mentioned above.

Article 136

Union periodical

1 The International Bureau shall publish, with the aid of the documents made available to it, a periodical in Arabic, Chinese, English, French, German, Russian and Spanish.

Article 137

Annual report on the work of the Union (Const. 20; Gen. Regs 107.1.24)

1 The International Bureau shall make an annual report on the work of the Union, which shall be sent, after approval by the **Management Committee** of the Council of Administration, to member countries and/or designated operators, the Restricted Unions and the United Nations.

Chapter III

Submission, consideration of proposals, notification of decisions adopted and entry into force of the Regulations and other decisions adopted

Article 138

Procedure for submitting proposals to Congress (Const. 29)

1 Subject to the exceptions provided for in paragraphs 2 and 5, the following procedure shall govern the submission of proposals of all kinds to Congress by member countries:

- 1.1 proposals which reach the International Bureau at least six months before the date fixed for Congress shall be accepted;
- 1.2 no drafting proposal shall be accepted during the period of six months preceding the date fixed for Congress;
- 1.3 proposals of substance which reach the International Bureau in the interval between six and four months before the date fixed for Congress shall not be accepted unless they are supported by at least two member countries;
- 1.4 proposals of substance which reach the International Bureau in the interval between four and two months preceding the date fixed for Congress shall not be accepted unless they are supported by at least eight member countries; proposals which arrive after that time shall no longer be accepted;

1.5 declarations of support must reach the International Bureau within the same period of time as the proposals to which they refer.

2 Proposals concerning the Constitution or the General Regulations shall reach the International Bureau not later than six months before the opening of Congress; any received after that date but before the opening of Congress shall not be considered unless Congress so decides by a majority of two thirds of the member countries represented at Congress and unless the conditions laid down in paragraph 1 are fulfilled.

3 Every proposal must, as a rule, have only one aim and contain only the changes justified by that aim. Similarly, each proposal liable to lead to significant costs for the Union shall be accompanied by an indication of its financial impact, prepared by the member country submitting the proposal, in consultation with the International Bureau, so that the financial resources needed for its implementation can be determined.

4 Drafting proposals shall be headed "Drafting proposal" by the member countries which submit them and shall be published by the International Bureau under a number followed by the letter R. Proposals which do not bear this indication but which, in the opinion of the International Bureau, deal only with drafting points shall be published with an appropriate annotation; the International Bureau shall draw up a list of these proposals for Congress.

5 The procedure prescribed in paragraphs 1 and 4 shall not apply either to proposals concerning the Rules of Procedure of Congresses or to amendments to proposals already made.

Article 139

Procedure for submitting proposals amending the Convention or the Agreements between Congresses

1 To be eligible for consideration, every proposal concerning the Convention or the Agreements submitted by a member country between Congresses shall be supported by at least two other member countries. Such proposals shall lapse if the International Bureau does not receive, at the same time, the necessary number of declarations of support.

2 These proposals shall be sent to other member countries through the intermediary of the International Bureau.

Article 140

Consideration of proposals amending the Convention or the Agreements between Congresses

1 Every proposal concerning the Convention, the Agreements and their Final Protocols shall be subject to the following procedure: where a member country has sent a proposal to the International Bureau, the latter shall forward it to all member countries for examination. They shall be allowed a period of two months in which to examine the proposal and forward any observations to the International Bureau. Amendments shall not be admissible. Once these two months have elapsed, the International Bureau shall forward to member countries all the observations it has received and invite each member country to vote for or against the proposal. Member countries that have not sent in their vote within a period of two months shall be considered to have abstained. The aforementioned periods shall be reckoned from the dates of the International Bureau circulars.

2 If the proposal relates to an Agreement or its Final Protocol, only the member countries which are parties to that Agreement may take part in the procedure described in paragraph 1.

Article 141

Procedure for submitting proposals to the Postal Operations Council concerning the preparation of new Regulations in the light of decisions taken by Congress

1 The Regulations of the Universal Postal Convention and the Postal Payment Services Agreement shall be drawn up by the Postal Operations Council in the light of the decisions taken by Congress.

2 Proposals that are consequential on proposed amendments to the Convention or Postal Payment Services Agreement should be submitted to the International Bureau simultaneously with the Congress proposals to which they relate. They may be submitted by a single member country without the support of other member countries. Such proposals shall be distributed to all member countries no later than one month prior to Congress.

3 Other proposals concerning the Regulations for consideration by the Postal Operations Council in its preparation of the new Regulations within the six months following Congress shall be submitted to the International Bureau at least two months before Congress.

4 Proposals concerning changes to the Regulations required as a result of Congress decisions that are submitted by member countries must reach the International Bureau no later than two months before the opening of the Postal Operations Council. Such proposals shall be distributed to all member countries and their designated operators no later than one month prior to the opening of the Postal Operations Council.

Article 142

Amendment of the Regulations by the Postal Operations Council

1 Proposals for amending the Regulations shall be dealt with by the Postal Operations Council.

2 No support by a member country shall be required for submitting any proposal to amend the Regulations.

3 Such a proposal shall not be considered unless the Postal Operations Council agrees to its urgent necessity.

Article 143

Notification of decisions adopted between Congresses (Const. 29; Gen. Regs 139, 140, 142)

1 Amendments made to the Convention, the Agreements and the Final Protocols to those Acts shall be sanctioned by notification thereof to the Governments of member countries by the Director General of the International Bureau.

2 Amendments made to the Regulations and their Final Protocols by the Postal Operations Council shall be communicated to member countries and their designated operators by the International Bureau. The same shall apply to the interpretations referred to in article 38.3.2 of the Convention and in the corresponding provisions of the Agreements.

Article 144

Entry into force of the Regulations and of the other decisions adopted between Congresses

1 The Regulations shall come into force on the same date and shall have the same duration as the Acts laid down by Congress.

2 Subject to the provisions of paragraph 1, decisions on amending the Acts of the Union which are adopted between Congresses shall not take effect until at least three months after their notification.

Chapter IV

Finance

Article 145

Fixing of the expenditure of the Union (Const. 21)

1 Subject to the provisions of paragraphs 2 to 6, the annual expenditure relating to the activities of bodies of the Union may not exceed **37,235,000 Swiss francs for the years 2013 to 2016**.

2 The expenditure relating to the convening of the next Congress (travelling expenses of the secretariat, transport charges, cost of installing simultaneous interpretation equipment, cost of reproducing documents during the Congress, etc.) shall not exceed the limit of 2,900,000 Swiss francs.

3 The Council of Administration shall be authorized to exceed the limits laid down in paragraphs 1 and 2 to take account of increases in salary scales, pension contributions or allowances, including post adjustments, approved by the United Nations for application to its staff working in Geneva.

4 The Council of Administration shall also be authorized to adjust, each year, the amount of expenditure other than that relating to staff on the basis of the Swiss consumer price index.

5 Notwithstanding paragraph 1, the Council of Administration, or in case of extreme urgency, the Director General, may authorize the prescribed limits to be exceeded to meet the cost of major and unforeseen repairs to the International Bureau building, provided however that the amount of the increase does not exceed 125,000 Swiss francs per annum.

6 If the credits authorized in paragraphs 1 and 2 prove inadequate to ensure the smooth running of the Union, these limits may only be exceeded with the approval of the majority of the member countries of the Union. Any consultation shall include a complete description of the facts justifying such a request.

Article 146

Regulation of member countries' contributions

1 Countries which accede to the Union or are admitted to the status of members of the Union as well as those which leave the Union shall pay their contributions for the whole of the year during which their admission or withdrawal becomes effective.

2 Member countries shall pay their contributions to the Union's annual expenditure in advance on the basis of the budget laid down by the Council of Administration. These contributions shall be paid not later than the first day of the financial year to which the budget refers. After that date, the sums due shall be chargeable with interest in favour of the Union at the rate of 6% per annum from the fourth month.

3 Where the arrears of mandatory contributions, not including interest, owed to the Union by a member country are equal to or more than the amount of the contributions of that member country for the preceding two financial years, such member country may irrevocably assign to the Union all or part of the credits owed it by other member countries, in accordance with the arrangements laid down by the Council of Administration. The conditions of this assignment of credit shall be determined by agreement reached between the member country, its debtors/creditors and the Union.

4 A member country which, for legal or other reasons, cannot make such an assignment must undertake to conclude a schedule for the amortization of its arrears.

5 Other than in exceptional circumstances, recovery of arrears of mandatory contributions owed to the Union may not extend over more than ten years.

6 In exceptional circumstances, the Council of Administration may release a member country from all or part of the interest owed if that country has paid the full capital amount of its debts in arrears.

7 A member country may also be released, within the framework of an amortization schedule approved by the Council of Administration for its accounts in arrears, from all or part of the interest accumulated or to accrue; such release shall, however, be subject to the full and punctual execution of the amortization schedule within an agreed period of ten years at most.

8 The provisions under paragraphs 3 to 7 apply by analogy to the translation costs billed by the International Bureau to member countries belonging to the language groups.

Article 147

Shortfalls in financing

1 A Reserve Fund shall be established with the Union to cover shortfalls in financing. Its amount shall be fixed by the Council of Administration. The Fund shall be maintained primarily from budget surpluses, and may also be used to balance the budget or reduce the amount of member countries' contributions.

2 In case of temporary shortfalls in Union financing, the Government of the Swiss Confederation shall make the necessary short-term advances to the Union, on conditions fixed by mutual agreement.

Article 148

Supervision of book-keeping and accounting

1 The Government of the Swiss Confederation shall supervise, without charge, the book-keeping and accounting of the International Bureau within the limits of the credits fixed by Congress.

Article 149

Automatic sanctions

1 Any member country unable to make the assignment provided for in article 146.3 and which does not agree to submit to an amortization schedule proposed by the International Bureau in accordance with article 146.4, or which does not comply with such a schedule shall automatically lose its right to vote at Congress and at meetings of the Council of Administration and the Postal Operations Council and shall no longer be eligible for membership of these two Councils.

2 Automatic sanctions shall be lifted as a matter of course and with immediate effect as soon as the member country concerned has paid its arrears of mandatory contributions owed to the Union, in capital and interest, or has agreed to submit to a schedule for the amortization of the arrears.

Article 150

Contribution classes (Const. 21; Gen. Regs 131, 145, 146, 147 and 148)

1 Member countries shall contribute to defraying Union expenses according to the contribution class to which they belong. These classes shall be the following:

- class of 50 units;
- class of 45 units;
- class of 40 units;
- class of 35 units;
- class of 30 units;

- class of 25 units;
- class of 20 units;
- class of 15 units;
- class of 10 units;
- class of 5 units;
- class of 3 units;
- class of 1 unit;
- class of 0.5 unit, reserved for the least advanced countries as listed by the United Nations and for other countries designated by the Council of Administration.

2 Notwithstanding the contribution classes listed in paragraph 1, any member country may elect to contribute a higher number of units than that corresponding to the contribution class to which it belongs, for a minimum term equivalent to the period between Congresses. The announcement of a change shall be made at the latest at Congress. At the end of the period between Congresses, the member country shall return automatically to its original number of contribution units unless it decides to maintain its contribution of a higher number of units. The payment of additional contributions will increase the expenditure accordingly.

3 Member countries shall be included in one of the above-mentioned contribution classes upon their admission or accession to the Union, in accordance with the procedure laid down in article 21.4 of the Constitution.

4 Member countries may subsequently be placed in a lower contribution class, on condition that the request for this change is sent to the International Bureau at least two months before the opening of Congress. Congress shall give a non-binding opinion on these requests for a change in contribution class. The member country shall be free to decide whether to follow the opinion of Congress. The final decision of the member country shall be transmitted to the International Bureau Secretariat before the end of Congress. This change request shall take effect on the date of the entry into force of the financial provisions drawn up by Congress. Member countries that have not made known their wish to change contribution class within the required time shall remain in the class to which they belonged up to that time.

5 Member countries may not insist on being lowered more than one class at a time.

6 Nevertheless, in exceptional circumstances such as natural disasters necessitating international aid programmes, the Council of Administration may authorize a temporary reduction in contribution class once between two Congresses when so requested by a member country if the said member establishes that it can no longer maintain its contribution at the class originally chosen. In the same circumstances, the Council of Administration may also authorize a temporary reduction for the non-least developed countries already in the class of 1 unit by placing them in the class of 0.5 unit.

7 The temporary reduction in contribution class in application of paragraph 6 may be authorized by the Council of Administration for a maximum period of two years or up to the next Congress, whichever is earlier. On expiry of the specified period, the country concerned shall automatically revert to its original contribution class.

8 Notwithstanding paragraphs 4 and 5, changes to a higher class shall not be subject to any restriction.

Article 151

Payment for supplies from the International Bureau (Gen. Regs 134)

1 Supplies provided by the International Bureau to member countries and their designated operators against payment shall be paid for in the shortest possible time and at the latest within six months from the first day of the month following that in which the account is sent by the Bureau. After that period the sums

due shall be chargeable with interest in favour of the Union at the rate of 5% per annum reckoned from the date of expiry of that period.

Article 152

Organization of user-funded subsidiary bodies

1 Subject to the approval of the Council of Administration, the POC may establish a number of user-funded subsidiary bodies, funded by voluntary means, in order to organize operational, commercial, technical and economic activities which fall within its competence under article 18 of the Constitution, but which may not be financed by the regular budget.

2 Upon the creation of such a body under the POC, the POC shall decide on the basic framework of the statutes of the body, taking due consideration of the fundamental rules and principles of the UPU as an intergovernmental organization, and shall submit it to the CA for approval. The basic framework shall include the following elements:

- 2.1 the mandate;
- 2.2 the constituency, including the categories of members participating;
- 2.3 decision-making rules, including its internal structure and its relationship with other UPU bodies;
- 2.4 voting and representation principles;
- 2.5 financing (subscription, usage fees, etc.);
- 2.6 composition of secretariat and management structure.

3 Each user-funded subsidiary body shall organize its activities in an autonomous manner within the basic framework decided by the POC and approved by the CA, and shall prepare an annual report on its activities for approval by the POC.

4 The Council of Administration shall establish the rules concerning support costs that user-funded subsidiary bodies should contribute to the regular budget, and shall publish them in the UPU Financial Regulations.

5 The Director General of the International Bureau shall administer the secretariat of the user-funded subsidiary bodies in accordance with the Staff Rules and Regulations, approved by the CA, applicable to the staff recruited for the user-funded subsidiary bodies. The secretariat of the subsidiary bodies shall be an integral part of the International Bureau.

6 Information concerning user-funded subsidiary bodies established in accordance with this article shall be reported to Congress following their establishment.

Chapter V

Arbitration

Article 153

Arbitration procedure (Const. 32)

1 If a dispute has to be settled by arbitration between member countries, each member country must advise the other party in writing of the subject of the dispute and inform it, by means of a notice to initiate arbitration, that it wishes to initiate arbitration.

2 If the dispute concerns questions of an operational or technical nature, each member country may ask its designated operator to act in accordance with the procedure provided for in the following paragraphs and delegate such power to its operator. The member country concerned shall be informed of the progress of the proceedings and of the result. The respective member countries or designated operators shall hereafter be referred to as "parties to the arbitration".

3 The parties to the arbitration shall appoint either one or three arbitrators.

4 Where the parties to the arbitration choose to appoint three arbitrators, each party shall, in accordance with paragraph 2, select a member country or designated operator not directly involved in the dispute, to act as an arbitrator. When several member countries and/or designated operators make common cause, they shall count only as a single party for the purposes of these provisions.

5 Where the parties agree to the appointment of three arbitrators, the third arbitrator shall be jointly agreed upon by the parties and shall not need to be from a member country or designated operator.

6 If the dispute concerns one of the Agreements, the arbitrators may be appointed only from among the member countries that are parties to that Agreement.

7 The parties to the arbitration may jointly agree to appoint a single arbitrator, who shall not need to be from a member country or designated operator.

8 If one or both parties to the arbitration do not, within a period of three months from the date of the notice to initiate arbitration, appoint an arbitrator or arbitrators the International Bureau shall, if so requested, itself call upon the defaulting member country to appoint an arbitrator, or shall itself appoint one automatically. The International Bureau will not be involved in the deliberations unless otherwise mutually requested by the parties.

9 The parties to the arbitration may mutually agree to reconcile the dispute at any time before a ruling is delivered by the arbitrator or arbitrators. Notice of any withdrawal must be submitted in writing to the International Bureau within 10 days of the parties reaching such agreement. Where the parties agree to withdraw from the arbitration process, the arbitrator or arbitrators shall lose their authority to decide the matter.

10 The arbitrator or arbitrators shall be required to make a decision on the dispute based on the facts and evidence before them. All information regarding the dispute must be notified to both parties and the arbitrator or arbitrators.

11 The decision of the arbitrator or arbitrators shall be taken by a majority of votes, and notified to the International Bureau and the parties within six months of the date of the notice to initiate arbitration.

12 The arbitration proceedings shall be confidential, and only a brief description of the dispute and the decision shall be advised in writing to the International Bureau within 10 days of the decision being delivered to the parties.

13 The decision of the arbitrator or arbitrators shall be final and binding on the parties and not subject to appeal.

14 The parties to the arbitration shall implement the decision of the arbitrator or arbitrators without delay. Where a designated operator is delegated power by its member country to initiate and adhere to the arbitration procedure, the member country shall be responsible for ensuring that the designated operator implements the decision of the arbitrator or arbitrators.

Chapter VI

Use of languages within the Union

Article 154

Working languages of the International Bureau

1 The working languages of the International Bureau shall be French and English.

Article 155

Languages used for documentation, for debates and for official correspondence

1 In the documentation published by the Union, the French, English, Arabic and Spanish languages shall be used. The Chinese, German, Portuguese and Russian languages shall also be used, provided that only the most important basic documentation is produced in these languages. Other languages may also be used on condition that the member countries which have made the request bear all of the costs involved.

2 The member country or countries which have requested the use of a language other than the official language constitute a language group.

3 Documentation shall be published by the International Bureau in the official language and in the languages of the other duly constituted language groups, either directly or through the intermediary of the regional offices of those groups in conformity with the procedures agreed with the International Bureau. Publication in the different languages shall be effected in accordance with a common standard.

4 Documentation published directly by the International Bureau shall, as far as possible, be distributed simultaneously in the different languages requested.

5 Correspondence between the member countries or their designated operators of member countries and the International Bureau and between the latter and outside entities may be exchanged in any language for which the International Bureau has available a translation service.

6 The costs of translation into any language, including those resulting from the application of paragraph 5, shall be borne by the language group which has asked for that language. The member countries using the official language shall pay, in respect of the translation of non-official documents, a lump-sum contribution, the amount of which per contribution unit shall be the same as that borne by the member countries using the other International Bureau working language. All other costs involved in the supply of documents shall be borne by the Union. The ceiling of the costs to be borne by the Union for the production of documents in Chinese, German, Portuguese and Russian shall be fixed by a Congress resolution.

7 The costs to be borne by a language group shall be divided among the members of that group in proportion to their contributions to the expenses of the Union. These costs may be divided among the members of the language group according to another system, provided that the member countries concerned agree to it and inform the International Bureau of their decision through the intermediary of the spokesman of the group.

8 The International Bureau shall give effect to any change in the choice of language requested by a member country after a period which shall not exceed two years.

9 For the discussions at meetings of the Union's bodies, the French, English, Spanish, Russian and Arabic languages shall be admissible, by means of a system of interpretation – with or without electronic equipment – the choice being left to the judgment of the organizers of the meeting after consultation with the Director General of the International Bureau and the member countries concerned.

10 Other languages shall likewise be admissible for the discussions and meetings mentioned in paragraph 9.

11 Delegations using other languages shall arrange for simultaneous interpretation into one of the languages mentioned in paragraph 9, either by the system indicated in the same paragraph, when the necessary technical modifications can be made, or by individual interpreters.

12 The costs of the interpretation services shall be shared among the member countries using the same language in proportion to their contributions to the expenses of the Union. However, the costs of installing and maintaining the technical equipment shall be borne by the Union.

13 Member countries and/or their designated operators may come to an understanding about the language to be used for official correspondence in their relations with one another. In the absence of such an understanding, the language to be used shall be French.

Chapter VII

Final provisions

Article 156

Conditions for approval of proposals concerning the General Regulations

1 To become effective, proposals submitted to Congress relating to these General Regulations shall be approved by a majority of the member countries represented at Congress and having the right to vote. At least two thirds of the member countries of the Union having the right to vote shall be present at the time of voting.

Article 157

Proposals concerning the Agreements with the United Nations (Const 9)

1 The conditions of approval referred to in article 156 shall apply equally to proposals designed to amend the Agreements concluded between the Universal Postal Union and the United Nations, in so far as those Agreements do not lay down conditions for the amendment of the provisions they contain.

Article 158

Amendment, entry into force and duration of the General Regulations

1 Amendments adopted by a Congress shall form the subject of an additional protocol and, unless that Congress decides otherwise, shall enter into force at the same time as the Acts renewed in the course of the same Congress.

2 These General Regulations shall come into force on **1 January 2014** and shall remain in force for an indefinite period.

In witness whereof the plenipotentiaries of the Governments of the member countries have signed these General Regulations in a single original which shall be deposited with the Director General of the International Bureau. A copy thereof shall be delivered to each party by the International Bureau of the Universal Postal Union.

Done at **Doha**, **11 October 2012**

萬國郵政聯盟總規則

(2012年多哈大會重新改編並通過)

後列簽署本規則的郵聯各成員國政府全權代表，根據一九六四年七月十日在維也納簽訂的萬國郵政聯盟組織法第二十二條第二款，並參照組織法第二十五條第四款的規定，一致同意在本總規則內訂立下列各條，以保證組織法的實施和郵聯工作的進行。

第一章

大會、行政理事會、郵政經管理事會、諮詢委員會的組織、職能和工作

第一節

大會

第一〇一條

大會和特別大會的組織和召開（組織法第十四、十五條）

1. 郵聯各成員國代表至遲應在上屆大會召開年度後四年內舉行一次大會。
2. 每個成員國派出由本國政府授予必要權力的全權代表一名或數名出席大會。必要時，可由另一成員國的代表團代為出席，但每一代表團代表本國以外的成員國時，僅以一國為限。
3. 原則上，每屆大會選定下屆大會東道國。如這一選定無法實現，行政理事會在商得某一國家同意後，確定該國為大會東道國。

4. 邀請國政府在商得國際局同意後，決定大會召開的確切日期和地點。原則上東道國政府應在大會召開日期一年之前向郵聯各成員國政府發出邀請。邀請書可以直接發出，也可以通過另一國政府或經由國際局總局長轉發。

5. 在沒有東道國而又必須召開大會時，則由國際局在取得行政理事會同意並與瑞士聯邦政府商妥後，採取必要措施，以便在郵聯總部所在國召開和組織大會。在這種情況下，國際局行使東道國政府的職能。

6. 特別大會舉行的地點，由提議召開這次大會的成員國與國際局協商同意後確定。

7. 由於情況類似，第二款至第五款規定和第一〇二條也可以適用於特別大會。

第一〇二條

大會表決權

1. 除第一四九條規定的自動制裁情況外，每個成員國只有一票表決權。

第一〇三條

大會的職能

1. 根據各成員國、行政理事會和郵政經營理事會提出的提案，大會：

1.1 確定實現郵聯使命和目標的總政策，郵聯的使命和目標在郵聯組織法的序言和第一條中作了明確闡述；

1.2 必要時，審議並通過各成員國和兩個理事會根據組織法第二十九

條和總規則第一三八條形成的修改組織法、總規則、公約和各項協定的提案；

1.3 確定法規的生效日期；

1.4 通過議事規則和相應的修改；

1.5 審議行政理事會、郵政經營理事會和諮詢委員會根據總規則第一一一條、第一一七條和第一二五條分別提交的自上屆大會以來開展各項工作的全部工作報告；

1.6 通過萬國郵聯戰略；

1.7 根據組織法第二十一條，確定郵聯開支最高限額；

1.8 選舉行政理事會和郵政經營理事會理事國；

1.9 選舉郵聯國際局正、副總局長；

1.10 在決議中確定用德文、中文、葡文和俄文印製文件資料時郵聯承擔的最高費用；

2. 大會作為郵聯的最高權力機構，處理主要與郵政業務有關的其他問題。

第一〇四條

大會議事規則（組織法第十四條）

1. 大會按照其議事規則組織工作，引導會議的討論。
2. 每屆大會均可根據議事規則本身的規定，修改議事規則。

第一〇五條

郵聯各機構的觀察員

1. 以下團體以觀察員身份應邀參加大會、行政理事會與郵政經營理事會的全會和各委員會的會議：

1.1 聯合國組織的代表；

1.2 區域性郵聯；

1.3 諮詢委員會的成員；

1.4 根據大會決議或決定允許以觀察員身份出席郵聯會議的團體；

2. 以下團體在符合第一〇七條第一款第十二項規定條件下，由行政理事會指定，可應邀以特別觀察員身份參加大會的特別會議：

2.1 聯合國系統的專門機構及其他政府間組織；

2.2 任何一個國際組織、協會或企業及符合條件的個人。

3. 除第一款定義的觀察員外，在符合郵聯及其各機構利益的情況下，行政理事會和郵政經營理事會可按其議事規則指定其他特別觀察員出席他們的會議。

第二節

行政理事會

第一〇六條

行政理事會的組成、工作和會議（組織法第十七條）

1. 行政理事會由四十一個理事國組成，他們在前後銜接的兩屆大會

之間行使職權。

2. 大會東道國為當然主席國。如果這一國家放棄擔任主席職務，他即成為當然理事國，而該國家所在地區組則不受第三款規定限制擁有一個附加席位。在這種情況下，行政理事會從與東道國同一個地區組的理事國中選出主席。

3. 行政理事會的其他四十個理事國，由大會按地域合理分配的原則選出。每屆大會至少更換理事國中的半數。任何一個理事國只能連任一屆。

4. 行政理事會各理事國指定其郵政方面有資歷的人作為代表。各理事國應積極參加理事會的工作。

5. 行政理事會理事國行使職能不取酬金。理事會的活動經費由郵聯負擔。

第一〇七條

行政理事會的職能

1. 行政理事會有如下職權：

1.1 在兩屆大會之間，監督郵聯的全部活動，同時根據大會的決定並按照諸如有關服務貿易和競爭的國際規章，研究政府在郵政方面的各項管理政策問題；

1.2 在國際技術合作範圍內，促進、協調和監督各種形式的郵政技術援助；

1.3 審查大會通過的郵聯四年工作計劃，按照可利用的資源情況調整工作計劃中列出的活動，形成最終方案。該項計劃必須與大會確定的各項優先等級程序結果相符。經由行政理事會形成並通過的郵聯四年工作計劃

最終版本將作為制定郵聯年度項目與預算的基礎，同時也作為行政理事會和郵政經營理事會制定年度工作計劃的基礎。

1.4 根據郵聯工作計劃的最終版本諸如第一〇七條第一款第三項的闡述，審查並批准郵聯的年度項目與預算以及各項帳務；

1.5 如果情況需要，則根據第一四五條第三款至第五款的規定，批准超出經費限額的開支；

1.6 如遇選擇低一級會費等級的申請，則根據第一五〇條第六款規定的條件，予以批准；

1.7 如果一個成員國要求變更地區組，根據相關地區組成員國的意見，批准該國變更地區組的申請；

1.8 根據確定的經費限額條件，設立或取消國際局的工作崗位；

1.9 決定與各成員國建立聯繫，以便履行其職責；

1.10 在商郵政經營理事會意見後，決定與第一〇五條第一款中的非觀察員組織建立聯繫；

1.11 審查並批准國際局關於萬國郵政聯盟與其他國際組織關係的報告，對這些關係的處理和發展作出其認為適當的決定；

1.12 在徵詢郵政經營理事會和秘書長的意見後，當對郵聯或大會工作有益時，及時指定被邀請作為特別觀察員參加郵聯大會和各委員會某些特別會議的聯合國專門機構、國際組織、協會、企業和相關資深人士，並責成國際局總局長發出必要的邀請書；

1.13 在第一〇一條第三款所述情況下，指定下屆大會東道國；

1.14 在徵詢郵政經營理事會的意見後，及時確定為順利完成大會工作所需設立的委員會的數目並規定其職權範圍；

1.15 在徵詢郵政經營理事會的意見後，指定承擔以下任務的成員國，但有待大會批准：

1.15.1 擔任大會副主席以及各委員會的主席和副主席，但應儘可能按成員國地域合理分配；

1.15.2 作為大會限制性委員會的成員；

1.16 指定作為諮詢委員會成員的理事國；

1.17 在其職權範圍內審議並批准一切必要的活動，以保證並加強國際郵政業務質量，使之現代化；

1.18 應大會、郵政經營理事會或各成員國的要求，研究郵聯或國際郵政業務方面有關行政、立法和法律問題。在這些方面，行政理事會決定是否對各成員國在兩屆大會之間提出的專題進行研究；

