

A Specialized Study Supplement to:

THE INDO-CHINA PHILATELIST



Supplement to The Indo-China Philatelist

May 2021

Indochinese Postal Guide

Louis Desachy



Interior view of Saigon's main post office from around 1904.



The Society of Indo-China Philatelists

The Society of Indo-China Philatelists, founded in 1970, is an organization comprised of collectors interested in the postal aspects of French Indo-China, Vietnam, Cambodia, and Laos. This is a most interesting part of the world. Indo-China's history and culture are vividly portrayed through its stamps and covers.

The Indo-China Philatelist is the official journal of the Society of Indo-China Philatelists and is published five times per year. Permission to reprint original material appearing in the Journal is granted, provided that proper credit is given the Indo-China Philatelist and that the editor is notified. The Society of Indo-China Philatelists is affiliate #38 of the American Philatelic Society.

All communication about membership, subscriptions and services of the Society should be sent to the Executive Secretary. Membership includes a subscription to the organization's journal and other services of the Society.

The society's web site, located at www.sicp-online.org, is a convenient way to access the latest information about the society's activities. ☐



Foreword to the English Translation

As a longtime collector of French Indochina, I have been confronted with many philatelic mysteries. Stamp catalogs could only answer the most basic questions. To solve the mysteries, I needed a guide. I mean a really detailed guide that laid out the nitty gritty of how the postal system actually worked. Perusing the Internet one day, I was surprised to see a guide offered for sale on a European auction site. My reaction was to immediately activate my PayPal account and pay for the document. When it arrived, my hopes had been realized – a more comprehensive guide could not exist.

Louis Desachy had prepared and published the guide claiming it to be completely up to date as of 1 January 1904. It is indeed comprehensive consisting of 258 pages plus an additional 56 pages of advertisements and an index. Desachy said that he would update the guide quarterly. My opinion was that he vastly overestimated his market. It is doubtful that another edition ever appeared. [Based on a handwritten inscription, my copy was a gift Desachy had given to his son in 1937.]

As I stumbled through the French text, I realized that this information would be of value to collector friends of today and the collectors of the future. Thus, began a multiyear project to create this English version.

All the heavy lifting in terms of translation was done by Loïc Dufresne de Virel. If I had tried to use Google translate (and I did early on), it would have taken me a century and resulted in a far inferior product. As an accomplished philatelic researcher, Loïc was much more than a translator. Beyond the words themselves, he assisted greatly in interpreting the real meaning of the text.

All editors need proofreaders and I am a perfect example of imperfection. Jack Dykhouse focused his eagle eyes to the text and the dense tables containing unending columns of numbers and text. I was constantly surprised at what Jack could find and that I had totally missed.

Desachy had included a lengthy section of currency conversion tables for francs and piasters. Apparently, the pocket calculators in 1904 were less capable than the ones we use today. No attempt was made to replicate those tables in this translation. In the text, French francs are represented as X fr. XX and Indochinese piasters as X\$XX. The original included color-coded pages for Tables A and B. No attempt was made to use colored pages in this translation. The advertisements although conveying a sense of the times were not reproduced. While the index is not included a Table of Contents is.

The extensive footnotes from the original are retained and occasionally require continuation on the following page. Where terms were used that would likely appear in the context of the mails of the period, Loïc inserted the proper French terminology to assist readers. Where the material needed amplification, there are “Editor Note” entries that provide some clarification.

For the most part, countries listed in tables retain the French spellings as they would likely appear that way in the correspondence of the period. However, the original alphabetical order was maintained so that future researchers can easily verify the accuracy of the reported information.

Ron Bentley
Editor, *The Indo-China Philatelist*



First Edition

Indochinese
POSTAL GUIDE

To be used by

Commerce and Industry, Administrations, Companies, etc., the Public, Agents and Sub-Agents of the Posts and
Telegraphs of Indo-China

by

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To our readers!¹

The Postal Service having grown to a great extent in Indo-China, in recent years, we thought it would be useful to summarize in a small book all that is likely to interest the Public on this question.

Indeed, few persons know in detail the many advantages to be derived from the use of the postal service as well as the general conditions which govern the mail, parcel-post, registration, etc.; the regulations in force for the receipt, distribution and forwarding of mail matter; the organization of the money and military mail departments, etc.: these are the questions we endeavor to summarize.

The *Guide* we take the liberty of issuing will form a summary as condensed and yet as complete as it is possible to make from current postal operations likely to interest the public.

The Postal and Telegraph agents and sub-agents in Indo-China will likewise find in this *Guide* a good deal of information not to be found in Local Instructions D.

May this work prove as serviceable, may it prove as useful to all, as is our earnest wish; may it fill that long felt want among Europeans and the natives under our protection; in a word, may it fulfil, through a wide circulation, what we anticipate for it, such is the reward we ask for our efforts.

THE AUTHOR.

¹ Editor's Note: The text presented here appeared in English in the original document along with comparable versions in French, Vietnamese and Chinese.



Very important notice
and
Terms of Sale
of
“The Indochinese Postal Guide”

The *Indochinese Postal Guide* is up to date as of January 1st, 1904.

It costs 3.50 francs (purchased directly from its author-editor and distributors) and 4.10 francs (sent by post, postage paid).

Table A (*Rates for postal parcels*) and B (*Rates for insured articles*) have been printed on blue and pink sheets of paper¹ in order to facilitate searching; moreover, all countries listed on these tables have been sorted *by alphabetical order*, this will allow one to quickly find what rates are applied in Indochina for each country.

As modifications relevant to the public are introduced in the Postal Service, in the timetables of the Indochinese Railway Service, or in the timetables of the Indochinese Riverboat Companies, the subscribers to the Postal Guide will be informed by means of a “quarterly update bulletin,” which will be published precisely on the following dates:

April, 1 to 15; July, 1 to 15;
October, 1 to 15; January, 1 to 15.

The first update bulletin will be sent in May 1904.

In order to have the guide always up-to-date, the recommended modifications or additions will have to be made every three months. To that end, the back of each page has been left blank to make the task easier; this will also mean that one will constantly have a very clean guide easy to refer to.

The cost of a subscription to the update bulletin will be announced to subscribers in due course.

We will take into consideration the advice, suggestions and innovations which will be put to us by our readers, in everyone's interest, for the compilation of this Bulletin.

L. DESACHY

¹ Editor's Note: No attempt was made to recreate colored pages in the English translation.



Table of Contents

| | Pages |
|---|---------|
| CHAPTER I | |
| Section I. — Purpose of the Postal Service. — Monopoly | 1 - 2 |
| Section II. — Postage. — Fees. — Examples. — Reductions of Fees. | 2 - 4 |
| Section III. — Ordinary and Army Service Letters. — Expeditionary Corps of Tonkin and Cambodia. — Interior and International Concession Rate. — Postcards. | 4 - 7 |
| Section IV. — Items with Reduced Postage Rates. — Newspapers and Periodicals | 8 - 11 |
| Section V. — Non-periodical printed matter | 11 - 14 |
| Section VI. — Samples. — Business Papers, Trade Papers, and Invoices | 14-17 |
| CHAPTER II | |
| Section I. — Postage Stamps used in the Colonies. — Sale. — Stamps. — Postcards. — Lettercards. — Stamped Envelopes. — Stamped Wrappers. | 17-19 |
| Section II. — Stamped sheets. — Revenue stamps. — Sale. — General arrangements. | 19 - 21 |
| CHAPTER III | |
| Section I. — French, German and English postal liners. — Inspectors of postal shipping service. — Correspondence which can be sent or received. — General information. — Delivery over the counter or at home. — General delivery. — Postmen. — Discarded letters. — Return to sender or forwarding of undelivered objects. | 21 - 27 |
| Section II. — Interior Postal Service. — Organization. — Transport. — Couriers and coolies-trams. — Administration. — Offices and Staff. | 28 - 31 |
| CHAPTER IV | |
| Section I. — National and International ordinary postal parcels. — Parcels exempted from customs duty. — Postage. — Rights — Customs declaration. — General rules. — Departure and Arrival. — Forwarding. | 31 - 34 |
| Section II. — Postal parcels with declared value and charged cash on delivery. — Rates. — General measures. — Compensation. | 35 - 36 |
| CHAPTER V | |
| Section I. — Money matters. — French money orders. — Issuing and payment. — General inquiries. | 36 - 42 |
| Section II. — Indochinese postal money orders. — Issuance and payment. — Telegraphic money orders. — Money orders for subscription to newspapers. — Collections. — Tunisian money orders and postal vouchers. — International money orders. | 42 - 53 |
| CHAPTER VI | |
| Insured items of all kinds. - Departure and arrival. - Interior and international services. | 53 - 57 |
| CHAPTER VII | |
| Service of Civilian or Military Orderlies | 58 - 61 |
| CHAPTER VIII | |
| Proof of identity (European and indigenous). Authorizations for collection of letters and change of address. Claims of undelivered items (internal or international service). Purchase of administrative documents. Postal savings bank. | 61 - 66 |



CHAPTER IX

| | |
|--|---------|
| Section I. — Infringements. - General Arrangements | 66 - 69 |
| Section I. — Postal Franchise. - Countersignature | 69 – 70 |

CHAPTER X

Conversion Tables for francs to piasters and vice versa (Not included in English Translation)

Appendices
(Separate Volume)

| Number | Title |
|--------|---|
| 1 | List of the Countries of the Universal Postal Union |
| 2 | Rates for Mail to and from Indo-China |
| 3 | Rates for Mail of any kind originating in Indo-China destined for mainland France, Corsica, Algeria, Tunisia, the Tripoli Office of Barbary and the Colonies and French Protectorates |
| 4 | Rates for Mail of any kind originating in Indo-China (including Indo-Chinese offices in China) to foreign countries that are part of the Universal Postal Union |
| 5 | List of Post and Telegraph Offices of the Colonies and French Protectorates (less Indo-China) |
| 6 | Hours of Operation for Indochinese Post and Telegraph Offices |
| 7 | List of Indo-China Offices with Indications of their Operations |
| 8 | Examples of Declared Value Letters |
| 9 | Examples of Closures for Declared Value Letters |
| 10 | Examples of Insured Parcel Closure Methods |
| 11 | Customs Declaration Form for Shipments |
| 12 | Parcel Post Form |
| 13 | Table of Customs Duties for Items shipped in “Duty- Free” Postal Parcels to France and Algeria |
| 14 | Sample Customs Form for Postal Parcels |
| 15 | Sample Form for Receipt of Insured or Registered Letters |
| 16 | Operating Schedule for Saigon – Mytho Line Trains |
| 17 | Operating Schedule for Compagnie des Messageries Fluviales de Cochinchine Ships |
| 18 | Operating Schedule for Hanoi – Viétry Line Trains |
| 19 | Operating Schedule for Hanoi – Ninh-Binh and Ham-Rong Line Trains |
| 20 | Operating Schedule for Hanoi – Haiphong Line Trains |
| 21 | Operating Schedule for Trains on the Hanoi – Langson and Hanoi – Dong-Dang Lines |
| 22 | Operating Schedule for Compagnie des Correspondances Fluviales du Tonkin Ships |
| 23 | Form for Requesting a Savings Fund Booklet |
| 24 | Form for Requesting Reimbursement by Mail Order (Savings Bank Service) |
| 25 | Sample Annuity Application (Savings Bank Service) |
| 26 | Sample Form for the Service of the Savings Bank |
| 27 | Notice for use by Depositors residing outside France |
| 28 | List of Treasury Branches in Indo-China |
| 29 | Table of Distances for Compagnie des Messageries Maritimes Main and Ancillary Lines |
| 30 | Presumed Movements of Messageries Maritimes Liners for 1904 |
| A | General Rates for Postal Parcels of any Kind Originating from Indo-China |
| B | General Rates for Declared Value Letters and Insured Parcels Originating from Indo-China to Foreign Countries |

CHAPTER 1

SECTION 1

Purpose of the Postal Service. – Monopoly

1. The purpose of the Postal Service is to transport official and private letters, transmit effectively, or by moving funds, monetary values and precious items in the form of declared values or postal orders, deliver subscriptions to newspapers, collect commercial or other types of values,¹ carry and deliver parcels and, finally, produce postage stamps and fiduciary values.²

2. The Postal Service is exclusively responsible for carrying:

1) Mail³ (in French, *Dépêches*) sent in the service of the State, with the exception of:

a) Service letters transported under binding strips from one post office to another by customs officials who have received a signed commission from their superior;

b) Warning letters from the registration tax collectors, distributed, open and without fees, by the mayors, to the taxpayers of that Administration;

c) Warning letters from tax inspectors to the taxpayers of their district;

2) Personal letters sealed or not sealed, parcels and papers weighing not more than one kilogram with the exception of

a) Letters or bundles of papers which individuals send by express carriers;

b) Newspapers and booklets of all kinds, provided that they are sent either bound with a removable wrapper or in an unsealed envelope, or as easily identified bundles;

c) Files of procedure, that is to say documents relating to a procedure dealt with in front of a court;

d) Notes of commission carried by messengers, of which the sole object is to give them the power or authorization to deliver the goods that they are carrying or to take possession of the ones they must bring back;

e) Documents concerning only the personal service of a hauler while circulating with their own equipment along the route they operate on;

f) Bills, labels, slips or consignment notes accompanying goods and containing only information which are authorized on the same documents allowed to be carried by the postal service at the rate of business documents;

g) Labels attached to garments exchanged between manufacturers and workers via parcels service or railway, and on which only numbers are inscribed;

¹ This service is provided in Indochina only for inside the country.

² The facility for manufacturing postage stamps is in Paris. It provides France and its colonies with all the stamps they need. The stamps necessary for use by the Indochinese post offices in China, are overprinted by the Directorate of Post and Telegraph of Tonkin.

³ The word “Dépêche” in postal terms does not mean telegram but bag or package of correspondence sealed and sent from one post office to another.

h) Labels attached to garments exchanged between manufacturers and workers on which are written instructions concerning the nature of the work to be executed or information about the work completed, but only in the latter case, when the garments are transported by express carriers or by people exclusively attached to the service of the manufacturers or traders who are sending or receiving;

i) Certificates, slips or labels attached to goods or other, manufactured or not, sent by parcels service or railway, and, apart from order numbers, containing information in figures, letters or words necessary for the identification and delivery of the goods;

j) Summarizing slips accompanying the aforementioned goods and containing the same information.

3. Objects listed under the letters “d” to “f” inclusive can only be transported by carriers outside of the Postal Service, under the special and formal condition that they are sent unsealed so that they can be easily checked, whenever applicable, by State agents entitled to do so.

4. It is forbidden for any person who is a non-member of the Postal Service to interfere in the transport of objects listed under the above Article 2 stipulating that they should be transported by Postal Service only; or to run, even in seaports, offices or warehouses in charge of sending, receiving or dispatching letters from or to the Colonies or foreign countries.

5. Individuals having infringed the above measures are liable to a fine of 150 to 300 francs; however, and depending on the circumstances, this fine can be reduced to 16 francs by the court.

6. The same penalty can be applied to any captain or sailor of a ship arriving in a harbor of the Colonies who has not immediately taken to their local post office all the mails, letters or correspondences which they were entrusted with at their place of departure or on the way.¹

7. In the event of a subsequent offense, the fine will not be less than 300 francs but will not exceed 3,000 francs.²

SECTION II

Postage. – Fees. – Examples. – Reductions of Fees.

8. By postage, one means the payment by the sender of the cost of transport of an object carried by the Postal Service.

The postage is optional when the sender can pay the postage or leave it, entirely or partly, to the addressee to pay.

In the Indochinese postal service, all ordinary objects can be mailed with or without postage (Appendix 2).

In the international relations (including France and the Colonies), postage is optional for letters, cards and postcards. For all other objects, other than insured articles, postage must be at least partially paid. (Appendix 3 and 4).

¹ Unless it was necessary, at the point of origin, not to reveal the destination of the ship.

² As far as the special service of Indochina is concerned, the Governor General, on January 3, 1903, signed a decree stipulating that: "any captain or owner of a French or foreign vessel arriving in a port of Indochina must immediately have the dispatches for which they took the responsibility at the port of origin or in ports of call along the way, delivered to the post office. Any captain of vessel leaving will have to inform the postal service of their departure twenty-four hours in advance. He will have to have the dispatches, for the place of destination of his vessel, collected from the postal service at the time set by the postmaster. Failure to comply with one of the above-mentioned obligations will result in a fine of 1 to 15 francs and 1 to 5 days imprisonment or one of the sentences only.

9. Postage has to be paid in stamps from the Colony, apart from all others.¹ Postage paid in cash is not accepted.

10. Only the senders themselves or their representatives can affix stamps on the objects to be sent. However, for insured articles, this formality can be executed either by a post employee or by the sender.

11. The value of the postage stamps is established so that it represents the various taxes fixed by the rates; however, the public remains free to, if they so wish, combine the use of those stamps: Postage is valid when the stamps being used represent a value at least equal to that of the payable tax.

Stamps must preferably be stuck in the top right corner of the address² and as much as possible on the wrapper or label attached to samples.

12. Postage stamps can be marked through distinctive perforations (initials or other signs) by the people who use them. These marks shouldn't exceed a third of the area of the stamp and should be placed so that they are not altering the figure which shows the value of the stamp.

Stamps perforated in a way that doesn't comply with these conditions are regarded as having lost all value and the objects of correspondence on which they appear are considered to have no postage.

13. All objects of correspondence allowed to circulate by post, with no postage or with stamps of insufficient value, are marked, at the place of origin, with a special T handstamp and, at their destination, taxed twice the insufficient value of their postage.

Examples:

A letter weighing 15 grams with a 0.10-franc stamp would be taxed $0.05 \text{ franc} \times 2 = 0.10 \text{ franc}$.

A letter weighing 10 grams with a 0.12-franc stamp would be taxed $0.03 \times 2 = 0.06 \text{ franc}$.

A newspaper weighing 0.060 kilogram with a 0.02-franc stamp instead of 0.03 franc would be taxed $0.01 \times 2 = 0.02 \text{ franc}$.³

A printed document weighing 450 grams with a 0.25-franc stamp only instead of 0.45 would be taxed $0.20 \times 2 = 0.40 \text{ franc}$.

14. In order to benefit from the reduced rate, objects sent should be easily identified; those which do not satisfy the conditions, with the exception of a few that are defined in the regulations⁴ are taxed like letters, at twice the insufficient postage value.

Examples:

1) A bundle of newspapers with no postage on it, weighing 500 grams and the content of which would be impossible to check, would be taxed the same as a letter equivalent in weight, or $5.10 \text{ francs} \times 2 = 10.20 \text{ francs}$;

2) A bundle of samples with no postage, sent in the same conditions, weighing 185 grams would be taxed $1.95 \text{ francs} \times 2 = 3.90 \text{ francs}$;

¹ Replies detached from double postcards with postage from the country of origin, can be forwarded from a post office in Indochina to that country, exclusively, without being taxed.

² This is to facilitate the cancelling of stamps.

³ In the postal service, within France, these exact taxes would be collected from the addressee. In Indochina, on the contrary, where the divisions of the currency of the country do not allow those proportions, the sums of 0.06 franc and 0.02 franc should be converted as follows: $0.06 \text{ franc} = 0\$03$, $0.02 = 0\$01$.

⁴ Some industrial products contained in boxes, cases or bottles sealed with a band, a label, a steel top, etc. or other means forming brands or commercial ownership tag, are allowed to circulate in Indochina at a reduced rate: such as some pharmaceutical products, tea boxes and cigar boxes, etc.

3) A bundle of business papers weighing 320 grams, sent in a sealed envelope with a 0.10-franc stamp would be taxed $(3.30 \text{ francs} \text{ minus } 0.10) \times 2 = 6.40 \text{ francs}$.¹

15. People can be reimbursed any tax or part of taxes which they were unduly charged for. The Administration, after conducting an inquiry, would then deliver an authorization for reimbursing the claimant either directly or through the postmaster of the town.

SECTION III

Ordinary and Army Service Letters. – Expeditionary Corps of Tonkin and Cambodia. – Interior and International Concession Rate. – Postcards.

Letters²

16. Are regarded as letters, as far as applying the postal tax is concerned, all handwritten or printed papers having the particularities of a current and private correspondence, as well as all items allowed to be transported at a reduced rate and the sealing of which does not allow anyone to check their content subject to the clauses of Article 14, footnote (2).

17. Letters coming from or being sent to Indochina, France and its Colonies, Algeria, Tunisia and Tripoli in Barbary, must be franked 0.15 franc per 15 grams or fraction of 15 grams. (Appendix 2 and 3.)

For all the other countries being part of the Universal Postal Union, the rate is 25 centimes per 15 grams.³⁴ (Appendix 4).

18. Letters with no or insufficient postage are taxed twice the insufficient amount, apart from the exceptions stipulated in Article 14.

¹ The mental calculation of the tax for heavy letters sent internally as well as to France and the French colonies is done in the following manner: the weight of the letter must always finish with a 0 or be divisible by 3 and the sum of its figures be a multiple of 3. And so, 320 grams finishes with 0 but cannot be divided by 3; neither can 325; on the other hand, 330 meets the requirements, the price for the letter would be 3.30 francs.

For a destination abroad, the calculation is the same, with the slight difference that, instead of obtaining the price directly, one must, to get it, divide the weight of the letter by 6 then multiply the quotient by 10. Let us consider the number 330 again; the price for a letter with this weight would be 330: $6 \times 10 = 3.300 : 6 = 5.50$ francs.

² The secrecy of letters and correspondences of any nature is inviolable. The violation of the professional secrecy by employees of the post office receive the same sentence as those stipulated in Articles 187 and 378 of the penal code. The law provides for some exemptions to the inviolability of postal correspondences. Hence:

1) Letters addressed to a bankrupt merchant can be delivered to the bankruptcy trustee;

2) The judicial authority can, with the help of requisitions, seize the letters necessary for the instruction of a crime or an offense, or obtain the communication for the same purpose any items, records, or documents concerning the service;

3) Letters which could not be delivered for any reason and the envelopes do not bear the name of the sender and their address are opened by the Administration in order for them to find out who the author is and to send them back (see undeliverable letters in Article 153).

4) Finally, employees of the Post have to, if they are called in as witnesses in criminal or correctional cases, tell the facts which they are aware of in the exercise of their job. However, they must not violate the professional secrecy if the case is private.

³ As far as sealing ordinary letters is concerned, the use of wax seals is not necessary, and the general public is advised to use wax seals only for insured dispatches (see Articles 367 and 378).

⁴ The postage of letters is set as follows, on the territory of some countries of the Universal Postal Union: 12½ c. for letters weighing up to 50 grams in Germany; 12½ c. for letters weighing up to 20 grams in Austria-Hungary; 10 centimes per 15 grams in Belgium; 10 centimes for letters weighing up to 28.349 grams in the United States of America; 10 centimes for letters weighing up to 113.398 grams in England; 10 centimes for letters weighing up to 15 grams in Holland; 10 centimes for letters weighing up to 15 grams in the Grand Duchy of Luxembourg; 10 centimes for letters weighing up to 250 grams in Switzerland.

19. Ordinary letters sent to soldiers and sailors serving France abroad can have a postage worth 0.15 franc per 15 grams as long as they are sent and received through a French post office and they only pass through the French postal service (permanent offices or Inspectors of the postal maritime services).

