

They serve as the basis for settling the accounts of each of the Administrations concerned. In this settlement there must appear:

- (a) the sums relating to the special accounts concerning the different services;
- (b) the total of the sums resulting from all the special accounts relating to each of the Administrations concerned;
- (c) the totals of the sums due to all the creditor Administrations on account of each branch of the service, as well as their general total.

This total must be equal to the total of the Debit which appears in the summary.

At the foot of the settlement account, a balance is struck between the Debit and the Credit resulting from the statements forwarded by the Administrations to the International Bureau. The net amount of the Debit or of the Credit must be equal to the debit balance or to the credit balance carried into the general balance sheet. Moreover, the settlement account indicates the Administrations to which payment must be made by the debtor Administration.

The settlement accounts must be forwarded by the International Bureau to the Administrations concerned not later than the 22nd of each month.

#### ARTICLE 188

##### Payment

Payment of the sums due, under a settlement account, from one Administration to another must be made as soon as possible and at the latest a fortnight after receipt of the settlement account by the debtor Administration. The provisions of Article 171, § 1, are applicable as regards other conditions of payment. The provisions of § 5 of that Article are applicable to cases of non-payment of the balance within the fixed period.

Debit or credit balances not exceeding 500 francs may be carried forward to the settlement of the following month, provided, however, that the Administrations concerned are in monthly communication with the International Bureau. The amount brought forward is entered in the summaries and in the settlement accounts for the creditor and debtor Administrations. In such a case, the debtor Administration forwards to the creditor Administration an acknowledgment of the sum due, to be carried into the next statement.

#### ARTICLE 189

##### Communications to be addressed to the International Bureau

1.—Administrations forward to each other, through the medium of the International Bureau, three complete sets of their postage stamps and of impressions of their franking machines, with an indication of the date on which postage stamps of previous issues cease to be valid.

2.—They must also communicate to the International Bureau:

- (a) the phrase that they have adopted under the provisions of Article 106, § 2, as the equivalent of the expression "*Taxe perçue*" or "*Port payé*";
- (b) the reduced rates which they have adopted by virtue of Article 5 of the Convention, and a statement of the services to which these rates are applicable;
- (c) particulars of the surtaxes which, by virtue of Articles 37 and 77 of the Convention, they collect to cover the cost of extraordinary services, as well as a list of the countries in respect of which these surtaxes are collected, and, if necessary, particulars of the services on which surtaxes are due;