1.19 提出交由大會批准或根據第一四〇條規定提交各成員國批准的提案；

1.20 根據第一一三條第一款第六項規定，提出由郵政經營理事會審議的研究課題；

1.21 在商郵政經營理事會的意見後，審議並批准提交大會的郵政戰略規劃草案；

1.22 接收並討論諮詢委員會的報告和建議，對諮詢委員會提交大會的建議進行審議；

1.23 監督國際局的工作；

1.24 批准國際局撰寫的郵聯年度工作報告和財務管理報告，必要時，提出意見；

1.25 當郵政經營理事會研究有重大財務影響的問題（資費、終端費、轉運費、郵件航空運輸基本費率、國外交寄函件）時，如認為有必要，制定該理事會應遵循的原則，密切注視這些問題的研究，審查和批准郵政經營理事會提出的同樣主題的提案，以確保與上述原則的一致性；

1.26 在其職權範圍內，批准郵政經營理事會提出的必要時通過一項規定或一項新辦法加以解決的建議，然後提交大會對此作出決定；

1.27 審查郵政經營理事會編寫的年度報告，必要時，對理事會提出的提案予以審查；

1.28 批准國際局在商郵政經營理事會意見之後並根據各成員國實施上屆大會批准的郵聯戰略結果而起草的四年度工作報告，提交下屆大會審議；

1.29 根據第一二二條的規定，確定諮詢委員會的組織框架，批准諮詢委員會的組織機構；

1.30 制訂加入諮詢委員會的標準，據此批准或否決加入申請，並保證在兩屆行政理事會年會期間以快速程序處理上述事宜；

1.31 制定萬國郵政聯盟的財務制度；

1.32 制定儲備基金的管理制度；

1.33 制定特別基金的管理制度；

1.34 制定特別活動基金的管理制度；

1.35 制定自願捐助基金的管理制度；

1.36 制定人事條例和選任官員的服務條件；

1.37 制定社會基金規章；

1.38 根據第一五二條規定，對由用戶自願捐助附屬合作機構的成立與其實施的各項活動進行監督。

第一〇八條

行政理事會會議的組織

1. 在由大會主席召集並召開的行政理事會成立會議上，行政理事會應從其理事國中選出四名副主席，並制定議事規則。

2. 行政理事會由其主席召集，原則上每年在郵聯所在地召開一次會議。

3. 行政理事會的主席、副主席、各委員會主席和副主席組成管理委員會。該委員會負責籌備每次行政理事會的會議，並領導理事會的工作。該委員會以行政理事會的名義批准國際局撰寫的郵聯年度工作報告，承擔行政理事會決定委託給他的或在戰略規劃實施期間必須完成的其他各項工作。

4. 當行政理事會的會議議程中列有與郵政經營理事會有關的問題時，郵政經營理事會主席代表郵政經營理事會出席行政理事會的會議。

5. 當行政理事會的會議議程中有涉及諮詢委員會的問題時，諮詢委員會主席代表諮詢委員會出席行政理事會會議。

第一〇九條

觀察員

1. 觀察員

1.1 為保證兩個機構工作之間的有效聯繫，郵政經營理事會可以指定一些代表以觀察員身份參加行政理事會的會議。

1.2 非行政理事會理事國的郵聯各成員國以及第一〇五條列出的觀察員及特別觀察員可以參加行政理事會全會和各委員會會議，但無表決權。

2. 原則

2.1 出於後勤原因，行政理事會可以限制觀察員和特別觀察員的與會人數，同時也可以限制他們在會議討論時的發言權。

2.2 如觀察員和特別觀察員提出要求，可允許他們參加所進行的專題研究，但需遵守理事會為保證其工作效益和效率而制訂的條件。如果他們的知識或經驗證明能夠勝任時，也可以請他們主持工作組和項目組的工作。觀察員和特別觀察員的參與不應給郵聯增加額外費用。

2.3 在特殊情況下，諮詢委員會的成員和特別觀察員可能被拒絕參加某次會議或一部分會議。同樣，如果會議和文件內容要求保密，他們獲取某些文件的權利也可能受到限制。任何相關的機構或其主席可以根據具體情況逐個作出這種限制的決定；然後將這些情況向行政理事會報告，如有涉及郵政經營理事會特殊利益的問題時，則向郵政經營理事會通報。此後，如果行政理事會認為有必要，在商郵政經營理事會認為合適時，可重新審議這些限制。

第一一〇條

差旅費的報銷

1. 參加行政理事會年會的每一理事國代表的差旅費，由其本成員國負擔。但是，根據聯合國確定的發展中國家或最不發達國家名單，每個成員國的一位代表，有權要求報銷一張經濟艙往返飛機票，或一張頭等艙火車票，或不超過一張經濟艙往返飛機票價的其他任何交通工具的旅費，但大會期間召開的會議不在此列。對理事會各委員會、工作組或其他機構的每個成員國的代表，當這些機構在大會和理事會會議以外時間召開會議時，也給予同樣的權利。

第一一一條

行政理事會的工作情況通報

1. 行政理事會應在每次年會之後，向郵聯各成員國、各指定經營者、區域性郵聯和諮詢委員會成員通報其活動情況，並向他們寄送一份會議紀要及其決議和決定。
2. 行政理事會應就其全部工作向大會提交報告，並至遲在大會開幕前兩個月將報告分送郵聯各成員國、各指定經營者和諮詢委員會成員。

第三節

郵政經營理事會

第一一二條

郵政經營理事會的組成與工作

1. 郵政經營理事會由四十個理事國組成，他們在前後銜接的兩屆大會之間行使其職權。

2. 郵政經營理事會理事國由大會根據明確規定的地域分配原則選出。發展中成員國佔二十四個席位，發達成員國佔十六個席位。每屆大會至少更換理事國中的三分之一。

3. 郵政經營理事會各理事國指定其代表，承擔郵聯法規中提供業務的責任。郵政經營理事會理事國應積極參加其各項活動。

4. 郵政經營理事會的活動經費由郵聯負擔。其理事國不領取任何酬金。

第一一三條

郵政經營理事會的職能

1. 郵政經營理事會的職權如下：

1.1 協調各項實際措施，以便發展和改善國際郵政業務；

1.2 開展一切認為必要的行動，以保證並提高國際郵政業務質量並使之現代化；但需經行政理事會批准的除外；

1.3 決定與各成員國及其指定經營者進行聯繫，以履行其職責；

1.4 對某些成員國及其指定經營者在郵政技術、經營、經濟和郵政業務專業培訓方面的經驗和先進典型，採取必要措施加以研究和推廣；

1.5 商得行政理事會同意，在同郵聯各成員國及其指定經營者、特別是同新興國家和發展中國家及其指定經營者的技術合作方面，採取適當的措施；

1.6 研究郵政經營理事會理事國、行政理事會或任何一個成員國或指定經營者向郵政經營理事會提出的其他問題；

1.7 接受並討論諮詢委員會的報告和建議，對於涉及郵政經營理事會的問題，對諮詢委員會提交大會的建議進行審議並提出意見；

1.8 指定其作為諮詢委員會成員的理事國；

1.9 引導研究有利於郵聯各成員國或其指定經營者的經營、商業化、技術、經濟和技術合作方面最重要的問題，特別是有重大財務影響的問題（資費、終端費、轉運費、郵件航空運輸基本費率、郵政包裹運費應得部分和國外交寄的函件），就這些問題提供情況和發表意見，並對這方面應採取的措施提出建議；

1.10 將提交大會的戰略規劃草案中的必要內容遞交行政理事會批准；

1.11 研究各成員國及其指定經營者以及新興國家和發展中國家有關郵政教學和專業培訓方面的問題；

1.12 研究新興國家和發展中國家郵政業務的現狀和需要，並提出改進這些國家郵政業務的途徑和適當措施的建議；

1.13 在大會閉幕後六個月內，對郵聯法規的各項細則進行修訂，大會另作決定的除外。在特別緊急的情況下，郵政經營理事會也可以在其他會議中修改上述細則。在這兩種情況下，有關基本政策和原則問題，經營理事會應遵循行政理事會的指示；

1.14 提出提案交由大會批准或根據第一四〇條規定提交各成員國批准；如果這些提案涉及行政理事會的權限問題，必須交由該理事會批准；

1.15 應某一成員國的要求，對該成員國按第一三九條規定提交國際局的各項提案進行審議，提出意見，並責成國際局將這些意見作為上述提案的附件，一併遞請各成員國批准；

1.16 如有必要且有可能時，經行政理事會批准並徵詢所有成員國意見後，建議通過一項規章或一項新辦法，然後提交大會就此作出決定；

1.17 以建議案的方式起草並向各成員國及其指定經營者提出有關技術和經營管理的標準，並對其職權範圍內的其他必須統一的做法提出標準。必要時，可對這些已經制定的標準進行修改；

1.18 根據第一五二條規定，確定由用戶自願捐款成立附屬合作機構的組織框架，並批准這些組織機構；

1.19 接收並審議用戶自願捐助各機構每年提交的報告。

第一一四條

郵政經營理事會會議的組織

1. 郵政經營理事會在由大會主席召集並主持開幕的第一次會議上，應從其理事國中選出一名主席、一名副主席和各委員會主席，確定經營理事會的議事規則。

2. 郵政經營理事會原則上每年在郵聯總部舉行會議。會議地點和日期由其主席商得行政理事會主席和國際局總局長同意後確定。

3. 郵政經營理事會的主席、副主席、各委員會主席和副主席組成管理委員會。該委員會負責籌備和領導郵政經營理事會每次會議的工作，承擔該理事會決定委託給他的或在戰略規劃實施期間必須完成的一切工作。

4. 根據大會通過的郵聯戰略，特別是與郵聯常設機構戰略相關的部分，郵政經營理事會應在大會之後召開的理事會第一次會議上，制訂一個包括為實施戰略所需策略的基本工作計劃。該基本計劃包括一定數量的、各方共同關心並有現實意義的項目，每年根據實行情況和新的優先問題進

行修訂。

5. 當郵政經營理事會會議議程中有涉及諮詢委員會的問題時，諮詢委員會主席代表諮詢委員會出席郵政經營理事會會議。

第一一五條

觀察員

1. 觀察員

1.1 為了保證兩個機構工作之間的有效聯繫，行政理事會可以指定一些代表以觀察員的身份參加郵政經營理事會的會議。

1.2 非郵政經營理事會理事國的郵聯各成員國以及第一〇五條列出的觀察員及特別觀察員可以參加郵政經營理事會全會和各委員會會議，但無表決權。

2. 原則

2.1 出於後勤原因，郵政經營理事會可以限制觀察員和特別觀察員的與會人數，同時也可以限制其在會議討論時的發言權。

2.2 如觀察員和特別觀察員提出要求，可被准許參與所進行的專題研究，並遵守理事會為保證其工作的效益和效率而制訂的條件。如果他們的知識或經驗證明能夠勝任時，也可以請他們主持工作組和項目組的工作。觀察員和特別觀察員的參與不應給郵聯增加額外費用。

2.3 在特殊情況下，諮詢委員會的成員和特別觀察員可能被拒絕參加某次會議或一部分會議。同樣，如果會議和文件內容要求保密，他們獲取某些文件的權利也可能受到限制。任何相關的機構或其主席可以根據具體情況逐個作出這種限制的決定；然後將這些情況向行政理事會通報，並在

其涉及郵政經營理事會特殊利益的時候向郵政經營理事會通報。此後，如果行政理事會認為有必要，在商得郵政經營理事會認為合適時，可重新審議這些限制。

第一一六條

差旅費報銷

1. 參加郵政經營理事會的各成員國代表的旅費和食宿費由各成員國自行負擔。然而，根據聯合國組織制定的名單，每個最不發達國家的代表，有權要求報銷一張經濟艙往返飛機票，或一張頭等艙火車票，或不超過一張經濟艙往返飛機票價的其他任何交通工具的旅費，但大會期間召開的會議不在此列。

第一一七條

郵政經營理事會工作情況的通報

1. 郵政經營理事會應在每次會議之後，向郵聯各成員國及其指定經營者、區域性郵聯和諮詢委員會成員通報其工作情況，並向他們寄送一份會議紀要及其決議和決定。

2. 郵政經營理事會應編寫年度工作報告，遞交行政理事會。

3. 郵政經營理事會應就其全部工作向大會提交報告，報告包括按照第一五二條由用戶自願捐助的各附屬合作機構的報告，向大會提交的報告至遲應在大會開幕前兩個月分送給郵聯各成員國及其指定經營者和諮詢委員會的成員。

第四節

諮詢委員會

第一一八條

諮詢委員會的作用

1. 諮詢委員會的宗旨在於代表廣義上的郵政領域的利益，並作為相關各方進行有效對話的框架。

第一一九條

諮詢委員會的組成

1. 諮詢委員會包括：

1.1 代表客戶、投遞服務提供商、工會組織、為郵政行業提供物品和服務的提供商、個體類似組織以及希望為實現郵聯的使命和目標作出貢獻的非政府組織。如果這些組織登記註冊，他們必須在郵聯某個成員國進行過註冊；

1.2 行政理事會指定其理事國作為諮詢委員會的成員；

1.3 郵政經營理事會指定其理事國作為諮詢委員會的成員。

2. 諮詢委員會的運轉費用由郵聯和諮詢委員會成員按照行政理事會確定的方法進行分攤。

3. 諮詢委員會成員不享受任何的薪金或報酬。

第一二〇條

加入諮詢委員會

1. 除了行政理事會和郵政經營理事會指定的成員以外，加入諮詢委員會應根據行政理事會制訂的並按第一〇七條第一款第三十項實施的遞交和接受申請程序來決定。

2. 諮詢委員會每個成員指定其各自的代表。

第一二一條

諮詢委員會的職能

1. 諮詢委員會有如下職能：

1.1 研究行政理事會和郵政經營理事會的相關文件和報告。在特殊情況下，如果會議和文件內容要求保密，他們獲取某些文件的權利可能受到限制。任何相關的機構或其主席可以根據具體情況逐一作出對這種限制的決定；然後將這些情況向行政理事會通報，如有涉及郵政經營理事會特殊利益的問題，則向郵政經營理事會通報。此後，如果行政理事會認為有必要，在商得郵政經營理事會認為合適時，可重新審議這些限制；

1.2 對諮詢委員會成員的各項重要問題進行研究，並為這些研究提供捐助；

1.3 研究與郵政服務行業有關的問題，並就這些問題提交報告；

1.4 為行政理事會和郵政經營理事會的工作提供支持，尤其是通過提交報告和建議以及應兩個理事會的要求提出意見；

1.5 向大會提出建議，但必須經行政理事會批准。對涉及郵政經營理事會的問題，由郵政經營理事會審議並提出意見。

第一二二條

諮詢委員會的組織

1. 每屆大會後，諮詢委員會根據行政理事會制訂的框架重新組成。行政理事會主席主持諮詢委員會的組成會議，會上選舉諮詢委員會主席。

2. 諮詢委員會決定其內部組織機構，根據郵聯的總體原則制訂其議事規則，但必須由行政理事會商郵政經營理事會後予以批准。

3. 諮詢委員會每年召開一次會議。原則上在郵聯總部召開的郵政經營理事會年會期間舉行。每次會議的日期和地點由諮詢委員會主席商行政理事會主席、郵政經營理事會主席和國際局總局長後確定。

第一二三條

諮詢委員會參加大會、行政理事會和郵政經營理事會的代表

1. 為保證與郵聯各機構進行有效聯繫，諮詢委員會可指定其代表作為觀察員參加大會、行政理事會、郵政經營理事會及其他各委員會的會議，但無表決權。

2. 按照第一〇五條，諮詢委員會的成員可應邀參加行政理事會、郵政經營理事會的全體會議和各委員會的會議。根據第一〇九條第二款第二項和第一一五條第二款第二項，諮詢委員會成員還可參加項目組或工作組的工作。

3. 當諮詢委員會的會議議程中有涉及行政理事會和郵政經營理事會的問題時，行政理事會主席和郵政經營理事會主席分別代表兩個理事會參加諮詢委員會的會議。

第一二四條

諮詢委員會的觀察員

1. 第一〇五條所列的郵聯其他成員國以及觀察員和特別觀察員可以參加諮詢委員會的會議，但無表決權。

2. 出於後勤原因，諮詢委員會可以限制觀察員和特別觀察員參加會

議的人數，同時也可以限制他們在會議討論時的發言權。

3. 在特殊情況下，觀察員和特別觀察員可能被拒絕參加某次會議或部分會議。同樣，如果會議和文件內容要求保密，他們獲取某些文件的權利可能受到限制。任何相關的機構或其主席可以根據具體情況逐個作出這種限制的決定；然後將這些情況向行政理事會通報，如果問題涉及郵政經營理事會特殊利益時，則向郵政經營理事會通報。此後，如果行政理事會認為有必要，在商郵政經營理事會認為合適時，可重新審議這些限制。

第一二五條

諮詢委員會工作情況的通報

1. 諮詢委員會應在每次會議之後向行政理事會和郵政經營理事會通報其活動情況，並向兩個理事會主席遞交一份會議紀要及其建議和意見等。
2. 諮詢委員會向行政理事會遞交年度工作報告，並向郵政經營理事會提交一份副本。根據第一一一條，該年度報告被納入行政理事會向郵聯各成員國及其指定經營者以及區域性郵聯提供的文件中。
3. 諮詢委員會應就其全部工作向大會提交報告，並至遲在大會開幕前兩個月將報告分送郵聯各成員國及其指定經營者。

第二章

國際局

第一節

總局長和副總局長的選舉與職能

第一二六條

總局長和副總局長的選舉

1. 在前後兩屆大會之間任職的國際局總局長和副總局長由大會選出，任期至少為四年，只能連任一屆。除大會作出不同的決定外，他們開始行使職權的日期定為大會次年的一月一日。
2. 國際局總局長至遲在大會開幕前七個月照會各成員國政府，敦請其提出競選總局長和副總局長職位的候選人。同時，在照會中應指出現任總局長或副總局長是否有意連任其原職。提出的候選人名單連同其履歷應至遲在大會開幕前兩個月遞交國際局。候選人應為提名國的公民。國際局為大會起草必要的文件。總局長和副總局長的選舉採用無記名投票方式，首先選舉總局長。
3. 在總局長職位空缺時，副總局長擔任總局長的職務，直至為總局長規定的任期期滿為止。副總局長如未被上屆大會推選連任並聲明願作總局長的候選人，他可以競選此職並可成為當然候選人。
4. 總局長和副總局長同時空缺時，行政理事會根據收到的參加競選的候選人名單選出副總局長一名，任期至下屆大會。候選人的提出，由於情況類似，應按照第二款的規定進行。
5. 在副總局長職位空缺時，行政理事會可根據總局長的建議，責成國際局一位 D2 級官員擔任副總局長職務，直至下屆大會為止。

第一二七條

總局長的職能

1. 總局長作為國際局的法定代表人，組織、管理和領導該機構的工作。

2. 關於職位級別的任命與晉升，總局長有如下權限：

2.1 總局長有權安排 G1 到 D2 級別的職位並任命和晉升這些等級的官員；

2.2 他在任命 P1 至 D2 級官員時，應考慮各成員國所推薦的候選人具有該國國籍或在該國從事專業工作的專業資格，同時要考慮地域的合理分配和語言。在首先考慮國際局工作效率的情況下，D2 級官員的職位應儘可能地由來自不同地區並與總局長和副總局長所來自地區也不相同的人擔任。在遇到某些職位要求特別資格的情況下，總局長可面向外部招聘；

2.3 在任命新官員時，他還要考慮到原則上擔任 D2、D1 和 P5 級職位的人員應來自不同的郵聯成員國；

2.4 在晉升國際局 D2、D1 和 P5 級官員時，可不必採用與上述第三項相同的原則；

2.5 在招聘過程中，地域合理分配和語言的要求應排在能力之後；

2.6 總局長將 P4 至 D2 級的任命和晉級情況每年向行政理事會通報一次。

3. 此外，總局長有如下權限：

3.1 承擔保存郵聯法規的職責並居間辦理加入或准予參加郵聯以及退出郵聯的手續；

3.2 將大會的決定通知各成員國政府；

3.3 將郵政經營理事會制定或修改的各項細則通知各成員國與其指定經營者；

3.4 按郵聯所需經費的最低水平，編製郵聯的年度預算草案，及時提交行政理事會審議；在得到行政理事會批准後，將預算通知郵聯各成員國並予以實施；

3.5 辦理郵聯各機構要求的和法規規定給他的專門工作；

3.6 在所規定政策和可動用資金的範圍內，採取行動，以實現郵聯各機構確定的目標；

3.7 向行政理事會或郵政經營理事會提出建議和提案；

3.8 大會結束後，根據郵政經營理事會議事規則，向郵政經營理事會提交根據大會決定對細則進行修改的提案；

3.9 根據行政理事會的要求，在兩個理事會給與指示的基礎上起草提交大會的戰略規劃草案；

3.10 根據各成員國實施上一屆大會批准的郵聯戰略結果，起草由行政理事會通過的四年度工作報告，該報告將提交下屆大會；

3.11 擔任郵聯的代表；

3.12 充當下述機構之間聯繫的中間人：

3.12.1 萬國郵聯與區域性郵聯之間；

3.12.2 萬國郵聯與聯合國組織之間；

3.12.3 萬國郵聯與部分國際組織之間，這些國際組織的活動與郵聯有關；

3.12.4 萬國郵聯與部分國際組織、協會或企業之間；郵聯各機構希望對他們進行諮詢或參與他們的工作；

3.13 擔任郵聯各機構秘書長職務，並根據現行總規則的專門規定，重點負責：

- 3.13.1 郵聯各機構會議的籌備和組織；
- 3.13.2 文件、報告和紀要的草擬、印製和分發；
- 3.13.3 郵聯各機構會議期間秘書處的工作；

3.14 參加郵聯各機構的會議並參與討論，但無表決權。他也可以派代表參加。

第一二八條

副總局長的職能

1. 副總局長協助總局長工作，並向他負責。
2. 當總局長不在或因故不能行使職權時，副總局長行使其職權。第一二六條第三款所指的在總局長職位空缺時，副總局長同樣行使其職權。

第二節

郵聯各機構與諮詢委員會的秘書處

第一二九條

總則

1. 郵聯各機構與諮詢委員會的秘書處工作由國際局承擔，並由總局長負責。

第一三〇條

郵聯各機構的文件準備與分配

1. 國際局將每次年會出版的所有文件均放在郵聯網站上。國際局還利用為此確定的有效系統，在網站上標出新出版的電子版文件。

第一三一條

成員國名冊（組織法第二條）

1. 國際局負責編製郵聯成員國名冊並隨時加以修訂，名冊內應註明各成員國會費分攤等級，他們所屬的地區組以及他們參加萬國郵聯各項法規的情況。

第一三二條

提供資料、發表意見、處理有關法規解釋和修改的要求、進行調查、參與帳目的清算工作（組織法第二十條，總規則第一三九、一四〇、一四三條）

1. 國際局根據行政理事會、郵政經營理事會、各成員國及其指定經營者的要求，隨時提供有關郵政業務問題的各種必要資料。

2. 國際局主要承擔以下工作：收集、整理、出版和分發與國際郵政業務有關的各類資料；經當事各方的請求，對發生爭執的問題發表意見；處理有關郵聯法規解釋和修改的要求；一般情況下，進行郵聯法規所規定的或有利於郵聯的各項研究工作以及編纂和整理文件的工作。

3. 在某些成員國及其指定經營者要求了解其他成員國及其指定經營者對某一問題的意見時，國際局應進行調查。調查結果沒有表決性質，並無正式約束力。

4. 國際局可作為帳務清算處，參與各種郵政業務帳目的清算工作。
5. 國際局保證各成員國和/或其指定經營者為完成郵聯法規或郵聯決定賦予其任務而提供的商業數據的安全性和保密性。

第一三三條

技術合作（組織法第一條）

1. 國際局在國際技術合作範圍內，負責開展各種形式的郵政技術援助。

第一三四條

國際局供給的單式（組織法第二十條）

1. 國際局負責印製國際回信券，並按成本價供應給有需求的各成員國或其指定郵政經營者。

第一三五條

區域性郵聯法規和特別協定（組織法第八條）

1. 區域性郵聯根據郵聯組織法第八條所制訂的法規和各項特別協定，應該由這些區域性郵聯的常設局遞交國際局一式兩份，如無常設局，則由締約之一方遞交。
2. 國際局應該注意使區域性郵聯的各項法規和特別協定內所訂條款涉及公眾利益時不低於郵聯法規所規定的水平。國際局發現有不正常情況時，應根據本規定通知行政理事會。
3. 國際局將已成立的區域性郵聯和上述特別協定通知各成員國及其指定經營者。

第一三六條

郵聯期刊

1. 國際局利用其擁有的資料，編輯一種以德文、英文、阿拉伯文、中文、西班牙文、法文和俄文出版的季刊。

第一三七條

郵聯各項工作的年度報告（組織法第二十條、總規則第一〇七條第一款第二十四項）

1. 國際局應就郵聯的各項工作編寫年度報告，經行政理事會管理委員會批准後，分送各成員國和其指定經營者、區域性郵聯和聯合國組織。

第三章

提案的提交與審議、通知大會通過的決定、各項細則與其他決定的生效日期

第一三八條

向大會提出提案的程序（組織法第二十九條）

1. 各成員國向大會提出的任何性質的提案，除第二款和第五款指出的情況外，均按以下規定辦理：

- 1.1 最遲在大會召開六個月以前送至國際局的提案，均可接受；
- 1.2 在大會召開前六個月以內提出的任何文字性修改提案，不予接受；
- 1.3 大會召開前四至六個月以內送至國際局的實質性提案，至少需有

兩個成員國附議，方可接受；

1.4 大會召開前二至四個月以內到達國際局的實質性提案，至少需有八個成員國附議，方可接受。在此期限以後到達的提案，不再予以接受；

1.5 附議的聲明，應該和有關提案在同一期限內送至國際局。

2. 涉及組織法或總規則的提案，最遲應在大會開幕前的六個月內送至國際局；遲於規定日期但在大會開幕之前到達的提案，只有在大會根據出席大會三分之二多數成員國同意作出決定並遵守第一款規定的條件時，方予考慮。

3. 每個提案原則上只能有一個目的，只能包含為達到該目的而有理由提出的修改。同樣，對影響郵聯財務支出的每個敏感性提案，應附上提案國在商郵聯國際局之後，實施該提案目標將會對財務產生影響的說明，以便確定在實施中所需的必要資金。

4. 文字性修改提案，應由提案成員國在提案前面註明“文字性修改提案”字樣。國際局公佈這些提案時，應在編號後加注字母“R”。對未註明上述字樣而國際局認為只涉及文字修改的提案，應在公佈時加上適當的註解。這類提案應由國際局開列清單並遞交大會。

5. 第一和第四款所規定的程序，對有關大會議事規則的提案和對已提出的提案進行修改的提案，均不適用。

第一三九條

在兩屆大會之間修改公約和各項協定提案的提交程序

1. 某一成員國在兩屆大會之間提出的有關公約或各項協定的任何提案，至少需有另外兩個成員國附議，方予考慮。國際局如未同時接到必要

數目的附議聲明書，對該提案仍不予受理。

2. 上述提案由國際局轉送其他各成員國。

第一四〇條

對兩屆大會之間修改的公約和各項協定提案的審議

1. 涉及公約和各項協定以及它們的最後議定書的各項提案應按下列程序處理：當某個成員國向國際局寄送一份提案，國際局將該提案向所有成員國寄發供其審議。各成員國可有兩個月時間審議提案，並在必要時向國際局提出意見。但不能提出修正案。兩個月期限過後，國際局向所有成員國轉發其收到的每一條意見，並請有表決權的每個成員國投票贊同或反對提案。凡在兩個月期限內不作表示的成員國，即以棄權論。上述期限從國際局通函上註明的日期算起。

2. 如果提案涉及某項協定或其最後議定書，只有參加這個協定的成員國方可參加第一款所規定的活動。

第一四一條

向郵政經營理事會提出根據大會決定制定新細則提案的提交程序

1. 郵政經營理事會根據大會所作的決定，制定萬國郵政公約細則和郵政支付業務協定細則。

2. 對公約或郵政支付業務協定進行修改所產生的提案應同與其相關的大會提案同時遞交國際局。這些提案可由單個成員國遞交，無須其他成員國附議。這些提案至遲應在大會開幕之前一個月分送所有成員國。

3. 交由郵政經營理事會在大會結束後六個月以內審議的有關制定新細則的其他提案，至遲應在大會開幕之前兩個月遞交國際局。

4. 由成員國提交的有關根據大會決定修改細則的提案，至遲應在郵政經營理事會開幕之前兩個月遞交國際局。這些提案至遲應在郵政經營理事會開幕之前一個月寄送各成員國及其指定郵政經營者。

第一四二條

由郵政經營理事會修改的細則

1. 修改各項細則的提案均由郵政經營理事會審議。
2. 提交的修改各項細則提案，無須某個成員國附議。
3. 此種修改提案只有在郵政經營理事會認為急需時，方予考慮附議。