20. Ordinary letters¹ weighing less than 15 grams and being sent by soldiers or sailors based in Chantaboum and in Pac-Nam (Siam) or belonging to expeditionary corps of Cambodia and Annam-Tonkin² or to whom the letters are sent, benefit from the military concession rate on the condition that those come from France, the Colonies or French protectorates.

21. The postal military concession rate for sending two simple letters per month is granted to the men in active duty serving in the infantry, the navy and the colonial army (non-commissioned officers, soldiers and sailors).

These letters, with the concession rate represented by a special stamp, the “military stamp” (with the letters FM printed in black on the ordinary French stamps), are handed out by the mail orderlies.

They can be sent to Indochina, France, Algeria, Tunisia, the Colonies and French protectorates.

22. Military letters from and to Indochina are not entitled to the military concession rate with the exception, however, of those coming from areas of Annam-Tonkin which have no post office. In this case, those letters must bear the following mention: “*Place dépourvue de bureau de poste*” (town without a post office). This mention must be signed by the garrison commander or his delegate.

23. Simple letters sent by soldiers, regardless of their rank, who are part or not of the expeditionary corps of Annam-Tonkin and Cambodia, temporary assigned in China in a town with an Indochinese post office, are not entitled to the military concession rate.

24. Ordinary letters coming from expeditionary corps of Annam-Tonkin³ and Cambodia or sent to them, when sent free of postage, can only be transported on subsidized French ships⁴ (see Article 125).

25. All military letters weighing more than 15 grams are taxed like letters without postage, that is to say 0.30 franc per 15 grams; in this case they can be sent to their destination via the German or English route (Articles 122, 123 and 124).

26. In order to benefit from the military concession rate, military letters must be:

- 1) handed to the counter of a post office and not dropped in a letter box;
- 2) countersigned by the relevant authority, according to the military regulations (a signature preceded by the rank or simply a label or a seal) and be stamped by the postal service stating: “Military Correspondence” or “Expeditionary corps” as well as by a date stamp. The latter is not necessary if the special stamp already bears the name of the post office.

27. On the other hand, letters with a postage stamp (unless they are too large) and postcards are dropped into letter boxes. Commercial papers, newspapers and printed matter, ordinary samples are left at the counter or in special boxes. An exception is made for correspondence sent to:

- 1) In Indochina: The Governor General, the general manager of the Post and Telegraph, the Attorney General;
- 2) In Cochinchina: The Lieutenant Governor;
- 3) In the extent of their jurisdiction: the superior residents, the counsel for the prosecution in Hanoi, the Section heads of the post and telegraph, the Attorney General, the Directors, the Residents, the Government

¹ Apart from all other items of correspondence.

² Including the territory of Kouang Cho Wan.

³ Including the territory of Kouang Cho Wan.

⁴ Exceptionally, ships chartered by the State or those of the national company carrying troops can take to Cambodia and to Annam-Tonkin military letters sent to the expeditionary forces concerned.

commissioners and the Commanders of military territories and associations. Those correspondences can be dropped in all the letter boxes.

28. Inside ordinary letters, it is forbidden to insert gold or silver items, bank notes or vouchers, checks, dividend or outstanding interest coupons, shares or bonds resulting from a draw or coming to the end of their reimbursement, postal vouchers without the name of the addressee as well as coins.

29. Letters with proper postage, with insufficient postage, or even without postage, are allowed to be carried by post regardless of their weight and size.

Postcards

30. There exist two categories of postcards: the 0.10-franc card (simple) and the 0.20-franc card (with a pre-paid reply).

Postcards can be sent to all member countries of the Universal Postal Union¹ (Appendix 1).

Interior Service

31. Are regarded as postcards and allowed to circulate openly inside Indochina at the rate of those items, that is to say 10 cents, all cards bearing:

On the front, the address of the addressee, the indication by any means of the name, occupation and address of the sender as well as notifications, labels or printed pictures with the exception of any personal correspondence but making sure that a space has been kept for the clear writing of the address;

On the back, the correspondence and all mentions, advertisements, labels or printed pictures or manuscripts.

Picture postcards without personal correspondence on which the mention Postcard featuring at the top has not been crossed out, are allowed to circulate openly or in an unsealed envelope, (transparent or not) at the same rate as ordinary printed matter and may contain the printed or handwritten indication of the name, title, occupation and address of the senders or the addressees, as well as the sending date and the signature of the sender.

Those same picture postcards can be used as visiting cards and bear, without losing the right to benefit from the reduced rate, independently of the mentions which constitute a visiting card (surname, first name, occupation, address of the sender), best wishes, congratulations, thanks or other handwritten polite expressions not exceeding five words (See Article 74).²

Picture postcards bearing the mention Postcard, even crossed out, scratched, or hidden, cannot be sent under wrappers, at the printed matter rate.

32. Picture postcards may have the postage stamp either at the front or at the back.

33. Picture postcards on which either at the front or back the indication of the name and address of the sender has been displayed, are immediately returned to the sender or its representatives if for some reason it has not been possible to deliver them.

¹ The Universal Postal Union is the group of the main postal administrations of the world which, in order to facilitate the international communications have agreed to, as much as possible, unify their rates and service regulations.

A special office, the International Bureau of Participating Administrations is operational in Bern and is the link between the participating postal services. It prepares the works of congresses which meet every five years, or conferences which can take place on the request of two third of the administrations.

The International Bureau publishes a monthly bulletin "The Postal Union" printed in three languages (French, English, German) and every year draws up statistics of the postal traffic of each country. The official language of the bureau in Bern is French.

² The five words for greetings are accepted on picture postcards which are not regarded as "Postcards" only if those cards are sent without envelope or inside an unsealed envelope with a 5-centime postage; they are not accepted as cards if sent with a wrapper around them.

International Service

34. In the international service, postcards made by private enterprises are accepted only if the postal rates of their country of origin allow it and if they fulfill the regulatory conditions provided by Article 41.

The word “Postcard”¹ must feature very clearly on the front of those cards and so must the word “Reply” be indicated on the second part, if they are cards with reply.

In case these words do not show on the cards which have been sent, they have to use a 15 or 25-centime postage stamp (letter rate), depending on the destination.

35. Picture postcards (either on the front or the back) sold by private companies can be circulated at the same rate as ordinary postcards.

The postage stamps must be placed on the front and not on the back of these cards.

However, one needs to note that it is up to a sender to send picture postcards abroad at the printed matter rate.

1) When, at the front, the word Postcard is very clearly crossed out.

2) With no mention concerning the nature of the sending appearing on the front, the rate for printed matter not placed under wrappers applies, that is to say, 5 centimes.

Picture postcards must fulfill all the conditions requested for the sending of printed matter (Article 69) otherwise, they would be regarded as being in contravention.

36. The front of postcards is exclusively reserved for the indication of the name, first name, occupation and address of the addressee. That indication can be expressed either in a written form or in another typographical process. Labels or publicities can be printed on the front of postcards provided they don't damage the clear indication of the address.

37. The back of postcards is exclusively reserved for the handwritten or printed correspondence.

Interior and international service

38. It is forbidden to join or attach any object at the back of postcards, except in the interior service where one is allowed to stick labels indicating the name of the sender, and in the international service for labels indicating the name and address of the addressee.

39. Postcards with no postage stamp or insufficiently stamped are charged double the insufficiency of the postage.

40. Postcards which do not fulfill the regulatory conditions stated above and in Article 41 hereafter, are charged as letters with insufficient postage.

41. In both regulations (interior and international) the size of postcards cannot exceed 14 centimeters in length, 9 centimeters in width nor be less than 9 centimeters long and 6 centimeters wide.

In the interior service (including France and the French colonies) they can neither weigh less than 1 gram and a half nor exceed 5 grams.

42. Letters, lettercards and ordinary postcards, that is to say those for which a receipt is not issued, are not entitled to any compensation in case of loss.

¹ Under the terms of regulations, the word “postcard” must be written in French (Carte Postale). However, for the purpose of conciliation, the postal services have accepted that those words could be written in a foreign language, without losing the right to the postcard rate, that is to say 0.10 franc.

SECTION IV

Items with Reduced Postage Rates. – Newspapers and Periodicals

43. Regarded as having a reduced rate of postage are all ordinary items other than letters, lettercards and postcards.

Newspapers and Periodicals

44. Are classified as newspapers and periodicals, as far as applying the postal tax is concerned, newspapers, collections, annals, memoirs and bulletins published at least once per quarter and the publication period of which is not limited.

45. Bundles of newspapers or newspapers sent individually cannot measure on either of their sides more than 45 centimeters. However, some of those packages sent in the shape of rolls can be at most 75-centimeter-long, provided their diameter does not exceed 10 centimeters.

46. Newspapers and periodicals must, in an apparent manner, show:

- 1) The title or special name;
- 2) The indication of the periodicity: daily, weekly, monthly or other;
- 3) The publication number or the indication of date or period each issue refers to.

47. The charge for newspapers and French and foreign periodicals¹² is applied per copy.

It costs 2 centimes up to 50 grams, with an increase of 1 centime for every 25 grams or fraction of 25 grams of surplus for newspapers and periodicals, being circulated within Indochina.

However, this tax is reduced by half, without the possibility of containing, in total, a fraction of centime, when those very newspapers and periodicals are circulated within the country where they were published³ and the neighboring administrative divisions.⁴

Examples:

1) A newspaper weighing 50 grams would bear a 1-centime postage stamp if it were published in Hanoi and sent to Tonkin or Annam; on the other hand, it would be taxed 0.02 franc if it were sent to Saigon or Phnom Penh and vice versa;

¹ French newspapers printed abroad and foreign newspapers circulating inside Indochina enjoy the same rate as the French newspapers printed in Indochina.

However, it should be emphasized that the rate reduction allowed for consideration of the place of publication and neighboring departments could not be applied in that particular instance. The rate remains fixed to 2 centimes for the first 50 grams and 1 centime per additional 25 grams.

Examples:

1) The *Daily Chronicle*, published in London, weighing 100 grams and circulating within the colony would pay a 4-centime postage rate;

2) The *Frankfurt-Zeitung* published in Frankfurt, weighing 190 grams, circulating in the same conditions, would pay an 8-centime postage rate;

3) The *Echo de Chine*, a French newspaper published in Shanghai circulating inside Indochina and weighing 50 grams, would pay a 2-centime postage rate.

² According to Article 14 of the law of 29 July 1881, concerning the press, the circulation of foreign newspapers can be prohibited within the French territory (France and its colonies).

³ The term “place of publication” means the place where the newspaper was printed. And so let us suppose that *La Revue Indochinoise*, the administration of which is in Hanoi, is printed in Phnom Penh, the postage for this magazine weighing 50 grams would be 1 centime when it circulates in Cambodia and in the neighboring administrative divisions and 2 centimes if it was sent to other regions of Indochina.

⁴ Cochinchina, Cambodia, Annam, Tonkin and Laos. These five administrative divisions correspond to French departments, as far as the application of the tax on periodicals is concerned.

2) A newspaper weighing 50 grams published in Hue and sent to Tonkin, Cambodia or Cochin China should be taxed 0.01 franc only since those administrative subdivisions can be regarded as neighboring departments of Annam;

3) Likewise, a newspaper published in Saigon or in Phnom Penh sent to Annam would also be taxed 0.01 franc for the first fifty grams and half a centime per exceeding 25 grams;

4) On the other hand, if that same paper was sent to Tonkin, Kouang Cho Wan, Hoihao, Canton, Yunnansen, Mong-Tse, Pak-Hoi or Chongking, the postage should be 0.02 franc for the first 50 grams and 1 centime per exceeding 25 grams.

These latter post offices, although they are based in China, are under the jurisdiction of Tonkin and, from the point of view of the application of postal taxes, are regarded as interior offices.

48. This way of operating is valid only for Indochina and the French post offices based in China which were under the jurisdiction of the Colony as regards to the application of the postal taxes. For all the other countries being part of the Universal Postal Union, the tax for newspapers and periodicals is evenly charged 0.05 franc per 50 grams or fraction of 50 grams.

In this case, the postage is calculated, not by unit (Article 51) but by the total weight which may not exceed 3 kilos for France, the French colonies and the French protectorates, and 2 kilos for the other countries of the Universal Postal Union (see Appendices 3 and 4).

49. Newspapers and periodicals printed in Indochina originally sent to an address within the country and later forwarded to a foreign country, are struck with the T handstamp and must, on arrival, bear postage due stamps (Article 106), the amount of which is to be paid by the addressee and must be equal to the insufficient postage.

Examples:

1) *L'Avenir du Tonkin* published in Hanoi, originally sent to Hue, franked with a 1-centime postal stamp and forwarded to Paris would, on arrival, be taxed 4 centimes;

2) *Le Courrier d'Haiphong* published in Haiphong and sent to Hanoi, franked with a 0.01-franc stamp, would, if it was forwarded to Cochin-China, be taxed 0.01 franc representing the insufficient postage.

3) If, on the other hand, the original postage of a newspaper was insufficient, and if that newspaper was forwarded to a destination outside the country of publication, it should be taxed, on arrival, double the amount of the insufficient postage.

Examples:

1) *L'Indo-chinois* published in Hanoi, originally sent to Phnom Penh, with a 1-centime postage stamp only and forwarded from that point to Marseille should be taxed 0.04 fr. x 2 = 0.08 fr.;

2) *L'Indépendance Tonkinoise* published in Hanoi, originally sent to Phnom Penh, with a 1-centime stamp only and forwarded from there to Cayenne, should be taxed 0.04 fr. x 2 = 0.08 fr.;

3) *L'Écho du Tonkin* published in Haiphong, sent to Cholon, with a 1-centime stamp only and forwarded from there to Tunis, should be equally taxed 0.04 fr. x 2 = 0.08 fr.;

4) *L'Indochine Républicaine* published in Hanoi and sent to Chodoc, Cochin-China, with a 1-centime stamp only and forwarded to Noumea, would be taxed 0.04 fr. x 2 = 0.08 fr.

50. It is permissible to hand write critics or comments on certain articles, provided that they are devoid of any form of correspondence for the person receiving the newspaper.

51. Newspapers and periodicals being circulated within Indochina, placed under removable wrappers, are taxed per unit, no matter how many there are, provided, the bundle does not weigh more than 3 kilos. Newspapers with different titles, periodical publications of varying dates, either old or recent, placed under the same wrapper, are taxed separately as if they were sent individually.

52. Notarized or recorded newspapers (see Article 89, item 2) are regarded as business papers and must bear a 0.05-franc postage stamp per 50 grams if they are circulating within Indochina. If their destination is France, the Colonies, a French protectorate, the postage is the same but with a minimum of 0.15 franc up to 150 grams. and

0.25 franc up to 250 grams for all the other countries which are part of the Universal Postal Union (see Article 90).

Supplements

53. Is considered a supplement to a newspaper, and accepted as such for the rate of periodicals, any single sheet constituting an addition caused by an abundance of material or aiding to complete, comment or illustrate the text of the newspaper.

54. Supplements for newspapers are divided into two categories:

- 1) The supplements that are exempted from postage;
- 2) The supplements that are subject to the postal taxes.

55. Supplements are exempt from postage when at least half of the surface area is devoted to the copy of legislative debates, exposition of motives of bills, reports of committees and official documents, laid in the name of the government on the desk of the chambers, as well as the rates, official or not, of the wholesale food markets and markets.

56. The other supplements meeting the conditions stated in Article 53 are taxable, that is to say they are combined with the main newspaper and weighed with it.

Examples:

1) A newspaper printed in Hanoi and weighing 45 grams, plus its supplement of 10 grams, would bear a 1-centime and a half or a 0.02-franc stamp as if the newspaper weighed 55 grams, if it was sent to the Protectorate of Annam and Tonkin;

2) On the other hand, a newspaper weighing 40 grams, plus its supplement of 10 grams, would only be taxed 0.01 franc.

When supplements are sent on their own, they are regarded as printed periodicals and taxed as such, depending on the destinations (see Appendix 2, 3 and 4).

57. Bundles of newspapers must be tightly bound especially when they are sent outside Indochina. Many do not reach their destination due to the little resistance they offer along the way.

58. Newspapers which are sent separately, or in large numbers, must, as much as possible, be bound with a wrapper or inserted in an unsealed envelope and bundled with a string forming a cross. Moreover, the address must show not only on the wrapper or on the envelope but also on the top ends of the newspaper.¹

59. Non-periodical printed matter inserted inside the newspapers might have a different postage depending on their weight.

Example:

Le Courrier Saïgonnais published in Saigon, weighing 40 grams, sent to Nam-Dinh (Tonkin) and containing a 15-gram printed matter should be franked as follows:²

| | |
|-----------------------------|-------------------|
| Postage for the newspaper: | 0.02 franc |
| Postage for printed matter: | <u>0.03 franc</u> |
| Total: | 0.05 franc |

¹ Senders are allowed, on newspapers or other printed matter contained in each package, to reproduce the address showing on the exterior envelope, but they absolutely cannot place other addresses under that envelope.

² The postage of printed matter with a mobile band is 0.01 franc per 5 grams up to 20 grams; beyond 20 grams, it is 0.01 franc up to 50 grams and then 0.05 franc per 50 grams or fraction of 50 grams (Article 66).

60. Illustrated newspapers and artistic publications can, if necessary, be placed in an envelope for protection but both ends of the envelope must stay unsealed and be presented so that its content can be easily checked.

61. Besides the name, occupation and address of the addressee, the wrapper around the newspapers and periodicals which are sent by the publisher to an interior location, may contain the following information either handwritten or printed at will: “free of charge, to be exchanged; your subscription will be coming to an end on..., Sample, etc.”

Certain mentions relating to the service of the newspaper and its subscription, entirely printed, can also appear on these wrappers, as long as the newspapers were sent by the publishers.

62. “The Official Journal of the French Indochina” (*Le Journal Officiel de l'Indochine Française*) benefits from the government franchise over the whole territory of Indochina on condition that it is countersigned by the Resident Superior or the Lieutenant Governor of each of the five administrative divisions of Indochina.¹

The same applies to the Official Journal in Chinese characters.

63. The issues of the Official Journal of the French Republic (*Le Journal Officiel de la République Française*) distributed in France, sent by the publisher, are exempted from postage regardless of their weight. Sent to the Colonies by the publisher or by a private sender, those same documents are taxable at the ordinary printed matter rate, that is, 0.05 franc per 50 grams.

The issues of the Official Journal of the French Republic distributed within Indochina are taxable at the same rate as ordinary newspapers.

64. However, the part devoted to the copy of parliamentary documents and debates of the Chambers is carried free of charge when it does not extend in size over that of the main part of the newspaper.

Examples:

1) In the case of an issue of the *Official Journal of the French Republic* weighing 98 grams and being sent from Saigon to Hanoi, if the main part weighs 40 grams and the extra part weighs 58 grams, the postage should be the one applied to an ordinary newspaper of Saigon or Hanoi weighing 98 grams, that is to say 4 centimes, or once rounded up 5 centimes or 0\$02.

2) In the case of an issue of the *Official Journal of the French Republic* weighing 98 grams being sent from Hue to Haiphong, if the main part weighs 60 grams and its extra part weighs 38 grams, then the postage should be that applied to an ordinary newspaper sent from Hue to Haiphong and weighing 60 grams, that is to say 2 cents and a half, or once rounded up 0.03 franc or 0.02\$.

SECTION V

Non-periodical printed matter

65. Are regarded as non-periodical printed matter (in French, *Imprimés*), circulars, fly sheets, various notices, price lists, books, pamphlets, photographs, imprints, various lithographs; printed or lithographed notices of birth, wedding or death; visiting cards, election circulars or ballot papers; and generally speaking, all printed matter having no appearance of personal correspondence.

66. The postage of printed matter sent in unsealed envelopes, in the form of unsealed letters or post cards, within the country, France and the French Colonies² is 0.05 franc per 50 grams or fraction of 50 grams.

¹ Annam, Tonkin, Laos, Cochinchina, Cambodia.

² In this case, and for international postal service exclusively, the word post-card must be crossed out (see Article 35).

Within Indochina exclusively, printed matter sent bundled with removable wrappers, may be taxed from 0.01 franc per 5 grams up to 20 gr.; 0.01 franc from 20g. to 50 gr. and 0.05 franc per 50 grams or exceeding fraction of 50 grams.

67. The largest size of printed matter is 45 centimeters for all countries of the Union and the maximum weight is 3 kilos for Indochina, France and the French Colonies, and 2 kilos for all the other countries. Bundles of printed matter sent in the shape of rolls may be up to 0.75 meter-long on condition that their diameter does not exceed 10 centimeters.

68. Printed matter with no postage or with insufficient postage are taxed twice the insufficient postage.

Printed matter originating from Indochina and sent abroad which have not received at least partial postage will not be dealt with.

69. On printed matter, either on the inside or the outside, one is allowed to write the name, occupation and address of the sender as well as their signature and the sending date.

Any other mention is prohibited.

70. For an extra charge of 0.10 franc, representing the cost of a postcard, one is allowed, on books, leaflets, photographs, etc. to write greetings, offers or tributes to persons other than the author; and to add on some types of printed matter notes resembling a personal correspondence;¹ or to state on catalogs or printed lists the quality and price of the requested goods.

71. Wrappers of printed matter franked 0.01 franc weighing up to 20 grams may only show the name, occupation and address of the sender and addressee (printed or handwritten), as well as, should this happen, the word "telephone", printed.

Special notices may only be written on wrappers or envelopes of printed matter franked at least 0.05 franc, such as:

Important notice to be read immediately;

In the event of the person having left, please pass it on to their successor;

In the event of the person having left or having passed away, give the printed matter to a reliable person, etc.

72. The general public is particularly interested in two categories of printed matter, namely:

1) Visiting Cards

2) Circulars

Visiting Cards

73. Be they printed or handwritten, one is allowed to circulate visiting cards by post under a removable wrapper at a rate of 0.01 franc per 5 grams² or in an unsealed envelope at a rate of 0.05 franc per 50 grams.

In relations other than that of Indochina with the Indochinese offices located in China, and vice-versa, visiting cards must be fully printed.

74. The information which one is allowed to add on visiting cards is the following:

1) Name, first name, occupation and address of the sender;

2) Consulting or receiving time table;

3) To take one's leave;

¹ By notes resembling a personal correspondence, one understands comments, critics or advice concerning the dispatched item, with the exception of separate letters, dealing with an independent question and having nothing to do with that item. Those notes are accepted in the interior service only.

² For Indochina only (interior service).

- 4) To meet;
- 5) On leave, on extended leave, retired;
- 6) Greetings, wishes, condolences, congratulations, words of thanks and, generally speaking, polite expressions written in a non-personal form and not exceeding five words.¹

75. Mentions stipulated in the previous article may be added on all visiting cards, whatever the destination and sending mode, either bundled at the rate of 0.01 franc per 5 grams or in an envelope at the rate of 5 centimes.

76. Visiting cards can be sent as post cards. In this case, all one has to do is write the address on the front, affix a 0.10-franc stamp on and write the message at the back.

Those cards, however, must fulfill the conditions of weight and size stipulated in Article 41 and be circulated only within Indochina.

Circulars

Definition

77. One regards as “circular”, as far as the application of the non-periodical printed matter rate is concerned, any communication written in letter form and the text of which, being duplicated a certain number of times by a printing machine,² is indiscriminately aimed at all the persons it is sent to.

