

ARTICLE 150

Applications for Ordinary Correspondence

1.—Every application respecting ordinary correspondence must be made on a form identical with C 12 annexed.

The office which receives the application forwards this form, without a covering letter and in a closed envelope to the corresponding office. This office, after having obtained the necessary information from the addressee or from the sender, as the case may be, returns the form in the same manner to the office which prepared it.

If the enquiry proves to be well founded, this last office forwards the form to its central Administration for further enquiry.

A single form may be used for several articles posted simultaneously at the same office by the same sender to the same addressee.

2.—Any Administration may request, by notification addressed to the International Bureau, that applications which concern its service shall be transmitted to its central Administration or to an office specially designated.

ARTICLE 151

Applications for Registered Articles

1.—Every application relating to a registered article is prepared on a form identical with Form C 13 annexed which must be accompanied, if possible, by a facsimile of the envelope or of the address of the article.

If the application concerns an article marked with a Trade Charge it must be accompanied, in addition, by a duplicate money order form C 8 or a transfer note of the postal cheque account, as the case may be.

A single form may be used for several articles posted simultaneously at the same office by the same sender to the same addressee.

2.—The application is, as a general rule, forwarded directly by the office of origin to the office of destination without any covering letter and in a closed envelope. If the office of destination is in a position to furnish information as to the final disposal of the article under enquiry, it completes the form and returns it to the office of origin.

When the disposal of the article cannot be established by the office of destination, this office records the fact on the form and returns it to the office of origin, adding to it, as far as possible, a declaration by the addressee stating that he has not received the article. In this case, the Administration of origin completes the form by entering thereon particulars of the despatch of the article to the first intermediate Administration. It then transmits the form to that Administration, which enters its observations and forwards it to the following Administration, if any. The application passes thus from one Administration to the other until the fate of the article enquired for is ascertained. The Administration which has effected delivery to the addressee, or which is unable to furnish proof either of delivery or of regular despatch to another Administration, records the fact on the form and returns it to the Administration of origin.

3.—The Administrations of origin and destination may, by mutual agreement, have the form forwarded from office to office, following the same circulation as the article under enquiry.

In this case the enquiries are pursued from the Administration of origin to the Administration of destination, following the procedure indicated in the last paragraph of § 2.