第一四三條

通知兩屆大會之間通過的決定（組織法第二十九條，總規則第一三九、一四〇、一四二條）

1. 對公約、各項協定和這些法規最後議定書所作的修改，應由國際局總局長通知各成員國政府。
2. 郵政經營理事會對各項細則及其最後議定書所作的修改，由國際局通知各成員國與其指定經營者。這項規定，對於公約第三十六條第三款第二項和各類協定有關規定的解釋，同樣適用。

第一四四條

兩屆大會之間通過的細則和其他決定的生效日期

1. 各項細則與大會產生的法規同時生效，有效期相同。
2. 除第一款規定外，兩屆大會之間通過的修改郵聯法規的決定，最早在通知之日起三個月後生效。

第四章

財務

第一四五條

郵聯經費的確定（組織法第二十一條）

1. 二〇一三年至二〇一六年，郵聯各機構活動的年度經費，除第二款至第六款所述情況外，不得超過 **37 235 000** 瑞士法郎。
2. 下屆大會的會議費用（秘書處的遷移、運費、同聲傳譯技術設備安裝費和大會期間的文件印製費等），不得超過 **2 900 000** 瑞士法郎。
3. 根據聯合國為其在日內瓦工作的人員增加的工資待遇、各種福利金或包括崗位津貼在內的各项津貼情況，行政理事會有權超過第一和第二款規定的限額。
4. 行政理事會每年有權根據瑞士消費價格指數調整經費數額，人員費用除外。
5. 作為第一款規定的例外，行政理事會或總局長，在非常緊急時可批准超過所確定的經費限額，以便對國際局大樓進行計劃外的大規模修繕，但此項超支款額每年不得超過 **125 000** 瑞士法郎。
6. 如果發現第一和第二款規定的經費不足以保證郵聯工作的順利進行，只有經郵聯成員國多數同意，才可超過限額。向成員國徵求意見時，應附有證明此項開支必要的全面資料。

第一四六條

成員國的會費規定

1. 加入或准予加入郵聯的國家以及退出郵聯的國家，應該支付他們實際參加或退出郵聯那一年全年所應分攤的經費。
2. 各成員國根據行政理事會決定的預算預交會費以分攤郵聯的年度經費。會費最遲應於相關預算的財政年度開始第一天付清。如逾此期限，郵聯對應收的欠款收取利息，自第四個月起每年收取 6%。
3. 若一成員國拖欠郵聯的會費（不包括利息）等於或超過該成員國在前兩個財政年度應向郵聯交納的會費之和，則該成員國可根據行政理事會制定的規則將其他成員國對其欠款的全部或部分轉讓給郵聯，一旦轉讓，不得更改。轉讓的條件根據該成員國、該成員國的債務人和郵聯之間的協議予以確定。
4. 若一成員國由於法律或其他的原因不能如此轉讓，需制定一個分期償還欠款的計劃。
5. 對郵聯會費所欠款項的償還期限不能超過十年，例外情況除外。
6. 在特殊情況下，行政理事會可以免除某個成員國的全部或部分欠款利息，條件是該國已付清其全部欠款的本金。
7. 在行政理事會批准的欠款分期償還計劃範圍內，也可以免除某個成員國的全部或部分累計利息或新產生的利息，但這項免除的條件是，必須在所商定的最長不超過十年的期限內，全面及時地實施分期償還計劃。
8. 第三款至第七款規定，也比照適用於國際局為參加語言組各成員國開具發票的翻譯費

第一四七條

資金不足

1. 為彌補郵聯資金的不足，特設立一項儲備金，其數額由行政理事會規定，儲備金來源首先是預算結餘。該儲備金也可以用來平衡預算或降低各成員國會費的數額。

2. 當郵聯資金暫時不足時，瑞士聯邦政府按共同商定的條件提供必要的短期墊款。

第一四八條

對帳務帳和會計帳的監督管理

1. 瑞士聯邦政府按照大會確定的經費限額對國際局的財務帳和會計帳實施無償監督管理。

第一四九條

自動制裁

1. 任何拖欠會費的成員國，若不能根據第一四六條第三款進行轉讓，又不同意服從國際局按第一四六條第四款的規定提出的分期償還計劃或不遵守此計劃，都應自動喪失在郵聯大會及行政理事會和郵政經營理事會會議上的表決權，並且不再具有被選入這兩個理事會的資格。

2. 一旦該成員國全部償還了所欠郵聯的本金和利息，或同意服從一項拖欠帳戶分期償還計劃，自動制裁立即取消。

第一五〇條

會費等級（組織法第二十一條，總規則第一三一、一四五、一四六、一四七、一四八條）

1. 各成員國根據其所屬分攤等級分擔郵聯的經費，分攤等級如下：

50 個單位的等級

45 個單位的等級

40 個單位的等級

35 個單位的等級

30 個單位的等級

25 個單位的等級

20 個單位的等級

15 個單位的等級

10 個單位的等級

5 個單位的等級

3 個單位的等級

1 個單位的等級

0.5 個單位的等級。該等級只為聯合國所列的最不發達國家和行政理事會指定的其他國家所設。

2. 除第一款所列分攤等級外，任何成員國可以選擇認擔高於他所屬的會費等級，認擔最短期限相當於兩屆大會之間。這一變更需在大會上予以聲明。兩屆大會期限末，該成員國自動恢復其原有的會費單位數。除非該國決定繼續認擔高的會費單位數。額外會費的認擔，也同樣加大了費用支出。

3. 成員國在加入或准予加入郵聯時，均應根據組織法第二十一條第

四款規定的程序，被分別列入上述分攤等級中的一個等級。

4. 各成員國以後可以向低一級的會費變更，但應在大會開幕之前的兩個月向國際局提出變更要求。大會將這些變更會費等級的申請作為非最終決定公佈於眾，申請國在大會通知期間可自由改變主張，但最終的決定應在大會結束之前告知國際局秘書處。這一變更申請自大會制定的財務規定實施之日起生效。沒有在規定期限內通知變更的成員國仍維持原會費等級。

5. 成員國要求降級時，每次不得超過一級。

6. 然而，在特殊情況下，例如發生了自然災害後需接受一些國際援助計劃，行政理事會可以根據某一成員國的要求，在其提出證據不能維持原先認擔的會費等級時，批准臨時性降低一級會費，兩屆大會之間只能降一次。在同樣情況下，行政理事會可以批准認擔 1 個單位會費等級的非最不發達國家臨時性地將其分攤等級降低到 0.5 個單位。

7. 在執行第六款規定時，行政理事會批准的臨時降低會費的最長持續時間是兩年或到下一屆大會時止，二者取其最近值。規定期限屆滿，相關成員國應自動恢復其原來認擔等級。

8. 作為第四和第五兩款規定的例外，提高分攤等級不受任何限制。

第一五一條

國際局供應品的付費（總規則第一三四條）

1. 各成員國與其指定經營者對國際局有償提供的物品，應儘快付費，最遲應從國際局寄發帳單的下一個月的第一天起六個月內付清。如逾此期限，郵聯即自期滿之日起，對應收的欠款收取利息，年息為 5%。

第一五二條

由用戶捐款成立的附屬合作機構的組織

1. 經行政理事會批准，郵政經營理事會可以建立一定數量的由用戶自願捐款投資的附屬合作機構，按照組織法第十八條規定，在其權限之內組織開展經營、商業、技術和經濟方面的活動，但此機構不享有郵聯常規預算的資助。

2. 建立的這類機構隸屬郵政經營理事會，郵政經營理事會在妥善考慮萬國郵聯政府間國際組織管理中應遵循的基本規章和原則前提下，確定這類機構法律地位的基本框架，提交行政理事會批准。該框架包括以下幾部分：

- 2.1 權責；
- 2.2 成員組成，包括機構成員組成類別；
- 2.3 決策規定，包括內部機構以及該機構與萬國郵聯其他機構的關係；
- 2.4 投票和表決原則；
- 2.5 財務（認擔的捐助額、使用費等）；
- 2.6 秘書處和管理機構的構成。

3. 由用戶自願捐款投資的每個附屬合作機構，在郵政經營理事會決定並經行政理事會批准的框架內自行開展各項活動，每年就其活動情況向郵政經營理事會提交年度工作報告。

4. 為用戶自願捐款投資附屬機構提供支持費用的條例規定由行政理事會確定，支持費用列入郵聯常規預算。支持費用的這些規定公佈在郵聯

的財務規章制度中。

5. 國際局總局長根據行政理事會批准的且適用於此類附屬機構招聘人員的人事條列和規定，對用戶捐款投資的附屬機構秘書處實施管理。附屬機構秘書處是國際局不可分割的組成部分。

6. 按照本條規定，由用戶自願捐款投資的附屬機構一旦成立，建立這些機構的相關信息應報知郵聯大會。

第五章

仲裁

第一五三條

仲裁程序（組織法第三十二條）

1. 成員國之間需要通過仲裁解決爭議時，每個成員國應當以書面形式通知另一方爭議的目的，並為此以通知書形式通知其開始仲裁程序的意願。

2. 如果爭議涉及經營或技術問題，成員國中的某一方可以要求其指定經營者按照下述程序參與調解，並授權於其經營者。當事成員國會被告知仲裁進展情況和結果。以下稱當事成員國或指定經營者為“仲裁方”。

3. 仲裁方選擇指定一個或三個仲裁人。

4. 如果仲裁方選擇指定三個仲裁人，根據第二款規定，每方各推舉一個同爭議事項沒有直接關係的成員國或指定經營者擔任仲裁人。如果幾個成員國和/或指定經營者同為當事人之一方，在引用本項規定時，只視為一個仲裁方。

5. 當仲裁方達成一致推舉三個仲裁人時，第三個仲裁人應由仲裁雙方協議共同指定，不得來自於某一成員國或指定經營者。
6. 如果爭議事項涉及某一協定，沒有參加該協定的成員國，不得被推舉為仲裁人。
7. 仲裁各方可以協商只指定一個仲裁人，但不得來自某個成員國或指定經營者。
8. 如果仲裁方一方或雙方未能於自通知啟動仲裁程序之日起三個月內指定任何仲裁人，國際局在接到請求後為缺席成員國指定一個仲裁人，或者按規定由其自行指定。除非雙方相互要求國際局介入，否則，國際局不參與仲裁審議。
9. 在一個或幾個仲裁人未宣布決定之前，仲裁雙方可隨時共同協商解決爭議。任何仲裁的撤銷應在各方做出解決爭議決定後 10 日內，以書面形式通知國際局。如果各方同意撤銷仲裁程序，一個或幾個仲裁人的裁決權也隨之終止。
10. 一個或幾個仲裁人根據事實情況及其掌握的信息材料，對爭議做出裁定。所有與爭議相關的信息均應通知雙方當事國以及一個或幾個仲裁人。
11. 一個或幾個仲裁人的仲裁決定根據多數票同意做出，並在通知啟動仲裁程序 6 個月內，將仲裁決定通知國際局與各當事方。
12. 仲裁程序是保密的，在仲裁決定通知各當事方後 10 日內，只需簡要描述仲裁內容與決定結果，以書面形式通知國際局。
13. 一個或幾個仲裁人的決定為最終決定，對各當事方均有強制性，

無需上訴。

14. 仲裁方應立即執行仲裁決定。如果某成員國授權其指定經營者參加仲裁程序並符合程序，該成員國應監督其指定經營者執行仲裁決定。

第六章

郵聯使用的語言

第一五四條

國際局的工作語文

1. 法文和英文是國際局的工作語文。

第一五五條

文件資料、會議討論和業務往來公函所用語文

1. 郵聯的文件資料使用法文、英文、阿拉伯文和西班牙文。同時也使用德文、中文、葡萄牙文和俄文，但只限於最重要的基本文件資料。其他語文也可使用，條件是提出要求的成員國承擔所有的費用。

2. 要求使用正式語文以外的一種語文的某個或某些成員國組成一個語文組。

3. 國際局用正式語文和按已成立語文組所使用的語文，直接或通過這些語文組的地區辦事處並根據與國際局商定的辦法，出版文件資料，各種語文均以同一格式出版文件。

4. 國際局直接出版的文件資料，儘可能按照所要求的各種語文同時分發。

5. 各成員國或其指定經營者與國際局之間的往來函件，以及國際局

與第三方之間的往來函件，可以使用國際局翻譯處擁有的任何一種語文。

6. 譯成任何語文的翻譯費，包括執行第五款規定後所產生的翻譯費，由要求使用這種語文的語文組負擔。使用正式語文的國家應承擔一筆將非正式語文譯成正式語文的費用，其單位數額應與使用國際局其他一種工作語文的國家承擔的費用相等。其他一切用於提供這些文件的費用，由郵聯承擔。由郵聯承擔的用德文、中文、葡萄牙文和俄文印製文件費用的最高金額由大會決議作出規定。

7. 一個語文組的成員國對其共同負擔的費用，應根據他們分攤郵聯經費的比例分攤。這些費用也可在同一語文組的國家間，採用另一種分攤辦法，但應由組內各成員國協商同意，並由這個組的代言國把這一決定通知國際局。

8. 對成員國提出改變語種選擇的要求，國際局應在不超過兩年的期限內予以處理。

9. 在郵聯各機構的會議上，可使用法文、英文、西班牙文、俄文和阿拉伯文，通過一套翻譯裝置（有時安裝電子設備，有時不裝）進行討論，翻譯裝置的選擇由會議的組織者徵求國際局總局長和有關成員國的意見後決定。

10. 在第九款所指的會議上，也准許使用其他語文進行討論。

11. 使用其他語文的代表團，在可以進行必要的技術改裝條件下，應通過第九款所指的設備，或者自備譯員，以保證把他們的發言同時譯成第九款所列語文中的一種。

12. 翻譯費用，由使用同一語文的成員國，按照他們分攤郵聯經費的比例分攤。但技術設備的安裝和維修費用，則由郵聯負擔。

13. 各成員國和/或其指定經營者間往來公函所用語文，可以互相協商確定；如無此項協議，則使用法文。

第七章

最後條款

第一五六條

通過總規則提案的條件

1. 提交大會的有關本總規則的提案，須經參加大會的有表決權的多數成員國同意，方為有效。在表決時至少必須有三分之二有表決權的成員國參加。

第一五七條

有關與聯合國所訂協定的提案（組織法第九條）

1. 如果萬國郵政聯盟與聯合國所訂協定中沒有規定關於修改協定條款的條件，則第一五六條規定的通過條件，同樣適用於修改這些協定的提案。

第一五八條

總規則的修改、生效日期和有效期限

1. 由大會通過的各項修改載入附加議定書，這些修改與這屆大會期間重新修改的各項法規同時生效。除非大會作出相反的決定。

2. 本總規則自二〇一四年一月一日起生效，無限期有效。

本總規則正本經各成員國政府全權代表簽署，並由國際局總局長存檔，以資信守。副本由萬國郵聯國際局遞交各締約國一份。

二〇一二年十月十一日在多哈簽訂

Universal Postal Convention

The undersigned, plenipotentiaries of the governments of the member countries of the Union, having regard to article 22.3 of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964, have by common consent and subject to article 25.4 of the Constitution drawn up in this Convention the rules applicable throughout the international postal service.

Part I

Rules applicable in common throughout the international postal service

Sole chapter

General provisions

Article 1

Definitions

1 For the purposes of the Universal Postal Convention, the following terms shall have the meanings defined below:

- 1.1 parcel: item conveyed under the conditions of the Convention and the Parcel Post Regulations;
- 1.2 closed mail: labelled bag or set of bags or other receptacles sealed with or without lead, containing postal items;
- 1.3 misrouted mails: receptacles received at an office of exchange other than the one mentioned on the (bag) label;
- 1.4 **personal data: information needed to identify a postal service user;**
- 1.5 missent items: items received at an office of exchange meant for an office of exchange in another member country;
- 1.6 postal item: generic term referring to anything dispatched by the Post's services (letter post, parcel post, money orders, etc.);
- 1.7 transit charges: remuneration for services rendered by a carrier in the country crossed (designated operator, other service or combination of the two) in respect of the land, sea and/or air transit of mails;
- 1.8 terminal dues: remuneration owed to the designated operator of the country of destination by the designated operator of the dispatching country in compensation for the costs incurred in the country of destination for letter-post items received;

- 1.9 designated operator: any governmental or non-governmental entity officially designated by the member country to operate postal services and to fulfil the related obligations arising out of the Acts of the Union on its territory;
- 1.10 small packet: item conveyed under the conditions of the Convention and the Letter Post Regulations;
- 1.11 inward land rate: remuneration owed to the designated operator of the country of destination by the designated operator of the dispatching country in compensation for the costs incurred in the country of destination for parcels received;
- 1.12 transit land rate: remuneration owed for services rendered by a carrier in the country crossed (designated operator, other service or combination of the two) in respect of the land and/or air transit of parcels through its territory;
- 1.13 sea rate: remuneration owed for services rendered by a carrier (designated operator, other service or a combination of the two) participating in the sea conveyance of parcels;
- 1.14 universal postal service: the permanent provision of quality basic postal services at all points in a member country's territory, for all customers, at affordable prices;
- 1.15 transit à découvert: open transit through an intermediate country, of items whose number or weight does not justify the make-up of closed mails for the destination country.

Article 2

Designation of the entity or entities responsible for fulfilling the obligations arising from adherence to the Convention

1 Member countries shall notify the International Bureau, within six months of the end of Congress, of the name and address of the governmental body responsible for overseeing postal affairs. Within six months of the end of Congress, member countries shall also provide the International Bureau with the name and address of the operator or operators officially designated to operate postal services and to fulfil the obligations arising from the Acts of the Union on their territory. Between Congresses, changes in the governmental bodies and the officially designated operators shall be notified to the International Bureau as soon as possible.

Article 3

Universal postal service

1 In order to support the concept of the single postal territory of the Union, member countries shall ensure that all users/customers enjoy the right to a universal postal service involving the permanent provision of quality basic postal services at all points in their territory, at affordable prices.

2 With this aim in view, member countries shall set forth, within the framework of their national postal legislation or by other customary means, the scope of the postal services offered and the requirement for quality and affordable prices, taking into account both the needs of the population and their national conditions.

3 Member countries shall ensure that the offers of postal services and quality standards will be achieved by the operators responsible for providing the universal postal service.

4 Member countries shall ensure that the universal postal service is provided on a viable basis, thus guaranteeing its sustainability.

Article 4

Freedom of transit

1 The principle of the freedom of transit is set forth in article 1 of the Constitution. It shall carry with it the obligation for each member country to ensure that its designated operators forward, always by the quick-

est routes and the most secure means which they use for their own items, closed mails and à découvert letter-post items which are passed to them by another designated operator. This principle shall also apply to missent items and misrouted mails.

2 Member countries which do not participate in the exchange of letters containing infectious substances or radioactive substances shall have the option of not admitting these items in transit à découvert through their territory. The same shall apply to letter-post items other than letters, postcards and items for the blind. It shall also apply to printed papers, periodicals, magazines, small packets and M bags the content of which does not satisfy the legal requirements governing the conditions of their publication or circulation in the country crossed.

3 Freedom of transit for postal parcels to be forwarded by land and sea routes shall be limited to the territory of the countries taking part in this service.

4 Freedom of transit for air parcels shall be guaranteed throughout the territory of the Union. However, member countries which do not operate the postal parcels service shall not be required to forward air parcels by surface.

5 If a member country fails to observe the provisions regarding freedom of transit, other member countries may discontinue their postal service with that member country.

Article 5

Ownership of postal items. Withdrawal from the post. Alteration or correction of address. Redirection. Return to sender of undeliverable items

1 A postal item shall remain the property of the sender until it is delivered to the rightful owner, except when the item has been seized in pursuance of the legislation of the country of origin or destination and, in case of application of article 18.2.1.1 or 18.3, in accordance with the legislation of the country of transit.

2 The sender of a postal item may have it withdrawn from the post or have its address altered or corrected. The charges and other conditions are laid down in the Regulations.

3 Member countries shall ensure that their designated operators redirect postal items if an addressee has changed his address, and return undeliverable items to the sender. The charges and other conditions are laid down in the Regulations.

Article 6

Charges

1 The charges for the various international postal and special services shall be set by the member countries or their designated operators, depending on national legislation, in accordance with the principles set out in the Convention and its Regulations. They shall in principle be related to the costs of providing these services.

2 The member country of origin or its designated operator, depending on national legislation, shall fix the postage charges for the conveyance of letter- and parcel-post items. The postage charges shall cover delivery of the items to the place of address provided that this delivery service is operated in the country of destination for the items in question.

3 The charges collected, including those laid down for guideline purposes in the Acts, shall be at least equal to those collected on internal service items presenting the same characteristics (category, quantity, handling time, etc.).

4 Member countries or their designated operators, depending on national legislation, shall be authorized to exceed any guideline charges appearing in the Acts.

5 Above the minimum level of charges laid down in 3, member countries or their designated operators may allow reduced charges based on their national legislation for letter-post items and parcels posted in the territory of the member country. They may, for instance, give preferential rates to major users of the Post.

6 No postal charge of any kind may be collected from customers other than those provided for in the Acts.

7 Except where otherwise provided in the Acts, each designated operator shall retain the charges which it has collected.

Article 7

Exemption from postal charges

1 Principle

1.1 Cases of exemption from postal charges, as meaning exemption from postal prepayment, shall be expressly laid down by the Convention. Nonetheless, the Regulations may provide for both exemption from postal prepayment and exemption from payment of transit charges, terminal dues and inward rates for letter-post items and postal parcels relating to the postal service sent by member countries, designated operators and Restricted Unions. Furthermore, letter-post items and postal parcels sent by the UPU International Bureau to Restricted Unions, member countries and designated operators shall be considered to be items relating to the postal service and shall be exempted from all postal charges. However, the member country of origin or its designated operator shall have the option of collecting air surcharges on the latter items.

2 Prisoners of war and civilian internees

2.1 Letter-post items, postal parcels and postal **payment** services items addressed to or sent by prisoners of war, either direct or through the offices mentioned in the Regulations of the Convention and of the Postal Payment Services Agreement, shall be exempt from all postal charges, with the exception of air surcharges. Belligerents apprehended and interned in a neutral country shall be classed with prisoners of war proper so far as the application of the foregoing provisions is concerned.

2.2 The provisions set out under 2.1 shall also apply to letter-post items, postal parcels and postal **payment** services items originating in other countries and addressed to or sent by civilian internees as defined by the Geneva Convention of 12 August 1949 relative to the protection of civilian persons in time of war, either direct or through the offices mentioned in the Regulations of the Convention and of the Postal Payment Services Agreement.

2.3 The offices mentioned in the Regulations of the Convention and of the Postal Payment Services Agreement shall also enjoy exemption from postal charges in respect of letter-post items, postal parcels and postal **payment** services items which concern the persons referred to under 2.1 and 2.2, which they send or receive, either direct or as intermediaries.

2.4 Parcels shall be admitted free of postage up to a weight of 5 kilogrammes. The weight limit shall be increased to 10 kilogrammes 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.

2.5 In the accounting between designated operators, rates shall not be allocated for service parcels and for prisoner-of-war and civilian internee parcels, apart from the air conveyance dues applicable to air parcels.

3 Items for the blind

3.1 Any item for the blind sent to or by an organization for the blind or sent to or by a blind person shall be exempt from all postal charges, with the exception of air surcharges, to the extent that these items are admissible as such in the internal service of the sending designated operator.

3.2 In this article:

- 3.2.1** a blind person means a person who is registered as blind or partially sighted in his or her country or who meets the World Health Organization's definition of a blind person or a person with low vision;
- 3.2.2** an organization for the blind means an institution or association serving or officially representing blind persons;
- 3.2.3** items for the blind shall include correspondence, literature in whatever format including sound recordings, and equipment or materials of any kind made or adapted to assist blind persons in overcoming the problems of blindness, as specified in the Letter Post Regulations.

Article 8

Postage stamps

1 The term "postage stamp" shall be protected under the present Convention and shall be reserved exclusively for stamps which comply with the conditions of this article and of the Regulations.

2 Postage stamps:

- 2.1 shall be issued and put into circulation solely under the authority of the member country or territory, in conformity with the Acts of the Union;
- 2.2 are a manifestation of sovereignty and constitute proof of prepayment of the postage corresponding to their intrinsic value when affixed to postal items, in conformity with the Acts of the Union;
- 2.3 must be in circulation, for postal prepayment or for philatelic purposes, in the member country or territory of issue, according to its national legislation;
- 2.4 must be accessible to all citizens within the member country or territory of issue.

3 Postage stamps comprise:

- 3.1 the name of the member country or territory of issue, in roman letters;¹
- 3.2 the face value, expressed:
- 3.2.1 in principle, in the official currency of the country or territory of issue, or as a letter or symbol;
- 3.2.2 through other identifying characteristics.

4 Emblems of state, official control marks and logos of intergovernmental organizations featuring on postage stamps shall be protected within the meaning of the Paris Convention for the Protection of Industrial Property.

5 The subjects and designs of postage stamps shall:

- 5.1 be in keeping with the spirit of the Preamble to the UPU Constitution and with decisions taken by the Union's bodies;
- 5.2 be closely linked to the cultural identity of the member country or territory, or contribute to the dissemination of culture or to maintaining peace;
- 5.3 have, when commemorating leading figures or events not native to the member country or territory, a close bearing on the country or territory in question;
- 5.4 be devoid of political character or of any topic of an offensive nature in respect of a person or a country;
- 5.5 be of major significance to the member country or territory.

¹ An exception shall be granted to Great Britain, the country which invented the postage stamp.

6 Postal prepayment impressions, franking machine impressions and impressions made by a printing press or another printing or stamping process in accordance with the UPU Acts may be used only with the authorization of the member country or territory.

7 Prior to issuing postage stamps using new materials or technologies, member countries shall provide the International Bureau with the necessary information concerning their compatibility with mail processing machines. The International Bureau shall inform the other member countries and their designated operators accordingly.

Article 9

Postal security

1 Member countries and their designated operators shall **observe the security requirements defined in the UPU security standards and shall** adopt and implement a proactive security strategy at all levels of postal operations to maintain and enhance the confidence of the general public in the postal services, in the interests of all officials involved. **This strategy shall, in particular, include the principle of complying with requirements for providing electronic advance data on postal items identified in implementing provisions (including the type of, and criteria for, postal items) adopted by the Council of Administration and Postal Operations Council, in accordance with UPU technical messaging standards. The strategy shall also** include the exchange of information on maintaining the safe and secure transport and transit of mails between member countries and their designated operators.

2 Any security measures applied in the international postal transport chain must be commensurate with the risks or threats that they seek to address, and must be implemented without hampering worldwide mail flows or trade by taking into consideration the specificities of the mail network. Security measures that have a potential global impact on postal operations must be implemented in an internationally coordinated and balanced manner, with the involvement of the relevant stakeholders.

Article 10

Sustainable development

1 Member countries and/or their designated operators shall adopt and implement a proactive sustainable development strategy focusing on environmental, social and economic action at all levels of postal operations and promote sustainable development awareness in the postal services.

Article 11

Violations

1 Postal items

1.1 Member countries shall undertake to adopt the necessary measures to prevent, prosecute and punish any person found guilty of the following:

1.1.1 the insertion in postal items of narcotics and psychotropic substances, as well as explosive, flammable or other dangerous substances, where their insertion has not been expressly authorized by the Convention;

1.1.2 the insertion in postal items of objects of a paedophilic nature or of a pornographic nature using children.

2 Means of postal prepayment and postal payment itself

2.1 Member countries shall undertake to adopt the necessary measures to prevent, prosecute and punish any violations concerning the means of postal prepayment set out in this Convention, such as:

2.1.1 postage stamps, in circulation or withdrawn from circulation;

- 2.1.2 prepayment impressions;
- 2.1.3 impressions of franking machines or printing presses;
- 2.1.4 international reply coupons.
- 2.2 In this Convention, violations concerning means of postal prepayment refer to any of the acts outlined below committed with the intention of obtaining illegitimate gain for oneself or for a third party. The following acts shall be punished:
 - 2.2.1 any act of falsifying, imitating or counterfeiting any means of postal prepayment, or any illegal or unlawful act linked to the unauthorized manufacturing of such items;
 - 2.2.2 any act of using, circulating, marketing, distributing, disseminating, transporting, exhibiting, showing, or publicizing any means of postal prepayment which has been falsified, imitated or counterfeited;
 - 2.2.3 any act of using or circulating, for postal purposes, any means of postal prepayment which has already been used;
 - 2.2.4 any attempt to commit any of these violations.
- 3 Reciprocity
- 3.1 As regards sanctions, no distinction shall be made between the acts outlined in 2, irrespective of whether national or foreign means of postal prepayment are involved; this provision shall not be subject to any legal or conventional condition of reciprocity.

Article 12

Processing of personal data

- 1 Personal data on users may be employed only for the purposes for which they were gathered in accordance with applicable national legislation.
- 2 Personal data on users shall be disclosed only to third parties authorized by applicable national legislation to access them.
- 3 Member countries and their designated operators shall ensure the confidentiality and security of personal data on users, in accordance with their national legislation.
- 4 Designated operators shall inform their customers of the use that is made of their personal data, and of the purpose for which they have been gathered.