Anyone resorting to this form of communication can send it, as they wish and depending on their type of business, to people of such or such class or category; The addressees may do whatever they want with it, show consideration for it or disregard it, depending on whether they find it convenient, useful or advantageous to them.

Communicating via circulars is more often than not aimed at advertising for trades and industries; in this case, it must inspire a common idea in each of the addressees; it may serve as the beginning of business or further relations; it may generate transactions, but it must not establish them (which is the fact of undertakings or orders) or pursue them (talks of conditions).

Non-accepted circulars

According to the jurisprudence of courts and tribunals, any document which, in the guise of a circular, would contain a personal communication for each of the addressees, make reference to personal relationship, to actual negotiations or to previously engaged business discussions, would not be able to enjoy the benefit of the reduced rate.

In this latter example, one can quote as not fulfilling the basic conditions to be accepted the communications having as purpose:

- claims of due sums of money;
- invitation to pay of the renewal of an insurance premium;
- invitation to receive the total amount of a claim;
- a notice from a printer informing that he has made available the works consigned to the client;
- a notice containing the following mentions: “Please display” or “Please insert;”
- a job application, etc.

¹ Name cards containing messages of wishes, congratulations, condolences, thanks or other printed greetings can enjoy a reduced rate whatever the number of words used to express the indications concerned.

² All the reproductions obtained by a mechanical process are accepted (typography, lithography, engraving, collotype, autography, etc.) with the exception of tracing, the typewriter, the composter, and the wet stamp.

Notices the text of which, originally obtained with a typewriter, has been copied on a stone or a paste and reproduced a certain number of copies are also accepted as long as they bear the indication of copying process used and that 20 identical copies minimum are deposited at the post office counter.

78. Like all objects franked at a reduced rate, circulars may bear, on top of the sending date and signature of the sender, the printed or handwritten indication of the name, occupation and address of the sender as well as the addressee.

Moreover, one is allowed, after printing, but on circulars only, to add the figures or words aiming at correcting misprints, changing a text, adding details that are missing, but not at completing a text in the empty spaces inserted to that effect. Those additions must be reproduced in absolutely identical terms on all the copies presented at the same date for postage.

They should not look like a personal correspondence. The printed or handwritten mention “from Mr. ... who will be grateful for the slightest offering” presents this particularity and is unacceptable on communications allowed to circulate at a reduced rate.

SECTION VI

Samples. – Business Papers, Trade Papers, and Invoices

Samples

79. Samples are parts or small quantities of a product aimed at showing the quality of that product which has been manufactured or prepared.

80. The maximum weight of samples is:

- 1) 500 grams for the interior postal service
- 2) 350 grams for all the countries within the Universal Postal Union

In the interior postal service, including relations with France and the French colonies, the maximum size is 0.30 meter for all the sides with the exception of samples stuck on cards, which can measure 45 centimeters.

In the international postal service, they must not be over 0.30 m long, 0.20 m wide, 0.10 m high or thick or if the parcels are in the shape of a roll measuring 0.30 m long and 0.15 m in diameter.

81. As far as Indochina, France or its colonies are concerned, bundles of samples may contain entire objects of little value, on the condition that those bundles are exclusively sent by French liners and exempted from customs duties.¹

Examples:

1) A shirt could be shipped from Hanoi to Paris and vice-versa whereas the same item sent to London could be admitted only if it had no value at all; that is to say if it could not be used;

2) A pair of brand-new gloves could be shipped from Hanoi to Antananarivo whereas it could not be sent to Berlin, unless its nature of merchandise had been taken away from it, either by sending one glove only or by tearing the gloves so they could not be worn.

82. Postage for samples is 0.05 franc per 50 grams for all countries belonging to the Universal Postal Union with a minimum of 0.10 franc except for samples circulating inside Indochina.

83. Gold and silver material, alive or dead animals (except, in the interior postal service, for desiccated insects), and substances exhaling a fetid odor, likely to either injure the people handling them² or stain correspondence, cannot be accepted as samples.

Wood and metal printing plates, as well as photographic images on glass, are accepted as samples in the interior postal service.

Plates and images used for printing and sent abroad can only be sent as letters.

¹ Oils, lace-works and tulle of all sorts, embroidered material, weaponry, cigars, tea boxes for exportation and indigenous tobacco plants are not accepted as commercial samples.

² The rabies virus must be barred from the service since it is a dangerous material

84. The authorized notations on samples are the following:

- 1) Name, occupation, and address of the sender as well as the addressee;
- 2) Sending date;
- 3) Signature of the sender.

85. All other notations¹ are not allowed, unless the sender has paid an extra postage of 0.10 franc, representing the cost of a postcard.

86. Fluids, oil, fatty substances or similar products can be circulated by post if they fulfill the following packaging conditions: be enclosed in a strong bottle placed in a wooden box containing some sawdust, cotton wool or any other material able to absorb the liquid in case the bottle breaks. Then, the box must be placed in a zinc or tin can containing, just like the former box, some sawdust.

Dry powders, be they coloring or not, are also allowed to be circulated by post but only if they are enclosed in cardboard or wooden boxes and placed in a strong paper or parchment bag.

Some foreign offices (Great Britain, all the British colonies (except for Canada), Russia, Persia, etc.) do not allow these types of samples, no matter their packaging.

87. Diphtheritic pseudo-membranes that doctors and surgeons send to the Pasteur Institute can exceptionally be accepted as samples, BUT UNDER STRICT CONDITIONS, as follows:

- 1) The bottle containing the membranes must be made of thick glass, tightly corked and sealed with wax;
- 2) It must be inserted in a strong metal box after being wrapped in a layer of sufficiently thick cotton wool;
- 3) This box must be placed in a second box, a perfectly closed wooden box;
- 4) Each dispatch must, in an apparent manner and on the side of the address, display the words: "Diphtheritic pseudo-membranes;"
- 5) Finally, dispatches of this nature can only be sent to the Pasteur Institute in Paris, Nhatrang or to well-known laboratories in France or the Colonies.

One must not mistake the dispatching of diphtheritic pseudo-membranes for dispatches of anti-diphtheria serum.

This totally harmless substance can be circulated by post under the conditions stipulated in Article 86 for the sending of fluids, oil and easily liquefiable fatty substances.

88. Bundles of samples must always be made in a way so that they can be quickly checked on the way, apart from exceptions foreseen in Article 14, cross-reference 2.

Business or Trade Papers

89. Items classified as business or trade papers (in French, *Papiers d’Affaire*) are:

- 1) Manuscripts of work and corrected printing proofs, as well as corrected works drawn by hand on wood or metal;²
- 2) Documents of procedure and acts of all types given by ministerial officials, summons, petitions and titles of all nature produced or to be produced in support of acts or files, notarized or recorded newspapers, copies of private agreements, or acts from the civil registry office;
- 3) Claims of fees with or without mention of the date and means of payment;
- 4) Paid or unpaid invoices, statements of accounts or of invoices, slips or acknowledgement of dispatching as well as copies of these documents sent to any individual without distinction;
- 5) Insurance policies and additional clauses constituting complete acts, as well as insurance plates which complete them; the insurance policies and the additional clauses signed only by agents having full powers from

¹ See Article 70, footnote (1).

² For outside the country, a printing proof with or without the relating manuscripts must not be regarded as business papers, at the minimum rate of 0.15 franc or 0.25 franc, but as printed matters at the rate of 5 centimes per 50 grams. Only manuscripts sent separately are regarded as business papers.

the companies and sent by them, either to agents under their orders or to insured persons to request the signature of the latter;

6) Bookkeeping documents, slips and other official documents from companies and industrial or commercial houses;

7) Titles of all nature used as supporting or clarifying documents in a judicial, industrial or commercial case;

8) Waybills and bills of lading, receipts from the railway;

9) Medical prescriptions, similar certificates and documents as long as they have not been made in letter form;

10) Handwritten scores and music sheets;

11) Totally or partially handwritten posters;

12) Maps and plans, patterns, models and drawings, old letters having lost their nature of actuality and personality;

13) Paid or outstanding bills of exchange which do not contain the information stipulated in Article 110 and 188 of the commercial law;

14) Notebooks of any nature;

15) Bills and receipts for payment which do not modify the shape of a letter and, generally speaking, all items and manuscripts showing no resemblance to a private correspondence or used as such.

90. The maximum size of bundles of business papers is 0.45 m for all sides.

For Indochina, France and the French colonies, the maximum weight is 3 kilos and the postage is 0.05 franc per 50 grams.

For all the other countries within the Universal Postal Union, the maximum weight is 2 kilos and the postage is 0.05 franc per 50 grams with a minimum tax of 0.25 franc except for France and the colonies for which this minimum tax is only 0.15 franc.

For all countries, when business papers are sent in the shape of rolls, their size can reach 0.75 m and their diameter 0.10 m.

91. Business papers which could not be delivered either to the addressees or the sender are kept at the disposal of the claimants for three years (see Article 158).

92. As for all objects franked at a reduced rate, bundles of business papers can contain the name, first name, occupation of the addressees and senders, the sending date as well as the signature of the sender.

For an extra postage of 0.10 franc, one is allowed, moreover, to add some notes to this category of items¹ resembling a private correspondence.

The charge per bundle is only 0.10 franc regardless of the number of pieces bearing notes and included under the same wrapper.

93. Printing proofs can only contain text corrections as well as the following words: Good to print, Good to print after corrections, Good to engrave, Good to engrave after corrections, Provide a new proof, Exact, Nothing to modify or similar expressions.

Any mention other than those stated above constitutes an infringement (Article 483 C) unless the sender paid 0.10 franc for extra postage.²

94. Business or trade papers must always be placed under removable wrappers, unsealed envelopes, or bundled with strings tied up together in a way that they can easily be checked.

Invoices

95. In order to be regarded as business papers, bills or slips, statements of accounts, etc. must not contain any text of correspondence, greetings, orders, or commission notes.

¹ See Article 70, footnote (1).

² See Article 70, footnote (1).

96. The franking for invoices or similar documents is 0.05 franc per 50 grams, without minimum, for those sent within Indochina.

To be sent abroad, the rate is the same but with a minimum of 0.25 franc, except for France and its Colonies for which the minimum is only 0.15 franc.

97. The main notations allowed on invoices are: railways, liners, parcels service, parcel post, in store, home delivery;

Payable in cash, value on, payable within ... days, ... months, payable or value on my bill, available, gift, conditionally, sending date, expenditures, denomination and cost of the items, copy, packaging not included or packaging to be returned, discount, end of year's invoice, reminder of previous invoices, postage paid, part to be returned, etc., etc., and any similar mention not resembling a private correspondence for the person receiving it.

98. Some conditions and general observations made to clients can be added on the invoices if they are entirely printed; otherwise, it would be cause for infringement.

Examples:

- 1) In the case of payment by postal-order, the statement of payment is used as a receipt;
- 2) Rights of excise and octroi are the responsibility of the client;
- 3) Checking the goods upon arrival. All claims must be made to the railway company, the only ones in charge of it;
- 4) Before uncorking the bottles containing our product, put them away for fifteen days in a cool place.

99. Invoices treated as business papers can circulate just like them, bundled with removable wrappers, inside unsealed envelopes, or tied up with a string.

100. Up to 250 grams, the postage for invoices sent in unsealed envelopes is 0.25 franc. therefore, one had better seal the envelopes containing bills to be sent abroad, if they weigh less than 15 grams.

101. The same applies to invoices sent to France or the French Colonies.

102. Inside Indochina, where no minimum tax is required, the invoices must always be sent bundled with a removable wrapper, in unsealed envelopes, or tied up together with a string in such a way that they can be easily checked on the way, unless the senders prefer to send them as letters, that is to say at a rate of 0.15 franc per 15 grams.

103. For interior service, notes¹ resembling a correspondence can be written on invoices, just like on business papers, for an extra postage of 0.10 franc for each envelope or stack of invoices.

CHAPTER II

SECTION I

Postage Stamps used in the Colonies. – Sale. – Stamps. – Postcards. – Lettercards. – Stamped Envelopes. – Stamped Wrappers.

104. Currently, there are fourteen denominations of postage stamps, namely:

| | |
|------------------|-------------|
| Postage stamp at | 1 centime. |
| -- | 2 centimes. |
| -- | 4 -- |
| -- | 5 -- |

¹ See Article 70, footnote (1).

| | | |
|----|-----------|----|
| -- | 10 | -- |
| -- | 15 | -- |
| -- | 20 | -- |
| -- | 25 | -- |
| -- | 30 | -- |
| -- | 40 | -- |
| -- | 50 | -- |
| -- | 75 | -- |
| -- | 1 franc. | |
| -- | 5 francs. | |

The 0.35-franc and 0.75-franc stamps were withdrawn in France, the former in 1890, the latter in 1896. The 0.75-franc stamps still exist in the colonies.

The 5-franc stamps are only sold in post offices of large towns likely to experience significant traffic.

105. All the stamps mentioned above are sold for their face value converted into piastres (at the fixed exchange rate of 2.50 francs).

The 1-centime stamps are sold in multiples of 5 as well as the 2 and 4-centime stamps.

106. The postage due stamps are special vignettes designed to be affixed on all items without postage or with insufficient postage as well as on dispatch forms for parcels.

Any correspondence without postage due stamps equal to the required postal rate must be rejected by the addressee.

There are seven denominations of postage due stamps, namely:

| Postage due stamp at | 5 centimes. |
|----------------------|-------------|
| -- | 10 -- |
| -- | 15 -- |
| -- | 30 -- |
| -- | 50 -- |
| -- | 60 -- |
| -- | 1 franc. |

Unused postage due stamps are not sold to the general public. Only post offices agents and postmen are entitled to affix these stamps on objects without postage or with insufficient postage.¹

107. There are two categories of postcards: the 0.10-franc simple postcard, and the 0.20-franc postcard with pre-paid reply.

These two categories are valid for all member countries of the Universal Postal Union (Appendix 1).

The private sector also sells picture and plain postcards without postage. Those cards must fulfill the conditions of weight and size stipulated in Article 41 and be franked using an Indochinese postage stamp.

108. There are two categories of lettercards, namely: the 0.15-franc simple lettercards for the interior postal service, France or its colonies and the 0.25-franc lettercards for the international postal service.

¹ Postage-due stamps can be sold to the public after being postmarked.

The 0.15-franc simple lettercards can be sent abroad on the condition that the postage be completed with postage stamps from the country of origin.

109. There are three categories of stamped envelopes:

- 1) a 5½-centime stamped envelope (small format)
- 2) a 16-centime stamped envelope (large and medium format)
- 3) a 26-centime stamped envelope.

These envelopes are sold in the following terms:

| | | | |
|---------------------|----|----------------------|----------------------------|
| 5-centime envelopes | | Pack of five: 0\$11, | Pack of one hundred: 2\$20 |
| 15-centime | -- | -- 0\$32, | -- 6\$40 |
| 25-centime | -- | -- 0\$52, | -- 10\$40 |

These envelopes can also be sold by the unit. In this case, an extra fee is collected, covering the manufacturing costs; this fee is 1 centime per stamped envelope.

110. There are two categories of stamped wrappers:

The 1-centime wrapper
The 2-centime wrapper

These wrappers are sold under the following conditions:

One pack of 15 one-centime wrappers = 0\$08.

One pack of 15 two-centime wrappers = 0\$14.

Stamped wrappers are not sold individually.

111. Postage stamps, postcards, lettercards, etc. are freely sold at all the counters of post and telegraph offices, by the postmen, the civilian and military mail orderlies, the mail carriers (Article 182), the tobacconists, the managers of auxiliary offices (Article 176), the bookstores in railway stations and all other authorized persons.

In large post offices, all the open counters must participate in the selling of postage stamps.

Nevertheless, as a rule, only one counter is specifically in charge of wholesale; all the other so-called auxiliary counters sell only retail or in small quantities.

112. Exchanging or returning postage stamps, lettercards, or postcards sold to the public is forbidden.

113. Postage stamps cut out from postcards, lettercards, stamped envelopes and ultimately affixed on ordinary items have no value and are regarded as null; those objects are taxed upon arrival as if they had no postage.

SECTION II

Stamped sheets. – Revenue stamps. – Sale. – General arrangements.

114. The Indochinese postal service participates in the selling of stamped sheets and revenue stamps created by decree of November 13, 1900 regulating the use of revenue stamp.

115. In Indochina, revenue stamps are required on all documents intended for civilian or judicial acts and for written documents which can be produced in front of the court and attest that those acts or written documents are passed, or written, between Europeans, between Europeans and indigenous people or Asians, or between indigenous people or Asians only.

116. This tax is twofold:

The first type is a stamp duty imposed and determined in function of the size of the paper being used;

The second type is a stamp duty created for negotiable or commercial effects, as well as for the notes and non-negotiable bonds which are determined according to the amounts involved, regardless of the size of the paper.

It is settled either by using the stamped sheet provided by the administration or by affixing revenue stamps.

117. The paper used for stamp duty is manufactured in specified sizes, in accordance with the following chart:

| | | | |
|--------------------|--------|---------|----------------------|
| Large-size sheet | 0.30 m | 0.420 m | 0.126 m ² |
| Middle-size sheet | 0.25 m | 0.352 m | 0.088 m ² |
| Small-size sheet | 0.25 m | 0.176 m | 0.044 m ² |
| Commercial effects | 0.10 m | 0.250 m | 0.025 m ² |

118. The price of stamped sheets provided by the administration is fixed as follows:

1) Stamp duty in accordance with the size of the sheet.¹

a large sheet, with red ink, 0\$36

a middle size sheet, with green ink, 0\$24

a small sheet, with blue ink, 0\$12

2) Stamp duty in accordance with the value.²

| | | | |
|-------------|-------|----------------|-------------------|
| This fee is | 0\$02 | for a value of | 50\$ and below |
| | 0\$04 | ” | 50\$01 to 100\$ |
| | 0\$06 | ” | 100\$01 to 150\$ |
| | 0\$08 | ” | 150\$01 to 200\$ |
| | 0\$10 | ” | 200\$01 to 250\$ |
| | 0\$20 | ” | 250\$01 to 500\$ |
| | 0\$30 | ” | 500\$01 to 750\$ |
| | 0\$40 | ” | 750\$01 to 1000\$ |

and so on and so forth at a rate of 0\$40 per 1000\$.

¹ The “timbre de dimension” is used for request of date check of out of date postal or telegraphic money orders (Indochinese postal money orders) and for requests of date check for the date of French postal money orders (sheet of paper costing 0\$12); for the drafting of bills of sale, wills, appeals and petitions.

² The proportional stamp is used for bills of exchange, bank notes and not negotiable obligations as well as for bills which the indigenous people call bills of debts.

119. Apart from stamped sheets of paper corresponding to each of the above-mentioned categories, there are revenue stamps with the same value. Revenue stamps for 0\$80, 2\$, 4\$ and 8\$ are also available for sale.

120. Stamped sheets and revenue stamps of a certain size are sold in all the post offices in Indochina (including those in the territory of Kouang Cho Wan).

121. The stamp duty is not applicable to postal operations carried out by the Indochinese post offices located in China.

CHAPTER III

SECTION I

French, German and English postal liners. – Inspectors of postal shipping service. – Correspondence which can be sent or received. – General information. – Delivery over the counter or at home. – General delivery. – Postmen. – Discarded letters. – Return to sender or forwarding of undelivered objects.

French, German and English carriers. – Inspectors of postal shipping service.

122. In terms of postal service, Indochina is served by postal liners of the Messageries Maritimes and by German and English shipping lines. Foreign shipping lines, for departing mail as well as arriving mail, are only asked to carry objects with proper postage, with the exception of letters of the Expeditionary Corps from Tonkin and Cambodia, postal parcels, and insured articles with a declared value.

123. English vessels traveling to the Far East, twice a month, bring the correspondence for Indochina; on the way back, the correspondence from Indochina is carried by German vessels.

Mail for Indochina brought in by English vessels is left in Singapore where it is retrieved by the agents of the Messageries Maritimes from Saigon.

Mail for France, transported by German vessels, is delivered in Naples and directed to their destination by railway (via Ventimiglia, Nice, Marseille).

German vessels coming to the Far East do not bring mail for Indochina anymore.

124. When a boat sailing from Haiphong to Hong Kong or from Saigon to Singapore allows the link with the English mail service, the correspondence with postage for France can be routed that way if it benefits from it.

125. Only the Messageries Maritimes Company, subsidized by the State, provides postal service without restrictions.

All correspondence of any nature coming from or going to Indochina can be conveyed using this way.¹

¹ If the French Courier departing for France or Indochina has not left Saigon or Marseille, anyone in France or Indochina finding in their interest to send letters via the above-mentioned Courier can send a telegram being used as a letter and which, between Saigon and Marseille, will take the postal route, and from Marseille or Saigon to the post office of its final destination, will take the telegraphic route. In this case all one has to do is put the mention "Poste Saigon-Marseille" at the top of the telegram.

Example: Saigon - Marseille Post,
Jean Maire, rue Cassendi, 25, Paris

and the fees to be collected from the sender would be calculated as follows:

- 1) a 0\$02 fee per word within Indochina (via telegraphic landline);
- 2) fee for a normal or registered letter, choice of the sender (through the post);
- 3) finally, a 0.05-franc fee per word from Marseille to Paris (telegraph line).

Let's consider the following telegram to Paris; dispatching office = Laokay (Tonkin):

Saigon - Marseille Post: Jeanmaire, rue Cassendi, 25, Paris.

Letter received. Impossible to give satisfaction.

Moreover, on board all French Couriers providing the service from Australia, China and Japan, there is a controller of the maritime postal services in charge of the postal service on board; on top of this he represents the Government. In terms of postal service, he executes the following tasks: selling French postage stamps, lettercards, postcards, etc.;

Franking of letters and items that are handed to him, letters and objects sent by registered mail, insured letters, boxes with declared value;

Issue of French postal money orders;¹

Payment in the hands of military orderlies (Article 236) of metropolitan money orders of 50 francs or less sent to soldiers and sailors of ships met on the way everywhere the French postal treasury does not operate (Article 237).

A mobile box is put at the disposal of the passengers. The letters which are dropped in it along the way must be stamped with French postage stamps; in ports of call, with local stamps, and, in this case, dropped into the box of the local post office.

Special notices placed in sufficient numbers indicate the timetable set for the sale of postage stamps, the processing of insured articles of all nature, the issue of postal money orders, as well as the time of the last collection from the box which must take place one hour at the most before coming into port.

Delivery

126. All slightly heavy envelopes or too bulky to be delivered to private homes are kept in the post office. Addressees are invited to present themselves to the post office counter to retrieve them.

127. Any object of correspondence extracted from a mailbag² is struck with a postmark from the receiving post office, indicating the date and time of the opening of the mailbag, independent of the destination of the item. This practice is done on the back of the envelope, except for ordinary postcards and picture postcards which receive the aforementioned postmark on the side of the address.

An exception is made for newspapers, printed matter and samples unless they arrived at the wrong address.

128. Letters and other objects of correspondence, even with postage, sent to a postmaster or person in charge of a post office, in order to be delivered to a third person must be included in the weekly undeliverable letters (Articles 153 – 5).

