

The number of registered articles inscribed on that list and the number of packets or bags containing those articles must be entered on the letter-bill.

4. In Table No. 11 are to be entered, with such details as the table requires, the closed mails contained by the direct mail to which the letter-bill relates.

5. The number of separate packets or bags composing each despatch for a single destination is indicated in the right-hand top corner of the letter-bill.

6. When it is deemed necessary for certain exchanges to make new tables or headings in the letter-bill, the necessary steps may be taken after an understanding between the administrations concerned.

7. When an office of exchange has no correspondence to forward to a corresponding office, it must, nevertheless, make up in the usual form a mail consisting simply of the letter-bill.

8. When closed mails are sent by one administration to another, to be conveyed by means of private ships, the number of letters or other articles is indicated in the letter-bill or on the address of the mails.

XI.—*Transmission of Registered Articles.*

1. Registered articles, acknowledgments of delivery, express letters, and, if there be one, the special list contemplated in paragraph 3 of Article X., are made up in a separate packet, which is to be suitably enclosed and sealed so as to preserve the contents.

2. To the outside of this packet the special envelope containing the letter-bill is attached with string tied across and across. The packet is then placed in the centre of the mail.

3. The presence in the mail of a packet of registered articles, of which the description is given upon the special list mentioned in paragraph 1 above, is to be announced by the application at the head of the letter-bill, either of a special entry, or of the registration label or stamp in use in the country of origin.

4. It is understood that the mode of packing and forwarding registered articles, prescribed by paragraphs 1 and 2 above, applies only to ordinary exchanges. For important exchanges it is for the offices concerned to prescribe by common consent special arrangements, subject in the one case as in the other to exceptional measures to be taken by the heads of the offices of exchange, when they have to insure the transmission of registered articles which, from their nature, form, or size, would not be capable of being enclosed in the principal mail.

In such case, however, the despatching offices indicate at the head of the letter-bill the number of registered articles sent in the principal mail outside the special packet or bag, among the ordinary correspondence, and insert in the "Observations" column of the list the inscription "*en dehors*" ["outside"] against the entry of each of those articles.

The above-mentioned articles are made up as far as possible in packets tied with string and having labels affixed to them bearing in plain characters the words "*Recommandés en dehors*" ["Registered—outside"], preceded by figures indicating the number of articles which each packet contains.

5. Acknowledgments of delivery are placed in an envelope by the office delivering the registered articles to which those acknowledgments relate. These envelopes, bearing the inscription "*Avis de réception; Bureau de poste de (Pays)*" ["Acknowledgment of delivery: Post Office of (Country)"], are submitted to the formalities of registration and despatched to their destination as ordinary registered articles.

XII.—*Indemnity for the Loss of a Registered Article.*

When the indemnity due for the loss of a registered article has been paid by one administration on behalf of another administration which is responsible for the loss, the latter is bound to repay the amount within three months after receiving notice of the payment. This repayment is effected either by means of a postal money-order, or a draft, or in specie current in the country to which payment is due. When the repayment of the indemnity involve expenses, they are always borne by the indebted office.

XIII.—*Making up the Mails.*

1. As a general rule, the articles of which the mails consist must be classified and tied up according to the nature of the correspondence, the prepaid correspondence being separated from the unpaid and insufficiently prepaid.

2. Every mail, after having been tied with string, is enclosed in strong paper sufficient in quantity to prevent damage to the contents, then tied again with string on the outside, and sealed with wax, or fastened by means of a gummed paper label bearing an impression of the seal of the office. The mail is furnished with a printed address bearing, in small characters, the name of the despatching office, and in larger characters the name of the office of destination: "From for

3. If the size of the mail requires it, it is placed in a bag properly closed, sealed with wax or with lead, and labelled.

4. The packets or bags containing articles to be sent by express must bear on the outside an inscription calling the attention of the postal officials to those articles.

5. When paper labels are used, they must be pasted on blocks.

6. No bag must exceed 40 kilogrammes in weight.

7. The bags must be returned empty to the despatching office by the next mail, in the absence of other arrangements between the corresponding offices.

XIV.—*Verification of the Mails.*

1. The office of exchange which receives a mail ascertains whether the entries in the letter-bill and in the registered letter list, if there be one, are correct.