Part II

Rules applicable to letter post and postal parcels

Chapter 1

Provision of services

Article 13

Basic services

- 1 Member countries shall ensure that their designated operators accept, handle, convey and deliver letter-post items.

- 2 Letter-post items are:
- 2.1 priority items and non-priority items, up to 2 kilogrammes;
- 2.2 letters, postcards, printed papers and small packets, up to 2 kilogrammes;
- 2.3 **items** for the blind, up to 7 kilogrammes;
- 2.4 special bags containing newspapers, periodicals, books and similar printed documentation for the same addressee at the same address called "M bags", up to 30 kilogrammes.
- 3 Letter-post items shall be classified on the basis either of the speed of treatment of the items or of the contents of the items in accordance with the Letter Post Regulations.
- 4 Higher weight limits than those indicated in paragraph 2 apply optionally for certain letter-post item categories under the conditions specified in the Letter Post Regulations.
- 5 Subject to paragraph 8, member countries shall also ensure that their designated operators accept, handle, convey and deliver postal parcels up to 20 kilogrammes, either as laid down in the Convention, or, in the case of outward parcels and after bilateral agreement, by any other means which is more advantageous to their customers.
- 6 Weight limits higher than 20 kilogrammes apply optionally for certain parcel-post categories under the conditions specified in the Parcel Post Regulations.
- 7 Any member country whose designated operator does not undertake the conveyance of parcels may arrange for the provisions of the Convention to be implemented by transport companies. It may, at the same time, limit this service to parcels originating in or addressed to places served by these companies.
- 8 Notwithstanding paragraph 5, member countries which, prior to 1 January 2001 were not parties to the Postal Parcels Agreement shall not be obliged to provide the postal parcels service.

Article 14
Classification of letter-post items based on their formats

1 **Within the classification systems referred to in article 13.3, letter-post items may also be classified on the basis of their format as small letters (P), large letters (G) or bulky letters (E). The size and weight limits are specified in the Letter Post Regulations.**

Article 15
Supplementary services

- 1 Member countries shall ensure the provision of the following mandatory supplementary services:
- 1.1 registration service for outbound priority and airmail letter-post items;
- 1.2 registration service for all inbound **registered** letter-post items.
- 2 Member countries or their designated operators may provide the following optional supplementary services in relations between those designated operators which agreed to provide the service:
- 2.1 insurance for letter-post items and parcels;
- 2.2 cash-on-delivery service for letter-post items and parcels;
- 2.3 express delivery service for letter-post items and parcels;
- 2.4 delivery to the addressee in person of **registered or insured** letter-post items;
- 2.5 free of charges and fees **delivery** service for letter-post items and parcels;
- 2.6 fragile and cumbersome parcels services;

- 2.7 consignment service for collective items from one consignor sent abroad;
- 2.8 **merchandise return service, which involves the return of merchandise by the addressee to the original seller, with the latter's authorization.**
- 3 The following three supplementary services have both mandatory and optional parts:
- 3.1 international business reply service (IBRS), which is basically optional. All member countries or their designated operators shall, however, be obliged to operate the IBRS "return" service;
- 3.2 international reply coupons, which shall be exchangeable in any member country. The sale of international reply coupons is, however, optional;
- 3.3 advice of delivery for **registered letter-post** items, parcels and insured items. All member countries or their designated operators shall admit incoming advices of delivery. The provision of an outward advice of delivery service is, however, optional.
- 4 The description of these services and their charges are set out in the Regulations.
- 5 Where the service features below are subject to special charges in the domestic service, designated operators shall be authorized to collect the same charges for international items, under the conditions described in the Regulations:
- 5.1 delivery for small packets weighing over 500 grammes;
- 5.2 letter-post items posted after the latest time of posting;
- 5.3 items posted outside normal counter opening hours;
- 5.4 collection at sender's address;
- 5.5 withdrawal of a letter-post item outside normal counter opening hours;
- 5.6 poste restante;
- 5.7 storage for letter-post items weighing over 500 grammes, and for parcels;
- 5.8 delivery of parcels, in response to the advice of arrival;
- 5.9 cover against risks of force majeure.

Article 16

EMS and integrated logistics

- 1 Member countries or designated operators may agree with each other to participate in the following services, which are described in the Regulations:
- 1.1 EMS, which is a postal express service for documents and merchandise, and shall whenever possible be the quickest postal service by physical means. This service may be provided on the basis of the EMS Standard Multilateral Agreement or by bilateral agreement;
- 1.2 integrated logistics, which is a service that responds fully to customers' logistical requirements and includes the phases before and after the physical transmission of goods and documents.

Article 17

Electronic postal services

- 1 Member countries or designated operators may agree with each other to participate in the following electronic postal services, which are described in the Regulations:
- 1.1 electronic postal mail, which is an electronic postal service involving the transmission of electronic messages and information by designated operators;
- 1.2 electronic postal registered mail, which is a secure electronic postal service that provides proof of sending and proof of delivery of an electronic message and a secure communication channel to the authenticated users;

- 1.3 electronic postal certification mark, which provides evidentiary proof of an electronic event, in a given form, at a given time, and involving one or more parties;
- 1.4 electronic postal mailbox, which enables the sending of electronic messages by an authenticated mailer and the delivery and storage of electronic messages and information for the authenticated addressee.

Article 18

Items not admitted. Prohibitions

- 1 General
 - 1.1 Items not fulfilling the conditions laid down in the Convention and the Regulations shall not be admitted. Items sent in furtherance of a fraudulent act or with the intention of avoiding full payment of the appropriate charges shall not be admitted.
 - 1.2 Exceptions to the prohibitions contained in this article are set out in the Regulations.
 - 1.3 All member countries or their designated operators shall have the option of extending the prohibitions contained in this article, which may be applied immediately upon their inclusion in the relevant compendium.
- 2 Prohibitions in all categories of items
 - 2.1 The insertion of the articles referred to below shall be prohibited in all categories of items:
 - 2.1.1 narcotics and psychotropic substances, as defined by the International Narcotics Control Board, or other illicit drugs which are prohibited in the country of destination;
 - 2.1.2 obscene or immoral articles;
 - 2.1.3 counterfeit and pirated articles;
 - 2.1.4 other articles the importation or circulation of which is prohibited in the country of destination;
 - 2.1.5 articles which, by their nature or their packing, may expose officials or the general public to danger, or soil or damage other items, postal equipment or third-party property;
 - 2.1.6 documents having the character of current and personal correspondence exchanged between persons other than the sender and the addressee or persons living with them;
- 3 Explosive, flammable or radioactive materials and dangerous goods
 - 3.1 The insertion of explosive, flammable or other dangerous goods as well as radioactive materials shall be prohibited in all categories of items.
 - 3.2 The insertion of replica and inert explosive devices and military ordnance, including replica and inert grenades, inert shells and the like, shall be prohibited in all categories of items.
 - 3.3 Exceptionally, **the dangerous goods specifically referred to in the Regulations as being admissible shall be admitted.**
- 4 Live animals
 - 4.1 Live animals shall be prohibited in all categories of items.
 - 4.2 Exceptionally, the following shall be admitted in letter-post items other than insured items:
 - 4.2.1 bees, leeches and silk-worms;
 - 4.2.2 parasites and destroyers of noxious insects intended for the control of those insects and exchanged between officially recognized institutions;
 - 4.2.3 flies of the family Drosophilidae for biomedical research exchanged between officially recognized institutions.
 - 4.3 Exceptionally, the following shall be admitted in parcels:

- 4.3.1 live animals whose conveyance by post is authorized by the postal regulations **and/or national legislation** of the countries concerned.
- 5 Insertion of correspondence in parcels
- 5.1 The insertion of the articles mentioned below shall be prohibited in postal parcels:
- 5.1.1 correspondence, with the exception of archived materials, exchanged between persons other than the sender and the addressee or persons living with them.
- 6 Coins, bank notes and other valuable articles
- 6.1 It shall be prohibited to insert coins, bank notes, currency notes or securities of any kind payable to bearer, travellers' cheques, platinum, gold or silver, whether manufactured or not, precious stones, jewels or other valuable articles:
- 6.1.1 in uninsured letter-post items;
- 6.1.1.1 however, if the national legislation of the countries of origin and destination permits this, such articles may be sent in a closed envelope as registered items;
- 6.1.2 in uninsured parcels; except where permitted by the national legislation of the countries of origin and destination;
- 6.1.3 In uninsured parcels exchanged between two countries which admit insured parcels;
- 6.1.3.1 in addition, any member country or designated operator may prohibit the enclosure of gold bullion in insured or uninsured parcels originating from or addressed to its territory or sent in transit à découvert across its territory; it may limit the actual value of these items.
- 7 Printed papers and **items** for the blind:
- 7.1 shall not bear any inscription or contain any item of correspondence;
- 7.2 shall not contain any postage stamp or form of prepayment, whether cancelled or not, or any paper representing a monetary value, except in cases where the item contains as an enclosure a card, envelope or wrapper bearing the printed address of the sender of the item or his agent in the country of posting or destination of the original item, which is prepaid for return.
- 8 Treatment of items wrongly admitted
- 8.1 The treatment of items wrongly admitted is set out in the Regulations. However, items containing articles mentioned in 2.1.1, 2.1.2, 3.1 and 3.2 shall in no circumstances be forwarded to their destination, delivered to the addressees or returned to origin. In the case of articles mentioned in 2.1.1, 3.1 and 3.2 discovered while in transit, such items shall be handled in accordance with the national legislation of the country of **transit**.

Article 19

Inquiries

1 Each designated operator shall be bound to accept inquiries relating to parcels or registered or **insured items** posted in its own service or that of any other designated operator, provided that the inquiries are presented within a period of six months from the day after that on which the item was posted. The transmission of inquiries shall be made by **registered** priority mail, by EMS or by electronic means. The period of six months shall concern relations between claimants and designated operators and shall not include the transmission of inquiries between designated operators.

2 Inquiries shall be entertained under the conditions laid down in the Regulations.

3 Inquiries shall be free of charge. However, additional costs caused by a request for transmission by EMS shall, in principle, be borne by the person making the request.

Article 20

Customs control. Customs duty and other fees

1 The designated operators of the countries of origin and destination shall be authorized to submit items to customs control, according to the legislation of those countries.

2 Items submitted to customs control may be subjected to a presentation-to-Customs charge, the guideline amount of which is set in the Regulations. This charge shall only be collected for the submission to Customs and customs clearance of items which have attracted customs charges or any other similar charge.

3 Designated operators which are authorized to clear items through the Customs on behalf of customers, **whether in the name of the customer or of the designated operator of the destination country**, may charge customers a customs clearance fee based on the actual costs. This fee may be charged for all items declared at Customs according to national legislation, including those exempt from customs duty. Customers shall be clearly informed in advance about the required fee.

4 Designated operators shall be authorized to collect from the senders or addressees of items, as the case may be, the customs duty and all other fees which may be due.

Article 21

Exchange of closed mails with military units

1 Closed letter-post mails may be exchanged through the intermediary of the land, sea or air services of other countries:

- 1.1 between the post offices of any member country and the commanding officers of military units placed at the disposal of the United Nations;
- 1.2 between the commanding officers of such military units;
- 1.3 between the post offices of any member country and the commanding officers of naval, air or army units, warships or military aircraft of the same country stationed abroad;
- 1.4 between the commanding officers of naval, air or army units, warships or military aircraft of the same country.

2 Letter-post items enclosed in the mails referred to under 1 shall be confined to items addressed to or sent by members of military units or the officers and crews of the ships or aircraft to or from which the mails are forwarded. The rates and conditions of dispatch applicable to them shall be fixed, according to its regulations, by the designated operator of the member country which has made the military unit available or to which the ships or aircraft belong.

3 In the absence of special agreement, the designated operator of the member country which has made the military unit available or to which the warships or military aircraft belong shall be liable to the designated operators concerned for the transit charges for the mails, the terminal dues and the air conveyance dues.

Article 22

Quality of service standards and targets

1 Member countries or their designated operators shall establish and publish delivery standards and targets for their inward letter-post items and parcels.

2 These standards and targets, increased by the time normally required for customs clearance, shall be no less favourable than those applied to comparable items in their domestic service.

3 Member countries or their designated operators of origin shall also establish and publish end-to-end standards for priority and airmail letter-post items as well as for parcels and economy/surface parcels.

4 Member countries or their designated operators shall measure the application of quality of service standards.

Chapter 2

Liability

Article 23

Liability of designated operators. Indemnities

1 General

1.1 Except for the cases provided for in article 24, designated operators shall be liable for:

1.1.1 the loss of, theft from or damage to registered items, ordinary parcels and insured items;

1.1.2 the return of registered items, insured items and ordinary parcels on which the reason for non-delivery is not given.

1.2 Designated operators shall not be liable for items other than those mentioned in 1.1.1 and 1.1.2.

1.3 In any other case not provided for in this Convention, designated operators shall not be liable.

1.4 When the loss of or total damage to registered items, ordinary parcels and insured items is due to a case of force majeure for which indemnity is not payable, the sender shall be entitled to repayment of the charges paid for posting the item, with the exception of the insurance charge.

1.5 The amounts of indemnity to be paid shall not exceed the amounts mentioned in the Letter Post Regulations and the Parcel Post Regulations.

1.6 In cases of liability, consequential losses, or loss of profits or **moral damage** shall not be taken into account in the indemnity to be paid.

1.7 All provisions regarding liability of designated operators shall be strict, binding and complete. Designated operators shall in no case, even in case of severe fault, be liable above the limits provided for in the Convention and the Regulations.

2 Registered items

2.1 If a registered item is lost, totally rifled or totally damaged, the sender shall be entitled to an indemnity set in the Letter Post Regulations. If the sender has claimed an amount less than the amount set in the Letter Post Regulations, designated operators may pay that lower amount and shall receive reimbursement on this basis from any other designated operators involved.

2.2 If a registered item is partially rifled or partially damaged, the sender is entitled to an indemnity corresponding, in principle, to the actual value of the theft or damage.

3 Ordinary parcels

3.1 If a parcel is lost, totally rifled or totally damaged, the sender shall be entitled to an indemnity of an amount set in the Parcel Post Regulations. If the sender has claimed an amount less than the amount set in the Parcel Post Regulations, designated operators may pay that lower amount and shall receive reimbursement on this basis from any other designated operators involved.

3.2 If a parcel is partially rifled or partially damaged, the sender shall be entitled to an indemnity corresponding, in principle, to the actual value of the theft or damage.

3.3 Designated operators may agree to apply, in their reciprocal relations, the amount per parcel set in the Parcel Post Regulations, regardless of the weight.

- 4** Insured items
- 4.1** If an insured item is lost, totally rifled or totally damaged, the sender shall be entitled to an indemnity corresponding, in principle, to the insured value in SDRs.
- 4.2** If an insured item is partially rifled or partially damaged, the sender shall be entitled to an indemnity corresponding, in principle, to the actual value of the theft or damage. It may, however, in no case exceed the amount of the insured value in SDRs.
- 5** If a registered or insured letter-post item is returned and the reason for non-delivery is not given, the sender shall be entitled to a refund of the charges paid for posting the item only.
- 6** If a parcel is returned and the reason for non-delivery is not given, the sender shall be entitled to a refund of the charges paid by the sender for posting the parcel in the country of origin and the expenses occasioned by the return of the parcel from the country of destination.
- 7** In the cases mentioned in 2, 3 and 4, the indemnity shall be calculated according to the current price, converted into SDRs, of articles or goods of the same kind at the place and time at which the item was accepted for conveyance. Failing a current price, the indemnity shall be calculated according to the ordinary value of articles or goods whose value is assessed on the same basis.
- 8** When an indemnity is due for the loss of, total theft from or total damage to a registered item, ordinary parcel or insured item, the sender, or the addressee, as the case may be, shall also be entitled to repayment of the charges and fees paid for posting the item with the exception of the registration or insurance charge. The same shall apply to registered items, ordinary parcels or insured items refused by the addressee because of their bad condition if that is attributable to the postal service and involves its liability.
- 9** Notwithstanding the provisions set out under 2, 3 and 4, the addressee shall be entitled to the indemnity for a rifled, damaged or lost registered item, ordinary parcel or insured item if the sender waives his rights in writing in favour of the addressee. This waiver shall not be necessary in cases where the sender and the addressee are the same.
- 10** The designated operator of origin shall have the option of paying senders in its country the indemnities prescribed by its national legislation for registered items and uninsured parcels, provided that they are not lower than those laid down in 2.1 and 3.1. The same shall apply to the designated operator of destination when the indemnity is paid to the addressee. However, the amounts laid down in 2.1 and 3.1 shall remain applicable:
- 10.1** in the event of recourse against the designated operator liable; or
- 10.2** if the sender waives his rights in favour of the addressee.
- 11** Reservations concerning the exceeding of deadlines for inquiries and payment of indemnity to designated operators, including the periods and conditions fixed in the Regulations, shall not be made, except in the event of bilateral agreement.

Article 24

Non-liability of member countries and designated operators

- 1** Designated operators shall cease to be liable for registered items, parcels and insured items which they have delivered according to the conditions laid down in their regulations for items of the same kind. Liability shall, however, be maintained:
- 1.1** when theft or damage is discovered either prior to or at the time of delivery of the item;
- 1.2** when, internal regulations permitting, the addressee, or the sender if it is returned to origin, makes reservations on taking delivery of a rifled or damaged item;
- 1.3** when, internal regulations permitting, the registered item was delivered to a private mail-box and the addressee declares that he did not receive the item;

- 1.4 when the addressee or, in the case of return to origin, the sender of a parcel or of an insured item, although having given a proper discharge, notifies the designated operator that delivered the item without delay that he has found theft or damage. He shall furnish proof that such theft or damage did not occur after delivery. The term "without delay" shall be interpreted according to national law.
- 2 Member countries and designated operators shall not be liable:
- 2.1 in cases of force majeure, subject to article 15.5.9;
- 2.2 when they cannot account for items owing to the destruction of official records by force majeure, provided that proof of their liability has not been otherwise produced;
- 2.3 when such **loss or damage** has been caused by the fault or negligence of the sender or arises from the nature of the contents;
- 2.4 in the case of items that fall within the prohibitions specified in article 18;
- 2.5 when the items have been seized under the legislation of the country of destination, as notified by the member country or designated operator of that country;
- 2.6 in the case of insured items which have been fraudulently insured for a sum greater than the actual value of the contents;
- 2.7 when the sender has made no inquiry within six months from the day after that on which the item was posted;
- 2.8 in the case of prisoner-of-war or civilian internee parcels;
- 2.9 when the sender's actions may be suspected of fraudulent intent, aimed at receiving compensation.
- 3 Member countries and designated operators shall accept no liability for customs declarations in whatever form these are made or for decisions taken by the Customs on examination of items submitted to customs control.

Article 25

Sender's liability

- 1 The sender of an item shall be liable for injuries caused to postal officials and for any damage caused to other postal items and postal equipment, as a result of the dispatch of articles not acceptable for conveyance or the non-observance of the conditions of acceptance.
- 2 In the case of damage to other postal items, the sender shall be liable for each item damaged within the same limits as designated operators.
- 3 The sender shall remain liable even if the office of posting accepts such an item.
- 4 However, where the conditions of acceptance have been observed by the sender, the sender shall not be liable, in so far as there has been fault or negligence in handling the item on the part of designated operators or carriers, after acceptance.

Article 26

Payment of indemnity

- 1 Subject to the right of recourse against the designated operator which is liable, the obligation to pay the indemnity and to refund the charges and fees shall rest either with the designated operator of origin or with the designated operator of destination.
- 2 The sender may waive his rights to the indemnity in favour of the **addressee**. The sender, or the addressee **in the case of a waiver**, may authorize a third party to receive the indemnity if internal legislation allows this.

Article 27

Possible recovery of the indemnity from the sender or the addressee

1 If, after payment of the indemnity, a registered item, a parcel or an insured item or part of the contents previously considered as lost is found, the sender or the addressee, as the case may be, shall be advised that the item is being held at his disposal for a period of three months on repayment of the amount of the indemnity paid. At the same time he shall be asked to whom the item is to be delivered. In the event of refusal or failure to reply within the prescribed period, the same approach shall be made to the addressee or the sender as the case may be, granting that person the same period to reply.

2 If the sender and the addressee refuse to take delivery of the item or do not reply within the period provided for in paragraph 1, it shall become the property of the designated operator or, where appropriate, designated operators which bore the loss.

3 In the case of subsequent discovery of an insured item the contents of which are found to be of less value than the amount of the indemnity paid, the sender or the addressee, as the case may be, shall repay the amount of this indemnity against return of the item, without prejudice to the consequences of fraudulent insurance.

Chapter 3**Provisions specific to letter post****Article 28**

Posting abroad of letter-post items

1 A designated operator shall not be bound to forward or deliver to the addressee letter-post items which senders residing in the territory of its member country post or cause to be posted in a foreign country with the object of profiting by the more favourable rate conditions there.

2 The provisions set out under 1 shall be applied without distinction both to letter-post items made up in the sender's country of residence and then carried across the frontier and to letter-post items made up in a foreign country.

3 The designated operator of destination may claim from the sender and, failing this, from the designated operator of posting, payment of the internal rates. If neither the sender nor the designated operator of posting agrees to pay these rates within a time limit set by the designated operator of destination, the latter may either return the items to the designated operator of posting and shall be entitled to claim reimbursement of the redirection costs, or handle them in accordance with its national legislation.

4 A designated operator shall not be bound to forward or deliver to the addressees letter-post items which senders post or cause to be posted in large quantities in a country other than the country where they reside if the amount of terminal dues to be received is lower than the sum that would have been received if the mail had been posted in the country where the senders reside. The designated operator of destination may claim from the designated operator of posting payment commensurate with the costs incurred and which may not exceed the higher of the following two amounts: either 80% of the domestic tariff for equivalent items, or the rates applicable pursuant to articles 30.5 to 30.9, 30.10 to 30.11, or 31.8, as appropriate. If the designated operator of posting does not agree to pay the amount claimed within a time limit set by the designated operator of destination, the designated operator of destination may either return the items to the designated operator of posting and shall be entitled to claim reimbursement of the redirection costs, or handle them in accordance with its national legislation.

Part III

Remuneration

Chapter 1

Provisions specific to letter post

Article 29

Terminal dues. General provisions

1 Subject to exemptions provided in the Regulations, each designated operator which receives letter-post items from another designated operator shall have the right to collect from the dispatching designated operator a payment for the costs incurred for the international mail received.

2 For the application of the provisions concerning the payment of terminal dues by their designated operators, countries and territories shall be classified in accordance with the lists drawn up for this purpose by Congress in its resolution C 77/2012, as follows:

2.1 countries and territories in the target system prior to 2010;

2.2 countries and territories in the target system as of 2010 and 2012;

2.3 countries and territories in the target system as from 2014 (new target system countries);

2.4 countries and territories in the transitional system.

3 The provisions of the present Convention concerning the payment of terminal dues are transitional arrangements, moving towards a country-specific payment system at the end of the transition period.

4 Access to domestic services. Direct access

4.1 In principle, each designated operator of a **country that was in the target system prior to 2010** shall make available to the other designated operators all the rates, terms and conditions offered in its domestic service on conditions identical to those proposed to its national customers. It shall be up to the designated operator of destination to decide whether the terms and conditions of direct access have been met by the designated operator of origin.

4.2 Designated operators of **countries in the target system prior to 2010** shall make available to other designated operators of **countries that were in the target system prior to 2010** the rates, terms and conditions offered in their domestic service, on conditions identical to those proposed to their national customers.

4.3 **Designated operators of countries that joined the target system from 2010 may opt** to make available to a limited number of designated operators the application of domestic conditions, on a reciprocal basis, for a trial period of two years. After that period, they must choose either to cease making available the application of domestic conditions or to continue to make their own domestic conditions available to all designated operators. However, if designated operators of **countries that joined the target system from 2010** ask designated operators of **countries that were in the target system prior to 2010** for the application of domestic conditions, they must make available to all designated operators the rates, terms and conditions offered in their domestic service on conditions identical to those proposed to their national customers.

4.4 Designated operators of countries in the transitional system may opt not to make available to other designated operators the application of domestic conditions. They may, however, opt to make available to a limited number of designated operators the application of domestic conditions, on a reciprocal basis, for a trial period of two years. After that period, they must choose either to cease making available the application of domestic conditions or to continue to make their own domestic conditions available to all designated operators.

5 Terminal dues remuneration shall be based on quality of service performance in the country of destination. The Postal Operations Council shall therefore be authorized to supplement the remuneration in articles 30 and 31 to encourage participation in monitoring systems and to reward designated operators for reaching their quality targets. The Postal Operations Council may also fix penalties in case of insufficient quality, but the remuneration shall not be less than the minimum remuneration according to articles 30 and 31.

6 Any designated operator may waive wholly or in part the payment provided for under 1.

7 **M bags weighing less than 5 kilogrammes shall be considered as weighing 5 kilogrammes for terminal dues payment purposes. The terminal dues rates to be applied for M bags shall be:**

7.1 for the year 2014, 0.815 SDR per kilogramme;

7.2 for the year 2015, 0.838 SDR per kilogramme;

7.3 for the year 2016, 0.861 SDR per kilogramme;

7.4 for the year 2017, 0.885 SDR per kilogramme.

8 For registered items there shall be an additional payment of 0.617 SDR per item for 2014, 0.634 SDR per item for 2015, 0.652 SDR per item for 2016 and 0.670 SDR for 2017. For insured items, there shall be an additional payment of 1.234 SDR per item for 2014, 1.269 SDR per item for 2015, 1.305 SDR per item for 2016 and 1.342 SDR for 2017. The Postal Operations Council shall be authorized to supplement remuneration for these and other supplementary services where the services provided contain additional features to be specified in the Letter Post Regulations.

9 For registered and insured items not carrying a barcoded identifier or carrying a barcoded identifier that is not compliant with UPU Technical Standard S10, there shall be a further additional payment of 0.5 SDR per item unless otherwise bilaterally agreed.

10 For terminal dues payment purposes, letter-post items posted in bulk by the same sender and received in the same dispatch or in separate dispatches in accordance with the conditions specified in the Letter Post Regulations shall be referred to as "bulk mail". The payment for bulk mail shall be established as provided for in articles 30 and 31.

11 Any designated operator may, by bilateral or multilateral agreement, apply other payment systems for the settlement of terminal dues accounts.

12 Designated operators may exchange non-priority mail on an optional basis by applying a 10% discount to the priority terminal dues rate.

13 The provisions applicable between designated operators of countries in the target system shall apply to any designated operator of a country in the transitional system which declares that it wishes to join the target system. The Postal Operations Council may set transitional measures in the Letter Post Regulations. The full provisions of the target system may apply to any new target designated operator that declares that it wishes to apply such full provisions without transitional measures.

Article 30

Terminal dues. Provisions applicable to mail flows between designated operators of countries in the target system

1 Payment for letter-post items, including bulk mail but excluding M bags and IBRS items, shall be established on the basis of the application of the rates per item and per kilogramme reflecting the handling costs in the country of destination. Charges corresponding to priority items in the domestic service which are part of the universal service provision will be used as a basis for the calculation of terminal dues rates.

2 The terminal dues rates in the target system shall be calculated taking into account, where applicable in the domestic service, the classification of items based on their format, as provided for in article 14 of the Convention.

3 Designated operators in the target system shall exchange format-separated mails in accordance with the conditions specified in the Letter Post Regulations.

4 Payment for IBRS items shall be as described in the Letter Post Regulations.

5 The rates per item and per kilogramme shall be calculated on the basis of 70% of the charges for a 20-gramme small (P) letter-post item and for a 175-gramme large (G) letter-post item, exclusive of VAT or other taxes.

6 The Postal Operations Council shall define the conditions for the calculation of the rates as well as the necessary operational, statistical and accounting procedures for the exchange of format-separated mails.

7 The rates applied for flows between countries in the target system in a given year shall not lead to an increase of more than 13% in the terminal dues revenue for a letter-post item of 81.8 grammes, compared to the previous year.

8 The rates applied for flows between countries in the target system prior to 2010 may not be higher than:

8.1 for the year 2014, 0.294 SDR per item and 2.294 SDR per kilogramme;

8.2 for the year 2015, 0.303 SDR per item and 2.363 SDR per kilogramme;

8.3 for the year 2016, 0.312 SDR per item and 2.434 SDR per kilogramme;

8.4 for the year 2017, 0.321 SDR per item and 2.507 SDR per kilogramme.

9 The rates applied for flows between countries in the target system prior to 2010 may not be lower than:

9.1 for the year 2014, 0.203 SDR per item and 1.591 SDR per kilogramme;

9.2 for the year 2015, 0.209 SDR per item and 1.636 SDR per kilogramme;

9.3 for the year 2016, 0.215 SDR per item and 1.682 SDR per kilogramme;

9.4 for the year 2017, 0.221 SDR per item and 1.729 SDR per kilogramme.