129. Mail arriving on a Sunday after the closing hour is immediately sorted out and the counter remains open for half an hour to allow the people concerned to come and pick up their mail.

130. Mailbags coming from France must always be sorted out and delivered as soon as they have arrived, on Sundays and public holidays in the same way as on a normal working day, as long as they reach the post office (interior service) before nine o'clock in the evening.

To this effect, when mailbags from France arrive outside the regular opening hours, the counter remains open for half an hour after they have been sorted out and the mail is delivered to the military orderlies and any person, indiscriminately, who comes to pick up their mail.

JEAN.

Number of words: 15

15 words at 0\$02 (local fee) = 0\$30

The fee to collect would be for a registered letter sent from Saigon to Marseille = 0\$16

15 words at 0.05 (0\$02) for the French fee = 0\$30

Which gives a total of 0\$76.

¹ There is no French or foreign service of money order-cards in Indochina. However, money orders made out by mistake in France, in the form of a money order-card or an international money order, presented for payment in a post office in Indochina, could be paid out if the Treasurer paymaster accepted those forms in his bookkeeping.

² See Article 2, reference (3).

131. Postmasters who have educated postmen in their service must plan ahead so that the postman can come and start the in-town delivery as soon as the letters have been sorted.

Post offices of any category which do not have an educated postman deliver the letters in the very district of the post office within an area no more than 500 meters away (see also article 141).

132. In the post offices offering regular deliveries, so-called commercial boxes can be put at the disposal of the public. They are intended for accepting normal correspondence upon arrival of the mailbags and, for a fee, are available to people who request them.

Those boxes come in two categories:

1) Boxes with full subscription, including the delivery of all types of mail.

2) Boxes with partial subscription, limited to mail from France only (French, English or German route, etc.)

The subscription amount, payable in advance and on a quarterly basis starting on January 1st, April 1st, July 1st, October 1st, is: 4 francs per month for the full service and 2 francs per month for the partial service. If a subscriber registers in the middle of the term, he is charged for the period of time remaining in the term, each fraction of month being counted for a whole month.

General Delivery

133. Ordinary letters or objects can be sent “General Delivery” (in French, *Poste Restante*), either under a real name or under initials or a number. In the latter case, the Administration is not responsible for the delivery made to persons with the same designation.

134. Objects of any nature sent “General Delivery” are kept for one month starting the day after their arrival. After this time limit, they are returned to the sender or discarded (see Article 154).

135. Insured articles addressed “General Delivery” can only be sent under a real name; initials, first names and assumed names are strictly forbidden.

136. Ordinary objects of correspondence, insured articles or registered items sent, even “General Delivery,” to non-commissioned officers, corporals, or brigadiers of the Army or the Navy in active duty, are handed to the applicable military orderlies (see Articles 405 to 417 inclusive).

137. It is permissible for anyone to inform a post office counter about their change of address, it is then noted in a special register.

138. Ordinary objects can be forwarded either to a residential address or “General Delivery” to another post office.

On the other hand, registered or insured objects initially sent “General Delivery” can only be forwarded in the same way.

Registered objects sent first to a residential address and later put in “General Delivery”, can on the other hand be forwarded to a residential address.

139. Ordinary objects sent “General Delivery” under initials or numbers are delivered without proof of identity. On the contrary, those sent under a family name can only be delivered after presentation of an envelope with postage which the person received previously and on which the stamp has been postmarked, or after presenting a proof of identity (Article 441) in the same conditions as for insured or registered objects.

When the postman or the postmaster personally knows the addressee of an ordinary or registered object, they do not require any proof of identity.

Postmen

141. Mail delivery service is only provided at the door in major towns: this service is then entrusted with European, Indian and indigenous postmen. In towns where a comprehensive delivery service has not been

established, all objects are delivered free of charge within 500 meters of the post office; beyond 500 meters, delivery is accomplished via the counter at the post office (See Article 131).

142. European, Indian and indigenous postmen are responsible exclusively for the delivery of ordinary or insured correspondences, the collection of commercial bills, invoices or other, and the sale of postage stamps, wholesale or retail.

Outside their service, postmen must not carry out any job or special tasks for private customers.

143. The delivery of ordinary objects is completed when they have been handed to the addressees themselves or their representatives. A letter can be taken back only when there has been an error of delivery.

144. Letters bearing the mention “private” or something similar, are delivered like all correspondences without taking into account this information, at the door of the residence, to the person who presents themselves to receive them.

Letters addressed to bankrupt recipients are delivered to provisional or final trustees after presentation of the judgments appointing these trustees or of documents in lieu thereof.

145. Letters or boxes of declared value and registered letters can only be handed to the addressees themselves or their representatives.

Other registered objects are handed over indiscriminately to the addressees themselves, their representatives, or persons living with them (caretaker, custodian, interpreter, servant, etc.).

146. In towns served by European, Indian and indigenous postmen, insured or registered objects which cannot be delivered due to the temporary absence of the addressee, are kept pending at the post office.

The postmaster arranges for a special properly sealed notice to be delivered at the residence of the addressee with the next mail delivery.

If after a delay of one month the object has not been claimed, an attempt is made to deliver it again one last time to the addressee. And in the event that it cannot be delivered, it is returned to the sender.

147. If the addressee is accidentally absent from his residence, the insured article is presented at the next three deliveries.

If at the time of the third presentation, the addressee is still absent from his home, a notice is left at their residence and the process is the same as stated in the previous article.

148. In towns without a delivery service, the objects concerned are kept for one month at the disposal of the addressees duly informed by special notices.

149. Insured or registered objects, sent to persons living in an urban district not equipped with a post office (or if the post office does not participate in the handling of declared values), are kept pending in the nearest post office. The postmaster sends a special notice to the addressee. A second notice is sent if, within the normal timeframe, the person concerned has not replied.

Those insured articles are kept pending for one month or longer, if the postmaster, due to the distance separating the two points, reckons that the timeframe is too short. But insured articles must never remain at the post office for more than 45 days.

150. Insured articles sent to deceased persons can only be delivered to heirs or beneficiaries if they produce an authentic document (abstract of an inventory title, a certificate of property, etc.) stating their position.

The judge may, upon his written demand, obtain delivery into his hands of the correspondence sent to a deceased person, as long as he pays any fee, should there be one.

In the event that delivery has not been completed under the above-mentioned conditions, the insured articles are returned to the senders 48 hours after their arrival at the post office, unless the required document is expected. The ordinary correspondences are taken to the named residence, as long as they are being received there, unless the postmaster has been asked by the beneficiaries or the trusteeship to proceed otherwise (see Articles 156 and 430 to 436).

151. Postmen must always be equipped with the categories of postage stamps of most frequent usage in order to be able to satisfy the public's demand.

Moreover, they can be asked, in the course of their delivery route, to buy postage stamps of all sorts and in big quantity for the account of third persons. In this case, the postman makes note of the orders and later brings the requested stamps to the interested persons.

Undeliverable letters

1) POST OFFICE DUTIES

152. Items of correspondence from any origin which could not be, for one reason or another, either forwarded or delivered or returned are sent to the Post and Telegraph Management Office of one of the five administrative divisions of Indochina through the postmaster accountant under the label WEEKLY UNDELIVERABLE LETTERS OR MONTHLY UNDELIVERABLE LETTERS depending on the case.

Weekly undeliverable letters

153. Weekly undeliverable letters (French and foreign) are sent every eight days by the postmaster of each district to their postmaster accountant; they include:

1) Objects of correspondence of any nature, the dispatching or delivery of which could not be carried out for lack of address or lack of legible and complete address;

2) Objects of correspondence sent under an assumed name and which could not be handed to the real addressee;

3) Objects of correspondence bearing an offensive address or menaces. Postcards containing offensive mentions ON THE BACK do not go into this category;

4) Objects of correspondence sent under a name shared by several persons and which could not be handed to the real addressee;

5) Letters entrusted with postmen to be delivered within their own residence, either in France or abroad. These letters must come with the envelopes in which they arrived to the postmen, as well as the dispatch letter, if there is one;

6) Objects of correspondence the addressees of which are unknown or have left without leaving a forwarding address;

7) Envelopes and parcels appearing to contain objects liable to customs duties, the addressees of which, duly summoned, did not present themselves to the post office or refused to open them after having turned up at the summon;

8) Letters and parcels not countersigned or bearing a non-valid countersignature which were open upon the request of a civil servant they were sent to, and regarded as foreign to the service of the State, when those civil servants do not agree to pay for the postage;

9) Letters and parcels not countersigned, not accepted because of tax and which the addressees, civil servants, have not requested that they are open within 24 hours after their initial presentation;

10) Letters and parcels which have been countersigned and taxed and which the addressees, civil servants, refused to open or check within the 48 hours deadline;

11) Letters and parcels appearing to contain prohibited objects and the addressees of which are either absent or unknown, have left without leaving a forwarding address or are deceased, or which, when they are open by an addressee duly summoned, do not provide any information which could help identifying the senders;

12) Newspapers and other printed matter, samples, corrected printing proofs, business papers, warnings from communal Tax Collectors or Postmasters, either in envelopes or under wrappers, without postage and which for whatever reason were not delivered;

13) Items of value of any nature which do not come with a letter and found in letter boxes or at post offices counters, and which have not been claimed within a time limit of five days;

14) Envelopes free of postage sent to a public civil servant, when in the postal district where the dispatch was sent, there is no civil servant with the title showing on the address;

15) Official use letters sent to agents of the **Inspectorate of Finances** when they could not be delivered or forwarded to the addressee;

16) All objects forwarded or returned to sender and which could not be delivered, either to the senders or the addressees;

17) Letters which arrived in an envelope from the general management of the Post and Telegraph of Indochina or from one of the five Post and Telegraph Management offices of Indochina and bearing the words: **LETTERS THAT BECAME UNDELIVERABLE** (*in French, LETTRE TOMBÉE EN REBUT*) and which cannot be delivered for whatever reason;

18) Objects of correspondence sent General Delivery to deceased persons which could not be delivered according to the regulations;

19) Objects not accepted by individuals.

Monthly undeliverable letters

154. Monthly undeliverable letters are sent at the end of the month to the postmaster accountant. They include:

- 1) Objects of correspondence sent General Delivery, and which have not been claimed at the end of the month following their arrival at the post office;¹
- 2) Objects of correspondence with no mention of address, sent to travelers, sailors or barge men passing through a town and the delivery of which could not be done during the same time limit;
- 3) Objects of correspondence collected at the end of the month from hotels and main cafes and, at the end of the season, from seaside resorts or ski resorts.

Return to sender or forwarding of undelivered objects.

155. Objects of ordinary correspondence bearing a signature or a note, on the outside, indicating who the sender is, and the delivery of which could not be carried out for whatever reason, are returned to the sender.²

A handstamp is applied onto the address: Return to sender. The addressee's residence is crossed out with ink and replaced with the name of the post office of origin.

¹ Examples: Letters which arrived at the post office on March 15 would be treated as undeliverable letters on April 30; letters which arrived at the post office on April 1 would be treated as undeliverable letters on May 31; letters which arrived at the post office on April 30 would be treated as undeliverable letters on May 31.

² See also Article 33.

Insured or registered objects are sent back to the post offices of origin (see the holding periods in Article 156 below).

156. Objects to be returned to sender are sent back at the end of the following holding period:

1) Within 24 hours for ordinary correspondence, insured or registered objects, which were not accepted by the addressee or of which the addressees are either unknown or have left without leaving a forwarding address;

2) Within 48 hours for ordinary correspondence, as well as insured or registered objects sent to deceased persons, unless the succession has been defined by a trusteeship, or the heirs have asked that those objects be held allowing them to obtain the proper documents. In this case, the time limit for collecting them must not be more than one month. Letters or ordinary objects, unless it was requested otherwise, are taken to the indicated residence as long as they are received (See Articles 150 and 430 to 436 inclusive).

3) At the end of the month following their arrival, ordinary, insured or registered correspondence sent General Delivery or to travelers, passengers or sailors, without any indication of residence, as well as insured or registered objects, sent to persons who do not know how to sign, and which could not be delivered to the addressees (See Article 154).

DUTIES OF MANAGEMENT OFFICES

157. As the bundles of undeliverable letters reach the management office, they are immediately opened.

Letters, lettercards and postcards arriving from Indochina are returned to their senders if the information obtained after checking are sufficient to forward them.

Otherwise, they are kept pending, for three months, at the disposal of the persons concerned.

If those very objects come from countries members of the Universal Postal Union, they are forwarded to the post offices of origin so they can, if possible, be returned to their senders, or they are kept for four months at the disposal of the persons concerned.

158. Newspapers, printed matter, samples, books, leaflets and business papers the senders or publishers of which could not be traced, are dealt with as follows:

Newspapers and printed matter are immediately destroyed;

Samples, books and leaflets are kept for one year; at the end of this time limit, objects which have not been claimed are handed to the Administration of State Properties in order to be sold;

Business papers are kept for three years and destroyed at the end of this stated period of time, if they have not been claimed.

159. Ordinary correspondences containing valuables or appearing to be of some interest and which could not be handed either to their sender or addressees are kept for three years; at the end of this time limit they are destroyed.

160. All valuables found in the service, inserted or not in boxes or letters, become the property of the State after being kept for a time limit of three years. (Law of July 15, 1892).

161. Ordinary letters found to be undeliverable and containing Indochinese money orders which have not been claimed, and for which it is impossible to trace the senders, are destroyed once the statutory time limit of three months has passed; the titles that they contain are handed to the General Management of Post and Telegraph of Indochina where they are kept for three years.

162. The regulations of the above stated article are applicable in full effect to letters containing French and Tunisian money orders; these titles are handed to the Accounting Office in charge of postal orders, in Paris, where they are kept for three years too.

Postal vouchers which are found in the same conditions are kept for one year only.

163. All ordinary objects of correspondence taxed by the delivery post office and sent as undeliverable are once again labeled with postage due stamps when they are handed to the service, so they can be processed again, or directed to the senders or the addressees.

SECTION II

Interior Postal Service. – Organization. – Transport. – Couriers and coolies-trams. – Administration. – Offices and Staff.

164. The Post and Telegraph Administration of French Indochina consists of five regions:

- 1) Cochinchina, Management in Saigon;
- 2) Tonkin, the territory of Kouang Cho Wan and the Indochinese offices in China, Management in Hanoi;
- 3) Cambodia, Management in Phnom Penh;
- 4) Annam, Management in Tourane;¹
- 5) Laos, Management in Vientiane.

All the services are under the authority of the General Manager of Post and Telegraph of Indochina who is assisted by a Deputy General Manager.

Each region is managed by a Head of Office.

165. The staff of Post and Telegraph of Indochina is made up of European staff (resident and French) and Indian and indigenous staff.

166. The postmasters appointed in the administrative centers of the region are given the title of Postmaster-Accountant. They are responsible for central management of the accounts of the offices in the region.

The Postmaster Accountant in Saigon is in charge of the recapitulation of the credits and debits of the whole of Indochina. He is given the title of Chief Postmaster-Accountant.

167. Post offices in Indochina are divided into three main categories: offices with permanent service, main offices and secondary offices (see Appendix 6).

168. Independently of those offices, and falling directly under the administration of the Post and Telegraph of Indochina, there are six other categories of offices of lesser importance: cable offices, train station offices, signal station offices, optical and electric telegraph offices, and auxiliary offices.

169. The Post and Telegraph offices with a permanent service are: Cap Saint-Jacques, Haiphong, Hanoi, Hue, Phnom Penh, Saigon and Tourane.

They are managed by postmasters of mixed offices or by head civil servants of the French staff.

170. The main offices of the Post and Telegraph are those carrying out all the postal and telegraph jobs entirely.

They are managed by head civil servants of the French staff, European civil servants (resident and French staff) and finally, but only exceptionally, by indigenous telegraphists.

171. Secondary Post and Telegraph offices carry out a few postal jobs while providing the same telegraph service as the main offices.

They are managed by indigenous telegraphists and by military telegraphists on temporary assignment for the military Telegraph.

172. Cable offices are responsible for operating the transmission and reception of telegrams through cables. These offices are based in Cap Saint-Jacques, Doson, and Tourane.

They are administered by the postmasters of the permanent or head offices based in those towns.

173. Signal station offices are responsible for transmitting telegrams to ships out at sea and receiving those sent to them.

They also report the movements of ocean liners based on observations.

¹ And not in Hue, administrative center of the district

They are managed by watchmen.

174. The stations offices marked with a “T” in Appendix 7 provide the official telegraphy service for the railway; the offices in this category which are part of the area of Cochin-China are also open to private telegraph service with certain restrictions.

In Tonkin, stations are not yet providing private telegraph service.

The stations offices are managed by railway agents.

175. Military offices of optical and electric telegraphy in Appendix 7 with the references “O” and “E” exclusively provide transmission and reception of official telegrams.

They are managed by non-commissioned officers, corporals and soldiers from the service of military Telegraph of Indochina.

176. Auxiliary post offices exist only in the region of Tonkin.

They were created in 1900 in order to facilitate the dispatching and reception of ordinary letters by indigenous people, and to, as much as possible, reduce infringement on the postal monopoly.

They are managed by indigenous civil servants or officers from the indigenous guard.

The managers of the auxiliary offices are responsible for selling postage stamps (see Article 111), and sending or receiving postal mailbags.

Those offices are equipped with a letter-box and a window covered with wire mesh, clearly visible to the public, next to the entry door.

The letter-box is there to receive all the letters to be sent.

The window covered with wire mesh is for displaying the letters received for the indigenous people based in the townships and villages neighboring the post office. The managers of those auxiliary offices translate into Chinese characters the addresses of the letters which were either dropped off or received. The latter are then put in that window so that the addressees or other persons can claim the correspondence sent to them or inform their friends who have their letters on display.

The auxiliary offices do not appear in Appendix 7, the number being very small and their operations being very limited.

177. The opening hours of the post office in Indochina (permanent service offices, main and secondary offices) are established in accordance with the criteria in Appendix 6.

The opening hours of Indochinese offices in China are fixed by the relevant postmasters, depending on the needs of trade and local custom.

Transport. – Couriers. – Coolies-trams

178. Transportation of mail within Indochina and between Indochina and the Indochinese offices in China is conducted along maritime and river routes (Appendix 17 and 22), by railway (Appendix 16, 18, 19, 20 and 21) and by Coolies-trams.

179. Maritime shipping lines, those with river connections (Tonkin), river shipping lines (Cochin-China) are subsidized by the government.

180. The subsidized maritime shipping lines provide a postal service between:

- 1) Haiphong and Kouang Cho Wan (with a port of call in Hoihao and Pakhoi);
- 2) Kouang Cho Wan, Hong Kong and Canton (with a port of call in Macao);
- 3) Canton and Hong Kong;
- 4) Canton and Uzhou;
- 5) Saigon and Bangkok.

181. The subsidized companies in charge of river shipping lines and river connections provide the postal service on the routes indicated in Appendix 17 and 22.

182. The postal service is operated on all the railway lines by indigenous mail carriers.

These sub-agents are responsible for transporting the postal dispatches which were delivered at their point of departure or on the way and for providing regular delivery.

They collect letters from the letter boxes in train stations located along their section; they receive and, after obtaining the authorization from the Administration, they deliver, in stations designated in advance, packages of correspondence which are sent to them by auxiliary offices, heads of Post of militia, enterprises, etc., or addressed to the latter. They affix stamps on the correspondences and forward them.

Moreover, they sell stamps in small quantities (see Article 111).

On top of those regulatory operations, the mail carriers are not entitled to perform other tasks. They must not place objects outside of the postal service in the mail car nor let people who do not belong to the Administration of Post and Telegraph sit in their compartment.

183. The coolies-trams are provided by the administrators of the provinces and by the majors of military territories;¹ they are responsible for supervising them, they appoint and dismiss them, etc., and they provide the salary of the doi, cai and coolies. Moreover, they can suggest to the relevant authorities (Residents Superior or Commanding Generals, depending on the case) changes that they judge useful in the running of the trams: changes of itineraries, opening or closing of lines, increase or reduction of numbers, etc.

The Administration of the Post should not need to intervene, they can however say what they think.

184. The coolies-trams are responsible, exclusively, for the transportation of the ordinary correspondence, apart from the exceptions stated in Articles 185 and 186 hereafter.

185. In the regions where there is neither a railway nor routes served by shipping lines or river connections, insured objects as well as postal parcels are transported on fixed dates by military convoys or by haulers who had contracted with the Government.

In some provinces, escorted coolies-trams also transport insured articles and postal parcels.

186. All correspondence without exception is transported by rail and by ships belonging to subsidized maritime or river transport companies.

On the other hand, insured articles and postal parcels cannot be transported by tram, as such a means of transport is not safe. Nevertheless, any sender or addressee is entitled to request in writing that the transportation of their insured correspondence or postal parcels be done by tram, at their own risk (see Article 149).

187. On subsidized ships, on those benefiting from the sailing allowance (Decree of 14 November 1901) and on state-owned ships, the transportation of postal mailbags and correspondence is free of charge.

188. Captains must also safeguard parcels under the terms stated in Article 192 below. During the transportation they bring upon themselves the same responsibility towards the Administration of Post as does the Administration towards the public (Law of 7 April 1902, in Indochina's official journal, 6 October 1902).

189. Ships entitled to the sailing allowance and consequently required to transport mailbags and correspondence free of charge are:

In France

1) Ships built in France between January 1st, 1893 and January 30, 1903, for ten years as starting from the date of their registering as French.

2) Ships built in France or abroad, and sailing under the French flag, the building of which was started before May 1st, 1902 and registered as French before January 30, 1903, for ten years from that date.

In Indochina

¹ In Indochina, there are only four military territories and they are in Tonkin. They are: the first territory of Longson; the second territory of Caobang; the third territory of Ha-Giang and the fourth territory of Laokay.

Any sea steamboat made of wood, iron or steel, and sailing under the French flag with a net tonnage of 100 tons and above and being less than 20 years old.

The payment of the allowance is made by the Customs and Excise Department.

190. Any captain of a vessel due to leave must inform the postal service twenty-four hours in advance (see Articles 6 and 7) and must not set out from a port in Indochina, for any destination, without holding either a special certificate certifying the loading of the mailbags or a declaration stating that there is no mailbag to be loaded.

191. Unless they have been informed otherwise by the Administration or the senders, registered or insured objects cannot be entrusted to captains of foreign private vessels or captains of French private liners which do not receive a sailing allowance.

192. The rate of the payment allocated to the captains or shipowners of foreign vessels which are not subsidized as postal liners, as well as French private commercial vessels not receiving the sailing allowance is as follows: 0\$04 per 100 grams of letters of postcards; each fraction being paid at the rate of 0\$01 per 25 grams of fraction of 25 grams;

0\$20 per kilogram of other objects of correspondence; each fraction of a kilogram being paid at the rate of 0\$02 per 100 grams.

For postal parcels, the payment is as follows:

0\$08 for parcels weighing between 0 and 3 kilograms;
0\$13 for parcels weighing between 0 and 5 kilograms;
0\$20 for parcels weighing between 5 and 10 kilograms.

CHAPTER IV

SECTION I

National and International ordinary postal parcels. – Parcels exempted from customs duty. – Postage. – Rights – Customs declaration. – General rules. – Departure and Arrival. – Forwarding.

