

PART VI

Exchange of Mails

CHAPTER I

ARTICLE 154

Letter Bills

1.—The letter bills which accompany mails are identical with Form C 16 annexed. They are placed in blue envelopes bearing in large type the words "*Feuille d'avis*" ("Letter Bill").

2.—The despatching office fills in the letter bill with all the required particulars, taking note of the following provisions:

(a) Table I: The presence of ordinary correspondence intended for express delivery is indicated by underlining the relative entry;

(b) Table II: When the mails are not despatched daily, and in the absence of other arrangements, the despatching offices number the letter bills in an annual series for each office of destination. Each despatch takes, in this case, a separate number, even if it is a supplementary despatch forwarded by the same route or the same ship as the ordinary mail.

In the case of the first despatch of each year, the bill must bear the number of the last despatch of the preceding year, in addition to the serial number of the mail.

The name of the vessel which carries the mail is shown when the despatching office is in a position to know it;

(c) Table III: One or more special lists identical with Form C 17 annexed may be used, either to take the place of Table No. V, or to serve as a supplementary letter bill.

The exclusive use of special lists is obligatory if the Administration of destination asks for it.

When two or more lists are used, they must be numbered.

The number of registered articles which may be entered on one and the same list is limited to 60;

(d) Table IV: If occasion arises, the number of empty bags belonging to an Administration other than that to which the mail is addressed must be shown separately and the name of that Administration indicated.

Open letters on official business and the various communications or notes sent by the despatching office in connexion with the service are also entered in Table IV;

(e) Table V: This Table is intended for the entry of registered articles when special lists are not used exclusively.

When the Administrations concerned have arranged for the bulk advice of registered articles on the letter bills, the total number of these articles must be indicated in figures and in words.

When the mail does not contain any registered articles the word "*Néant*" is entered on Table V.

3.—Administrations may arrange for other tables or headings in the letter bill when it is considered necessary. They may, in particular, modify Tables V and VI to meet their needs.