10 The rates applied for flows between countries in the target system as from 2010 and 2012 as well as between these countries and countries in the target system prior to 2010 may not be higher than:

10.1 for the year 2014, 0.209 SDR per item and 1.641 SDR per kilogramme;

10.2 for the year 2015, 0.222 SDR per item and 1.739 SDR per kilogramme;

10.3 for the year 2016, 0.235 SDR per item and 1.843 SDR per kilogramme;

10.4 for the year 2017, 0.249 SDR per item and 1.954 SDR per kilogramme.

11 The rates applied for flows between countries in the target system as from 2010 and 2012 as well as between these countries and countries in the target system prior to 2010 may not be lower than the rates provided for in paragraphs 9.1 to 9.4 above.

12 The rates applied for flows to, from or between new target system countries, other than for bulk mail, shall be those provided for in paragraphs 9.1 to 9.4.

13 For flows below 75 tonnes a year between countries that joined the target system in 2010 or after that date, as well as between these countries and countries that were in the target system prior

to 2010, the per-kilogramme and per-item components shall be converted into a total rate per kilogramme on the basis of a worldwide average of 12.23 items per kilogramme.

14 The payment for bulk mail sent to countries in the target system prior to 2010 shall be established by applying the rates per item and per kilogramme provided for in paragraphs 5 to 9.

15 The payment for bulk mail sent to countries in the target system as from 2010 and 2012 shall be established by applying the rates per item and per kilogramme provided for in paragraphs 5, 10 and 11.

16 No reservations may be made to this article, except within the framework of a bilateral agreement.

Article 31

Terminal dues. Provisions applicable to mail flows to, from and between designated operators of countries in the transitional system

1 In preparation for the entry into the target system of the designated operators of countries in the terminal dues transitional system, payment for letter-post items, including bulk mail but excluding M bags and IBRS items, shall be established on the basis of a rate per item and a rate per kilogramme.

2 Payment for IBRS items shall be as described in the Letter Post Regulations.

3 The rates applied for flows to, from and between countries in the transitional system shall be:

3.1 for the year 2014: 0.203 SDR per item and 1.591 SDR per kilogramme;

3.2 for the year 2015: 0.209 SDR per item and 1.636 SDR per kilogramme;

3.3 for the year 2016: 0.215 SDR per item and 1.682 SDR per kilogramme;

3.4 for the year 2017: 0.221 SDR per item and 1.729 SDR per kilogramme.

4 For flows below 75 tonnes a year, the per-kilogramme and per-item components shall be converted into a total rate per kilogramme on the basis of a worldwide average of 12.23 items per kilogramme, except for the year 2014, for which the total rate per kilogramme of the year 2013 shall apply. The following rates shall apply:

4.1 for the year 2014: 4.162 SDR per kilogramme;

4.2 for the year 2015: 4.192 SDR per kilogramme;

4.3 for the year 2016: 4.311 SDR per kilogramme;

4.4 for the year 2017: 4.432 SDR per kilogramme.

5 For mail flows over 75 tonnes per year the flat rate per kilogramme listed above shall be applied if neither the origin designated operator nor the destination designated operator requests the revision mechanism in order to revise the rate on the basis of the actual number of items per kilogramme, rather than the worldwide average. The sampling for the revision mechanism shall be applied in accordance with the conditions specified in the Letter Post Regulations.

6 The downward revision of the total rate in paragraph 4 may not be invoked by a country in the target system against a country in the transitional system unless the latter asks for a revision in the opposite direction.

7 Designated operators of countries in the terminal dues transitional system may send format-separated mail on an optional basis, in accordance with the conditions specified in the Letter Post Regulations. In the case of format separated-exchanges the rates in paragraph 3 above shall apply.

8 The payment for bulk mail to designated operators of countries in the target system shall be established by applying the rates per item and per kilogramme provided for in article 30. For bulk mail received, designated operators in the transitional system may request payment according to paragraph 3.

9 No reservations may be made to this article, except within the framework of a bilateral agreement.

Article 32

Quality of Service Fund

1 Terminal dues payable by all countries and territories to the countries classified by Congress as group 5 countries for terminal dues and the Quality of Service Fund (QSF), except for M bags, IBRS items and bulk mail items, shall be increased by 20% of the rates given in article 31 for payment into the Quality of Service Fund (QSF) for improving the quality of service in group 5 countries. There shall be no such payment from one group 5 country to another group 5 country.

2 Terminal dues, except for M bags, IBRS items and bulk mail items, payable by countries and territories classified by Congress as group 1 countries to the countries classified by Congress as group 4 countries shall be increased by 10% of the rates given in article 31, for payment into the QSF for improving the quality of service in group 4 countries.

3 Terminal dues, except for M bags, IBRS items and bulk mail items, payable by countries and territories classified by Congress as group 2 countries to the countries classified by Congress as group 4 countries shall be increased by 10% of the rates given in article 31, for payment into the QSF for improving the quality of service in group 4 countries.

4 Terminal dues, except in respect of M bags, IBRS items and bulk mail items, payable by countries and territories classified by Congress as group 1 countries to the countries classified by Congress as group 3 countries shall be increased in 2014 and 2015 by 8% of the rates given in article 31, and in 2016 and 2017 by 6% of the rates given in article 30.12, for payment into the QSF for improving the quality of service in group 3 countries.

5 Terminal dues, except in respect of M bags, IBRS items and bulk mail items, payable by countries and territories classified by Congress as group 2 countries to the countries classified by Congress as group 3 countries shall be increased in 2014 and 2015 by 2% of the rates given in article 31, for payment into the QSF for improving the quality of service in group 3 countries.

6 The combined terminal dues payable into the QSF for improving the quality of service of countries in groups 3, 4 and 5 shall be subject to a minimum of 20,000 SDR per annum for each beneficiary country. The additional funds needed for reaching this minimum amount shall be invoiced, in proportion to the volumes exchanged, to the countries in the target system prior to 2010.

7 Regional projects should in particular promote the implementation of UPU quality of service improvement programmes and the introduction of cost accounting systems in developing countries. The Postal Operations Council shall adopt, in 2014 at the latest, procedures for financing these projects.

Article 33

Transit charges

1 Closed mails and à découvert transit items exchanged between two designated operators or between two offices of the same member country by means of the services of one or more other designated operators (third party services) shall be subject to the payment of transit charges. The latter shall constitute remuneration for the services rendered in respect of land transit, sea transit and air transit. This principle shall also apply to missent items and misrouted mails.

Chapter 2

Other provisions

Article 34

Basic rates and provisions concerning air conveyance dues

1 The basic rate applicable to the settlement of accounts between designated operators in respect of air conveyance shall be approved by the Postal Operations Council. It shall be calculated by the International Bureau according to the formula specified in the Letter Post Regulations. **However, the rates applying to the air conveyance of parcels sent via the merchandise return service shall be calculated according to the provisions defined in the Parcel Post Regulations.**

2 The calculation of air conveyance dues on closed dispatches, priority items, airmail items and air parcels sent in transit à découvert, missent items and misrouted mails, as well as the relevant methods of accounting, are described in the Letter Post and Parcel Post Regulations.

3 The air conveyance dues for the whole distance flown shall be borne:

3.1 in the case of closed mails, by the designated operator of the country of origin of the mails, including when these mails transit via one or more intermediate designated operators;

3.2 in the case of priority items and airmail items in transit à découvert, including missent items, by the designated operator which forwards the items to another designated operator.

4 These same regulations shall be applicable to items exempted from land and sea transit charges if they are conveyed by air.

5 Each designated operator of destination which provides air conveyance of international mail within its country shall be entitled to reimbursement of the additional costs incurred for such conveyance provided that the weighted average distance of the sectors flown exceeds 300 kilometres. The Postal Operations Council may replace the weighted average distance by other relevant criteria. Unless agreement has been reached that no charge should be made, the dues shall be uniform for all priority mails and airmails originating abroad whether or not this mail is reforwarded by air.

6 However, where the terminal dues levied by the designated operator of destination are based specifically on costs or on domestic rates, no additional reimbursement for internal air conveyance shall be made.

7 The designated operator of destination shall exclude, for the purpose of calculating the weighted average distance, the weight of all mails for which the terminal dues calculation has been based specifically on costs or on the domestic rates of the designated operator of destination.

Article 35

Parcel post land and sea rates

1 Parcels exchanged between two designated operators shall be subject to inward land rates calculated by combining the base rate per parcel and base rate per kilogramme laid down in the Regulations.

1.1 Bearing in mind the above base rates, designated operators may, in addition, be authorized to claim supplementary rates per parcel and per kilogramme in accordance with provisions laid down in the Regulations.

1.2 The rates mentioned in 1 and 1.1 shall be payable by the designated operator of the country of origin, unless the Parcel Post Regulations provide for exceptions to this principle.

1.3 The inward land rates shall be uniform for the whole of the territory of each country.

- 2 Parcels exchanged between two designated operators or between two offices of the same country by means of the land services of one or more other designated operators shall be subject to the transit land rates, payable to the designated operators which take part in the routing on land, laid down in the Regulations, according to the distance step applicable.
- 2.1 For parcels in transit à découvert, intermediate designated operators shall be authorized to claim the single rate per item laid down in the Regulations.
- 2.2 Transit land rates shall be payable by the designated operator of the country of origin unless the Parcel Post Regulations provide for exceptions to this principle.
- 3 Any designated operator which participates in the sea conveyance of parcels shall be authorized to claim sea rates. These rates shall be payable by the designated operator of the country of origin, unless the Parcel Post Regulations provide for exceptions to this principle.
- 3.1 For each sea conveyance used, the sea rate shall be laid down in the Parcel Post Regulations according to the distance step applicable.
- 3.2 Designated operators may increase by 50% at most the sea rate calculated in accordance with 3.1. On the other hand, they may reduce it as they wish.

Article 36

Authority of the Postal Operations Council to fix charges and rates

- 1 The Postal Operations Council shall have the authority to fix the following rates and charges, which are payable by designated operators in accordance with the conditions shown in the Regulations:
- 1.1 transit charges for the handling and conveyance of letter mails through one or more intermediary countries;
- 1.2 basic rates and air conveyance dues for the carriage of mail by air;
- 1.3 inward land rates for the handling of inward parcels;
- 1.4 transit land rates for the handling and conveyance of parcels through an intermediary country;
- 1.5 sea rates for the conveyance of parcels by sea.
- 1.6 **outward land rates for the provision of the merchandise return service for parcels.**
- 2 Any revision made, in accordance with a methodology that ensures equitable remuneration for designated operators performing the services, must be based on reliable and representative economic and financial data. Any change decided upon shall enter into force at a date set by the Postal Operations Council.

Article 37

Provisions specific to the settlement of accounts and payments for international postal exchanges

- 1 Settlements in respect of operations carried out in accordance with the present Convention (including settlements for the transport (forwarding) of postal items, settlements for the treatment of postal items in the country of destination and settlements in compensation for any loss, theft or damage relating to postal items) shall be based on and made in accordance with the provisions of the Convention and other Acts of the Union, and shall not require the preparation of any documents by a designated operator except in cases provided for in the Acts of the Union.

Part IV

Final provisions

Article 38

Conditions for approval of proposals concerning the Convention and the Regulations

1 To become effective, proposals submitted to Congress relating to this Convention must be approved by a majority of the member countries present and voting which have the right to vote. At least half of the member countries represented at Congress and having the right to vote shall be present at the time of voting.

2 To become effective, proposals relating to the Letter Post Regulations and the Parcel Post Regulations must be approved by a majority of the members of the Postal Operations Council having the right to vote.

3 To become effective, proposals introduced between Congresses relating to this Convention and to its Final Protocol must obtain:

3.1 two thirds of the votes, at least one half of the member countries of the Union which have the right to vote having taken part in the vote, if they involve amendments;

3.2 a majority of the votes if they involve interpretation of the provisions.

4 Notwithstanding the provisions under 3.1, any member country whose national legislation is as yet incompatible with the proposed amendment may, within ninety days from the date of notification of the latter, make a written declaration to the Director General of the International Bureau stating that it is unable to accept the amendment.

Article 39

Reservations at Congress

1 Any reservation which is incompatible with the object and purpose of the Union shall not be permitted.

2 As a general rule, any member country whose views are not shared by other member countries shall endeavour, as far as possible, to conform to the opinion of the majority. Reservations should be made only in cases of absolute necessity, and proper reasons given.

3 Reservations to any article of the present Convention shall be submitted to Congress as a Congress proposal written in one of the working languages of the International Bureau and in accordance with the relevant provisions of the Rules of Procedure of Congresses.

4 To become effective, proposals concerning reservations must be approved by whatever majority is required for amendment of the article to which the reservation relates.

5 In principle, reservations shall be applied on a reciprocal basis between the reserving member country and the other member countries.

6 Reservations to the present Convention shall be inserted in the Final Protocol to the present Convention, on the basis of proposals approved by Congress.

Article 40

Entry into force and duration of the Convention

1 This Convention shall come into force on **1 January 2014** and shall remain in operation until the entry into force of the Acts of the next Congress.

In witness whereof the plenipotentiaries of the Governments of the member countries have signed this Convention in a single original which shall be deposited with the Director General of the International Bureau. A copy thereof shall be delivered to each party by the International Bureau of the Universal Postal Union.

Done at **Doha, 11 October 2012**

萬國郵政公約

後列簽署本公約的萬國郵政聯盟各成員國政府全權代表，根據 1964 年 7 月 10 日在維也納簽訂的《萬國郵政聯盟組織法》第二十二條第三款，並參照該組織法第二十五條第四款的規定，一致同意在本公約內制訂適用於國際郵政業務的規則。

第一部分

適用於國際郵政業務的共同規則

獨立章

總則

第一條

定義

1. 在萬國郵政公約中所使用的術語定義如下：

1.1 包裹：按照公約和郵政包裹細則規定的條件運遞的郵件；

1.2 封固總包：內裝郵件、拴掛簽牌並加鉛志或封志的郵袋或者郵袋或其他容器的集合；

1.3 誤發總包：非袋牌上指定的互換局收到的容器；

1.4 個人信息：用於鑑別一個郵政業務用戶所必須的信息；

1.5 誤發郵件：由互換局收到的本應寄往其他國家互換局的郵件；

1.6 郵件：表示通過郵政進行的每一次寄遞的一般術語（函件、郵政包裹、郵政匯票等）；

1.7 轉運費：由於提供總包的陸路、海路和/或航空轉運服務而應付給所經過國家的運輸機構（指定經營者、其他部門或者兩者的結合）的報酬；

1.8 終端費：原寄國指定經營者為償付寄達國對接收函件的處理費用而應付給寄達國指定經營者的報酬；

1.9 指定經營者：由成員國正式指定的負責在其領土內經營郵政業務和履行郵聯法規所產生的相關義務的任何政府或非政府實體；

1.10 小包：按照公約和函件細則規定的條件運遞的郵件；

1.11 進口陸路運費應得部分：原寄國指定經營者為償付寄達國處理郵政包裹的費用而應付給寄達國指定經營者的報酬；

1.12 陸路轉運費應得部分：由於提供經過其領土發運郵政包裹的陸路和/或航空轉運服務而應付給所經過國家的運輸機構（指定經營者、其他部門或者兩者的結合）的報酬；

1.13 海路運費應得部分：應付給參與郵政包裹海路運輸服務的運輸機構（指定經營者、其他部門或者兩者的結合）的報酬；

1.14 郵政普遍服務：以合理的價格在一個國家的每一個角落向用戶常年提供優質的基本郵政服務；

1.15 散寄經轉：當郵件的數量或重量不足以向寄達國封發封固總包時，由一個中轉國經轉。

第二條

負責履行參加公約所產生義務的一個或多個實體的指定

1. 各成員國應在大會閉幕以後 6 個月內將負責監督郵政事務的政府

機構的名稱和地址通知國際局。另外，各成員國還應在大會閉幕以後 6 個月內將正式指定的負責在其領土內經營郵政業務和履行郵聯法規所產生義務的一個或多個經營者的名稱和地址通知國際局。在兩屆大會之間，任何有關政府機構和正式指定的經營者的變化情況都應及時通知國際局。

第三條

郵政普遍服務

1. 為了強化郵聯統一的郵政領域這一理念，各成員國應注意使所有使用者/客戶能享受郵政普遍服務的權利，即以合理的價格在其領土的每一個角落常年提供優質的基本郵政服務。

2. 為此，各成員國應在其國家郵政法規內或以其他慣用的形式，根據居民的需求和本國的具體情況，制訂相關郵政業務的範圍、質量標準和合理的價格。

3. 各成員國應對負責確保郵政普遍服務的經營者提供郵政服務的情況及質量標準進行檢查。

4. 各成員國應關注確保以可靠的方式提供郵政普遍服務，從而保證其持久性。

第四條

轉運自由

1. 轉運自由的原則已在組織法第一條中予以闡明，它要求每一個成員國確保其指定經營者對其他指定經營者交給它們的封固總包和散寄經轉函件，承擔交由運輸其本身郵件所利用的最快郵路和最可靠的運輸工具予以發運的義務。這項原則同樣適用於誤發函件和誤發總包。

2. 不參加互換裝有傳染性物質或放射性物品函件的成員國，有權不允許這類函件以散寄經轉的方式通過本國領土。對於信函、明信片 and 盲人郵件以外的其他函件也可同樣處理。這一規定同樣適用於其內容不符合經轉國有關出版或流通的法律規定的印刷品、期刊、雜誌、小包和 M 袋（印刷品專袋）。

3. 由陸路或海路運遞的郵政包裹，只在參加該項業務的成員國領土內享有轉運自由。

4. 航空包裹的轉運自由在整個萬國郵聯領域內應得到保證。但是，未辦理郵政包裹業務的成員國沒有義務參與航空包裹的水陸路發運。

5. 如果一個成員國不遵守有關轉運自由的規定，其他成員國有權取消同這個成員國辦理郵政業務。

第五條

郵件的歸屬、撤回、修改或更正名址、改寄、無法投遞郵件退回寄件人

1. 任何郵件，除按照原寄國或寄達國法令，或者在執行第十八條第二款第一項第一目或第十八條第三款規定的情況下按照經轉國法令被扣留外，在投交有權人之前，均歸寄件人所有。

2. 郵件的寄件人可以撤回郵件或者修改或更正郵件的名址。資費和其他條件在各項細則中規定。

3. 各成員國確保其指定經營者在收件人地址發生變化時將郵件予以改寄，並將無法投遞的郵件退回寄件人。資費和其他條件在各項細則中明確。

第六條

資費

1. 各類國際郵政業務和特別業務的資費由各成員國或者其指定經營者根據國內法令和公約及其各項細則中規定的原則予以確定。這些資費原則上應與提供相關服務的成本相關聯。
2. 原寄成員國或其指定經營者根據國內法令制訂運輸函件和郵政包裹的收寄資費。只要寄達國對相關的郵件辦理投遞業務，資費中就應該包括將郵件投交收件人住址的費用。
3. 所實行的資費，包括法規中以指導性費率的形式規定的資費，至少應與其國內業務中具有相同特性（種類、數量、處理時限等）的郵件所實行的資費相同。
4. 各成員國或其指定經營者有權根據國內法令實行超過法規中規定的各項指導性費率。
5. 各成員國或其指定經營者可以根據其國內法令，對在成員國領土上交寄的函件和郵政包裹提供不低於第三款規定的最低限額的減低資費。它們尤其有權對其大宗郵政用戶提供優惠費率。
6. 除了法規中規定的資費以外，不得向客戶收取任何其他種類的郵政資費。
7. 除了法規中規定的情況以外，各指定經營者所收的資費歸其所有。

第七條

郵費的免付

1. 原則

1.1 免除收寄資費的免付郵費情況由公約予以明確規定。但是，各項細則可以做出一些關於由各成員國、指定經營者和區域性郵聯寄發的郵政公事函件和郵政公事包裹免除收寄資費和轉運費、終端費及進口陸路運費應得部分的規定。此外，由萬國郵聯國際局寄給各區域性郵聯、各成員國和指定經營者的函件和郵政包裹亦被視為郵政公事郵件，並免付各種郵費。但是，對萬國郵聯國際局寄發的郵政公事郵件，原寄成員國或其指定經營者有權收取航空附加費。

2. 戰俘和被拘禁平民郵件

2.1 寄給或寄自戰俘的函件、郵政包裹和郵政支付業務郵件，不論是直接收發的還是經由公約各項細則和郵政支付業務協定細則中所指的戰俘情報局代為收發的，均免付除航空附加費以外的一切郵費。由中立國收容和拘禁的雙方交戰人員在適用上述規定時，可作為戰俘看待。

2.2 對於由其他國家寄給 1949 年 8 月 12 日關於戰時保護平民的日內瓦公約所指的被拘禁平民的函件、郵政包裹和郵政支付業務郵件，或者由這些平民寄發的同類郵件，不論是直接收發的還是經由公約各項細則和郵政支付業務協定細則中所指戰俘情報局代為收發的，第二款第一項的規定同樣適用。

2.3 公約各項細則和郵政支付業務協定細則中所指的戰俘情報局所交寄或接收的有關第二款第一項和第二款第二項所指人員的函件、郵政包裹和郵政支付業務郵件，不論是直接收發的還是居間經轉的，都享受免付郵費的待遇。

2.4 免付郵政資費包裹的重量以不超過 5 千克為限。對內件不可分割的包裹或寄給戰俘營或其委託的代收人以便分發給戰俘的包裹，其重量可

以放寬至 10 千克。

2.5 在各指定經營者之間的賬務結算方面，郵政公事包裹和戰俘及被拘禁平民包裹不進行任何運費應得部分的分配，但適用於航空包裹的航空運費除外。

3. 盲人郵件

3.1 寄給或寄自盲人機構，或者寄給或寄自盲人的盲人郵件，只要在原寄指定經營者的國內業務中是免除郵費的，免付除航空附加費以外的各種郵費。

3.2 在本條中：

3.2.1 “盲人”一詞是指在本國被正式認定為喪失視力或視力低下的任何人，或者符合世界衛生組織關於喪失視力或視力低下定義的任何人；

3.2.2 盲人機構是指服務於盲人或正式代表盲人利益的任何組織或協會。

3.2.3 盲人郵件包括各種形式的（含錄音的）函件和出版物，以及為了幫助盲人克服因喪失視力產生的困難而生產或改製的各種設備或器材，具體內容在函件細則中明確。

第八條

郵票

1. “郵票”一詞受本公約保護，並只能用於符合本條和各項細則規定條件的票品。

2. 郵票：

2.1 只能由成員國或地區根據萬國郵聯法規的規定授權發行和投入流通；

2.2 具有主權象徵的屬性，並且在按照萬國郵聯法規的規定貼在郵件上時，構成已經交付與其面值相等的郵費的憑證；

2.3 應該在發行成員國或地區內流通，根據國內法令用於交付郵資或集郵的目的；

2.4 發行成員國或地區的所有居民均應能夠購買得到。

3. 郵票包含：

3.1 用拉丁字母表示的發行成員國或地區的名稱¹；

3.2 用下列形式表示的面值：

3.2.1 原則上，用發行國家或地區的官方貨幣表示或以一個字母或符號來代表；

3.2.2 用其他特別鑑別標誌來表示。

4. 印在郵票上面的國徽、官方監管標誌以及政府間國際組織的徽記受《關於保護工業產權的巴黎公約》的保護。

5. 郵票的題材和圖案應該：

5.1 符合萬國郵聯組織法序言的精神和郵聯各機構所作的決定；

5.2 與成員國或地區的文化特色密切相關或有助於促進文化的發展或維護和平；

5.3 在紀念成員國或地區以外的他國人物或事件時，與相關成員國或

¹ 作為郵票的首發國，英國可以例外。

地區有密切聯繫；

5.4 對某個人物或國家沒有政治性或冒犯性；

5.5 對成員國或地區本身具有重要意義。

6. 郵資已付標誌、郵資機印志、印刷機所印付費印志或用符合萬國郵聯法規規定的其他印刷或蓋戳辦法獲得的付費印志，只有經成員國或地區批准後才能使用。

7. 在發行利用新材料或者新技術的郵票以前，各成員國應將關於這些新材料或新技術與用於處理郵件機器的運行相匹配的必要信息通知國際局。國際局將把這些信息通知其他各成員國及其指定經營者。

第九條

郵政安全

1. 為保證所有相關各方的利益，各成員國及其指定經營者應遵守萬國郵政聯盟可靠性標準中所確定的可靠性方面的要求，並在各級郵政經營管理部門採用並執行安全行動戰略，以便保持和提高公眾對於郵政業務的信任。這項戰略重點包括對於按照實施的規定認定的郵件提供電子預告信息的要求相符合的原則（特別是相關郵件的種類和這些郵件的認定標準），這些規定是行政理事會和郵政經營理事會根據萬國郵聯信息技術標準通過的。這項戰略還要求在各成員國及其指定經營者之間互換有關確保總包在運輸和轉運過程中的可靠性和安全性的信息。

2. 在國際郵政運輸鏈中所執行的一切安全措施都必須與其可能面對的風險和威脅相適應，並且考慮郵政網絡的特殊性，在不干擾國際郵件傳遞或國際貿易的情況下推行。可能對郵政運營產生世界性影響的各項安全

措施，應該與所有相關各方一起，在國際範圍內以協調和平衡的方式開展。

第十條

可持續發展

1. 各成員國和/或其指定經營者應在各級郵政經營管理部門採用並執行積極的可持續發展戰略，特別是在環境、社會和經濟方面將要採取的行動，並在郵政業務的範圍內促進人們提高對可持續發展問題的認識。

第十一條

關於違規行為的規定

1. 郵件

1.1 各成員國應確保採取各項必要措施，以預防下列行為的發生，並追查和處罰行為人：

1.1.1 在郵件中夾寄麻醉物品、精神藥物或者公約中沒有明確准寄的易爆物品、易燃物品或其他危險物品；

1.1.2 在郵件中夾寄有戀童癖性質的物品或針對兒童的色情物品。

2. 預付郵資和交付郵資手段

2.1 各成員國應確保採取各種必要措施，以預防、制止和處罰違反本公約規定的預付郵資手段的行為，預付郵資手段包括：

2.1.1 正在流通或已停止流通的郵票；

2.1.2 預付郵資標誌；

2.1.3 郵資機印志或印刷機所印付費印志；

2.1.4 國際回信券。

2.2 按本公約規定，違反預付郵資的行為包括為使行為人本人或者第三者獲得非法利益而從事的下列行為之一，並應予以處罰：

2.2.1 偽造、仿造或假冒預付郵資手段，或者與未經批准製造預付郵資手段有關的各種非法或犯罪行為；

2.2.2 使用偽造、仿造或假冒的預付郵資手段或者將其投入流通、商業化、投遞、分發、運輸、展示或展覽，其中包括用於宣傳的目的；

2.2.3 為了郵政的用途而使用已經用過的預付郵資手段或者將其投入流通；

2.2.4 旨在從事上述違規行為之一的各種嘗試。

3. 對等性原則

3.1 在對第二款所指的行為進行處罰時，對於本國的預付郵資手段和外國的預付郵資手段不應有任何區別。這項規定不受任何法定或約定的對等性條件的限制。

第十二條

個人信息的處理

1. 用戶的個人信息只能用於根據適用的國家法令收集這些信息的既定目的。

2. 用戶的個人信息只能透露給根據國家法令授權獲取此類信息的第三方。

3. 各成員國及其指定經營者應該遵守其國家法令，確保用戶個人信

息的保密和安全。

4. 各指定經營者應將使用其個人信息的情況和收集這些信息的目的通知用戶。

第二部分

適用於函件和郵政包裹的規定

第一章

提供的業務

第十三條

基本業務

1. 各成員國應該確保其指定經營者收寄、處理、運輸和投遞函件。
2. 函件包括：
 - 2.1 重量不超過 2 千克的優先函件和非優先函件；
 - 2.2 重量不超過 2 千克的信函、明信片、印刷品和小包；
 - 2.3 重量不超過 7 千克的盲人郵件；
 - 2.4 裝有寄往同一寄達地和同一收件人的報紙、期刊、書籍和類似的印刷文件的專袋，稱為“M 袋”（印刷品專袋），重量不超過 30 千克。
3. 根據函件細則的規定，函件按處理速度或內件性質分類。
4. 對某些種類的函件，可以按照函件細則中規定的條件，非強制性地實行高於第二款規定的重量限制。

5. 除第八款所規定的情形以外，各成員國還應該確保其指定經營者收寄、處理、運輸和投遞重量不超過 20 千克的郵政包裹。可以按照本公約的規定辦理，對於出口包裹，也可以根據雙邊協議採用更加有利於用戶的其他方式辦理。