Ordinary Parcels

193. A postal parcel is any package or crate that does not weigh more than 10 kilograms, does not measure more than 1.50 meter in any dimension, and whose volume does not exceed 55 cubic decimeters.

194. The maximum size for parcels is:

Interior service, France and French colonies:

| | | |
|------------------------------------|---|--|
| Parcels weighing from 0 to 5 kilos | { | Length: 60 centimeters. Volume: 25 cubic decimeters |
|------------------------------------|---|--|

Exceptionally, parcels containing walking sticks, umbrellas, plans or maps may be 1 meter long and 0.20 meter wide or thick.

| | | |
|-------------------------------------|---|---|
| Parcels weighing from 5 to 10 kilos | { | Length: 1.50 meters. Volume: 55 cubic decimeters |
|-------------------------------------|---|---|

Other countries, apart from the exceptions listed in Table A (blue pages)

| | | |
|------------------------------------|---|--|
| Parcels weighing from 0 to 5 kilos | { | Length: 60 centimeters. Volume: 20 cubic decimeters |
|------------------------------------|---|--|

Exceptionally, parcels containing walking sticks, umbrellas, plans or maps may be 1 meter long and 0.20 meter wide or thick.

| | | |
|--------------------------------------|---|-----------------------------|
| Parcels weighing from 5 to 10 kilos. | { | Length: 1.50 meter. |
| | | Volume: 55 cubic decimeters |

195. In both situations (interior and international): when a parcel's measurement is bigger than the one authorized for the category it falls under, based on its weight, it is automatically accepted and taxed at the rate of the next category.

Example: A parcel weighing 4 kilograms, with a volume of 30 cubic decimeters would be taxed the same as a parcel weighing between 5 and 10 kilograms.

196. In Indochina, the participation in the international exchange of parcels weighing between 5 and 10 kilograms is only allowed for these post offices that are served by maritime or river shipping lines, railways, special services or cars (see Appendix 7).

197. Postal parcels must not contain any note or letter appearing to be private correspondence, inflammable or explosive devices, golden or silver material, opium or objects prohibited by law, customs or other regulations.

198. Postal parcels must be well packaged, especially when they are bound for an international destination or a town in Laos.

They must always meet the conditions of solidity required so that the content is guaranteed against all incidents which would not leave any apparent trace of deterioration.

199. Liquids and easily liquefied bodies must be sent in a double container. Between the first (bottle, flask, pot, box, etc.) and the second one (metal or wooden box) there is a space left to be filled with sawdust, straw, or any other absorbent material.

200. On top of these essential precautions, ordinary postal parcels sent abroad or to an Indochinese post office in China, must be accompanied by customs declarations, the number of which varies depending on the destination (see Table A, blue pages and Appendix 14).

201. The address of ordinary postal parcels must be clearly stated on one or several sides of the parcels; it must not be written in pencil.

202. When a sender brings a parcel in, he must fill out a dispatch form indicating all information useful for transporting the parcel, the employee behind the counter, after checking and completing it, if necessary, then affixes a postage due stamp of 0.10 franc on the form (Appendix 11).

203. A same sender, for the same addressee, can use a single form for three parcels of the same type due to be sent abroad and, therefore, pay the 0.10-franc tax only once.

Within Indochina there is no limit to the number of parcels subject to a single dispatch form, but those parcels must be grouped together by weight (parcels of 3, 5 or 10 kilograms).

204. Acknowledgements of receipt can be requested at the time of or after submitting a parcel for an extra fee of 0.15 franc (0\$06), to be executed by the post office of origin.

205. Acknowledgements of receipt are not accepted in transactions with Great Britain, nor for parcels exchanged with the British colonies nor with foreign countries via England.

206. Postage for postal parcels, compulsory at the point of departure, is fixed according to the rates appearing on Table A, blue pages.

Parcels Exempt from Customs Duty

207. The sender of a postal parcel for France and Algeria can, when they submit it, pay the amount of the customs duty that the parcel would be subject to upon arrival. For this purpose, the sender makes a deposit sufficient enough to cover these expenses and this is mentioned on the delivery form.

Moreover, the sender must promise to pay the balance of the amount if the deposit was insufficient.

If the deposit was sufficient, the surplus would be reimbursed to the sender.

208. Parcels exempt from customs duty and exchanged between France and Algeria on the one hand and Indochina on the other, are accepted in all the main post offices, within the limit of weight they are allowed.

209. The amount of the deposit to be collected for the main items likely to be sent in postal parcels is stated in Appendix 13.

Delivery of Postal Parcels. – Forwarding.

210. Parcels which are not collected from the counter at the post office within 24 hours after their arrival prompt the sending of a special notice bearing a postage due stamp of 5 centimes (0\$02) payable by the addressee.

211. The addressee of a parcel, after having signed the delivery register, can no longer refuse the aforementioned parcel if they notice that it has been damaged. Such an observation must be made in the presence of the post office employee and before the delivery.

212. Postal parcels may be, upon arrival, taxed with special customs duties or added taxes; in such case, the payment of the amounts due has to be paid by the addressee, except for parcels exchanged between France and Indochina, when the parcels are delivered free of customs duty (see Article 207).

213. At the request of the persons concerned, parcels can be delivered to their home in towns where there is a delivery service. The fee is 10 cents per parcel.

214. For mail orderlies, the postal parcel service is similar to the service of insured objects.

215. For parcels sent to persons living in towns where there is no post office, the procedure is the same as for the delivery of insured objects (see Articles 149 to 186).

216. When the addressee of a postal parcel weighing from 0 to 5 kilograms, interior or international, has relocated to a new destination in Indochina, the parcel is forwarded free of charge.

In the case of an ordinary parcel weighing between 5 and 10 kilograms, the postmaster makes sure that the new post office of destination is authorized to provide that service. If it is not, a special notice is sent to the addressee informing them of the reasons that prevent the forwarding and asking them where the parcel should be sent to. In the event of no reply within a normal timeframe (which cannot exceed 45 days, if the addressee is in a location far away), a notice letter is sent to the sender, if it is an international parcel. If the parcel is from Indochina, it is returned to the sender.

217. If the new post office of destination is open to receive internal parcels weighing between 5 and 10 kilograms, but with a surcharge, a notice is sent to the person concerned asking if they agree to pay the extra charge upon receiving the parcel. If they do, the parcel is forwarded, bearing the surcharge.

If they do not agree to pay, the parcel will be regarded as refused, and will be returned to the sender if it comes from within Indochina. A justifiable notice letter will be sent to the post office of origin if the parcel comes from abroad.

218. Indochinese or international parcels, either refused or not delivered for a matter other than the change of address, are held up for eight days.

Once the deadline has passed, the Indochinese parcels are automatically returned to the sender.

For international parcels, the post office of origin is asked what should be done with them unless the sender requested a parcel to be delivered to another addressee or be sent back to them immediately.

219. If after three months the post office of origin has not replied to the request of information, a copy of the notice is made and sent to the section head to seek his advice as to what to do.

Finally, if after three more months the second notice remains without an answer, the postal parcel is automatically returned to the post office of origin.

220. However, ordinary parcels containing items subject to deterioration or spoilage are sent to the postmaster accountant of the district so that they can be handed over to the Domains and immediately sold for the benefit whose right it is, without prior notice and judicial formality.

221. Transit post offices and offices in remote locations may, after obtaining the authorization of the section head of the Post and Telegraph of the district, destroy parcels the contents of which are rotten. In this case, the postmasters with the help of two employees, or of the supervisor and a European civil servant of the office, will conduct the operation and create a report in duplicate, the original version of which is kept in the post office and the copy is sent to the sender of the parcel.

222. The benefit of the sale of ordinary postal parcels, after deduction of the fees which may be charged for the parcel, is sent to the senders, or, failing that, to the addressees, or, as a last resort, to the Administration of the Domains.

223. In the event of a change of address, and on the request of the persons concerned, parcels can be forwarded to post offices participating in the exchange of parcels of the same category.

224. Postal parcels which could not be delivered to their addressees and the senders of which, after being asked for their opinion, decide to abandon them to the benefit of the Administration, are discarded and left with the Domains which then put them on sale.

225. In the event of a loss or damage, the maximum amount of the compensation for ordinary parcels is:

| | | |
|--------------------------------|------------------------|-----------|
| Interior postal service, | | |
| | From 0 to 3 kilograms, | 15 francs |
| | From 3 to 5 kilograms | 25 francs |
| | From 5 to 10 kilograms | 40 francs |
| International postal service, | | |
| | From 0 to 5 kilograms, | 25 francs |
| | From 5 to 10 kilograms | 40 francs |
| Delivery charges not included. | | |

226. In the event of the loss of a parcel from or for Hong Kong and Singapore, the following ranges of compensation may be granted either to the sender or the addressee:

1) 15 francs for transactions with Hong Kong;¹

2) 3 piasters for transactions with Singapore.²

¹ The Bureau of Hong Kong comprises the Chinese agencies of Amoy, Canton (except for the French office), Fu-Tzeu, Hang Keu, Macao, Ningpo and Swatow.

² The Bureau of Singapore comprises: Malacca, Penang, the province of Wellesley, Singapore and Johor.

SECTION II

Postal parcels with declared value and charged cash on delivery. – Rates. – General measures. – Compensation¹

Parcels with Declared Value

International Service

227. All main post offices in Indochina (managed by a European or exceptionally by an indigenous person) participate in the service of postal parcels with declared value, within the weight limits imposed on ordinary parcels (see Table A, blue pages)

A list of post offices accepting this type of parcels is indicated in that table. The tax comprises:

- 1) The rate of an ordinary parcel, depending on its weight;
- 2) An additional right for the insurance which is generally the same as for letters with declared value, that is to say calculated per 300 francs or fraction of 300 francs (column 5 in Table A).

Parcels with a declared value may contain monetary items, gold, silver and precious objects. Moreover, they must fulfill the following conditions:

- 1) The maximum amount that can be declared is 500 francs;
- 2) The address must be inscribed on the packaging itself and not on a label tied or stuck to the parcel;
- 3) The declaration of the value is stated in francs and centimes in full letters and numbers above the address. It must also be mentioned on the delivery form;
- 4) Parcels must be sealed by means of wax or other with an imprint or a mark specific to the sender so that it is impossible for anyone to modify the content without leaving an obvious trace of infraction;
- 5) The imprint of the stamp which was used to seal the parcel is duplicated onto the dispatch form.

All the other prescriptions relating to the acceptance, handing in, sending and delivery of ordinary parcels are also applicable to the declared value parcels. However, the possibility of putting together three ordinary parcels on the same dispatch form, is not accepted for parcels of that nature.

Interior Service

228. General rules concerning the acceptance, handing in, sending and delivery of declared value parcels of the international service are applicable to declared value parcels of the interior service.

However, the following information should be taken into account:

- 1) A declaration of value is expressed in piasters and in cents (in numbers and letters);
- 2) The maximum amount for a declaration is 200 piasters;
- 3) The fee for insurance is 1 cent per 5 piasters or fraction of 5 piasters, on the amount of the declared value;
- 4) Parcels which are forwarded on request of the senders or addressees are charged, for each forwarding, with a tax equal to the original tax.

229. In the event of loss or damage of a declared value postal parcel (interior or international service), the compensation may be equal to the declared sum.

2). Cash-on-Delivery Parcels

¹ Postal parcels can be sent with a declared value and against reimbursement (COD); the rules enacted by this section are applicable to them.

International Service

230. The tax for Cash-on-Delivery (COD, or in French, *Contre Remboursement*) parcels is composed of:

- 1) The rate for an ordinary parcel, depending on its weight;
- 2) A fee of 20 centimes per 20 francs or fraction of 20 francs of the amount to be collected

The maximum COD amount is fixed at 500 francs. This particular mention is inscribed in francs and centimes above the address on the parcel tag and on the dispatch form.

For parcels containing monetary values or jewels, the COD amount must be indicated on the packaging of the parcel itself.

231. The possibility of grouping together three parcels on one single dispatch form is not applicable to COD parcels.

All the other prescriptions relating to the handing in of ordinary parcels (labels, customs declarations, etc.) are also applicable to the COD parcels.

The delivery of COD parcels is made in the same way as that of ordinary parcels. Immediately after accepting the amount to be collected, the post office of destination informs the post office of origin, which then hands the recovered sum to the sender of the parcel.

Interior Service

- 232.
- 1) The COD amount is stated in piasters and cents;
 - 2) The maximum amount is set at 200 piasters;
 - 3) The insurance right is the same as for declared value parcels of the interior service;
 - 4) Immediately after the money has been collected, the COD amount is directly sent to the sender by an Indochinese postal order, after deduction of the applicable fees.

233. The clauses of Articles 225 and 226 are applicable to cash-on-delivery parcels (interior and international service) as long as they have not been delivered to the addressees; but, after delivery, the Administration is only responsible for the total amount of the sums owed to the senders.

CHAPTER V

SECTION I

Money matters. – French money orders. – Issuance and payment. – General inquiries.

234. The service dealing with money (in French, *Articles d'argent*) is that which, as far as the post is concerned, takes care of postal money orders of all kinds and for all destinations.

235. In Indochina that service is split into two distinct branches:

- 1) The branch concerning the French postal orders;
- 2) The branch concerning the Indochinese postal orders.

The post offices handling money matters are only the ones marked with the sign “MIC” (for “*Mandats indo-chinois*,” or Indochinese Postal Money Orders) or “MM” (for “*Mandats métropolitains*” or French Postal Money Orders) or with both of these (Appendix 7).

236. French postal money orders are those which are issued in Indochina for the French colonies, France, Algeria, Tunisia or for French post offices based abroad and vice-versa.

237. The French post offices based abroad are the following:

(The letters placed after the names of towns indicate: R for a main post office (*Bureau de Recette*); R mixed for a post and telegraph office; D for a secondary office (*Bureau de Recette-Bistribution*); A for a postal agency; Main offices, secondary offices and agencies with an asterisk placed before the name of the town do not deal with money matters)

| | | | |
|--------------------------------|---|--------------------------------|---------|
| Alexandrette (Syria) | D | Mazagan (Morocco) | D |
| Alexandria (Egypt) | R | * Meknes (Morocco) | A |
| Amoy (China) | R | Mersin (Asian Turkey) | D |
| * Arzila (Morocco) | A | Mogador (Morocco) | D |
| Beyrouth (Syria) | R | Peking (China) | R |
| Candia (Crete) | D | Port Said (Egypt) | R |
| Casablanca (Morocco) | D | Rabat (Morocco) | D |
| * Cavalle (European Turkey) | D | Rethimno (Crete) | D |
| Constantinople (Istanbul) | R | Rhodes (Asian Turkey) | D |
| Constantinople (Pera) | R | Safi (Morocco) | D |
| Constantinople (Galata) | R | * Sale (Morocco) | A |
| The Dardanelles (Asian Turkey) | D | Thessaloniki (European Turkey) | R |
| * Dedeagh (European Turkey) | D | Samson (Asian Turkey) | D |
| El Ksar el Kbir (Morocco) | D | Shanghai (China) | R |
| Fez (Morocco) | D | Smyrne (Asian Turkey) | R |
| * Fez-Mallah (Morocco) | A | Tangier (Morocco) | R mixed |
| Hankeu (China) | D | Tsefu (China) | D |
| Jaffa (Syria) | D | Tetouan (Morocco) | R mixed |
| Jerusalem (Palestine) | R | Tientsin (China) | D |
| Kerassunde (Asian Turkey) | D | Trebizond (Asian Turkey) | D |
| La Cane (Crete) | R | Tripoli (Barbaria) | D |
| Larache (Morocco) | D | Tripoli (Syria) | D |
| Latakia (Syria) | D | Vathy (Samos) | D |
| * Marrakech (Morocco) | D | Zanzibar (Eastern Africa) | R |

Issuance of Postal Money Orders

238. The amount of a French postal money order cannot exceed 500 francs. Postal money orders with a total value exceeding 500 francs cannot be issued to the same person, the same day, for the same recipient. If a postal money order has been issued, by mistake, for more than 500 francs, only 500 francs can be paid at the French colonial post office of destination; the surplus is then handed to the beneficiary only after obtaining the information requested from Paris (delay of about three months).

239. All French postal money orders are issued in francs and centimes and according to the information provided in writing either by the sender or his representative.

The forms for postal money orders are those used in France, they are white with a yellowish background.

240. The forms for French postal money orders are divided into three parts: the stub, the order and the receipt. Each form contains edge numbers for the sums smaller or equal to 300 francs; above this figure, and up to 500 francs, the edge numbers are left attached to the postal money order, the amount of the order in numerals is inscribed below the edge numbers.

241. The sender of a French postal money order, after filling in a form indicating his name and address,¹ the amount of the order, the name of the beneficiary and the exact address of the latter, hands that piece of paper to the employee responsible for making out the title.

The employee, after making sure that all the necessary information features on the form, first fills in the stub then the order and finally the declaration of payment.

The making out of a postal order is important and, before sending it, one must make sure it is in order, notably:

1) that the sum appearing in the area for that purpose is correct and written in full (francs and centimes);

Example: twenty francs and fifty centimes and not twenty francs and 50 centimes nor 20 fr 50;

2) that the name of the addressee is spelled properly and, what's more, if the addressee is a married woman or an unmarried woman, the name must be preceded by the title Madame or Mademoiselle fully spelled out.

Example: Madame Bertrand or Mademoiselle Bertrand, instead of Mme Bertrand or Mlle Bertrand

3) the month it was issued must always be written in full.

Example: 25 January 1901, and not 25/01/1901;

4) when a sum sent contains centimes, they must appear in the ad hoc frame specially reserved for that purpose and located on the top left corner of the form of the postal order;

If there are no centimes, a cross is drawn with a pen inside the square.

5) the postmark with the date on it must be affixed in a legible way on the title and on the space reserved for this purpose;

6) the lateral numbers are cut away so that those attached to the order correctly represent the sum inscribed on the thin line; they must not be cancelled.

In the event that the sum sent is more than 300 francs, one must make sure that the formalities of Article 240 have been observed.

242. Any crossing out or surcharge, even if it has been approved, re-sticking of lateral numbers which had been cut out by mistake, etc., is totally prohibited.

In the event of a mistake, as minimal as it might be, a postal money order must be automatically annulled and replaced by a new title.

It is in the greatest interest of the public to make sure that the regulations of the two above mentioned paragraphs are properly observed because payment will be strictly refused by the destination office if some irregularity has slipped into the redaction of the money order.

243. When, for whatever reason, the sender of a postal money order requests the modification of the form before it was submitted, he is not charged any fees and the postal money order is annulled.

¹ However, the sender can be named by initials or the word "anonymous," in this case, the sender loses the right to, later, make a claim if the postal money order was lost or destroyed.

244. The fees to be collected on the paid in amount are twofold:

- 1) a proportional variable fee depending on the destination;
- 2) an additional variable surcharge depending on the fluctuation of the rate of the piaster.

245. For the French postal money orders originating in Indochina and going to France, Algeria, Tunisia and the French colonies, the proportional fee to be collected is:

- 0.25 franc up to 50 francs;
- 0.50 franc between 50 and 100 francs;
- 0.75 franc between 100 and 300 francs;
- 1.00 franc between 300 and 500 francs (maximum).

246. For all French postal money orders originating in Indochina and going to French post offices abroad, except for French post offices located in China and under the jurisdiction of Indochina, the fixed fee to be collected is 0.05 franc per 5 francs up to 50 francs with a minimal charge of 0.25 franc; 5 centimes per 10 francs for the part of the sum exceeding 50 francs.

Examples:

- 1) postal money order for 50 francs to Paris (1% surcharge)

| | |
|-------------|--------------|
| Amount sent | 50 francs |
| Fee | 0.25 franc |
| Surcharge | 0.50 franc |
| Total | 50.75 francs |

This amount is converted into piasters, at the day's official rate, and the total amount is stated on the declaration of payment;

- 2) postal money order for 50.01 francs to Shanghai (French post office)¹ (surcharge 2 1/2 %)

| | |
|-------------------|--------------|
| Amount sent | 50.01 francs |
| Fee (Article 246) | 0.55 franc |
| Surcharge | 1.25 franc |
| Total | 51.81 francs |

- 3) postal money order for 295.25 francs to Antananarivo (no surcharge)

| | |
|-------------|---------------|
| Amount sent | 295.25 francs |
| Fee | 0.75 franc |
| Total | 296.00 francs |

- 4) postal money order for 200 francs to Constantinople (French post office) with a surcharge of 0.50 franc per 100 francs

| | |
|-------------------|------------|
| Amount sent | 200 francs |
| Fee (Article 246) | 1.25 franc |

¹ Postal money orders for Shanghai (China) are made out on the French forms. The pink forms being used in Indochina are not accepted. One must exercise care in that case because an irregularity of that nature would prompt the definite refusal of payment at the post office in Shanghai, and in fact in all the French post offices based in China, except for those under the management of Tonkin.

| | |
|-----------|---------------|
| Surcharge | 1.00 franc |
| Total | 202.25 francs |

5) postal money order for 33 francs to Tientsin or Peking (French post office) with a surcharge of 1.50 franc per 100 francs

| | |
|-------------------|--------------|
| Amount sent | 33 francs |
| Fee (Article 246) | 0.35 franc |
| Surcharge | 0.50 franc |
| Total | 33.85 francs |

247. Postal money orders sent to soldiers and sailors on active duty must state at the top the name of the beneficiary and his rank, the corps or the vessel they belong to.

248. In the event of military operations in the colonies or in a foreign country, French postal money orders not exceeding 50 francs and sent to soldiers or sailors operating in those countries are exempted from the fixed fee.

At the moment, they are: Annam-Tonkin,¹ Cambodia, the Sahara (southern Algeria),² Benin-Dahomey and Tidikelt (region of In-Salah).

249. In all circumstances, the extra surcharge must be collected even if a postal money order is sent to a soldier from the above-mentioned expeditionary corps.

Payment

250. French postal money orders for which no regular opposition has been stated are payable during a period of nine months. Once this deadline is passed their validity must be confirmed by the French Administration through a date check.

251. Requests for date check of French postal money orders must be made, in Indochina, on a piece of paper bearing a 0\$12 stamp, and in France, on a piece of paper bearing a 0.60-franc stamp.

They are handed in, in exchange for a receipt, at post and telegraph offices. The out-of-date form must be appended to those requests.

252. The date check gives the French postal money orders a new deadline for payment equivalent to the first one. The beneficiaries are notified by the postmasters upon the return of the checked or validated postal money orders.

253. If during the lapse of time which passed between the sending of a request for validation of an irregular French postal money order and the returning of the form the transaction happened to expire, the payment would take place without requiring a date check.

254. The amount of any postal money order which was not claimed within a period of three years becomes the permanent property of the State.

255. Lost, destroyed, or misplaced postal money orders can be reimbursed only after twelve months.

Requests for reimbursement must be made by the interested parties on a 0\$12 stamped sheet.

After searches and enquiries, if needs be, authorizations of reimbursement are issued by the Under-Secretary of State to replace the original order.

¹ Including the territory of Kouang Cho Wan. The Indochinese postal money orders with a value of less than 50 francs must always be taxed 1% even if they are sent to army personnel in Cambodia, Tonkin or Kouang Cho Wan.