6. 對於某些種類的郵政包裹，可以按照郵政包裹細則中規定的條件，非強制性地實行超過 20 千克的重量限制。

7. 如果本國的指定經營者不辦理包裹運輸業務，該成員國可以准許運輸企業實施公約的條款，同時可以規定此項業務僅以寄自或寄往這些運輸企業所通達地區的包裹為限。

8. 作為第五款規定的例外，在 2001 年 1 月 1 日以前沒有參加郵政包裹協定的成員國可以不辦理郵政包裹業務。

第十四條

按照尺寸對函件進行分類

1. 在第 13 條第三款所述的分類辦法中，函件還可以按照尺寸進行分類，即小型函件（P）、大型函件（G）和超大型函件（E）。其尺寸和重量限度在函件細則中明確。

第十五條

附加業務

1. 各成員國應確保辦理下列強制性附加業務：

1.1 出口航空函件和優先函件的掛號業務；

1.2 各類進口掛號函件的掛號業務。

2. 在相關指定經營者商定提供下列業務的情況下，各成員國或其指定經營者可以辦理這些非強制性的附加業務：

2.1 保價函件和保價包裹業務；

2.2 代收貨款函件和代收貨款包裹業務；

2.3 快遞函件和快遞包裹業務；

2.4 掛號函件或保價函件的收件人親收業務；

2.5 收件人免付資費和稅款函件和包裹的投遞業務；

2.6 脆弱包裹和過大包裹業務；

2.7 同一寄件人寄往國外的批量郵件的集散“託運”業務。

2.8 商品退回業務，也就是根據原寄件人的授權由收件人將商品退回原寄件人。

3. 下列 3 項附加業務同時具有強制性和非強制性：

3.1 國際商業回函業務（CCRI）：基本上是非強制性的，但是所有成員國或其指定經營者都應辦理國際商業回函郵件的寄退業務；

3.2 國際回信券業務：所有成員國都應兌換這類回信券，但其出售是非強制性的；

3.3 掛號函件、包裹和保價郵件的回執業務：所有成員國或其指定經營者都應接收進口郵件的回執，但對出口郵件提供回執業務是非強制性的。

4. 上述業務及其相關資費均在各項細則內作了詳細規定。

5. 如果在其國內業務中對下列業務項目收取特別資費，各指定經營

者有權按照細則中規定的條件，對國際郵件收取相同的資費：

- 5.1 500 克以上小包的投遞；
- 5.2 最後封發時刻交寄函件；
- 5.3 窗口正常營業時間以外交寄郵件；
- 5.4 上門攬收郵件；
- 5.5 窗口正常營業時間以外提取函件；
- 5.6 存局候領；
- 5.7 500 克以上函件和郵政包裹的保管；
- 5.8 應到達通知單的要求投遞包裹；
- 5.9 對不可抗力事故承擔責任。

第十六條

特快專遞郵件業務和綜合物流業務

1. 各成員國或指定經營者可以相互商定參加細則中規定的下列業務：

1.1 特快專遞郵件業務：這是用於傳遞文件和物品的郵政速遞業務，儘可能提供最迅速的實物傳遞郵政業務。此項業務可以根據特快專遞郵件業務多邊標準協議辦理，也可以根據雙邊協議辦理；

1.2 綜合物流業務：這項業務充分滿足客戶在物流方面的需求，它包括在商品和文件傳遞之前和傳遞之後各個階段的服務。

第十七條

電子郵政業務

1. 各成員國或指定經營者可以相互商定參加細則中規定的下列電子郵政業務：

1.1 郵政電子郵件：這是由指定經營者利用電子信息傳遞來提供的電子郵政業務；

1.2 掛號郵政電子郵件：這是有安全保證的電子郵政業務，在經過認證的使用者之間通過有保護的通信線路提供寄發證明和電子信息投交證明；

1.3 電子認證郵政簽章業務：這項業務以令人信服的方式對以特定的方式、在特定的時間、由一方或多方參與的電子事件的真實性予以證實。

1.4 郵政電子信箱：這項業務使經過認證的寄件人可以寄發電子信息，並且為經過認證的收件人發送和保存電子信息。

第十八條

不准收寄的郵件與禁寄規定

1. 一般規定

1.1 不符合公約和各項細則規定條件的郵件不予收寄。以欺詐或故意不付全部郵費為目的而交寄的郵件也不予以收寄；

1.2 本條禁寄規定的例外在各項細則中予以規定；

1.3 各成員國或其指定經營者可以擴大本條中所述的禁寄規定，並在其被納入相應的彙編以後立即執行。

2. 適用於各類郵件的禁寄規定

2.1 在各類郵件中禁止裝寄下列物品：

2.1.1 麻醉品管制國際機構（OICS）所確定的麻醉物品和精神藥物或者寄達國禁止的其他非法藥品；

2.1.2 淫穢物品或有傷風化的物品；

2.1.3 假冒和盜版的物品；

2.1.4 寄達國禁止進口或流通的其他物品；

2.1.5 由於其性質或包裝可能對工作人員或公眾造成傷害、污染或者損毀其他郵件、郵政設備或屬於第三者財產的物品；

2.1.6 在寄件人和收件人或他們的共同居住者之外的人員之間互寄的具有現時私人通信性質的文件。

3. 易燃、易爆物品或放射性物品和危險物品：

3.1 在各類郵件中禁止裝寄易燃、易爆物品或其他危險物品以及放射性物品。

3.2 在各類郵件中禁止裝寄引爆裝置和無自動力的軍用物品，其中包括無自動力的榴彈、無自動力的炮彈和其他同類物品以及這類裝置和物品的仿真製品。

3.3 可以例外地准寄在各項細則中特別指出允許寄遞的危險物品：

4. 活的動物

4.1 在各類郵件中禁止裝寄活的動物；

4.2 保價函件以外的函件中 can 例外地准寄下列動物：

4.2.1 蜜蜂、水蛭和蠶；

4.2.2 在官方承認的機構之間互相交換的用於控制害蟲的寄生蟲和殺滅害蟲的蟲類；

4.2.3 在官方承認的機構之間互相交換的用於生物醫學研究的果蠅。

4.3 郵政包裹中可以例外地准寄下列動物：

4.3.1 相關國家的郵政規章和國內法令准許通過郵政運輸的活的動物。

5. 在包裹中夾寄信函

5.1 在郵政包裹中禁止裝寄下列物品：

5.1.1 在寄件人和收件人或者他們的共同居住者之外的人員之間互寄的信函，但存檔的附件除外。

6. 硬幣、鈔票和其他貴重物品

6.1 禁止將硬幣、鈔票、紙幣或各種無記名證券、旅行支票、寶石、珠寶首飾以及已加工或未加工的白金、黃金或白銀及其他貴重物品裝入下列郵件寄遞：

6.1.1 非保價函件；

6.1.1.1 然而，如果原寄國和寄達國的國內法令允許，此類物品可裝入密封的信封，作為掛號函件寄遞；

6.1.2 保價包裹，但原寄國和寄達國的國內法令允許的除外；

6.1.3 在辦理保價業務的兩個國家之間互寄的非保價包裹；

6.1.3.1 另外，各成員國或指定經營者有權禁止寄自或寄往本國領土或經由其領土散寄經轉的保價或非保價包裹內裝寄金條，它們也可以限制此類包裹的實際價值。

7. 印刷品和盲人郵件

7.1 印刷品和盲人郵件既不可以附註任何說明，也不可以包含任何通信內容；

7.2 這些郵件既不得夾寄已蓋銷或未蓋銷的任何郵票或任何郵資憑證，也不得夾寄任何代表一定價值的單據，但郵件內裝有一個已經預付郵資並在上面印好寄件人或其原郵件交寄國或寄達國代理人地址的卡片、信封或紙帶，以便退回的情況除外。

8. 誤收寄郵件的處理

8.1 誤收寄的郵件應按照各項細則的規定處理。但是，裝有第二款第一項第一目、第二款第一項第二目、第三款第一項和第三款第二項所指物品的郵件在任何情況下都不得發往寄達地，也不得投交收件人或退回原寄地。如果在經轉的郵件中發現第二款第一項第一目、第三款第一項和第三款第二項所指的物品，此類郵件將按照該經轉國的國內法令處理。

第十九條

查詢

1. 各指定經營者均應受理在其業務範圍內或在其他任何指定經營者業務範圍內交寄的包裹、掛號函件、或保價郵件的查詢，但這些查詢必須自相關郵件交寄之次日起 6 個月內提出。查單應通過掛號優先函件、特快專遞郵件（EMS）或電子方式傳遞。6 個月的期限是針對查詢人與指定經營者之間關係而言，不包括查單在各指定經營者之間傳遞的時間。

2. 查詢按照各項細則中規定的條件受理。

3. 查單應免費處理。但是，因要求利用特快專遞郵件（EMS）傳遞

而產生的附加費用，原則上應由申請人承擔。

第二十條

海關的監管、關稅及其他稅費

1. 原寄國指定經營者和寄達國指定經營者可按照所在國家的法令，將郵件遞交海關監管。
2. 對於遞交海關監管的郵件，郵政部門可以收取遞交海關驗關費，其指導性款額由各項細則確定。但該項資費只能對徵收關稅或其他同類稅費的郵件以遞交海關驗關和通關的名義收取。
3. 已經獲得以用戶的名義或者寄達國指定經營者的名義代理用戶辦理通關事務授權的各指定經營者，可以根據業務操作的實際成本，向用戶收取一項費用。對於根據國內法令應該向海關申報的所有郵件，其中包括免除關稅的郵件，都可以收取此項費用。應將相關收費事宜事先正式告知用戶。
4. 各指定經營者可以根據情況向寄件人或收件人收取關稅和可能產生的其他各種稅費。

第二十一條

與軍事單位互換的封固總包

1. 下列單位和個人之間可以通過其他國家的陸路、海路或航空業務部門居間互換封固函件總包：
 - 1.1 成員國的郵局與聯合國組織所屬軍事單位的指揮官之間；
 - 1.2 這些軍事單位的指揮官之間；

1.3 成員國的郵局與本國駐外海軍部隊、空軍部隊或陸軍部隊、軍艦或軍用飛機的指揮官之間；

1.4 同一個國家的海軍部隊、空軍部隊或陸軍部隊、軍艦或軍用飛機的指揮官之間。

2. 第一款所指總包中裝寄的函件，應全部為寄至或寄自處於總包寄達地或寄發地的軍事單位或參謀部的人員以及軍艦或軍用飛機上的官兵。對這些函件所實行的資費和收寄條件，由派出軍事單位的成員國或軍艦、軍用飛機所屬成員國的指定經營者按照其規章予以確定。

3. 除另有特別協議外，派出軍事單位的成員國或軍艦、軍用飛機所屬成員國的指定經營者應向相關的指定經營者支付總包的轉運費、終端費和航空運費。

第二十二條

業務質量標準和目標

1. 各成員國或其指定經營者應該制訂並公佈進口函件和包裹的投遞標準和目標。

2. 上述投遞標準和目標加上正常情況下通關所需時間，不得低於其國內業務中相應郵件所實行的標準和目標。

3. 原寄成員國或其指定經營者還應制訂和公佈優先函件、航空函件、航空包裹以及經濟類/水陸路包裹的全程標準。

4. 各成員國或其指定經營者應對業務質量標準的執行情況進行評估。

第二章

責任

第二十三條

各指定經營者應承擔的責任和補償

1. 總則

1.1 除第二十四條所指的情況外，各指定經營者對下述情況承擔補償責任：

1.1.1 掛號函件、普通包裹和保價郵件的丟失、被竊或損毀；

1.1.2 退回但未註明無法投遞原因的掛號函件、保價郵件和普通包裹。

1.2 各指定經營者對未在第一款第一項第一目和第一款第一項第二目中提到的郵件不承擔補償責任。

1.3 對於未在本公約中規定的其他任何情況，各指定經營者均不承擔補償責任。

1.4 當掛號函件、普通包裹或保價郵件的丟失或完全損毀係由於不可抗力事故所致而不予以補償時，寄件人有權要求退還為交寄郵件所交付的資費，但保價費除外。

1.5 所支付的補償金款額不能超過函件細則和郵政包裹細則中規定的款額。

1.6 在責任方面，對於間接損失、未能實現的利潤或者精神損失，在支付補償金時不予以考慮。

1.7 所有關於各指定經營者應承擔責任的規定均是嚴格的、強制性的

和完全的。在任何情況下，即使有嚴重過錯（嚴重錯誤），各指定經營者也不承擔超出公約和各項細則規定限度的責任。

2. 掛號函件

2.1 在掛號函件丟失、全部被竊或完全損毀的情況下，寄件人有權得到一筆由函件細則規定的補償金。如果寄件人要求的補償金低於函件細則規定的限額，各指定經營者可以支付低額補償金，並以此為基礎向可能涉及的其他指定經營者追索補償金。

2.2 在掛號函件部分被竊或部分損毀的情況下，寄件人有權得到一筆原則上相應於被竊或損毀造成的實際損失的補償金。

3. 普通包裹

3.1 在普通包裹丟失、全部被竊或完全損毀的情況下，寄件人有權得到一筆由郵政包裹細則規定的補償金。如果寄件人要求的補償金低於郵政包裹細則規定的限額，各指定經營者可以支付低額補償金，並以此為基礎向可能涉及的其他指定經營者追索補償金。

3.2 在普通包裹部分被竊或部分損毀的情況下，寄件人有權得到一筆原則上相應於被竊或損毀造成的實際損失的補償金。

3.3 各指定經營者可以商定，在其雙邊關係中執行郵政包裹細則中規定的按每件包裹支付的補償金額，而不考慮包裹的重量。

4. 保價郵件

4.1 在保價郵件發生丟失、全部被竊或完全損毀的情況下，寄件人有權得到補償，補償金額原則上應相應於以特別提款權申報的保價金額。

4.2 在保價郵件部分被竊或部分損毀的情況下，寄件人有權得到一筆

原則上相應於被竊或損毀造成的實際損失的補償金。然而，該項補償金在任何情況下都不能超過以特別提款權申報的保價金額。

5. 在掛號函件或保價函件被退回而未註明無法投遞理由時，寄件人僅有權要求退還為交寄郵件所支付的郵費。

6. 在包裹被退回而未註明無法投遞理由時，寄件人有權要求退還在原寄國為交寄包裹所支付的郵費和包裹從寄達國退回所產生的費用。

7. 在第二、第三和第四款所述的情況下，補償金款額應比照郵件內裝同類物品或商品在交寄地的當時市價，折合成特別提款權予以計算。如無市價可參考，補償金款額可比照按上述辦法估計的物品或商品的通常價值予以計算。

8. 在掛號函件、普通包裹或保價郵件因丟失、全部被竊或完全損毀而應予以補償時，根據情況寄件人或收件人還有權要求退還為交寄郵件所交付的資費和稅款，但掛號費或保價費除外。對於因破損而被收件人拒收的掛號函件、普通包裹或保價郵件，如果破損係郵政部門造成並由其承擔負責，應按同樣辦法辦理。

9. 雖有第二、第三和第四項的規定，如果寄件人書面轉讓對被竊、損毀或丟失的掛號函件、普通包裹或保價郵件收取補償金的權利，收件人有權要求這項補償金。在寄件人和收件人是同一個人的情況下，不需要此項轉讓聲明。

10. 原寄指定經營者有權按照其國內法令對掛號函件和非保價包裹規定的標準向其國內的寄件人支付補償金，但所付補償金不得低於第二款第一項和第三款第一項規定的標準。當向收件人支付補償金時，寄達指定經營者亦可照此辦理。然而，在下述情況下，仍應按第二款第一項和第三款

第一項規定的款額辦理：

10.1 在向責任指定經營者索還補償金時；

10.2 在寄件人將其權利轉讓給收件人時。

11. 除有雙邊協議外，不得對超過查詢期限和向指定經營者支付補償金的規定提出任何保留，其中包括各項細則中規定的期限和條件。

第二十四條

各成員國和指定經營者不承擔責任的情況

1. 各指定經營者對於掛號函件、包裹和保價郵件，在已按照其國內規章有關投遞同類郵件的規定妥投後，結束對郵件承擔責任。然而，在下述情況下，各指定經營者仍應承擔責任：

1.1 在投交前或投交時發現郵件被竊或損毀；

1.2 如果國內規章許可，收件人或在退回原寄局時的寄件人，在領取被竊或損毀的郵件時已提出了保留意見；

1.3 如果國內規章許可，掛號函件已經投入郵政信箱而收件人聲明未曾收到；

1.4 雖對包裹或保價郵件已正常簽收，但收件人或在退回原寄局時的寄件人立刻向投遞郵件的指定經營者聲明，發現郵件已經損壞，並能證明抽竊或破損並非發生在投遞之後。“立刻”一詞的具體含義應根據國內法令給予解釋。

2. 在下述情況下，各成員國和指定經營者不承擔責任：

2.1 不可抗力事故，但第十五條第五款第九項規定的情況除外；

- 2.2 郵件業務檔案因不可抗力事故而遭到損毀，以致不能追查郵件下落，而又無其他證據足以證明成員國或指定經營者應承擔責任的；
 - 2.3 因寄件人的過錯或疏忽，或因郵件內件的性質而造成的損失；
 - 2.4 郵件內裝物品屬於第十八條所指的禁寄物品；
 - 2.5 根據寄達成員國或該國指定經營者的通知，相關郵件已經按照該國的法令被扣留；
 - 2.6 寄件人虛報保價郵件價值，所報金額超過內件的實際價值；
 - 2.7 寄件人在交寄郵件的次日起 6 個月之內未申請任何查詢；
 - 2.8 屬於戰俘和被拘禁平民的包裹；
 - 2.9 寄件人的行為有騙取補償金之嫌。
3. 對於無論以何種方式向海關進行的申報和海關在查驗受其監管的郵件時所作的決定事項，各成員國和指定經營者不承擔任何責任。

第二十五條

寄件人的責任

1. 由於郵寄不准寄遞的物品或不遵守收寄條件而給郵政員工造成的人身傷害和給其他郵件以及郵政設施造成的各種損失，相關郵件的寄件人應該承擔責任。
2. 在給其他郵件造成損失的情況下，寄件人對於每件受損郵件所承擔責任的範圍與各指定經營者的責任範圍相同。
3. 即使收寄局收寄了這樣的郵件，寄件人仍應承擔責任。

4. 與此相反，在寄件人遵守了收寄條件的情況下，如果在郵件收寄後，指定經營者或運輸部門在郵件處理過程中發生錯誤或疏忽，寄件人則不承擔責任。

第二十六條

補償金的支付

1. 根據不同情況，支付補償金和退還郵費及稅款的義務應由原寄指定經營者或寄達指定經營者承擔，但有權向責任指定經營者索還。

2. 寄件人有權將領取補償金的權利轉讓給收件人。在轉讓權利的情況下，如果國內法令准許，寄件人或收件人還可以授權第三方領取補償金。

第二十七條

必要時向寄件人或收件人收回補償金

1. 支付補償金以後，如果原來認為丟失的掛號函件、包裹或保價郵件或者其一部分內件被重新找回，應根據情況通知寄件人或收件人，可以在3個月內退回已付的補償金，領取該郵件。同時向其詢問郵件應該投給誰。如果拒收或在規定期限內未作答覆，應視情況與收件人或寄件人進行同樣的交涉，允許其在相同期限內作出答覆。

2. 如果寄件人和收件人放棄領取郵件，或未在第一款規定的期限內作出答覆，該郵件則應視情況歸已經承擔損失的一個或多個指定經營者所有。

3. 如果事後發現保價郵件內件價值低於已經支付的補償金額，根據不同情況，寄件人或收件人應該退回這項補償金，並領回相關郵件，但這並不影響對虛報價值追究法律責任。

第三章

適用於函件的特殊規定

第二十八條

在國外交寄的函件

1. 任何指定經營者，對於居住在成員國境內的寄件人因貪圖其他國家的低廉郵資而在國外交寄或委託他人在國外交寄的函件，均應不予發運，不予投交收件人。
2. 第一款的規定對於寄件人在其居住國國內封裝好、然後運往國境外的函件以及在國外封裝的函件，一律適用。
3. 寄達指定經營者有權要求寄件人和在無法找到寄件人時，要求收寄指定經營者交付國內郵資。如果寄件人或收寄指定經營者未在寄達指定經營者規定的期限內同意交付郵資，寄達指定經營者可以將這些函件退回收寄指定經營者，並有權收取退回費用，也可以按照其國內法規處理相關函件。
4. 任何指定經營者對於寄件人或其委託人在寄件人居住國以外的國家交寄的大宗函件，當所收取的終端費款額低於寄件人在其本國交寄函件應收取的終端費款額時，應不予發運和投交收件人。寄達指定經營者有權向收寄指定經營者收取與所付出的成本相對應的酬金，但不能超過用下述兩種方式計算的最高限額：對同類函件所實行的國內資費的 80%，或視不同情況根據公約第三十條第五款至第三十條第九款、第三十條第十款至第三十條第十一款或第三十一條第八款條所實行的費率。如果收寄指定經營者未在寄達指定經營者規定的期限內同意支付所要求的款額，寄達指定經營者可以將函件退回收寄指定經營者，並有權收取退回費用，也可以按照

其國內法規處理相關函件。

第三部分

酬金

第一章

適用於函件的特殊規定

第二十九條

終端費 — 一般規定

1. 除細則中規定的免除終端費的情況以外，接收其他指定經營者所寄發函件的各指定經營者，均有權向寄發指定經營者收取一項酬金，作為所接收國際函件的處理費用。

2. 為了便於其指定經營者執行有關終端費酬金的規定，各成員國和地區按照大會在其第 **C 77/2012** 號決議中為此目的而制訂的清單，劃分為下列幾類：

2.1 在 2010 年以前執行目標辦法的國家和地區；

2.2 自 2010 年和 **2012** 年起執行目標辦法的國家和地區；

2.3 自 **2014** 年起執行目標辦法的國家和地區(目標辦法的新增國家)；

2.4 執行過渡辦法的國家和地區。

3. 本公約中有關支付終端費的各項規定均屬過渡性措施，將導致在過渡期結束以後採用根據各國的自身條件付費的單一辦法。

4. 直接進入國內業務（直接進入）

4.1 原則上，每個在 2010 年以前參加目標辦法國家的指定經營者應將其國內業務中在同等條件下向本國用戶所執行的資費、標準和條件允許其他指定經營者使用。由寄達指定經營者判斷寄發指定經營者是否滿足了直接進入的條件和方式。

4.2 在 2010 年以前參加目標辦法國家的指定經營者應在向其本國用戶提供的同等條件下，向在 2010 年以前參加目標辦法國家的其他指定經營者開放在其國內業務中所實行的資費、標準和條件。

4.3 但是，從 2010 年起參加目標辦法國家的指定經營者可以選擇在對等的基礎上向一定數量的指定經營者開放在其國內業務中所實行的條件，試行 2 年。此期限過後，它們應該在 2 個方案中進行選擇：停止開放在其國內業務中所實行的條件，或者繼續此做法，並且向所有指定經營者開放在其國內業務中所實行的條件。然而，如果從 2010 年起參加目標辦法國家的指定經營者要求在 2010 年以前參加目標辦法國家的指定經營者對其執行本國國內業務中所實行的條件，它們應該在向其本國用戶實行的同等條件下，向所有指定經營者開放在其國內業務中所實行的資費、標準和條件。

4.4 過渡辦法國家的指定經營者可以不選擇在向其本國用戶提供的同等條件下向其他指定經營者開放在其國內業務中所實行的條件。但是，這些指定經營者可以選擇在對等的基礎上向一定數量的指定經營者開放在其國內業務中所實行的條件，試行 2 年。此期限過後，它們應該在 2 個方案中進行選擇：停止開放在其國內業務中所實行的條件，或者繼續此做法，並且向所有指定經營者開放在其國內業務中所實行的條件。

5. 終端費酬金將以寄達國在業務質量方面的業績為基礎。因此，授權郵政經營理事會對第三十和三十一條所規定的酬金支付獎金，以鼓勵參加監測系統和獎勵達到質量目標的指定經營者。郵政經營理事會還可以確定在質量未達標的情況下處以罰金，但是指定經營者所收的酬金不能低於第三十和三十一條所規定的最低酬金。

6. 各指定經營者均可以全部或部分地放棄第一款所指的酬金。

7. 不足 5 千克的 M 袋（印刷品專袋）在計算終端費酬金時按 5 千克計算。對於 M 袋，所執行的終端費率如下：

7.1 2014 年，每千克 0.815 特別提款權；

7.2 2015 年，每千克 0.838 特別提款權；

7.3 2016 年，每千克 0.861 特別提款權；

7.4 2017 年，每千克 0.885 特別提款權。

8. 對於掛號函件，可以收取附加酬金，其費率為：2014 年每件 0.617 特別提款權，2015 年每件 0.634 特別提款權，2016 年每件 0.652 特別提款權，2017 年每件 0.670 特別提款權。對於保價函件，也可以收取附加酬金，其費率為 2014 年每件 1.234 特別提款權，2015 年每件 1.269 特別提款權，2016 年每件 1.305 特別提款權，2017 年每件 1.342 特別提款權。授權郵政經營理事會在所提供的服務包括在函件細則中明確規定的其他附加內容時，對上述業務和其他附加業務的酬金加付獎金。

9. 除有相反的雙邊協議以外，對於沒有黏貼帶條碼的識別標誌或者所黏貼的識別標誌所帶條碼不符合萬國郵聯 S10 技術標準的掛號函件和保價函件，規定收取每件 0.5 特別提款權附加報酬。

10. 在收取終端費酬金時，根據函件細則中規定的條件由同一寄件人在同一總包或不同的總包中寄發的批量函件被稱為“大宗函件”，將按照第三十和三十一條的規定收取酬金。

11. 各指定經營者可以通過雙邊或多邊協議，採取其他支付酬金的方式來結算終端費帳目。

12. 各指定經營者可以非強制性地互換非優先函件，對其減收適用於優先函件終端費率的 10%。

13. 執行目標辦法的指定經營者之間的各项規定也適用於所有聲明願意參加目標辦法的執行過渡辦法的指定經營者。郵政經營理事會可以在函件細則中制訂一些過渡措施。聲明願意全面接受上述規定而不需要過渡措施的執行目標辦法的新指定經營者，可以完整地執行目標辦法的規定。

第三十條

終端費 — 適用於執行目標辦法國家的指定經營者之間互寄函件的規定

1. 函件的酬金，其中包括大宗函件，但 M 袋和國際商業回函郵件除外，根據反映寄達國處理成本的每件費率和每千克費率來確定。對屬於普遍服務範圍的國內優先函件所實行的資費將作為計算終端費費率的參考。

2. 如果在國內業務中實行第十四條所規定的按照尺寸對函件進行分類的辦法，在計算目標辦法的終端費費率時應考慮這種分類。

3. 實行目標辦法的指定經營者應根據函件細則中規定的條件互換單獨的按尺寸分類的總包。

4. 國際商業回函郵件的酬金按照函件細則中的適當規定來計收。

5. 每件費率和每千克費率以一件 20 克小型函件（P）和一件 175 克

大型函件（G）資費的 70% 為基礎來計算，扣除增值稅和其他稅費。

6. 對於所互換的按照尺寸分類的單獨總包，郵政經營理事會確定適用於計算費率的條件以及必要的操作、統計和帳務程序。

7. 對於實行目標辦法國家之間在某一特定年份所互換函件的流量所實行的費率，不能使一件重量為 81.8 克的函件所產生的終端費收入比上一年增加 13% 以上。

8. 對 2010 年以前實行目標辦法國家之間的函件流量所執行的費率不能超過：

8.1 2014 年：每件 0.294 特別提款權，每千克 2.294 特別提款權；

8.2 2015 年：每件 0.303 特別提款權，每千克 2.363 特別提款權；

8.3 2016 年：每件 0.312 特別提款權，每千克 2.434 特別提款權；

8.4 2017 年：每件 0.321 特別提款權，每千克 2.507 特別提款權。

9. 對 2010 年以前實行目標辦法國家之間的函件流量所執行的費率不能低於下列數值：

9.1 2014 年：每件 0.203 特別提款權，每千克 1.591 特別提款權；

9.2 2015 年：每件 0.209 特別提款權，每千克 1.636 特別提款權；

9.3 2016 年：每件 0.215 特別提款權，每千克 1.682 特別提款權；

9.4 2017 年：每件 0.221 特別提款權，每千克 1.729 特別提款權。

10. 對自 2010 年和 2012 年起參加目標辦法的國家之間互換函件的流量以及這些國家與 2010 年以前參加目標辦法的國家互換的函件流量所執行的費率不能超過：

10.1 2014 年：每件 0.209 特別提款權，每千克 1.641 特別提款權；

10.2 2015 年：每件 0.222 特別提款權，每千克 1.739 特別提款權；

10.3 2016 年：每件 0.235 特別提款權，每千克 1.843 特別提款權；

10.4 2017 年：每件 0.249 特別提款權，每千克 1.954 特別提款權。

11. 對自 2010 年和 2012 年起參加目標辦法的國家之間互換函件的流量以及這些國家與 2010 年以前參加目標辦法的國家互換的函件流量所執行的費率不能低於第九款第一至四項所規定的費率。

12. 對寄自、寄往目標辦法新增國家和在這些國家之間互寄函件的流量所執行的費率與第九款第一至四項所規定的費率相同，但大宗函件除外。

13. 2010 年或 2010 年以後參加目標辦法的國家之間互寄函件的流量以及這些國家與 2010 年以前參加目標辦法的國家互寄的函件流量，如果年度總重量不足 75 噸，每千克費率和每件費率以每千克 12.23 件這一世界平均件數為基礎折合為每千克總費率。

14. 2010 年以前參加目標辦法的國家對大宗函件所收取的酬金按照第五至九款所規定的每件費率和每千克費率來確定。

15. 自 2010 年和 2012 年起參加目標辦法的國家對大宗函件所收取的酬金按照第五、十和十一款所規定的每件和每千克費率確定。

16. 除有雙邊協議外，不允許對本條提出保留。

第三十一條

終端費 — 適用於寄往、寄自執行過渡辦法國家的指定經營者和在這些指定經營者之間互寄函件的規定

1. 對於執行終端費過渡辦法（正在準備加入目標辦法）國家的指定經營者，函件的酬金（包括大宗函件，但不包括 M 袋和國際商業回函郵件），按照每件費率和每千克費率來確定。

2. 國際商業回函郵件的酬金按照函件細則中的適當規定來計收。

3. 對於寄往、寄自執行過渡辦法國家和在這些國家之間互寄的函件流量所執行的費率為：

3.1 2014 年：每件 0.203 特別提款權，每千克 1.591 特別提款權；

3.2 2015 年：每件 0.209 特別提款權；每千克 1.636 特別提款權；

3.3 2016 年：每件 0.215 特別提款權；每千克 1.682 特別提款權；

3.4 2017 年：每件 0.221 特別提款權；每千克 1.729 特別提款權。

4. 對於年業務量低於 75 噸的函件流量，每千克費率和每件費率以每千克 12.23 件這一世界平均件數為基礎折合成每千克總費率，但 2014 年除外，這一年將執行 2013 年的每千克總費率。適用的費率如下：

4.1 2014 年：每千克 4.162 特別提款權；

4.2 2015 年：每千克 4.192 特別提款權；

4.3 2016 年：每千克 4.311 特別提款權；

4.4 2017 年：每千克 4.432 特別提款權。

5. 對於年業務量超過 75 噸的函件流量，如果原寄指定經營者和寄達指定經營者都沒有在修改機制的框架內要求根據每千克實際件數對費率進行修改，而不執行世界平均件數，則採用上述的每千克固定費率。為實行修改機制所必需的抽樣統計按照函件細則中規定的條件進行。

6. 除非執行過渡辦法的國家要求實行相反方向的修改機制，否則執行目標辦法的國家不得對執行過渡辦法的國家使用對第四款所指的總費率向下調整的機制。

7. 執行過渡辦法國家的指定經營者可以根據函件細則中所規定的條件，自願寄發按尺寸分類的函件。對於此類互換，適用第三款所規定的費率。

8. 執行目標辦法國家的指定經營者對大宗函件所收取的酬金按照第三十條所規定的每件費率和每千克費率確定。對於所接收的大宗函件，執行過渡辦法國家的指定經營者可以按照第三款所述的規定收取酬金。

9. 除有雙邊協議外，不允許對本條提出保留。

第三十二條

改善服務質量基金

1. 所有成員國和地區應該付給被大會以終端費和改善服務質量基金為目的劃分在第 5 組內的國家的終端費，除 M 袋、國際商業回函郵件和大宗函件外，按照第三十一條所規定的費率加付 20%，以便注入改善服務質量基金，用於改進第 5 組國家的業務質量。第 5 組國家之間不進行任何此類支付。

2. 被大會劃分在第 1 組內的國家和地區付給被大會劃分在第 4 組內的國家的終端費，除 M 袋、國際商業回函郵件和大宗函件外，按照第三十一條所規定的費率加付 10%，以便注入改善服務質量基金，用於改進這一組國家的業務質量。

3. 被大會劃分在第 2 組內的國家和地區付給被大會劃分在第 4 組內

的國家的終端費，除 M 袋、國際商業回函郵件和大宗函件外，按照第三十一條所規定的費率加付 10%，以便注入改善服務質量基金，用於改進這一組國家的業務質量。

4. 被大會劃分在第 1 組內的國家和地區付給被大會劃分在第 3 組內的國家的終端費，除 M 袋、國際商業回函郵件和大宗函件外，在 2014 年和 2015 年按照第三十一條所規定的費率加付 8%，在 2016 年和 2017 年按照第三十條第十二款所規定的費率加付 6%，以便注入改善服務質量基金，用於改進這一組國家的業務質量。

5. 被大會劃分在第 2 組內的國家和地區付給被大會劃分在第 3 組內國家的終端費，除 M 袋、國際商業回函郵件和大宗函件外，在 2014 年和 2015 年將按照第三十一條所規定的費率加付 2%，以便注入改善服務質量基金，用於改進這一組國家的業務質量。

6. 以注入改善第 3 組至第 5 組國家的服務質量基金的名義支付的終端費，對於每一個受益國每年累積款額不能低於 20 000 特別提款權。為了達到這一底限所需的補充款額由 2010 年以前執行目標辦法的國家根據互換業務量按比例分擔。

7. 地區性項目應該著重用於落實萬國郵聯改善服務質量的項目和在發展中國家建立成本核算系統。郵政經營理事會最遲將在 2014 年通過向這些項目提供資助的適當程序。

第三十三條

轉運費

1. 兩個指定經營者之間或同一個成員國的兩個郵局之間互換的封固總包和散寄經轉函件，經由另一個或另外幾個指定經營者的業務部門（第

三方業務) 居間轉運, 應支付轉運費。此項費用作為陸路轉運、海路轉運和航空轉運業務的報酬。此項原則同樣適用於誤發函件和誤發總包。

第二章

其他規定

第三十四條

基本運費率和關於航空運費的規定

1. 各指定經營者之間結算航空運費帳目所實施的基本運費率, 由郵政經營理事會批准。該費率由國際局根據函件細則中明確規定的公式予以計算。但是, 適用於在商品退回業務範圍內寄遞的包裹的航空運輸費率將根據郵政包裹細則中的規定進行計算。

2. 有關封固總包、散寄經轉優先函件、航空函件、航空包裹、誤發郵件和誤發總包航空運費的計算以及此類運費的結算方式, 按照函件細則和郵政包裹細則中的規定辦理。

3. 全航段航空運費:

3.1 對於封固總包, 包括需經由一個或多個經轉指定經營者經轉的總包, 應由原寄國的指定經營者負擔;

3.2 對於散寄經轉的優先函件和航空函件, 包括誤發的函件在內, 應由將這些函件轉交給另一個指定經營者的指定經營者負擔。

4. 免付陸路和海路轉運費的函件, 如果用航空運輸, 上述規定同樣適用。

5. 在其國內利用航空運輸進口國際函件的各寄達指定經營者，只要所利用航段的加權平均里程超過 300 千米，均有權要求償還這一運輸所產生的額外費用。郵政經營理事會可以用其他適當的標準替代加權平均里程。除同意免費運輸的以外，對於由國外發來的所有優先總包和航空總包，不論是否由航空續運，應一律採用劃一的國內航空續運費。

6. 然而，在寄達指定經營者收取的終端費酬金是特定地以成本或國內資費為依據時，則不得以國內航空續運費的名義加收任何酬金。

7. 寄達指定經營者在計算加權平均里程時，對於寄達指定經營者特定地以成本或國內資費為依據計收終端費酬金的所有總包的重量應予以排除。

第三十五條

郵政包裹陸路和海路運費應得部分

1. 兩個指定經營者之間互換的包裹應支付進口陸路運費應得部分，這項進口陸路運費應得部分款額應根據細則中確定的每件包裹基本費率和每千克基本費率綜合計算得出。

1.1 在上述基本費率的基礎上，各指定經營者還可以根據細則中規定的條款，按每件包裹和每千克額外費率收取費用。

1.2 第 1 款和第一款第一項所指的運費應得部分，除郵政包裹細則中另有規定者外，應由原寄國的指定經營者負擔。

1.3 進口陸路運費應得部分，對每個國家的全部領土應該劃一。

2. 兩個指定經營者之間或同一個國家的兩個郵局之間利用另外一個或多個指定經營者的陸路業務部門互換的包裹，應向其業務部門參加陸路

運輸的指定經營者支付陸路轉運費應得部分，這項陸路轉運費應得部分由細則根據里程級別確定。

2.1 對於散寄經轉的包裹，經轉指定經營者有權依照細則中的規定對每件包裹收取一項劃一的運費應得部分。

2.2 除郵政包裹細則另有規定者外，陸路轉運費應得部分應由原寄國的指定經營者負擔。

3. 其業務部門參加包裹海路運輸的每一個指定經營者有權收取海路轉運費應得部分。除郵政包裹細則另有規定者外，這些運費應得部分由原寄國的指定經營者負擔。

3.1 對於所使用的每項海路運輸業務，海路轉運費應得部分由郵政包裹細則根據里程級別確定。

3.2 各指定經營者可以將根據第三款第一項規定計算出的海路轉運費應得部分至多增加 50%。與此相反，它們可以任意降低此項海路運費應得部分。

第三十六條

郵政經營理事會制訂費率和運費應得部分款額的權力

1. 郵政經營理事會有權制訂應由各指定經營者根據細則中規定的條件支付的下列費率和運費應得部分：

1.1 至少通過一個第三國處理和運輸的函件總包的轉運費；

1.2 適用於航空郵件的基本運費率和航空運費；

1.3 處理進口包裹的進口陸路運費應得部分；

1.4 通過第三國處理和運輸的包裹的陸路轉運費應得部分；

1.5 包裹海路運輸的海路轉運費應得部分；

1.6 通過郵政包裹辦理商品退回業務的出口陸路運費應得部分。

2. 調整工作應以經濟和財政方面的可靠而又有代表性的數據為依據，通過一種能確保參與服務的各指定經營者得到公正報酬的方法進行。可能作出的任何修改將自郵政經營理事會確定的日期起生效。

第三十七條

關於國際郵政互換帳務結算和付款的特別規定

1. 以根據本公約辦理的各項業務的名義進行的帳務結算（包括郵件運輸、發運的結算，寄達國郵件處理的結算和因郵件丟失、被竊或損毀而支付的補償金的結算），應以公約和郵聯其他法規的規定為基礎並按照公約和郵聯其他法規進行，除了郵聯法規規定的情況以外，無須指定經營者準備文件。

第四部分

最後條款

第三十八條

有關公約和各項細則的提案獲得通過的條件

1. 提交大會的有關本公約的提案應由出席會議並參加表決的有表決權的多數成員國通過，方為有效。表決時，至少應有半數參加大會並有表決權的成員國出席。

2. 有關函件細則和郵政包裹細則的提案應由郵政經營理事會有表決

權的多數理事國通過，方為有效。

3. 在兩屆大會之間提出的有關本公約及其最後議定書的提案應具備下列條件方為有效：

3.1 有關修改的提案，須經三分之二票通過，而且至少有半數有表決權的郵聯成員國參加表決；

3.2 有關對各條款作出解釋的提案，須經多數票通過。

4. 雖有第三款第一項的規定，但任何成員國當其國家法令與提案中的修改有矛盾時，均有權向國際局總局長書面聲明其不能接受此項修改，但此項聲明須自修改通知發出之日起 90 天內提出。

第三十九條

大會期間提出的保留

1. 不允許提出與郵聯的宗旨和目標相矛盾的任何保留。

2. 在一般情況下，任何不能使其他成員國接受自己的觀點的成員國均應儘可能尊重大多數成員國的意見。保留應只在絕對必要的情況下提出，並以適當方式說明理由。

3. 對本公約條文提出的保留都必須按照大會議事規則的相關規定，用國際局的一種工作語文以書面提案的形式提交大會。

4. 提交大會的保留需根據不同的情況，由修改保留涉及的條文所要求的多數成員國通過，方為有效。

5. 原則上，保留應在提出保留的成員國和其他成員國之間在對等的基礎上實行。

6. 對本公約提出的保留，將在經大會通過的提案的基礎上，列入本公約的最後議定書。

第四十條

公約生效日期和有效期限

1. 本公約自 2014 年 1 月 1 日起生效，直至下屆大會法規生效。

本公約正本經各成員國政府全權代表簽署，交由國際局總局長存檔，以茲信守。副本由萬國郵政聯盟國際局交各締約國一份。

2012 年 10 月 11 日於多哈簽訂

Postal Payment Services Agreement

The undersigned, plenipotentiaries of the Governments of the member countries of the Union, in provision with article 22.4 of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964, have, by common consent and subject to article 25.4 of the Constitution, drawn up the following Agreement, which is in line with the principles of the Constitution to implement a secure and accessible **postal** payment service adapted to the greatest number of users on the basis of systems enabling the interoperability of designated operators' networks.

Part I

Common principles applying to the postal payment services

Chapter I

General provisions

Article 1

Scope of the Agreement

1 Each member country shall ensure on a best effort basis that at least one of the following postal payment services is provided on its territory:

- 1.1 Money order in cash: the sender hands over funds at the service access point of the designated operator and asks for the full amount to be paid to the payee in cash, with no deductions.
- 1.2 Outpayment money order: the sender gives instructions for his account held by the designated operator to be debited and asks for the payee to be paid the full amount in cash, with no deductions.
- 1.3 Inpayment money order: the sender hands over funds at the service access point of the designated operator and asks for them to be paid into the payee's account, with no deductions.
- 1.4 Postal transfer: the sender gives instructions for his account held by the designated operator to be debited and asks for the payee's account with the paying designated operator to be credited with the equivalent amount, with no deductions.
- 1.5 COD money order: the recipient of the COD item hands over funds at the service access point of the designated operator or gives instructions for his account to be debited, and asks that the full amount specified by the sender of the COD item be paid to the latter, without any deductions.
- 1.6 Urgent money order: the sender hands over the postal payment order at the service access point of the designated operator and asks that it be transferred within thirty minutes and paid in full to the payee, with no deductions, at the payee's first request, at any service

access point of the country of destination (in accordance with the list of service access points of the country of destination).

- 2 The Regulations shall define the procedures for executing the present Agreement.

Article 2
Definitions

- 1 Competent authority – any national authority of a member country which, by virtue of the powers conferred on it by the law or regulations, supervises the activities of the designated operator or of the persons referred to in the present article. The competent authority may contact the administrative or legal authorities engaged in combating money laundering and terrorist financing, and in particular the national financial intelligence unit and the oversight authorities.
- 2 Instalment – partial advance payment made by the issuing designated operator to the paying designated operator to ease the cash situation of the paying designated operator's postal payment services.
- 3 Money laundering – the conversion or transfer of funds in the knowledge that these funds are derived from a criminal activity or participation in such activity, with the aim of hiding or disguising the illegal origins of the funds or of helping any person having participated in such activity to escape the legal consequences of his action; money laundering shall be considered as such when the activities producing funds to be laundered are liable to prosecution in the territory of another member country or a third country.
- 4 Ring-fencing – the compulsory separation of users' funds from those of the designated operator which prevents the use of users' funds for purposes other than the execution of postal payment service operations.
- 5 Clearing house – within the framework of multilateral exchanges, a clearing house handles mutual debts and claims arising from services provided by one operator to another. Its role is to put to account exchanges between operators that are settled through a settlement bank, and to take the necessary steps in the event of settlement irregularities.
- 6 Clearing – a system enabling the number of payments to be made to be kept to a minimum by drawing up a periodic debit and credit balance for the parties involved. Clearing involves two stages: determining the bilateral balances and, by adding these balances, calculating the overall position of each entity with regard to the entire community in order to carry out only one settlement based on the debtor or creditor position of the entity in question.
- 7 Concentration account – an aggregation of funds from various sources combined into one account.
- 8 Liaison account – giro account opened reciprocally by designated operators as part of bilateral relations, by means of which mutual debts and credits are settled.
- 9 Criminal activity – any type of participation in, or perpetration of, a crime or misdemeanour, as defined by the national legislation.
- 10 Security deposit – amount deposited, in the form of cash or securities, to guarantee payments between designated operators.
- 11 Payee – natural or legal person designated by the sender as the beneficiary of the money order or postal giro transfer.
- 12 Third currency – intermediate currency used in cases of non-convertibility between two currencies or for clearing/settlement of accounts.
- 13 Due diligence in relation to users – general obligation on the part of designated operators, comprising the following duties:

- 13.1 identifying users;
- 13.2 obtaining information on the purpose of the postal payment order;
- 13.3 monitoring postal payment orders;
- 13.4 checking that the information concerning users is up to date;
- 13.5 reporting suspicious transactions to the competent authorities.
- 14 Electronic data relating to postal payment orders – data transmitted by electronic means, from one designated operator to another, relating to the execution of postal payment orders, inquiries, alteration or correction of addresses or reimbursement; these data are either entered by designated operators, or generated automatically by their information system, and indicate a change in the status of the postal payment order or of the order request.
- 15 Personal data – personal **information needed in order to identify the sender** or the payee.
- 16 Postal data – data needed for the routing and tracking of a postal payment order or for statistical purposes, as well as for the centralized clearing system.
- 17 Electronic data interchange (EDI) – computer-to-computer exchange of data concerning operations, by means of networks and standard formats compatible with the Union system.
- 18 Sender – natural or legal person that gives the designated operator the order to execute a postal payment service in accordance with the Acts of the Union.
- 19 Terrorist financing – covers the financing of acts of terrorism, of terrorists and of terrorist organizations.
- 20 Users' funds – sums delivered by the sender to the issuing designated operator in cash, or debited to the sender's account written up in the books of the issuing designated operator, or by any other secure method of electronic banking, placed at the disposal of the issuing designated operator or any other financial operator by the sender, to be paid to a payee specified by the sender in accordance with the present Agreement and its Regulations.
- 21 **COD (cash-on-delivery) money order – operational term used to designate a postal payment order given in exchange for the delivery of a COD item, as defined in article 1 of the present Agreement.**
- 22 Currency of issue – currency of the country of destination or third currency authorized by the destination country in which the postal payment order is issued.
- 23 Issuing designated operator – designated operator which transmits a postal payment order to the paying designated operator, in accordance with the Acts of the Union.
- 24 Paying designated operator – designated operator responsible for executing the postal payment order in the destination country, in accordance with the Acts of the Union.
- 25 Validity period – period of time during which the postal payment order may be executed or cancelled.
- 26 Service access point – physical or virtual place where the user may deposit or receive a postal payment order.
- 27 Remuneration – sum owed by the issuing designated operator to the paying designated operator for payment to the payee.
- 28 Revocability – the ability of the sender to recall his postal payment order (money order or transfer) up to the moment of payment, or at the end of the validity period if payment has not been made.

- 29 Counterparty risk – risk that one of the parties to a contract will default, leading to loss or liquidity risk.
- 30 Liquidity risk – risk that a settlement system participant or a counterpart is temporarily unable to fulfil an obligation in its entirety at the required time.
- 31 Reporting of suspicious transaction – obligation of the designated operator, based on the national legislation and Union resolutions, to provide its competent national authorities with information on suspicious transactions.
- 32 Track and trace – system that enables the progress of postal payment order to be monitored and its location and status to be identified at any time.
- 33 Price – amount paid by the sender to the issuing designated operator for a postal payment service.
- 34 Suspicious transaction – single or repeated postal payment order or request for reimbursement relating to a postal payment order linked to a money-laundering or terrorist financing offence.
- 35 User – natural or legal person, sender or payee, that uses the postal payment services in accordance with the present Agreement.

Article 3

Designation of the operator

1 Member countries shall notify the International Bureau, within six months of the end of Congress, of the name and address of the governmental body responsible for overseeing postal payment services. Within six months of the end of Congress, member countries shall also provide the International Bureau with the name and address of the operator(s) officially designated to operate the postal payment services by means of its (their) network and to fulfil the obligations arising from the Acts of the Union on their territories. Between Congresses, changes concerning the governmental bodies and the officially designated operators shall be notified to the International Bureau as soon as possible.

2 Designated operators shall provide the postal payment services in accordance with the present Agreement.

Article 4

Functions of member countries

1 Member countries shall take the necessary steps towards ensuring the continuity of the postal payment services in the event of default by their designated operator(s), without prejudice to the liability of that (those) operator(s) towards other designated operators by virtue of the Acts of the Union.

2 In the event of the default of its designated operator(s), the member country shall inform, through the International Bureau, the other member countries party to the present Agreement:

- 2.1 of the suspension of its postal payment services, with effect from the date indicated and until further notice;
- 2.2 of the measures taken to re-establish its services under the responsibility of any new designated operator.

Article 5

Operational functions

1 The designated operators shall be responsible for the execution of postal payment services vis-à-vis other operators and users.

2 They shall be accountable for risks such as operational risks, liquidity risks, and counterparty risks, in accordance with the national legislation.

3 In order to implement the postal payment services whose provision is entrusted to them by their respective member country, designated operators shall conclude bilateral or multilateral agreements with the designated operators of their choice.

Article 6

Ownership of postal payment services funds

1 Any sum of money, given in cash or debited to an account for the execution of a postal payment order, shall belong to the sender until such time as it is paid to the payee or credited to the payee's account, **except in the case of COD money orders.**

2 During the validity period of the postal payment order, the sender may recall **this postal payment order** until its payment to the payee or until it is credited to the payee's account, **except in the case of COD money orders.**

3 **Any sum of money, given in cash or debited to an account for the execution of a COD money order, shall belong to the sender of the COD item once the order has been issued. The payment order shall then be irrevocable.**

Article 7

Prevention of money laundering, terrorist financing and financial crime

1 Designated operators shall take all necessary steps to fulfil their obligations stemming from national and international legislation aimed at combating money laundering, terrorist financing and financial crime.

2 They should inform their country's competent authorities of suspicious transactions, in accordance with national laws and regulations.

3 The Regulations shall set out the detailed obligations of designated operators in respect of user identification, due diligence and the procedures for implementing regulations against money laundering, terrorist financing and financial crime.

Article 8

Confidentiality and use of personal data

1 **Member countries and their designated operators shall ensure the confidentiality and security of personal data in accordance with national legislation and, where applicable, international obligations, and the Regulations.**

2 **Personal data may be employed only for the purposes for which it was gathered in accordance with applicable national legislation and international obligations.**

3 **Personal data shall be notified only to third parties authorized by applicable national legislation to access that data.**

4 **Designated operators shall inform their customers of the use that is made of their personal data, and of the purpose for which it has been gathered.**

5 The data required to execute the postal payment order shall be confidential.

6 For statistical purposes, and possibly also for the purpose of quality of service measurement and centralized clearing, designated operators shall be required to provide the International Bureau of the

Universal Postal Union with postal data at least once a year. The International Bureau shall treat all individual postal data in confidence.

Article 9

Technological neutrality

1 The exchange of data necessary for the provision of the services defined in this Agreement shall be governed by the principle of technological neutrality, which means that the provision of these services does not depend on the use of a particular technology.

2 The procedures for executing postal payment orders, including the conditions for depositing, entering, dispatching, paying and reimbursing orders and for processing inquiries, and the time limit for making the funds available to the payee, may vary according to the technology used for transmitting the order.

3 Postal payment services may be provided on the basis of a combination of different technologies.

Chapter II

General principles and quality of service

Article 10

General principles

1 Accessibility via the network

1.1 The postal payment services shall be provided by the designated operators via their network(s) and/or via any other partner network in order to ensure accessibility to these services for the greatest number.

1.2 All users shall have access to postal payment services regardless of any contractual or commercial relationship existing with the designated operator.

2 Separation of funds

2.1 Users' funds shall be ring-fenced. These funds and the flows that they generate shall be separate from operators' other funds and flows, particularly their own funds.

2.2 Settlements relating to remuneration between designated operators are separate from settlements relating to users' funds.

3 Currency of issue and currency of payment in respect of postal payment orders

3.1 The amount of the postal payment order shall be expressed and paid in the currency of the destination country or in any other currency authorized by the destination country.

4 Non-repudiability

4.1 The transmission of postal payment orders by electronic means shall be subject to the principle of non-repudiability, in the sense that the issuing designated operator shall not question the existence of these orders and the paying designated operator shall not deny receipt of the orders, insofar as the message conforms to the applicable technical standards.

4.2 The non-repudiability of electronic postal payment orders shall be ensured by technological means, regardless of the system used by the designated operators.

- 5 Execution of postal payment orders
 - 5.1 Postal payment orders transmitted between designated operators must be executed, subject to the provisions of the present Agreement and the national legislation.
 - 5.2 In the designated operators' network, the sum delivered to the issuing designated operator by the sender shall be the same as the sum paid to the payee by the paying designated operator.
 - 5.3 Payment to the payee shall not be conditional on receipt by the paying designated operator of the corresponding funds from the sender. It shall be made subject to the fulfilment by the issuing designated operator of its obligations towards the paying designated operator regarding instalments or the provision of a liaison account.
- 6 Setting of rates
 - 6.1 The issuing designated operator shall set the price of postal payment services.
 - 6.2 Charges may be added to this price for any optional or supplementary service required by the sender.
- 7 Exemption from charges
 - 7.1 The provisions of the Universal Postal Convention concerning exemption from postal charges on postal items intended for prisoners of war and civil internees shall apply to the postal payment service items for this category of payee.
- 8 Remuneration of the paying designated operator
 - 8.1 The paying designated operator shall be remunerated by the issuing designated operator for the execution of postal payment orders.
- 9 Intervals for settlement between designated operators
 - 9.1 The frequency of settlement between designated operators of sums paid or credited to a payee on behalf of a sender may be different from that in respect of the settlement of remuneration between designated operators. Sums paid or credited shall be settled at least once a month.
- 10 Obligation to inform users
 - 10.1 Users shall be entitled to the following information, which shall be published and made available to all senders: conditions covering the provision of postal payment services, prices, charges, exchange rates and arrangements, conditions of implementation of liability, and the addresses of information and inquiry services.
 - 10.2 Access to this information shall be provided free of charge.

Article 11

Quality of service

- 1 Designated operators may decide to identify postal payment services by means of a collective brand.
- 2 **The Postal Operations Council shall define the quality of service objectives, elements and standards for postal payment orders transmitted electronically.**
- 3 **Designated operators must apply a minimum number of quality of service elements and standards for postal payment orders transmitted electronically.**

Chapter III

Principles for electronic data interchange

Article 12

Interoperability

1 Networks

- 1.1 In order to exchange the data needed to execute postal payment services between all designated operators, and to monitor quality of service, designated operators shall use the Union's electronic data (EDI) exchange system or any other system ensuring the interoperability of the postal payment services in accordance with this Agreement.

Article 13

Ensuring the security of electronic exchanges

- 1 Designated operators shall be responsible for the proper functioning of their equipment.
- 2 The electronic transmission of data shall be made secure in order to ensure the authenticity and integrity of the data transmitted.
- 3 Designated operators shall make transactions secure, in accordance with international standards.

Article 14

Track and trace

- 1 The systems used by designated operators shall permit the monitoring of the processing of the order and its revocation by the sender, until such time as the corresponding amount is paid to the payee or credited to the payee's account, or, if appropriate, reimbursed to the sender.

Part II

Rules governing the postal payment services

Chapter I

Processing of postal payment orders

Article 15

Deposit, entry and transmission of postal payment orders

- 1 The conditions for depositing, entering and transmitting postal payment orders are set out in the Regulations.
- 2 The period of validity for postal payment orders may not be extended and is set in the Regulations.

Article 16
Checking and release of funds

1 After confirming the payee's identity in accordance with national legislation and the accuracy of the information he has provided, the designated operator shall make the payment in cash. For an inpayment order or a transfer, this payment shall be credited to the payee's account.

2 The time limits for release of the funds shall be established in the bilateral and multilateral agreements between designated operators.

Article 17
Maximum amount

1 Designated operators shall inform the International Bureau of the Universal Postal Union of the maximum amounts for sending or receipt set according to their national legislation.

Article 18
Reimbursement

1 Extent of reimbursement

1.1 Reimbursement within the framework of the postal payment services shall cover the full amount of the postal payment order in the currency of the issuing country. The amount to be reimbursed shall be equal to the amount paid by the sender or to the amount charged to his account. The price of the postal payment service shall be added to the amount reimbursed in the event of an error made by a designated operator.

1.2 **There shall be no reimbursement of a COD money order.**

Chapter II

Inquiries and liability

Article 19
Inquiries

1 Inquiries shall be entertained within a period of six months from the day after that on which the postal payment order was accepted.

2 Designated operators, subject to their national legislation, shall have the right to collect from customers charges on inquiries in regard to postal payment orders.

Article 20
Liability of designated operators with regard to users

1 Treatment of funds

1.1 **Except in the case of COD money orders, the issuing designated operator shall be accountable to the sender for the sums handed over at the counter or debited to the sender's account until:**

1.1.1 **the postal payment order has been duly paid; or**

1.1.2 **the payee's account has been credited; or**

- 1.1.3 the funds have been reimbursed to the sender in the form of cash or as a credit to his account.
- 1.2 For COD money orders, the issuing designated operator shall be accountable to the payee for the sums handed over at the counter or debited to the sender's account until the COD money order has been duly paid or the payee's account has been duly credited.