² The province of Algiers: beyond the forts of Miribel and Mac-Mahon; the province of Oran: beyond the post of Djenan-el-Dar and south of the post of Djenan-Bou-Rezg.

256. Any irregularity in the writing of a French postal money order leads to the non-payment.

257. However, when French postal money orders do not bear any irregularity other than a lack of similarity between the handwritten sum and the one represented by the edge numbers and when the beneficiary has an urgent interest in retrieving their funds, the latter may immediately obtain the payment of the smallest amount.

In this case the regularization of the title is requested under the conditions stipulated in Article 238 for a later extra payment, if applicable.

258. Also, French postal money orders which do not bear a dated handstamp can be paid after the beneficiary's identity has been certified and if the person concerned can produce the stamped envelope from the same post office as well as the same date as the postal order it contained; the envelope, as a rule, is appended to the form.

259. On the other hand, French postal money orders marred by the following irregularities cannot be paid immediately.

1) a difference between the amount inscribed on the fine line and the one represented in the edge numbers (see Article 257, above);

2) a difference between the name of the addressee and the identity documents shown;

3) edge number torn, absent, or re-stuck on the money order,

Those titles handed in a post office of Indochina in exchange of a receipt are kept pending until the requested information is returned from the post office of origin.

260. As a rule, the payment of French postal money orders to beneficiaries residing either in the village where the post office is located or in a village from the postal district of the post office, is made upon presentation of the envelope it was sent in. When the postmaster or the European or indigenous staff knows the beneficiary, the payment is made upon signed "paid" receipt, without any formality.

261. For banks and commercial houses, etc., the envelope a postal order was sent in is replaced by a stamping or marking showing the name and address of the beneficiary.

262. For postal orders sent to a firm the marking must state, besides the name of the establishment or firm, the names of the manager, director, president, etc.

263. For want of proper marking or original dispatch envelope, any official document can replace those, particularly a polling card, a marriage certificate, a legal and recognized company card, a certificate issued by a relevant authority, etc. (see Article 441).

264. When the beneficiary of a postal order is unknown to the post office employees and is not in possession of a document stating their identity, payment can nevertheless be arranged if the beneficiary is accompanied by two established witnesses, themselves in possession of their certificate, unless the latter two are known to the post office employees.

265. Both witnesses must sign at the back of the postal money order, in front of the payment agent. The certificate and correct addresses of the two witnesses are written down.

266. All these formalities can be avoided if the signed "paid" receipt at the back of the postal money order given by the beneficiary is endorsed with the signature of the Mayor or the police superintendent or, failing that, the signature of a civil servant known to the postmaster and certifying the identity of the beneficiary.

267. Postal money orders sent to non-commissioned officers, corporals and soldiers must be paid by mail orderlies (see Chapter VII, Article 407 and 413 to 417 inclusive).

268. Postal money orders can be paid by a legally drawn up mandate or by private agreement. The document must be kept in the post office.

269. The payment of a postal money order claimed by a third bearer can only be made at the post office stated on the title.

Under no circumstances this third person is asked to sign; the postal order must be paid in advance and the payment takes place only on the production of an authentic certificate in the name of the owner of the postal money order unless the title bears a marking with their name on (see Articles 261 and 262).

270. The beneficiary of a postal money order must, in their handwriting, at the back of the form, state the place and date of the payment and sign under the word "paid."

271. Signatures given by means of markings in order to receive a postal money order are not valid (Article 24 of the rules of the public accountancy, dated 31 May 1862).

272. The ownership of a postal money order cannot be either negotiated or transmitted by endorsement, but it can be transferred by an authentic or judicial act or even by private and registered agreement.

273. A postal money order which was not paid to the addressee can be reimbursed to its sender on the production of the title and, whenever possible, of the initial declaration of deposit. If the depositor is not known to the payment office, they must prove their identity.

274. The reimbursement takes place immediately at the official day's rate, unless, however, the deadlines of payment or validity have passed, or the postal order exceeded five hundred francs (see Article 238).

If the postal money order is irregular, it is proceeded as stated in Articles 256 to 259 mentioned above.

275. Any person presenting more than ten postal money orders at the same time for payment must register them onto a special record.

In the event that they refuse to do so, they are given payment for ten orders only then they place themselves in line behind the persons present, for the remaining money orders to be paid.

The slips are available free of charge to the public in all the post offices which have a permanent service or the main post offices of Indochina.

276. Notices of payment of French postal money orders are not accepted.

277. French postal orders made out by mistake either on a money order card form or on an international postal order form can only be paid to the beneficiaries with the authorization from the head of service and if the Treasurer accepts those titles in his bookkeeping (see Article 125, Annex 1).

SECTION II

Indochinese postal money orders. – Issuance and payment. – Telegraphic money orders. – Money orders for subscription to newspapers. – Collections. – Tunisian money orders and postal vouchers. – International money orders

Indochinese Postal Money Orders

Issuance

278. Indochinese postal money orders are issued and paid by all the main and secondary post offices marked with the label MIC in Appendix 7. They are established on pink forms.

279. As well as the French postal money orders, the Indochinese ones must be carefully filled in by the employees in charge of the postal service. Any irregularity leads to the non-payment of the order until the return of the regularization requested by post to the post office of origin.

280. Indochinese postal money orders are made out in piasters and cents. They must be signed by the postmaster or head of the post office or by the European member of the counter staff.

281. There is no maximum or minimum for the Indochinese postal money orders circulating inside Indochina. Postal money orders for or from the Indochinese post offices in China cannot be issued for an amount exceeding 500 piasters.

282. Postal money orders exceeding 1,000 piasters (Indochina and the territory of Kouang Cho Wan) must bear all the edge numbers. The sum in numbers is then written a second time next to the content of the money order, on the left side.

283. These postal money orders lead to the immediate preparation of an issuance notice sent to the postmaster of the post office of the destination stated on the postal order.

284. The fees applicable to Indochinese postal money orders are the following:

1% up to 200\$

$\frac{3}{4}$ % between 200\$ and 1,000\$

and $\frac{1}{2}$ % above 1,000\$

285. Those fees are calculated on the total amount including any fraction of piaster.

Examples: a 145\$95 order would be charged 1\$46; a 199\$99 order would be charged 2\$.

A 245\$ postal money order would be charged as follows:

| | |
|----------------|---------|
| for 200\$ | 2\$00 |
| for 45\$ x0.75 | 0\$3375 |
| Total | 2\$3375 |

that is to say 2\$34 after rounding up.

A 1,240\$ postal money order would be charged as follows:

| | |
|------------------|-------|
| for 200\$ x 1.00 | 2\$00 |
| for 800\$ x 0.75 | 6\$00 |
| for 240\$ x 0.50 | 1\$20 |
| Total | 9\$20 |

286. When there are thousandth in the calculation of the fees, one must neglect them unless the third number after the decimal point is equal to or higher than 5.

Example: for 2\$3375 the postal agent should collect 2\$34;

On the other hand, for 2\$334 it would be sufficient to collect 2\$33.

287. The sender of an Indochinese postal money order can, when they are depositing the funds or after the deposit, ask to be informed by post of the payment of the order. In this event they will pay an extra fee of 0\$04.

288. Indochinese postal money orders are payable for a period of three months, the deposit day not included; if the time limit has passed, their validity must be confirmed through a date check.

289. Requests for date checks of postal money orders, by post, are made on a 0\$12 stamped sheet. A single stamped sheet is enough no matter the number of out-of-date postal orders.

The date check is performed by the general head office of Post and Telegraph of Indochina.

290. Requests for date check can be submitted by telegraph at the expense of the persons concerned.

291. Any lost, damaged, destroyed, etc. postal money order which was not paid within a time limit of five months starting from the day it was issued, can be replaced by an authorization of payment which will do; the request must be made on a 0\$12 stamped sheet.

292. The sum of any unclaimed postal money order is transferred to the State after a time period of three years.

293. The conditions of regularization of payment and reimbursement of Indochinese postal money orders are the same as those demanded for the payment of the French money orders; inquiries can be made from one post office to another via the post.

294. However, the regularization of Indochinese postal money orders can be requested, free of charge, by telegraph but only on the express demand from the beneficiary who would have an urgent need to enter in possession of their funds.

This regularization by telegraph can be requested only for Indochinese postal money orders issued in Indochina (except the territory of Kouang Cho Wan). Postal money orders coming from post offices of the territory or Indochinese post offices in China, or presented for payment in those establishments, can be regularized only by post.

295. For postal money orders exceeding 1,000 piasters, in the event of a difference between the indications of the amount fully spelled out and in numbers on the title, the payment of the smallest sum can be granted as long as the payment office is holding the issuance notice (see Article 283) and as the indications of that notice agree, at least for the sum to be paid, with one of the amounts written on the postal money order.

296. If the payment of a postal order exceeding 1,000\$ is requested in a post office other than the one indicated on the title, the postmaster will, by post, ask their colleague for the issuance notice.

This request can equally be made by telegraph, at the expense of the beneficiary.

297. Indochinese postal (or telegraphic) money orders sent to illiterate indigenous persons must be paid in the presence of two witnesses possessing their identity information or known to the employees of the payment office.

298. If the addressee of a postal order can only sign in Chinese, Malabar or Cambodian characters, their signature must be certified on the same form by the civilian or military authority of the location even if that person is known to the paymaster or the indigenous staff of the post office.¹

299. When more than ten postal money orders are presented for payment, the postmaster has the right to require their registering on a special record made available free of charge to the public in all the post offices eligible to pay money orders.

Telegraphic Money Orders

Issuance

300. Telegraphic money orders for a destination abroad are not accepted.

¹ To us this formality seems essential to safeguard the responsibility of the employees. We have indeed noticed that some Indochinese postal money orders which got lost or were lost by the real addressees happen to have been stolen or found by some namesakes who cashed in the amount. Well known at the paying post office those fakers acted without difficulty then disappeared.

301. Post offices open to the service of Indochinese telegraphic money orders are those which participate in the service of Indochinese postal money orders.

An exception is made for:

- 1) Indochinese post offices based in China;
- 2) Post offices of the territory of Kouang Cho Wan;
- 3) Post office of Poulo-Condore (Cochin-China).

302. However, post offices of the territory of Kouang Cho Wan can exchange telegraphic money orders between themselves.

303. Telegraphic money orders for Poulo-Condore must bear the mention "Saigon Post."

304. Telegraphic money orders can be issued without a limit of amount for the whole of Indochina, but one must take into account the following exception:

Telegraphic money orders exceeding 200\$, when sent to a village which does not have a branch of the Treasury (payer, collector, manager of funds for loans for the Treasury) (see Appendix 28), require, before they can be issued, that a request for information be sent, free of charge, to the post office of destination by telegraph.

If the post office can pay the total amount, that information is given to the sender. If it cannot, the amount available at the post office of destination is brought to the sender's knowledge.

305. Indochinese telegraphic money orders, on top of the postal fee, are charged the amount of the various telegraphic taxes (see Article 313).

306. Telegraphic money orders are made out by the employees of the postal service, in accordance with the information on the order form filled in by the sender.

307. The name of the addressee cannot be replaced by their initials but can be replaced by a conventional address, as long as that address is registered in the post office of destination.¹

The beneficiary can still be named by a corporate name or a clearly defined occupation. If the addressee is a soldier or a sailor,² the order form completed by the sender states the rank of the military person as well as the corps, regiment, battalion, company or vessel which he belongs to.

¹ The registering of a conventional address is submitted to the acceptance by the chief of service of the name suggested and the payment of a subscription tax of 16\$ per year starting on January 1st; or 8\$ for six months starting on January 1st and July 1st; or 2\$ per month.

² Telegrams addressed to sailors or passengers on board vessels in Quinhon and Tourane harbors implies the fixed collection of the following amounts: 0\$60 for Quinhon and 0\$40 for Tourane.

308. The sender can ask for the transmission or delivery of a telegraphic money order to be made using special conditions. The corresponding circumstantial information¹ is written on the money order and included in the taxed text.

309. The sender can have the payment of a telegraphic money order notified to them by post. In this event, the words: “notice of payment” are written on the money order and included in the taxed text.

Furthermore, a sum of 0\$04 is collected.

310. The sender of a telegraphic money order can also ask for the payment to be notified to them by telegraph. In this case the taxed mention “cable payment” is written on the order.

For this special service, the fee for acknowledgement of receipt of a telegram, that is to say 0\$20, is collected.

311. Telegraphic money orders transmitted by post from the telegraph office of destination must bear the mention “post” and, at the point of origin, be charged a special fee of 0\$10. Upon arrival they are automatically subject to the formality of registration and then sent to their final destination by the fastest postal route.

312. All telegraphic orders contain the following taxed text:

Circumstantial information (if necessary); they come before the name of the sender.

Name of the sender (followed by their address or position);

For M. (Mr., Mrs. or Miss);

In n° street (address of the beneficiary; if their place of residence is not equipped with a telegraph office dealing with money orders, it is followed by the name of the telegraph office where the telegram arrives.

The sum to be sent must be written fully spelled out, in the fine line; numbers are separated so as to make the transmission safer.

Example: three hundred forty-three piasters = 5 words.

In the amount written in numbers, the piasters are separated from the cents by a comma.

313. All the words subject to the fee are those included in the part surrounded by a fine line, taking into account the following modifications:

¹ Circumstantial pieces of information are mentions inscribed before the address on the telegram for the delivery or special conditions about transmission of dispatches. The main ones are:

PC. — Accusé de reception
(Acknowledgement of receipt)

PGR. — Poste restante recommandée
(General Delivery Registered)

TC. — Collationnement
(Collation / to be repeated)

MP. — Remettre en mains propres
(Deliver in person / Addressee only)

XP. — Exprès payé
(Express paid)

RO. — Remettre ouvert
(Deliver Open)

FS. — Faire suivre
(Telegram to follow addressee)

RP. — Réponse payée
(Reply Prepaid)

PR. — Poste recommandée
(Delivery by registered post)

TR. — Télégraphe restant
(Remaining Telegraph)

PG. — Poste restante
(General Delivery)

1) the words underlined in the example below are neither counted nor transmitted. They are crossed out by hand;

2) the letter M is crossed out when the addressee is a Mister. The indication is written in full for a “Madame” or a “Miss;”

3) the words in n° street are deleted when they are not essential for the clarity of the address, as it could be either “Hanoi, 44, Paul-Bert” or “Hanoi, 25, Bac-Ninh Street” to avoid the confusion.

MANDATS
ADMINISTRATION DES POSTES & DES TÉLÉGRAPHES DE L'INDO-CHINE

BUREAU DE *HANOI* SERVICE DE *TONKIN*
Mandat n° *128.903* Destination *Langson*

| | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|
| POSTE | | | | | | | | | | |
| 1 | | | | | | | | | | |
| M. <i>Guidon</i> | | | | | | | | | | |
| 2 | | | | | | | | | | |
| Verse <i>Trois cent quarante-trois piastres vingt-cinq cents</i> | | | | | | | | | | |
| 3 4 5 6 7 8 9 10 11 | | | | | | | | | | |
| pour M. <i>Louis Paul Bernonville</i> | | | | | | | | | | |
| 12 13 14 15 | | | | | | | | | | |
| à <i>Kylua</i> | | | | | | | | | | |
| 16 | | | | | | | | | | |
| N° rue <i>Langson</i> | | | | | | | | | | |
| 17 | | | | | | | | | | |
| Montant en chiffres | | | | | | | | | | |
| 343,25 | | | | | | | | | | |
| 18-19 | | | | | | | | | | |

A *HANOI* Timbre à date

Le 2 octobre mil neuf cent trois
P. Signature du Chef de bureau,
Signé : *MARIUS*,

314. The sum to be paid for sending a telegraphic money order is made up of:

- 1) the amount of the order (including the postal tax);
- 2) the normal telegraphic tax concerned with the text of the order;
- 3) incidental expenses relating to possible information (Article 308) and to the notification of the payment (Articles 309 and 310).

315. The total tax for the telegraphic money order provided as example in Article 313, would then be:

| | |
|------------------------------|---------|
| amount to be sent | 343\$25 |
| postal tax (see Article 284) | 3\$07 |
| telegraphic tax (19 words) | 0\$38 |
| post (see Article 311) | 0\$10 |
| Total | 346\$80 |

316. Specific instructions can be added to a telegraphic money order. They are taxed like a separate telegram and the amount is added to the various expenses of the dispatching.

And so, to send the above-mentioned telegraphic money order, the telegraph tax would be 1\$38 if a specific communication of 50 words was added to the transaction in question.

317. When a telegram order contains a specific communication sent to the beneficiary, this communication is fully copied on a blue form, for arriving telegrams, which is appended to the money order. The whole lot is handed to the addressee in exchange of a receipt.

318. Telegram with money orders are delivered under the same conditions as normal telegrams. However, they can only be handed to addressees themselves or to their proxy, in exchange of a receipt.

Payment

319. Telegraphic orders are payable within ten days upon presentation of the documents listed in Article 411. At the end of this stated period, their validity is subject to a date check to be submitted on a 0\$12 stamped sheet.

320. Date checks for telegraphic orders delivered and out of date, in the hands of the addressee, are given by the section head within a period of three months following the issuing date. After three months the postal or telegraphic date check must be requested to the general management of Post and Telegraph of Indochina.

321. Telegraphic money orders, following their date check, become, just like postal money orders, valid for three months, the date of the check not included. The time limit for the prescription is three months, just like for the postal money orders.

322. Telegraphic money orders which have not been delivered after a deadline of ten days are directly returned, as insured articles free of charge, to the post office of origin so the sender can be reimbursed within the same time limit as for a postal money order (three months) without having to ask for a date check.

This time limit starts three months after the deadline.

323. Upon request of the sender, by telegraph, any out-of-date telegraphic money order can be paid to the beneficiary in any post office open to this type of service, within the same time limit as an ordinary postal money order. The transmission of a money order by post is done with a special form and handled free of charge as an insured article.

324. The corrections on an address of a telegraphic money order can only be accepted as long as the real addressee has not changed (name misspelled; mix-up in the name or type of establishment linked to the correct full address; company name written on the order and represented by the successor or the proxy, or the delegate of the aforementioned company; assumed name).

Those requests are always made by telegram with Reply Paid, exchanged between the postmasters concerned and taxed to the beneficiaries. Dispatches sent directly by the addressees to the postmasters are regarded as null and void.

325. Telegraphic money orders which are not out-of-date and sent “General Delivery (In French, *Poste-restante*),” “télégraphe restant” or pending for whatever reason, can be forwarded by post upon the request of the beneficiaries to another post office open to servicing money orders.

The request must be made by telegram as stated in Article 324 § 2 above or on a 0\$12 stamped sheet. It is attached to the title described on a special form and the lot is transmitted, free of charge as an insured article, to the new payment office.

326. As long as a telegraphic money order has not been paid to the addressee, it can be cancelled by the sender.

327. If the money order is noted on the stub of the register of issued orders, the amount of the fee is paid to the Treasury.

If the money order is noted in the registry book of telegrams, the telegraphic tax and the extra expense (express, post, payment notice, etc.) are reimbursed after deducting a minimum levy of 0\$10.

The reimbursement of a telegraphic order is done in exchange of its original sender's declaration of deposit of funds on the back of which they state "Paid."

For the reimbursement of extra expenses and telegraphic tax (less 0\$10) the sender places their signature on the monthly state of reimbursements.

328. If a telegraphic order has mistakenly been accepted for a post office not open to the service of money matters in Indochina, the totality of the sums collected is reimbursed to the sender who indicates that they receive it at the back of the order issued for the amount as well as the fees; and on a special statement for the telegraphic tax.

Debt Collection

329. All the permanent and main post offices are authorized to carry out debt collection inside Indochina (see Appendix 7).

330. The invoices accepted for collection by the post office are bills, bill receipts, tickets, drafts and generally all non-contestable commercial documents.

Public expenditure orders, insurance policies and lottery tickets cannot be collected by the post office.

331. The number of invoices one can insert in a same envelope is unrestricted.

However, each invoice cannot exceed 500 piasters. Moreover, the post office responsible for collecting the money must be the same for all the documents even if there are several debtors.

332. In order to be collected, each invoice must:

1) bear, written in full, the indication in piasters and in cents of the sum to be collected, except for bill receipts and bills on which the sum can be expressed in numbers.

2) not exceed the maximum amount of 500 piasters;

3) show the exact address of the debtor;

4) be due;

5) not contain any note or indication which could be construed as correspondence;

Moreover, promissory or bearer notes must be stamped in conformity with the indications stated in Article 118.

This stamp duty is represented by the stamped sheet on which the note is written or by a removable stamp with an equal value, if the procedure is done on a loose piece of paper. Receipts, bill receipts and bills which are due are not subject to the stamp duty.

333. Invoices are payable at sight or at fixed due dates.

334. Invoices are noted one by one on the itemized slip and for each item the amount must be written; the total for the whole slip is calculated by the sender.

335. The invoices to recover, together with the descriptive slip, are inserted in a special envelope bearing a 0.25-franc stamp.

That envelope is then handed to the counter of a post office to be registered.

A receipt for it is issued.

336. Upon arrival at the destination post office, the invoices payable upon delivery are directly presented to the debtors by European, Indian or indigenous postmen; in the town where this type of service doesn't exist, the payment must be made at the post office by the persons concerned or their proxy who will have been duly informed by special notice.

337. The invoices payable on fixed due dates are presented only on the day of the due date. In the event that that date falls on a Sunday or a public holiday¹ the invoice is presented the day before; if the public holiday falls on a Monday, the invoice is presented two days beforehand; and if, finally, one of the public holiday falls on a Saturday, the invoice payable on the following Sunday is presented on Friday.

338. When an invoice payable on a fixed due date arrives at a post office after that fixed date, it is nevertheless presented to the addressee in the same conditions as the invoices payable upon delivery.

339. In towns where there is a delivery service, the invoices are delivered to the addressee's home. If on the first visit by the postman the debtor is absent, the postman leaves a notice in a sealed envelope informing this person that a payable bill will be presented to them the following day. If on the second presentation the person is still absent, the invoice remains pending at the post office and kept at the disposition of the person concerned for twenty-four hours.

340. Postmen have access to barracks and other military premises to complete the collection of invoices entrusted to the post office.

341. In towns with a main post office where there is no delivery service, the debtors are informed that invoices are at their disposal at the post office during the time limit mentioned above.

342. Invoices intended for persons living outside a town with a main post office are kept pending during the time estimated necessary for that notice to reach the addressee and for the latter to be able to reply.

343. As soon as the amounts due have been collected, the postmaster sends the sender, by way of an Indochinese postal money order, the amount of the collection minus:

- 1) the postal tax calculated as stated in Article 284;
- 2) a discount of 0\$02 per 4\$ or fraction of 4 piasters without the amount of this discount exceeding 0\$10.²

In the event of one or several invoices being returned unpaid to the sender, it would be possible, on top of the taxes mentioned above, to collect a tax of 0\$04 per unpaid invoice.

Example: One slip can list 4 invoices:

- 1) one 40\$ paid invoice
 - 2) one 20\$ unpaid invoice
 - 3) one 80\$ paid invoice
 - 4) one 120\$ unpaid invoice
- Total: 260\$ to be collected.

Two invoices out of four have been collected, each of the other two owes 0\$04 x 2 = 0\$08.