Article 21

Obligations and liability of designated operators to each other

- 1 Each designated operator shall be liable for its own errors.
- 2 The conditions and extent of liability are set out in the Regulations.

Article 22

Non-liability of designated operators

- 1 Designated operators shall not be liable:
- 1.1 in cases of delay in the execution of the service;
- 1.2 when they cannot account for the execution of a postal payment order owing to the destruction of postal payment service data by force majeure, unless proof of their liability is otherwise produced;
- 1.3 when the damage has been caused by the fault or negligence of the sender, particularly concerning his responsibility to provide correct information in support of his postal payment order, including the fact that the funds remitted are from a legitimate source and that the postal payment order is for a legitimate purpose;
- 1.4 if the funds remitted are seized;
- 1.5 in the case of prisoner-of-war or civilian internee funds;
- 1.6 when the user has made no inquiry within the period set in the **present Agreement**;
- 1.7 when the time allowed for recourse in respect of postal payment services in the issuing country has expired.

Article 23

Reservations regarding liability

- 1 No reservations may be made to the provisions regarding liability prescribed in articles 20 to 22, other than in case of a bilateral agreement.

Chapter III

Financial relations

Article 24

Accounting and financial rules

- 1 Accounting rules
- 1.1 Designated operators shall comply with the accounting rules defined in the Regulations.

- 2 Preparation of monthly and general accounts
- 2.1 The paying designated operator shall prepare for each issuing designated operator a monthly account showing the sums paid for postal payment orders. The monthly accounts shall be incorporated, at the same intervals, in a general offset account including instalments and giving rise to a balance.
- 3 Instalment
- 3.1 In case of an imbalance in exchanges between designated operators, an instalment shall be paid by the issuing designated operator to the paying designated operator, at least once a month, at the beginning of the settlement period. In cases where increasing the frequency of settlement of exchanges reduces the period to less than a week, operators can agree to waive this instalment.
- 4 Concentration account
- 4.1 In principle, each designated operator shall have one concentration account for users' funds. These funds shall be used solely for settling postal payments paid to the payees or for reimbursing non-executed postal payment orders to senders.
- 4.2 Any instalments paid by the issuing designated operator shall be credited to the concentration account for the paying designated operator. These instalments shall be used exclusively for payments to payees.
- 5 Security deposit
- 5.1 The payment of a security deposit may be required in accordance with the conditions provided for in the Regulations.

Article 25

Settlement and clearing

- 1 Centralized settlement
- 1.1 Settlements between designated operators may pass through a central clearing house, in accordance with the procedures set out in the Regulations and shall be carried out from the designated operators' concentration accounts.
- 2 Bilateral settlement
- 2.1 Billing on the basis of the general account balance
- 2.1.1 In general, designated operators that are not members of a centralized clearing system shall settle accounts on the basis of the balance of the general account.
- 2.2 Liaison account
- 2.2.1 Where designated operators have a giro institution, they may each open a liaison account by means of which shall be settled their mutual debts and claims resulting from postal payment services.
- 2.2.2 Where the paying designated operator does not have a giro system, the liaison account may be opened with another financial institution.
- 2.3 Currency of settlement
- 2.3.1 Settlements shall be carried out in the currency of the destination country or in a third currency agreed between the designated operators.

Part III

Transitional and final provisions

Article 26

Reservations at Congress

- 1 Any reservation which is incompatible with the object and purpose of the Union shall not be permitted.
- 2 As a general rule, any member country whose views are not shared by other member countries should endeavour, as far as possible, to conform to the opinion of the majority. Reservations shall be made only in cases of absolute necessity, and shall be duly justified.
- 3 Any reservation to an article of the present Agreement shall be submitted to Congress as a Congress proposal written in one of the working languages of the International Bureau and in accordance with the relevant provisions of the Rules of Procedure of Congresses.
- 4 To become effective, any proposal concerning reservations must be approved by whatever majority is required for amendment of the article to which the reservation relates.
- 5 In principle, reservations shall be applied on a reciprocal basis between the reserving member country and the other member countries.
- 6 Reservations to the present Agreement shall be inserted in its Final Protocol on the basis of proposals approved by Congress.

Article 27

Final provisions

- 1 The Convention shall be applicable, where appropriate, by analogy, in all cases not expressly governed by this Agreement.
- 2 Article 4 of the Constitution shall not apply to this Agreement.
- 3 Conditions for approval of proposals concerning this Agreement and the Regulations
 - 3.1 To become effective, proposals submitted to Congress relating to this Agreement must be approved by a majority of the member countries present and voting which are parties to the Agreement and which have the right to vote. At least half of these member countries represented at Congress and having the right to vote shall be present at the time of voting.
 - 3.2 To become effective, proposals relating to the Regulations of the present Agreement must be approved by a majority of the members of the Postal Operations Council which are **present and voting, which have the right to vote, and which are signatories or have acceded to the Agreement.**
 - 3.3 To become effective, proposals introduced between two Congresses relating to this Agreement must obtain:
 - 3.3.1 two thirds of the votes, with at least one half of the member countries which are parties to the Agreement and have the right to vote having taken part in the vote, if they involve the addition of new provisions;
 - 3.3.2 a majority of the votes, with at least one half of the member countries which are parties to the Agreement and have the right to vote having taken part in the vote, if they involve amendments to the provisions of this Agreement;
 - 3.3.3 a majority of the votes, if they involve interpretation of the provisions of this Agreement.

- 3.4 Notwithstanding the provisions under 3.3.1, any member country whose national legislation is as yet incompatible with the proposed addition may, within 90 days from the date of notification of the latter, make a written declaration to the Director General of the International Bureau stating that it is unable to accept this addition.

Article 28

Entry into force and duration of the Postal Payment Services Agreement

- 1 This Agreement shall come into force on **1 January 2014** and shall remain in operation until the entry into force of the Acts of the next Congress.

In witness whereof, the plenipotentiaries of the governments of the contracting countries have signed this Agreement in a single original which shall be deposited with the Director General of the International Bureau. A copy thereof shall be delivered to each party by the International Bureau of the Universal Postal Union.

Done at **Doha, 11 October 2012**

郵政支付業務協定

後列簽署的郵聯各成員國政府全權代表，根據 1964 年 7 月 10 在維也納所簽訂的萬國郵政聯盟組織法第二十二條第四款的規定，一致同意簽訂下列協定，並遵守該組織法第二十五條第四款的規定。本協定遵循上述組織法的原則，以便利用有助於各指定經營者網絡聯合運作的系統，開辦一項安全、方便和適應大多數使用者需求的支付業務。

第一部分

適用於郵政支付業務的共同原則

第一章

總則

第一條

協定涵蓋的範圍

1. 各成員國應儘一切努力在其領土上至少提供下列郵政支付業務中的一項業務：

1.1 現金匯票：匯款人在指定經營者的業務受理點交付一筆資金，並要求用現金全額支付給收款人，不扣任何費用。

1.2 付款匯票：匯款人發出指令從其由指定經營者管理的帳戶中借記一筆款，並要求用現金全額支付給收款人，不扣任何費用。

1.3 存款匯票：匯款人在指定經營者的業務受理點交付一筆資金，並要求記入收款人的帳戶，不扣任何費用。

1.4 郵政轉帳：匯款人發出指令從其由指定經營者管理的帳戶中借記一筆款，並要求將等值的款項記入由兌付指定經營者管理的收款人帳戶貸方。

1.5 代收貨款匯票：代收貨款郵件的收件人在指定經營者的業務受理點交付一筆款或發出借記其帳戶的指令，並要求向代收貨款郵件的寄件人支付郵件的寄件人所確定的完整款額，不扣任何費用；

1.6 加急匯票：匯款人向指定經營者的業務受理點提交郵政支付憑證，並要求在不超過 30 分鐘的時間內進行傳輸，應收款人的第一次請求在寄達國的任何業務受理點（根據寄達國的業務受理點清單）全額支付給收款人，不扣任何費用。

2. 細則中規定執行本協定所必需的各项措施。

第二條

定義

1. 主管機構：指根據法律或法規所授予的權力監管指定經營者或本條所指人員活動的成員國國家機構。主管機構可以責成相關的行政或司法機構負責反洗錢和反資助恐怖主義鬥爭，特別是國家金融情報單位和監督機構。

2. 預付款：由發匯指定經營者向兌付指定經營者提前支付的部分款項，以便緩解兌付指定經營者郵政支付業務的資金狀況。

3. 洗錢：指明知相關外匯是從犯罪行為或參與這類行為的活動得來的，仍進行這些外匯的兌換或轉移，以便掩蓋或隱瞞這些外匯的非法來源或者幫助曾經參加這類活動的人員逃避其行為的法律後果；即使洗錢是在

另一個郵聯成員國或第三國的領土上進行的，也應該視為洗錢。

4. 嚴格區分：必須將使用者的資金與指定經營者的資金分開，以防止將使用者的資金用於執行郵政支付業務作業以外的其他用途。

5. 票據交換所：在多邊交換的範圍內，票據交換所處理由一個經營者向另一個經營者提供業務所產生的相互間應付款和應收款。它的功能是對經營者之間的交換進行帳務處理，並在發生結算事故時採取必要的措施。上述結算通過結算銀行進行。

6. 沖抵：一種能夠通過編制相關合作夥伴之間應付款和應收款的定期差額使應該進行的付款次數降到最低的辦法。沖抵包括兩個階段：確定雙邊差額，然後通過將雙邊差額相加，計算每個合作夥伴在整個大家庭中的總體定位，以便根據相關清單中的付款方或收款方的定位只進行一次結算。

7. 集中帳戶：將不同來源的資金彙集在單一的帳戶中。

8. 關聯帳戶：在雙邊關係的範圍內，各指定經營者分別在對方機構開立郵政活期帳戶，通過這些帳戶來清算相互間的應付款和應收款。

9. 犯罪行為：指參與根據國家法令屬於重罪或輕罪各類行為。

10. 擔保存款：為保證指定經營者之間的支付而以現金或票據的形式存入的款項。

11. 收款人：匯款人指定的作為匯票或郵政轉帳受益人的自然人或法人。

12. 第三貨幣：指在兩種貨幣不能直接兌換時或為了進行帳目沖抵/結算而使用的中間貨幣。

13. 針對使用者的警惕義務：指定經營者的一般性義務，包括下列義務：

13.1 認定使用者身份的義務；

13.2 了解郵政支付憑證目的的義務；

13.3 保管郵政支付憑證的義務；

13.4 審核使用者信息真實性的義務；

13.5 向主管機關報告可疑交易的義務。

14. 有關郵政支付憑證的電子信息：由一個指定經營者通過電子途徑向另一個指定經營者傳輸的關於憑證的執行、查詢、修改或更正名址或者退款的信息；這些信息可以是指定經營者採集的，也可以是它們的信息系統自動生成的，這些信息能指出郵政支付憑證狀況的變化或關於憑證申請狀況的變化。

15. 個人信息：認定匯款人或收款人身份所必要的信息。

16. 郵政信息：發送和跟蹤郵政支付憑證執行情況以及統計和集中沖抵系統所必需的信息。

17. 電子數據交換（EDI）：利用與郵聯的系統相兼容的網絡和標準化格式，在計算機與計算機之間進行的關於業務信息的交換。

18. 匯款人：將符合郵聯法規的郵政支付憑證交給指定經營者的自然人或法人。

19. 資助恐怖主義：資助恐怖主義的概念涵蓋資助恐怖活動、恐怖分子和恐怖組織。

20. 使用者的資金：由匯款人遞交給發匯指定經營者的款項，以便根據本協定及其細則的規定支付給匯款人指定的收款人。此款項可以用現金支付，也可以直接借記在發匯指定經營者的帳簿中開立的匯款人帳戶，或者利用由匯款人提供給發匯指定經營者或其他金融經營者使用的其他安全的貨幣方式支付。

21. 代收貨款匯票：用來表示在投遞代收貨款郵件時所簽發的郵政支付憑證的業務術語。

22. 發匯貨幣：寄達國貨幣或者寄達國准許使用的用來開發郵政支付憑證的第三貨幣。

23. 發匯指定經營者：根據郵聯法規的規定向兌付指定經營者寄發郵政支付憑證的指定經營者。

24. 兌付指定經營者：負責按照郵聯法規的規定在收款人所在國執行郵政支付憑證的指定經營者。

25. 有效期：郵政支付憑證可以有效地執行或撤回的期限。

26. 業務受理點：使用者可以交寄或接收郵政支付憑證的實際地點或虛擬地點。

27. 酬金：由於向收款人辦理兌付而應由發匯指定經營者付給兌付指定經營者的款項。

28. 可撤回性：在兌付以前或者在無法辦理兌付的情況下有效期屆滿以前，匯款人撤回其郵政支付憑證（匯票或轉帳）的可能性。

29. 補償風險：與合同的某一部分的缺失相關聯的風險，表現為丟失風險或可流動性風險。

30. 流動性風險：補償方或結算系統的參加者處於暫時不可能按期償付全部欠款所致的風險。

31. 可疑交易的通報：根據國家法令和郵聯的決議，指定經營者向本國主管機關通報關於可疑交易信息的義務。

32. 跟蹤和定位：能夠跟蹤郵政支付憑證的發運路線和隨時確定其所處位置及其執行情況的系統。

33. 資費：匯款人因一項郵政支付業務而應向發匯指定經營者支付的款項。

34. 可疑交易：與洗錢或資助恐怖主義犯罪行為相關聯的偶發或多發的郵政支付憑證或關於郵政支付憑證的退款申請。

35. 使用者：按照本協定的規定使用郵政支付業務的自然人或法人，即匯款人或收款人。

第三條

經營者的指定

1. 各成員國應在大會閉幕以後 6 個月內將負責監督郵政支付業務的政府機構名稱和地址通知國際局。另外，各成員國還應在大會閉幕以後 6 個月內將正式指定的負責在其領土內通過其網絡經營郵政支付業務和履行郵聯法規所產生的義務的一個或多個經營者的名稱和地址通知國際局。在兩屆大會之間，任何有關政府機構和正式指定的經營者的變化情況都應及時通知國際局。

2. 指定經營者根據本協定提供郵政支付業務。

第四條

成員國的權限

1. 在指定經營者（一個或多個）缺少的情況下，各成員國應採取必要措施確保郵政支付業務的連續性，並且不影響這個或這些指定經營者根據郵聯法規的規定對其他指定經營者應承擔的責任。

2. 在指定經營者（一個或多個）缺少的情況下，各成員國應通過國際局將下列事項通知參加本協定的其他成員國：

2.1 從指定的日期起直到發出新的通知，暫停其國際郵政支付業務；

2.2 由可能的新的指定經營者負責為恢復這些業務所採取的措施。

第五條

經營職權

1. 指定經營者負責對其他經營者和使用者執行郵政支付業務。

2. 指定經營者按照國內法令承擔風險，例如經營風險、流動性風險和補償風險。

3. 為了開辦相關成員國委託其辦理的郵政支付業務，各指定經營者應與所選定的指定經營者簽訂雙邊或多邊協議。

第六條

郵政支付業務資金的歸屬

1. 除了代收貨款匯票的資金以外，為了執行郵政支付憑證而用現金交付的資金款額或記入帳戶借方的資金款額，在兌付給收款人或者記入收款人帳戶貸方以前，歸匯款人所有。

2. 除了代收貨款匯票的資金以外，在郵政支付憑證的有效期內，只

要相關款額還沒有兌付給收款人或者記入收款人帳戶貸方，匯款人可以將其撤回。

3. 為了執行代收貨款匯票而用現金交付的資金款額或記入帳戶借方的資金款額，從匯票開發時刻起即歸代收貨款郵件的寄件人所有。因此，這類支付憑證是不可撤回的。

第七條

反洗錢、反資助恐怖主義和反金融犯罪鬥爭

1. 各指定經營者應採取各種必要的手段來履行國內和國際法令所規定的義務，其中包括關於反洗錢、反資助恐怖主義和反金融犯罪鬥爭的義務。

2. 各指定經營者應該按照國內法律和規章的規定，向本國的主管機關通報可疑交易。

3. 在使用者身份的認定、必要的警惕措施以及反洗錢、反資助恐怖主義和反金融犯罪鬥爭方面規章的執执行程序方面，細則中規定了各指定經營者的詳細義務。

第八條

保密和個人信息的使用

1. 各成員國及其指定經營者應遵照國內法令及必要時的國際義務和細則中規定的義務，確保個人信息的保密和安全。

2. 個人信息只能用於根據國內法令和適用的國際義務收集這些信息的既定目的。

3. 個人信息只能通報給適用的國家法令准予獲取這些信息的第三者。

4. 各指定經營者應將個人信息的使用和採集這些信息的目的通知其用戶。

5. 執行郵政支付憑證所必需的信息是保密的。

6. 為了統計的目的，及必要時為了進行業務質量評估和集中沖抵，各指定經營者至少每年應向萬國郵政聯盟國際局通報一次郵政信息。國際局將保密地處理所有個體郵政信息。

第九條

技術中立

1. 辦理本協定中規定的業務所必需的信息交換按照技術中立的原則來管理，這就意味着辦理這些業務不是依靠應用特定的技術。

2. 執行郵政支付憑證的方式，例如受理、採集、寄發、兌付、退款、查詢處理的條件或者收款人可以兌付資金的期限，可以視傳遞郵政支付憑證所利用的技術不同而有所不同。

3. 可以綜合利用不同的技術來辦理郵政支付業務。

第二章

一般原則和業務質量

第十條

一般原則

1. 通過網絡辦理業務

1.1 各指定經營者利用自己的網絡或者其他任何合作網絡提供郵政支付業務，以便確保儘可能多的使用者可以辦理這些業務。

1.2 所有使用者都可以辦理郵政支付業務，不論與指定經營者是否有合同或商務關係。

2. 資金分開

2.1 對使用者的資金要嚴格區分。這些資金及其所產生的資金流應與經營者的其他資金和資金流分開，特別是經營者本身的資金。

2.2 各指定經營者之間酬金的結算要與使用者資金的結算分別進行。

3. 郵政支付憑證的發匯貨幣和兌付貨幣

3.1 郵政支付憑證的款額用寄達國貨幣或者寄達國允許的其他貨幣表示和兌付。

4. 不可拒絕履行性

4.1 通過電子方式傳輸郵政支付憑證應遵守不可拒絕履行性原則，根據該原則，在報文符合適用的技術標準的情況下，發匯指定經營者不能質疑憑證的存在，兌付指定經營者不能否認確實收到憑證。

4.2 通過電子方式傳輸的郵政支付憑證的不可拒絕履行性應該通過技術手段來保證，而不論各指定經營者採用了何種系統。

5. 郵政支付憑證的執行

5.1 在各指定經營者之間傳送的郵政支付憑證應該按照本協定和國內法令的規定來執行。

5.2 在各指定經營者的網絡中，匯款人交付發匯指定經營者的款額與兌付指定經營者兌付給收款人的款額應該相同。

5.3 向收款人兌付匯款不應與兌付指定經營者是否收到匯款人的相應資金相聯繫。只要發匯指定經營者對兌付指定經營者遵守了預付款和向關聯帳戶續存款的義務，就應該進行兌付。

6. 資費的制訂

6.1 發匯指定經營者制訂郵政支付業務的資費。

6.2 在資費之外，對於匯款人要求的選擇性業務或附加業務可以加收費用。

7. 資費的免除

7.1 萬國郵政公約中關於戰俘郵件和被拘禁平民郵件免除郵費的規定也適用於為這類收款人提供的郵政支付業務。

8. 兌付指定經營者的酬金

8.1 兌付指定經營者可以為執行郵政支付憑證向發匯指定經營者收取這項酬金。

9. 各指定經營者之間的結算周期

9.1 由匯款人付給收款人或記入收款人帳戶貸方的款額在各指定經營者之間的結算周期可以與為結算各指定經營者之間的酬金所確定的周期不同。兌付給收款人或記入收款人帳戶貸方的款額至少應每個月結算一次。

10. 向使用者通報信息的義務

10.1 使用者有權獲知下列信息：辦理郵政支付業務的條件、資費、費

用、兌換率和兌換方式、承擔責任的條件以及諮詢和查詢部門的地址。這些信息應公佈並通知所有匯款人。

10.2 上述信息應免費提供。

第十一條

業務質量

1. 各指定經營者可以決定通過一個共同標誌來識別郵政支付業務。
2. 郵政經營理事會確定通過電子方式傳輸的郵政支付憑證的業務質量目標、內容和標準。
3. 對於通過電子方式傳輸的郵政支付憑證，各指定經營者應該執行基本的業務質量內容和標準。

第三章

與電子數據交換有關的原則

第十二條

聯合運作

1. 網絡

1.1 為了確保在所有指定經營者之間交換執行郵政支付業務所必需的信息和對業務質量進行監督，各指定經營者應按照本協定的規定使用萬國郵聯的電子數據交換（EDI）系統或者能確保郵政支付業務聯合運作的其他任何系統。

第十三條

電子交換的安全保證

1. 各指定經營者應對其設備的正常運行負責。
2. 應該加強電子信息傳輸的安全保證，以確保所傳輸信息的可靠性和完整性。
3. 各指定經營者應根據國際標準確保交易的安全。

第十四條

跟蹤和定位

1. 各指定經營者所使用的系統應該能夠保證在郵政支付憑證兌付給收款人或記入收款人帳戶貸方以前，或者在必要時退還給匯款人以前，能夠對這些憑證的處理情況進行跟蹤和由匯款人撤回相關憑證。

第二部分

適用於郵政支付業務的規則

第一章

郵政支付憑證的處理

第十五條

郵政支付憑證的收寄、採集和傳輸

1. 郵政支付憑證的收寄、採集和傳輸條件在細則中規定。
2. 郵政支付憑證的有效期不能延長。該有效期在細則中規定。

第十六條

資金的審核和兌付

1. 在根據國內法令確認收款人身份，並證實收款人所提供的信息相符以後，兌付指定經營者用現金進行兌付。對存款匯票或轉帳的款額，則記入收款人帳戶貸方。
2. 資金兌付的期限在各指定經營者之間的多邊或雙邊協議中確定。

第十七條

最高款額

1. 各指定經營者應將其根據國內法令確定的匯出和接收的最高款額通知萬國郵政聯盟國際局。

第十八條

退款

1. 退款的範圍
 - 1.1 在郵政支付業務的範圍內，退款包括郵政支付憑證上用發匯國貨幣表示的全部款額。應該退回的款額與匯款人交付的款額或記入其帳戶借方的款額相等。在指定經營者發生差錯時，郵政支付業務的資費也應加入退款款額。
 - 1.2 代收貨款匯票不能退款。

第二章

查詢和責任

第十九條

查詢

1. 在受理郵政支付憑證的次日起 6 個月內接受查詢。
2. 各指定經營者有權按照其國內法令向用戶收取郵政支付憑證的查詢費。

第二十條

各指定經營者對使用者應承擔的責任

1. 資金的處理

1.1 除了代收貨款匯票以外，發匯指定經營者就匯款人在窗口交付的款額或記入其帳戶借方的款額，在下述時刻以前應對匯款人承擔責任。

1.1.1 郵政支付憑證已經正常兌付；

1.1.2 已經記入收款人帳戶貸方；

1.1.3 相關款項已經用現金或者通過記入其帳戶貸方退還匯款人；

1.2 如果是代收貨款匯票，發匯指定經營者對匯款人在窗口交付的款額或記入其帳戶借方的款額，在代收貨款匯票已經正常兌付或記入受益人帳戶貸方以前，對受益人承擔責任。

第二十一條

各指定經營者之間的義務和責任

1. 每個指定經營者對其本身的差錯承擔責任。
2. 承擔責任的方式和範圍在細則中規定。

第二十二條

各指定經營者責任的免除

1. 各指定經營者對下列情況不承擔責任：

1.1 在執行業務時發生的延誤；

1.2 有關郵政支付業務的資料因不可抗力事故而損毀，致使指定經營者不能報告郵政支付憑證的執行情況，但能用其他方式證明指定經營者應當承擔責任的情況除外；

1.3 損失是由於匯款人的錯誤或疏忽造成的，特別是關於應該提供有關郵政支付憑證的準確信息的義務，其中包括關於所交付資金來源的合法性以及郵政支付憑證用途的信息；

1.4 所交付的資金被沒收；

1.5 涉及戰俘或被拘禁平民的資金；

1.6 使用者在本協定中規定的期限內沒有提出任何查詢；

1.7 發匯國規定的郵政支付業務時效期已過。

第二十三條

關於責任的保留

1. 除有雙邊協議以外，對第二十條至第二十二條中關於責任的規定不能提出保留。

第三章

財務關係

第二十四條

帳務和財務規則

1. 帳務規則

1.1 各指定經營者應遵守細則中規定的帳務規則。

2. 月帳單和總帳單的編制

2.1 兌付指定經營者為每一個發匯指定經營者編制郵政支付業務兌付款額月帳單。月帳單按照相同的周期匯總到總帳單中，總帳單應包括預付款，並結出應付的差額。

3. 預付款

3.1 在各指定經營者之間的互換不平衡時，發匯指定經營者應在周期開始時每個月至少向兌付指定經營者進行一次預付款。當互換結算頻次的增加使結算周期低於一個星期時，各經營者可以商定放棄此項預付款。

4. 集中帳戶

4.1 原則上，每個指定經營者都應擁有一個使用者資金專用的集中帳戶。這些資金只能用於向兌付指定經營者結算對付給收款人的郵政支付憑證，或者為未能執行的郵政支付憑證向匯款人進行退款。

4.2 如果指定經營者進行了預付款，這些預付款應記入兌付指定經營者專用集中帳戶的貸方。預付款只能用於向收款人進行兌付。

5. 擔保存款

5.1 可以根據細則中規定的條件要求進行擔保存款。

第二十五條

結算和沖抵

1. 集中結算

1.1 各指定經營者之間的結算可以根據細則中規定的方式通過一個集中票據交換所辦理。結算利用各指定經營者的集中帳戶進行。

2. 雙邊結算

2.1 以總帳單的差額為基礎結算

2.1.1 原則上，不是集中沖抵系統成員的指定經營者以總帳單的差額為基礎進行結算。

2.2 關聯帳戶

2.2.1 在指定經營者擁有郵政支票機構時，它們可以相互開立關聯帳戶，通過這些關聯帳戶來結算彼此間與郵政支付業務有關的應付款和應收款。

2.2.2 如果兌付指定經營者沒有郵政支票機構，關聯帳戶可以開立在其他金融機構。

2.3 結算貨幣

2.3.1 結算利用寄達國貨幣或者各指定經營者之間商定的第三貨幣進行。

第三部分

過渡條款和最後條款

第二十六條

大會期間提出的保留

1. 不允許提出與萬國郵聯的宗旨和目標相矛盾的任何保留。
2. 在一般情況下，任何不能使其他成員國接受自己觀點的成員國均應該儘可能尊重大多數成員國的意見。保留只能在絕對必要的情況下提出，並以適當方式說明理由。
3. 對本協定條文提出的保留都必須按照大會議事規則的相關規定，用國際局的一種工作語文，以書面提案的形式提交大會。
4. 提交大會的保留需根據每次不同情況，由修改保留所涉及條文所要求的多數成員國通過，方為有效。
5. 原則上，保留應在提出保留的成員國和其他成員國之間在對等的基礎上實行。
6. 對本協定提出的保留應在經大會通過的提案的基礎上，列入本協定的最後議定書。

第二十七條

最後條款

1. 必要時，在本協定沒有明確規定的各個方面，可以比照執行公約的規定。
2. 組織法第四條的規定不適用於本協定。

3. 有關本協定及其細則的提案獲得通過的條件：

3.1 提交大會的有關本協定的提案應由參加本協定並有表決權的出席會議並參加表決的多數成國通過，方為有效。表決時，至少應有參加大會並有表決權的成員國半數出席。

3.2 有關本協定細則的提案應由簽署本協定或參加本協定的郵政經營理事會出席會議並參加表決的有表決權的多數理事國通過，方為有效。

3.3 在兩屆大會之間提出的有關本協定的提案應具備下列條件方為有效：

3.3.1 有關增加新條款的提案，須經三分之二通過，而且至少有半數參加本協定並有表決權的成員國參加表決；

3.3.2 有關修改本協定規定的提案，須經多數通過，而且至少有半數參加本協定並有表決權的成員國參加表決；

3.3.3 有關對本協定各條款作出解釋的提案，須經多數通過。

3.4 儘管有第三款第三項第一目的規定，任何成員國當其國內法令與提案中的增加內容相矛盾時，均有權向國際局總局長書面聲明其不能接受此項增加內容，但此項聲明必須自新增條文通知發出之日起 90 天內提出。

第二十八條

郵政支付業務協定的生效日期和有效期限

1. 本協定自 2014 年 1 月 1 日起生效，在下屆大會法規生效之前一直有效。

本協定正本經締約國政府全權代表簽署，交由國際局總局長存檔，以茲信守。副本由萬國郵政聯盟國際局交各締約國一份。

2012 年 10 月 11 日在多哈簽訂