The calculation of fees for this slip would be done as follows:

| | | |
|---------|------------------|---------|
| 40\$ - | 0\$10 discount = | 39\$90 |
| 80\$ - | 0\$10 discount = | 79\$90 |
| Total = | | 119\$80 |

with 0\$08 to be deducted for non-collected invoices

¹ The public holidays are January 1, Easter Monday, Ascension Day, July 14, The Assumption, Pentecost Monday, All Saints Day and Christmas.

² In post offices equipped with a delivery service, this sum is shared equally between the postmaster and the postman who collected it.

The postmaster and the postman are entitled to these sums even if the payment was made at the post office.

there remains 119\$72
to be converted into a money order once the charges have been deducted,
that is: $119\$72 - 1\$20 = 118\$52$

The tax to be paid on the two non-collected invoices is represented by one or several postage due stamps affixed on the slip itself and postmarked by the post office sending the postal money order.

344. In the event that no invoice has been collected, it would be possible to collect from the sender 0\$04 as many times as there would be non-collected bills.

Example: an envelope contains four non-collected invoices. The postmaster of the receiving office after indicating by means of a note pinned to the invoices themselves the reason why there was no collection, fills in a slip then, on the envelope containing the forms returned to the sender, indicates the amount to be collected from the latter, in the allocated space. Upon arrival, the post office affixes the postage due stamps representing the sum to be paid by the sender, on the envelope.

345. Promissory notes or bearer bills are not presented to be paid and they are returned free of charge to the senders if they are marred by one of the following irregularities: stamp missing, insufficient postage, postmark missing or irregular postmarking of the stamps.¹

Notations written on the bills and concerning the indication of the discount, the listing of previous bills, the date, the place or conditions of payment, or the way the goods were sent do not constitute cause of irregularity.

Illicit notes written on the sending slip are not taken into account.

346. Envelopes containing invoices to be paid, or already paid, are sent:

- 1) at the office of origin, registered at the reduced rate of 0.25 franc;²
- 2) from the office of destination, as insured items free of charge.

Newspaper Subscriptions

347. Subscriptions to French newspapers, selections or periodicals published in France, Corsica and Algeria are accepted, in all the post offices of the colony open to the service of French postal money orders, for the payment of the total amount of the subscription. The sender, moreover, pays:

- 1) the exchange rate surcharge (calculated on the principal);
- 2) the normal postal tax;
- 3) the fixed commission fee of 10 centimes.

The total amount is converted and paid at the day's official rate. The postmaster rounds the sum up to the nearest cent every time there is a 5 or a figure higher than 5 in the thousandths.

348. For subscriptions to Indochinese newspapers the extra tax to be collected is, besides the amount of the postal order of the subscription and the proportional right, a 0\$04 surcharge.

349. This 0\$04 surcharge (0.10 fr) represents the franking of the envelope containing the postal order, as if it were a postcard.

¹ The adhesive fiscal stamps stuck on their bill by the traders or merchants can be cancelled with a signature written in black ink and bearing the name of the signatory of the bill or the company name and the date of cancellation.

² The loss by the postal service of an envelope containing values to be recovered implies, except in case of force majeure, the payment of an allowance of 25 francs.

350. Indochinese newspapers for which subscriptions can be accepted are listed in a special register which every post office holds. When one of those newspapers does not appear in the above-mentioned register, the subscriptions are all the same accepted at the sender's risk. The 0\$04 commission is collected in all the cases.

351. Postal money orders for subscriptions to newspapers sent to countries other than France are made out like ordinary money orders. The fixed commission fee is not collected but the form is handed to the sender.

352. Postal money orders for subscriptions are directly sent by the Administration to the editorial office of the newspaper concerned, except in the case mentioned in the previous article.

Tunisian Money Orders and Postal Vouchers

353. Postal money orders made out in Tunisia on green forms are payable, in Indochina, to military and civilians under the same conditions as the French postal money orders.

The time limits and expiry dates are the same as those for the French postal money orders, that is to say, nine months and three years.

354. Postal vouchers issued in France, in Algeria, in Corsica and in some French post offices based abroad are payable in the colonies only to soldiers and sailors or similar categories of personnel.

Postal vouchers are not issued in Indochina.

355. Individuals to whom postal vouchers are sent must submit them to a post office which will pass them on to the central Administration, in Paris, to be converted into French postal money orders, after deduction of the legal fees (Article 245).

356. Postal vouchers are payable during the three months following the date of issue; once the time limit has passed, they pay, for each overdue quarter, a tax called the renewal tax, equal to the original tax of 5 or 10 centimes, depending on the amount of the voucher.

Example: a 10 francs postal voucher issued on January 1, 1902 presented to be cashed in on April 15, would be applied a surcharge of 0.10 franc which would be deducted from the amount of the voucher; consequently, the beneficiary would get 9.90 francs only.

357. Postal vouchers are valid for one year only.

Example: a voucher of 10 francs issued on December 30, 1901 would be valid until December 31, 1902, inclusive.

If it is presented to be cashed in on January 1, 1903, it would have no value anymore and its amount would be paid to the State.

International Money Orders

358. Indochina's post and telegraph offices, those of the territory of Kouang Cho Wan and the Indochinese post offices in China do not participate in servicing international money orders.

359. Some foreign post offices, however, mistakenly issue money orders for Indochina, while some originally addressed to military personnel in Algeria or Tunisia are forwarded by mistake to Indochina. These items cannot be paid to the beneficiaries.

360. There are two categories of international money orders: money orders on cards, circulating in the open like a letter, and money orders sent with an issuance notice.

361. When an international money order is presented for payment, the beneficiary is informed that they cannot cash in the amount immediately but that the Administration of Indochina's post and telegraph is responsible for sending the form to France for it to be converted into an ordinary French postal money order. In this case, a waiting period of about three months is necessary to carry out the operation.

If the beneficiary agrees to part with their money order, a receipt is given and the form is forwarded to the head of service with all the useful information.

362. If it is an international money order card, the title is purely and simply attached to a claim form for monetary articles, and the lot is sent to the head of service for him to follow up on it.

363. If it is an international money order with an issuance notice, the order must be sent to the head of service together with the issuance notice. If that document has not reached the post office stated on the form, the postmaster must mention it on the claim form.

364. French postal money orders coming from converting international money orders are payable in the post offices of Indochina listed on Appendix 7 with the mark (MM) under the same conditions as ordinary postal money orders.

CHAPTER VI

Insured items of all kinds. - Departure and arrival. - Interior and international services.

365. In the current postal service, insured items (in French, *Chargements*) consist of registered letters and objects as well as boxes or letters with a declared value.

However, practically speaking, they are divided into three distinct categories:

- 1) Letters and boxes with a declared value, as well as insured items sent free of charge;
- 2) Registered letters, lettercards, and postcards;
- 3) Ordinary objects stamped at a reduced rate and registered.

Letters with a Declared Value

366. Letters with a declared value can contain bank notes, checks, bonds, dividend vouchers or vouchers with outstanding interest payable to bearer. When a title with vouchers attached is sent in a letter with a declared value, only the amount of the vouchers with outstanding interest payable to bearer is declared regardless of the principal of the title unless this title has been drawn and therefore is reimbursable at an open counter.

367. Letters containing declared values must be inserted in strong enough envelopes, sealed with wax stamps of the same color with imprints.¹

368. Considering the effect of heat on easily melting wax, it is in the interest of the senders to place a sheet of cigarette paper on the wax stamps in order to prevent the wax sticking to the other envelopes.

369. The part of the seal bearing the imprint must cover the paper edges. There must be at least two seals; there can be up to five seals, even more if necessary.

The seals placed on the upper and lower folds of the envelopes must be stuck in such a way that it is impossible to extract part of the contents without breaking at least one seal.²

370. Addresses written in pencil or showing only initials are not accepted.

¹ The imprint of the wax seals, besides the mark specific to the sender, comprises the string and extreme edge. The imprints obtained by means of a thimble, a ring, etc., are not accepted.

² The wax seals must be placed the closest possible to the lower and upper edges of the envelope so that one cannot, with a little piece of wood with glue on, extract one or several of the valuables inside the envelope.

371. Postage stamps affixed on letters with a declared value must be placed with a space between them¹ and not be folded over the edge of the envelope.²

Interior service: When an insured letter is presented by the sender, franked with postage stamps which are too close together, a correction must be demanded. If the sender refuses, the letter is accepted but the post employee writes the mention "Refusal to correct" next to the stamps.

International service: spacing between stamps is also compulsory. However, if the sender does not consent to the correction of the mistake, the object is nevertheless accepted but the sender is then informed that the postal service declines all responsibility in case the post office of destination refuses to accept the object.

A notation is written in the register.

372. Envelopes with colored edges are not accepted for inserting declared values for the same reasons as those stated in note (2) below.

373. The maximum amount for declaration for letters with a declared value is 10,000 francs, except for England and some British colonies (see Table B in the pink pages).

The effective tax is:

1) the tax for an ordinary letter depending on its weight and destination;

2) a fixed registration fee of 0.25 franc;

3) a fee of 0.10 franc for a declared amount of 500 francs or fraction of 500 francs for letters with a declared value coming from Indochina and going to a post office inside the country.

For the other countries, this fee varying according to the destination (see Table B, pink pages) is applied for each 300 francs or fraction of 300 francs of the declared value.

374. The amount of the declared value is written in full, in francs and centimes for an interior destination. For the other countries of the Universal Postal Union, that value, moreover, must be expressed in numbers (see Appendix 9).

Boxes with a Declared Value

375. Valuable items in boxes with a declared value accepted for transmission by post are jewels or small size precious artifacts.³

It is forbidden, and offenders can be prosecuted (Article 483), to insert letters or notes or coins in these boxes.

376. For interior service mail, in Indochina, there is no maximum weight. For all the other countries the maximum weight is 1 kilogram.

377. Boxes must be made of good quality wood and be at least 8 millimeters thick.

Metal boxes are also accepted.

The maximum measurements are 0.30m long and 0.10m on the other faces.

378. Boxes with a declared value must be tied up with a string and sealed with thin wax seals, with imprints, affixed on the four lateral sides; the knot of the string is placed underneath one of the seals (Appendix 10).

¹ This measure aims at avoiding any damage done to the envelope, which can very easily be done if one hides it with a few stamps stuck next to one another.

² Same remark as above.

³ Gold or silver artifacts made with poor fineness (local jewels generally) cannot be imported to France. Those which, nevertheless, reached France in boxes with a declared value would be destroyed or returned to the senders by the French service of guarantee.

379. They must, moreover, be covered on the side of the fastening and the opposite side with white sheets of paper covering the whole surface and positioned under the crosses formed by the string.

On the upper side of the box the sender writes the amount of the declared value,¹ the name, occupation and address of the addressee.

The opposite side is used for the stamps and the service information.

380. The rate applied for boxes with a declared value for Indochina is as follows:

- 1) Fixed fee of 0.25 franc;
- 2) Proportional fee of 0.10 franc per 500 francs or fraction of 500 francs of declared value;
- 3) Ordinary postage at the same rate as samples, that is to say 0.05 franc per 50 grams.

Example: A 1.3-kilogram box with a declared value being sent from Hanoi to Phnom Penh (declared value: 8,500 francs) would be charged,

| | |
|---------------------|-------------|
| 1) Ordinary postage | 1.30 franc |
| 2) Fixed fee | 0.25 franc |
| 3) Proportional fee | 1.70 franc |
| Total | 3.25 francs |

381. The franking of boxes with a declared value sent abroad consists of:

- 1) a fixed fee;
- 2) a proportional fee per declared 300 francs, and both varying depending on the country of destination (see Table B, pink pages)

Example: a 1-kilogram box with a declared value of 3,000 francs for Brussels would have a postage of:

| | |
|---------------------|-------------|
| 1) Fixed fee | 2.50 francs |
| 2) Proportional fee | 2.50 francs |
| Total | 5.00 francs |

382. Each box with a declared value sent abroad comes with customs declarations, the number of which is indicated opposite the name of the country concerned, in Table B (pink sheets) (see also Appendix 11).

383. Losing an item with a declared value sent in a box or inside a letter gives the right for, except in case of force majeure, reimbursement of the total amount of the declaration which cannot exceed 10,000 francs per dispatch.

The administration is not liable to pay any compensation in the event of the loss or damage resulting from the breakage of a box with a declared value when its sides are less than 0.008 meter thick.

Insured Items sent Free of Charge

384. Insured items sent free of charge regard the sending of letters, parcels or boxes² allowed to circulate by post free of charge and subject, at the post office of origin, upon a written request signed by the sender, to the formalities of tracking.

The post office issues as many receipts as there are objects to be sent.³

¹ The same as for letters with a declared value.

² Those parcels benefiting from postal franchise must be made so that people can handle them easily along the way. Parcels containing medicines must be accepted only in emergency cases. Those which contain serum, vaccines or surgical instruments can be accepted.

³ Unless the sender has not used the special slips for depositing insured or registered items in large numbers.

385. All insured items sent free of charge must be sealed by means of several thin wax seals of the same color and with imprint.

386. Insured items sent free of charge can contain nominative or bearer values as long as they are inserted in sealed envelopes and exchanged between the Directorate of the Registered Debt and the coffers of the Public Treasury at the Ministry of Finance on the one hand, and the Paymasters General on the other; between the General Directorate of sinking funds and deposits and consignments and the Paymasters General or private Receivers of finances.

The maximum weight for this type of insured items is 2 kilograms; they must bear the words “nominative values” or “to bearer” on the address.

For all the other insured items sent free of charge, the maximum weight is the one stated in Article 505.

387. It is forbidden to insert objects made of gold or silver, jewels or precious artifacts, bonds, vouchers, outstanding interest or dividend coupons or coupons payable to bearer in insured items sent free of charge.¹

However, the amounts of money exchanged between the Postmasters of Post and Telegraph and the managers of post offices or with the Head of Service, are subject to the formality of insured items sent free of charge.

388. Insured items sent free of charge by individuals to civil servants who enjoy a limited or unlimited free postal service, are liable to the fixed fee for registered post and in some cases to the proportional fee for declared value.

Example: a 78-gram letter with a declared value of 425 francs sent by an individual residing in Langson to the Governor General, in Hanoi, would only be paying:

1) a fixed fee of 0.25 fr

2) the proportional fee of 0.10 fr

Total 0.35 fr or 0\$14

Without taking into account the weight of the letter.

389. The State is not subject to any responsibility in the event of the loss of an insured item sent free of charge.

Registered Ordinary Letters, Lettercards, Postcards

390. Registered ordinary letters and lettercards can contain all or some of the objects accepted for circulation, inside letters with a declared value; but, in the event of a loss, the granted compensation, except in a case of force majeure, is only 25 francs for the interior service and 50 francs for the international service, except for relations with Brazil, Ecuador, Guatemala, the Republic of Argentina, the Republic of Orange, Paraguay, Peru, the United States of America, South Australia, Western Australia, Canada, the Cape of Good Hope, Kwazulu-Natal and Tasmania.

The loss of registered postcards gives right to the same compensation.

391. Registered ordinary letters and lettercards from and to Indochina or being sent abroad, on top of the normal postage depending on their weight, are charged a fixed fee of 0.25 franc.

Registered postcards, the postage of which cannot be less than 0.10 franc, are also charged a fixed fee of 0.25 franc.

392. Registered letters are accepted without being sealed with a wax seal.

¹ Taxmen, paymasters, etc. are used to presenting boxes containing money; those types of dispatches must be strictly rejected.

Registered Objects sent at a Reduced Rate

393. All items sent at a reduced rate (Article 43) can be registered.

394. Apart from the postage they are charged depending on their category, those objects are charged an extra fee of 0.10 franc for those coming from and going to Indochina, and 0.25 franc for those sent abroad.

395. In the event of the loss of an object sent at a reduced rate, the granted compensation is 10 francs for those circulating inside Indochina and 50 francs for those sent abroad, except in relations with Brazil, Ecuador, Guatemala, the Republic of Argentina, the Republic of Orange, Paraguay, Peru, the United States of America, South Australia, Western Australia, Canada, the Cape of Good Hope, Kwazulu-Natal and Tasmania.

396. The Administration is not subject to any payment of compensation for any deterioration or damage caused to registered objects.

Acknowledgement of receipt

397. Any sender of a consignment can, either at the time of submission or after submission, with proof of their identity or in producing a sending note, ask for a postal receipt for a fee 0.10 franc payable by the addressee upon their receipt of the consignment.

Handing in Insured Items. - Arrival

398. All insured items, boxes and letters with a declared value are accepted in post offices in Indochina, the territory of Kouang Cho Wan and the Indochinese post offices in China, listed in Appendix 7 with the note (VD). The other post offices accept registered objects only; they appear in Appendix 7 with the note (R)

Post offices give as many receipts as there are objects sent.¹

399. The name and address of the sender are listed on the register. However, the sender may indicate an assumed name, some initials, letters or numbers to replace their name; but, in this case, if the object which they are sending cannot be delivered to the addressee, it is discarded as undeliverable, since the sender is unknown.

400. Registered or insured letters, as well as boxes with a declared value, must be submitted by senders in closed and sealed packaging.

Postal regulations strictly forbid post office agents or sub-agents to take part in the sealing for whatever reason.

401. When a sender asks for a declaration certifying the handing in and the delivery of insured items sent by them, an answer cannot be given straight away. The sender has to send a request on a stamped sheet of paper to the Administration, attach to it the handing in form of the insured items they want to be informed about and, in the event that they cannot attach that form, they must have their signature notarized (see also Article 464).

402. Upon arrival, insured items of any sort are immediately delivered to the home of the addressee, if a delivery service is organized or they are kept at the post office for general delivery, according to the information of the subscription or the orders which the post office received.

403. The general rules of the delivery service of ordinary, insured, and registered objects are stated in Articles 126 to 151.

¹ Except for insured items deposited in large numbers and registered on a special slip. In this case only one collective receipt is issued.

CHAPTER VII

Service of Civilian or Military Orderlies

Note. The service of orderlies, which is very important, would require us to give details out of proportion in the context of this small guide, if we were to describe that service thoroughly. We will restrict ourselves, therefore, to quote the most notable points of this branch of the postal organization leaving aside the details which could be tedious to the reader.

404. Mail orderlies (in French, *Vaguemestres*) fall into three categories: military, navy and civilian orderlies.

1° Military orderlies

405. The military orderlies must be provided with a commission issued by the governing body of the corps or, in the detachments, by the officer or non-commissioned officer in charge. This commission is established in two copies, with one of them handed to the postmaster of the town who keeps it until the day the mail orderly leaves his post.

406. The military orderlies whose service is ruled by the decree of October 20, 1892, which deals with the rules of the internal service of the infantry troops, are selected by the military authorities without interference from the Administration.

407. They keep a register where they record the sums and insured letters to be collected or to receive from the post and telegraph offices (postal money orders, insured items, etc.). This numbered register is signed by the major who has to review it every Monday, and more often if necessary. It is also verified every month by the administrative service.¹

Postmasters and Directors of post offices must also carefully check the records of the mail orderlies.

408. Items of correspondence of all kinds, taxed or registered, even general delivery, sent to non-commissioned officers, corporals and soldiers in the Army and Navy, in active duty, are handed to the mail orderlies concerned (see Article 136).

The same goes for correspondence sent to soldiers receiving treatment in hospitals, in ambulances or retained or employed in military establishments, prisons, etc.

409. Officers of all ranks, soldiers on leave or traveling on their own, officers and civil servants of administrative services, officers of the medical corps and military or navy employees who are not attached either to a corps or an establishment, can receive their mail individually either at the post office or at home when they present a piece of paper stating their occupation and identity.

410. Mail orderlies collect the letters, the parcels, the money and the items sent to the governing body, the non-commissioned officers, the corporals and the soldiers; they are responsible for these items.

They sell postage stamps and are entitled to the whole discount (see Article 111).

411. The charged articles are recorded in the mail orderly's register. The delivery is made to the concerned persons, in the presence of the mail orderly and a sergeant who sign with them. If the soldiers do not know how to sign, the delivery of the items is certified on the register by an officer and a sergeant.

412. Charged articles sent to soldiers receiving treatment in hospitals must be delivered to the concerned persons themselves without exception.

413. Postal money orders are presented for payment every day or on fixed days, chosen in advance after an agreement made between the military authority and the postmaster.

¹ In the detachments, the Head of post fulfills this formality.

414. When more than ten postal money orders are presented for payment, the mail orderly must fill out a payment slip.

At the back of each postal money order, he must write the roll number of the beneficiary then the date of the payment and, underneath, settle the money order by placing his signature, his occupation followed by the name of his regiment or service.

Example: The mail orderly of the 10th colonial troops;
The mail orderly of the 1st Tonkinese troops;
The mail orderly of the military telegraphy;
The mail orderly of the 1st artillery regiment, etc.

All the postal orders must be recorded in the mail orderly's register.¹

415. The amount of the paid postal money orders can only be delivered to the persons concerned in the presence of the sergeant on duty that week. The mail orderly, moreover, must, by checking the envelope and the individual's record, make sure that the soldier who presents himself is the real beneficiary.

416. Any mistake in the name of corps which the beneficiary belongs to must be corrected on the postal order itself through the certification of the major bearing the stamp of the governing body. The same goes for the event of a payment to a soldier on detachment in a regiment or when the given names are incorrectly written on the title, etc.

417. Telegraphic money orders are payable without delay to the persons concerned, through the intermediary of the mail orderlies and in accordance with the information stated above in the case of payments of postal money orders.

Navy Mail Orderlies

418. The navy mail orderlies are appointed by the captain of the vessel, during a board meeting, and chosen, as much as possible, among the navy officers.

419. In the same way as the military mail orderlies, their colleagues of the navy are expected to hold a commission which is given to them by the captain in a simple dispatch, unless one of them has been appointed to stay in a harbor and placed at the disposal of the maritime services; in this case, this commission is established in a double dispatch with one of the two delivered at the post office of the town.

420. The navy mail orderlies also hold a special register for keeping a record of all the postal operations made on behalf of the crew.

Civilian Mail Orderlies

421. The service of civilian mail orderlies is regulated by a circular dated August 15, 1855 and issued by the General Manager of the Postal Service (France).

422. Hospitals, care homes, prisons, public administrations, religious establishments, etc. are allowed to nominate a person to serve as an intermediary between them and the postal employees; that person is responsible for their actions.

¹ The mail orderlies must, moreover, establish a statement, every day, signed by the postmaster of Post and Telegraph listing the different sums of money as well as the insured letters which they received for the non-commissioned officers, the corporals and the soldiers of their corps. If the mail orderlies did not receive any money item, they give the military authority which they come under a negative statement signed by the postmaster of Post and Telegraph. That statement must be added to the daily report.

423. Just like the military and navy mail orderlies, the civilian mail orderlies hold a special register and must be provided with a commission established in a double dispatch, one of which is delivered to the postmaster of the town.

424. Objects of all nature entrusted with the civilian mail orderlies must immediately be delivered to the addressees, but if this not possible, the mail orderly cannot keep them for more than three days. Past the deadline they must be returned to the postmaster.

425. The general rules which govern the service of military and navy mail orderlies are applicable to civilian mail orderlies.

Common Measures for all Mail Orderlies

426. Letters forwarded by the mail orderlies must, in a very visible way, either on the letters themselves or on a slip stuck on the upper part of the letter, bear the new address. The old address must be carefully crossed out in order to avoid confusion.

427. The use of slips mentioned in the previous article is important because it helps to avoid writing on the letters themselves the instructions necessary to ensure proper delivery, as some of them are often incomprehensible due to the letters being forwarded multiple times and the more or less clear way that information is written.

428. Letters opened by mistake by reason of homonymy must, on the back, bear the following notice signed by the mail orderly: "opened by mistake by (rank of the person) and not for him. Contains (or does not contain) a postal money order." Those letters are then given back to the postmaster so that they can be sealed again.

429. The tax of items which have been brought back by the mail orderlies is reimbursed to them after the reason for non-delivery has been written at the back of those letters or parcels. All items not delivered in a time limit of eight days (except for the exception stated in Article 432) must be returned to the post office.

430. Letters to unknown addressees can only be taken back by the post employees after the treasurer of the corps or regiment has observed that those letters have been presented to him and that they have been compared with the roll number in the register. In detachments, the officer or the non-commissioned officer in charge replaces the treasurer.

431. Subject to the dispositions of Article 156 § 2, letters addressed to soldiers, corporals and non-commission officers who died outside a hospital are sent by the mail orderlies to the head of the governing body of the regiment which the deceased soldier belonged to, or to the head of service, as the case may be.

As for officers who died outside a hospital or an ambulance, their correspondence is sent to the head of the administrative service or to the chief administrator of inspections. For soldiers of any rank who died in a hospital or an ambulance the letters are also sent through the administrators of the hospitals or through their representatives either to the President of the governing body or to the head of service if the letters are sent to enlisted men; Otherwise, they are sent to the administrator of inspections or the head of the administrative service.

432. Letters for deceased soldiers are kept by the governing body, the administrator of inspections or the head of the administrative service, depending on the situation, until enough time has passed since the official notification of death to the family for the authorities to be absolutely certain that the family has been informed.

Those letters are then taken back to the postal service, with, on the back, the mention "family has been informed of the death," to be returned to the senders or discarded.

433. The same process is carried out for the insured items and parcels of deceased soldiers, the slight difference is that the postal employees must cross them out on the mail orderly's register.

434. The mention “family has been informed of the death” must be signed by the treasurer of the regiment or by a member of the governing body, by the head of administrative services or his representative or finally by anyone being in a position to certify that the family of the deceased has been informed of the death at the time the correspondence is handed back to the post office.

435. Mail orderlies shall not sign that type of mention.

436. The rules about deceased soldiers stated above apply fully to the civil servants and civilian employees of Indochina.

However, the letters of that category which could not be delivered in accordance with the dispositions of Article 150 must be handed in by the mail orderlies to the postal employees who then send them, as insured items free of postage, to the administrator of inspections or to the head of the administrative service.

Military Mail

437. Letters sent free of postage¹ by soldiers of any rank or similar ranks, belonging to the expeditionary forces of Annam-Tonkin² and Cambodia, must be handed in by the mail orderlies to the counter of the post office.

Military mail found in letter boxes at post offices, in town or on boats, railway stations or postal rail cars are regarded as having no postage and are therefore taxed double the amount of the missing postage.

438. The military franchise has been cancelled inside Indochina, except for letters coming from towns in Tonkin which are not equipped with a post office, as it was stipulated in Article 22.

439. As military mail sent postage free can only be carried by ships from the Messageries Maritimes or by vessels of the State, only letters with postage can be sent via English or German vessels. Therefore, soldiers have the right to send mail via these two ways as long as they have a partial postage.

440. People are especially advised not to send to countries of the Universal Postal Union ordinary letters sealed with a wax stamp. This kind of seal often being the cause of errors and wrong directions.

In the heat, the wax melts and sticks to the other letters which then arrive open, torn or in such a state that sometimes the address is illegible.

It is advisable to place a simple notice above the letter boxes in the regiment quarters, in the establishments or on board the vessels of the state, in order to avoid a habit so common with the soldiers as well as with the civilians to stick wax stamps at the back of ordinary letters.

This type of closure is only required for letters and packages with a declared value.

Chapter VIII

Proof of identity (European and indigenous). Authorizations for collection of letters and change of address. Claims of undelivered items (internal or international service). Purchase of administrative documents. Postal savings bank.

Note. In previous chapters, we briefly stated the required conditions to obtain the delivery of an insured item or the payment of a French or Indochinese postal money orders. Nevertheless, we reckon we ought to return to this question which is very important due to the daily difficulties occurring in this arena between the post employees and the members of the public.

¹ See Articles 20, 21, 22 and 23.

² Including Kouang Cho Wan.

Identity Documents

441. The main documents accepted as proof of identity and those, on the contrary, which are rejected are as follows:

Accepted Documents

- 1) Polling card;
- 2) ID card which must bear, besides the name, given name, place and date of birth, the photo of the holder as well as their genuine signature certified either by the administrative or judicial authorities, or by a ministerial officer;
- 3) Membership card of a company or a union as long as it bears the official mark of that company or union, as well as the legal signature of the beneficiary;
- 4) Any certificate delivered either by the judicial or military administrative authority, or by a ministerial officer establishing the individuality of the person, as long as that certificate bears the signature of the addressee and the imprint of the stamp of the authority who delivered it;
- 5) Marriage certificate;
- 6) Diploma of tertiary education;
- 7) A book or any authentic document, in the name of the addressee, such as a military record book, a family record book, a record book of European worker, a regular commission, etc.;
- 8) Patent certificate (a receipt of direct taxation is certainly not accepted as an ID document);
- 9) A passport stamped by the consul or vice-consul of France of the town;
- 10) A certificate of pension, property titles, titles of nominative values, etc...

Rejected Documents

442. Documents which are not accepted are those which can be delivered to anyone who applies for them or which are entrusted with another person.

Such as:

- Savings books;
- Copies of birth or marriage certificates;
- Telegraph, phone or press cards;
- ID cards of indigenous domestic staff;
- Record books of indigenous workers, etc...

Authorizations

443. Any person can, with an authorization, allow another person to receive or collect insured items or to cash in a money order of any nature in their place.

The authorizations are, most of the time, made out as a private agreement (Appendix 15) legalized by the administrative, judicial or military authority and kept in the archives of the post office. A receipt is given to the authorized representative.

444. General authorizations are deposited with a notary as they cannot be left at the post office, a copy is made out and kept as mentioned in the Article above.

445. Any person who by an incidental circumstance is not able to go to a town to cash in a postal money order or collect some insured item addressed to them, can authorize their correspondent by telegraph by depositing an authorization at the post office, made out to the latter as stipulated in Article 443.

In order to convey the name of their authorized representative, the person pays the cost of the telegram exchanged between the postmaster holding the authorization in trust and the postmaster of the paying office.

The authorized person can then cash in the money order or receive the tracked items by proving their identity in the regulatory form.

Withdrawing Letters and Modifying an Address

446. Until an item has been delivered to its addressee, it belongs the sender.

447. The sender who wishes to either withdraw a letter from the delivery service or modify the address, must prove their identity and establish that they are the sender. Then they write a claim in which they declare to be the author or the sender of that correspondence and that they submit themselves to remain the guarantor and the person responsible towards whomever it may concern for all the effects of such withdrawal or any delay.

Moreover, they must attach a facsimile of the envelope to this claim and, if applicable, a copy of the mark used to imprint the correspondence.

448. If the item to be withdrawn was sent as declared value or is simply registered, the sender must produce the deposit form on top of the documents stated in the previous article.

449. In the event that the sender could not present themselves at the post office, their representative should hold a written and signed authorization without dismissing the other required documents.

450. If the request to withdraw or modify the address concerns a letter that has not yet left the post office, the claim is granted immediately.

The postage stamps used as postage are not cancelled. However, if that operation has already been done, the amount is not reimbursed.

451. Before handing the correspondence to the claimant, the employee must open the letter in front of the claimant or their representative in order to make sure that the signature it bears matches the one on the request for withdrawal.

452. If the letter has left the post office, only the post office of the destination can honor the sender's claim, which is sent either by post, with the next mail dispatch, or by telegraph.

453. If the request is sent by post, the sender must provide two copies of the facsimile of the envelope, which is then forwarded, registered, to the post office of the destination.

The cost of the postage is paid by the sender.

454. Requests to be sent by telegraph are accepted for inside Indochina and for some countries being part of the Universal Postal Union.

455. A postmaster who receives a request for withdrawal or change of address to be sent by telegraph, sends to his colleagues in the post office of destination a telegram containing all the necessary information. The cost for sending the telegram is at the expense of the claimant.

456. If it is for a withdrawal, the request from the sender is immediately accepted and the claimed item is sent back by the next mail dispatch to the post office of origin so that it can be delivered back to the sender in the shortest time possible.

457. In the case of a request for a change of address, the post office of destination immediately makes the requested change but the item can only be delivered after receiving the facsimile bearing the address.

458. Requests made directly by individuals without going through the intermediary of the post offices of origin and destination are not dealt with. Also, telegrams deposited at the counter in order to obtain the withdrawal of a letter or the change of an address are not accepted.¹

Claims

459. The administration of the post is not subject to any responsibility concerning the service of transport of ordinary letters. Only the loss of a registered item entitles one to a compensation (Articles 346, 390 and 395) or, in the case of letters and packages with a declared value, to the total reimbursement of the amount of that declared value.

The loss or damage of an ordinary parcel also entitles one to a compensation (Articles 225 and 226); if it is a parcel with a declared value, the compensation to be granted can be equal to the declared sum (Article 229); if, on the other hand, it is a parcel with cash on delivery, the compensation to be granted is the same as for the ordinary parcels (Articles 225 and 226) as long as the parcel has not been delivered to the addressee; after that the administration is responsible for the total amount of the reimbursement (Article 233).

460. The general public can, nevertheless and at any time, formulate claims either verbally or in writing, but without compensation, in the event of some damage caused by some delay or the wrong routing of a correspondence entrusted with the postal service.

461. Claims for items which never arrived at their destination are being received in all post offices, on special forms varying with the countries of destination and depending on the nature of the dispatch.²

462. Verbal claims are recorded in a special book and dealt with straight away if it is possible; if not, the claimant is, at a later date, informed of the outcome of the search.

463. When an inquiry initiated by a claim is over and the claimed item has been found, it is urgently sent to the addressee or the sender, depending on the information given by the claimant. If it has not been found, the claimant is informed of the negative result of the inquiry.

464. Anyone can ask to be provided, for a fee, a list of the insured items, postal money orders and telegrams sent or received by them. This right extends to the heirs or proxies of either the sender or the addressee who can prove their position. Those demands must be made out on a sheet of paper with a 12-cent stamp on it. The claimant must agree to pay a compensation of 2 francs for each three-hour shift. Moreover, the claimant specifies that the requested information, given informally, does not engage the responsibility of the Administration or their agents (see Article 401).

Purchasing Documents from the Administration

Note: We thought judicious to publish a list of documents which are sold by the Administration and which are very useful, on a daily basis, for Trade and Industry, main Administrations, etc. At the same time, we indicate the process to follow so that the purchased documents can be delivered.

465. The requests for buying documents from the Post and Telegraph Service must be sent via the heads of service of Post and Telegraph of the five districts of Indochina to the Under-Secretary of State in Paris with the amount of the price of the requested document converted into a French postal order, all fees being at the expense of the sender.

¹ In the interior service the requests for changes of addresses or withdrawal of correspondence by telegraphic way are forwarded from one post office to the next by a taxed service, and in the international service by private telegram; everything being at the expense of the claimants.

² Claims regarding registered or insured items prompt the collection of a 0.10-franc tax; those concerning postal parcels prompt the collection of a 0.15-franc tax.

466. The monthly bulletin of the Post and Telegraph contains all the changes made in the service, such as the itinerary of the ships, the transfer of personnel, etc. The subscription costs 6 francs per year for private individuals and 1.80 franc for the employees of the Post and Telegraph.

467. The purchase price of the Dictionary of the post offices of the Universal Postal Union is 7.50 francs. One should normally send a request with the amount of the purchase to the International Post Office in Bern; but since Indochina doesn't issue postal money orders for Switzerland, one must send a French postal money order, the same way as in the previous case, to the Under-Secretary of State who will have it converted into an international postal money order and on its back will place all the information for the dispatching of the document to whom it may concern. Remember to add 0.25 franc (0\$10) for the fee of the international postal money order.

468. The list of stopovers serviced by the mail boats, with the dates of departure and arrival, costs 50 centimes.

469. The price of the list of foreign telegraph offices is 4 francs per issue; the price of an annual subscription to supplements is 2.40 francs. Supplements are issued on a monthly basis.

470. The international price list for postage (French issue) which contains in a very detailed way all the parts of the internal and external services with the most precise information costs 1 franc.

471. The telegraphic price list published by the French Administration (November 1902 issue) and the atlas of the maps of the international telegraphic network (January 1903 issue) are sold to the employees of the Administration under the following terms:

- 1) both documents: list plus atlas..... 3.50 francs
- 2) list only..... 2.00 francs
- 3) atlas only..... 2.00 francs

The purchasers of the list and the atlas or the list only receive at their home the series of correcting bulletins which have already been issued or to be issued until the publication of a new issue. The buyers of the atlas receive the bulletins containing changes made to the maps.

All correcting bulletins requested separately are sold 0.15 franc.

472. The official vocabulary guide for writing telegrams in the conventional language (issue of the year 1900 in four volumes) is sold for 60 francs.

Postal Savings Bank

473. There is no postal savings bank in Indochina nor in the other French colonies.

474. However, the Administration of the Postal Service can act as an intermediary between the general public and the management of the Postal Savings Bank in Paris or in the different departments for the initial payments, the subsequent payments, the partial or total reimbursement, and the purchase of annuities.

475. For the initial payments special forms (Appendix 23) are at the disposal of the public. Once they have been completed, they must be addressed to France with the amount of the first payment. A record book is then delivered later by the Postal Savings Bank¹ to the person concerned.

476. The subsequent payments must be addressed in the form of a postal money order or Treasury money order to the management of the Savings Bank jointly with the record book. In order to facilitate matters, this title

¹ Paris, 4, rue Saint-Romain.

can be deposited at the Savings Bank in Paris and the subsequent payments are then handled without fees to the depositor.

477. For partial and total reimbursements, the only way to proceed is to request the reimbursement by postal money order. Special forms (Appendix 24) are at the disposal of the general public to that purpose.

478. Anyone can give another person the authorization of carrying out, in their name, all those operations with the savings bank; in this case, an authorization with a private agreement, in accordance with the example given in Appendix 26, must be established.

479. For purchases of annuities to the benefit of the depositors, the Administration of the Post and Telegraph of Indochina can also act as an intermediary. The forms necessary for that operation are, upon their demand, addressed to the holder of the record books (Appendix 25).

480. Anyone in possession of a record book of the Postal Savings Bank can obtain all the information useful for the various operations that they would have to carry out by contacting the general management of the Post and Telegraph in Indochina or one of the directors of the Post and Telegraph in Saigon, Phnom Penh, Vientiane, Tourane or Hanoi.

Moreover, the Administration sends, free of charge, all the necessary forms which are requested from them (see Appendix 27).

481. The postal and telegraph offices of Indochina are not entitled to carry out operations directly on behalf of the Postal Savings Bank.

CHAPTER IX

SECTION I

Infringements. - General Arrangements

Note: Due to the complex, multiple and often delicate matters which the service of infringement deals with, here, we will only present those that are generally useful and important to the general public.

482. Infringements can be divided into two distinct types:

- 1) Infringement being the result of a person being unaware of the laws and rules, when the offender can prove their good faith and that they are not a recidivist or that the incidental circumstances, beyond their control, have put them in a situation of infringement of the law, and, in this case, the infringement is minor and involves a small fine for the matter itself;
- 2) Infringement caused by the insincerity or fraudulent intention on the part of the offender, in this case the file is passed onto the Attorney General and no transaction can, as it was in the first example, stop the course of the lawsuit.

The sentence to be passed on the recidivist or insincere offender can, in certain situations, amount, depending on the seriousness of the matter, to several thousands of francs and imprisonment.

483. The infringements of the first category are as follows:

- a) Interference in the transportation of items of correspondence reserved exclusively to the State and subject to the postal monopoly;

- b) Inserting correspondence having nothing to do with the affairs of the State into official dispatches sent free of charge;
- c) Inserting letters or notes resembling a private correspondence into items with a discounted postage, parcels, boxes with a declared value, or writing unauthorized notes on those very items;
- d) Inserting prohibited values into items of ordinary or insured correspondence, into official insured items sent free of charge, or into postal parcels.

484. The infringements of the second category are the following:

- a) Fraudulent declaration of a value greater than the value actually inserted in an insured letter or parcel;
- b) Forgery of stamps or the use of forged stamps;
- c) Using, selling or attempting to sell stamps which have been already used.

We are going to quickly describe the various infringements, covering in more details those which deserve to be pointed out and not spending too much time on the others.

First Category

485. a) It is forbidden to any person not belonging to the Postal Service to transport items when the dispatching of such items is exclusively the responsibility of the Administration.

However, one should mention that there is no infringement when:

- 1) a messenger is the bearer of a letter due to be deposited in the first post office on his round;
- 2) a car or stagecoach driver, a boat owner, a coolie-tram or similar is carrying a letter due to be stamped by the first post office of the round when it is clear that either in the place where it was written, or the place it has been handed to the intermediary, there is no post office;
- 3) a private individual or a servant is found in possession of a letter concerning their own interests or those of their master exclusively;
- 4) a messenger was found carrying letters deposited at the last minute in a private establishment and due to be transported free of charge or for a fee to railway stations or docks of shipping lines and driver services;
- 5) a private individual is found bearing a reference letter.

In all the other cases there is infringement.

b) The civil servants entitled to official franchise can on no account take advantage of the dispatching of official mail sent free of charge¹ to insert notes or any private correspondence; offenders risk a fine.

c) It is strictly forbidden to insert letters or notes in items sent with a discounted postage,² in parcels and boxes with a declared value, or to write unauthorized notes on those same items.

d) It is also forbidden to insert:

¹ See section II of this chapter.

² Newspapers and printed matters, business papers, samples.

- 1) Coins, gold or silver artifacts, jewels or other precious items in ordinary, registered, or insured letters or in any other item, registered or not;
- 2) French or foreign currencies in boxes with a declared value;
- 3) Values payable to the bearer¹ in letters that are not registered or insured, and in items sent with a discounted postage,
- 4) Gold and silver artifacts or values payable to the bearer in official insured items sent free of charge, unless provided by special authorizations or exceptions defined by the postal regulations;
- 5) Coins, gold and silver artifacts or other precious items in postal parcels without declared value.

486. For the four cases of the first category mentioned above the incurred fines vary between 150 and 300 francs² in the event of a second offense these fines could reach a maximum of 3,000 francs.

However, generally, the Administration agrees to come to a compromise in exchange for the reimbursement of the cost of the stamp fees and the registration of the written report, if it is the case, and the payment of a small fine.

For infringements mentioned in Article 485-b) envelopes containing some correspondence foreign to the service of the State are, upon arrival, taxed as ordinary letters with no postage.

The same goes for envelopes which are sent with an invalid countersignature (Article 493).

487. For infringements quoted in a) and c) in Article 485, confiscated items are delivered to the addressees or senders only after they've paid the double tax which is 0.60 franc per 15 grams for open or sealed letters, and 0.60 franc for illicit notes showing on items with discounted postage.

Examples:

- 1) for a letter without postage and weighing less than 15 grams, found in the middle of a pile of newspapers, the double tax to pay would be 0.60 franc or 0\$24;
- 2) a package weighing 350 grams with a 0.10-franc postage, and containing an illicit note, would be charged, so it can be collected from the postal service, a fixed double tax of 0.60 franc or 0\$24;
- 3) a bundle of business documents containing three separate notes and together weighing 27 grams is found in the service. The double tax to collect, at a rate of 0.60 franc per 15 grams, would be 1.20 franc or 0\$48.

Second Category

488. - a) Certain people do not hesitate to declare a value greater than the value really inserted in a letter with a declared value so that in the event it becomes lost, they are reimbursed a larger sum than the one they sent. Here, it is a case of one being obviously insincere and in all the circumstances where the fact can be proved, those fraudulent declarations regarding either letters, insured boxes or parcels, are very severely punished: imprisonment from one month to one year and a fine of 16 to 500 francs. There can, however, exist some mitigating circumstances but, in an administrative point of view, there must not be any transaction;

b) Any person counterfeiting postage stamps or consciously using fake stamps is punishable by at least two years or five years maximum in prison plus a fine going from 100 to 3,000 francs;

¹ By securities payable to bearer, we mean those which are liable to be converted immediately into cash, such as banknotes, dividend and interest coupons or coupons payable to bearer when due, bearer checks. This should not be confused with bearer securities which can be inserted in ordinary letters without resulting in infringement.

² Can be reduced to 16 francs by the court.

c) The deliberate use of a stamp which had already been used, or the sale or attempt to sell such stamps, is punishable by a fine of 500 to 1,000 francs. In the event of a second offense the punishment is an imprisonment for five days and up to one month and the fine is doubled. If it can be proved that the person who has used a secondhand stamp acted through ignorance, the fine can be reduced to 16 francs, even in the case of an unintentional second offense.

489. It is forbidden to manufacture, sell, peddle or distribute printed matter or forms obtained by any process which, by their external form, would present with banknotes, postage stamps from the Postal Service, etc., a resemblance likely to facilitate the acceptance of so-called printed matter or forms instead of the original values being imitated.

490. Some commercial enterprises, as advertising devices, use leaflets similar in design and color to the forms of private telegrams.

This type of publication is not forbidden.

It is not the same for the lettercards, postcards, etc., the counterfeiting of which falls into the category of prohibited items mentioned in the previous article.

SECTION II

Postal Franchise. - Countersignature¹

491. The postal franchise is the exemption of tax granted by the law and rules of the Colony to some correspondence carried by post, exchanged between civil servants and concerning the service of the State and the Colony, or meeting a general interest.

This postal franchise results from either the position of the sender or that of the addressee, or both.

492. The position of the sender is revealed by the statement of their function followed by their signature on the envelope, the position of the addressee is revealed by the simple reading of the address.

493. The statement of the function of a civil servant followed by their signature on a dispatch is called the countersignature.

In theory, the latter is always handwritten; However, the head of State and some senior civil servants use a special mark which is affixed on all the dispatches.

494. The postal franchise is limited or unlimited. It is limited when it concerns defined persons only; it is unlimited otherwise.

495. The postal franchise is reciprocal or non-reciprocal. It is reciprocal when the right to send items free of postage is the same for the sender and the addressee; it is non-reciprocal otherwise.

496. Only the President of the French Republic, the Secretary of Commerce, Industry, Post and Telegraph, and the Under-Secretary in charge of the Post and Telegraph have an unlimited postal franchise within the French territory (France, the French colonies and protectorates).

The Governor General and the general manager of Post and Telegraph of Indochina have an unlimited postal franchise only within the Colony.

497. Official correspondence sent from Indochina to foreign countries (except France and the French colonies) and bearing a valid countersignature, are deposited in post offices together with a descriptive slip signed by the employee sending it or by his representative.

After review, those envelopes are franked and sent.

¹ Here, we are dealing with ordinary dispatches only. For insured items benefiting from postal franchise, see Chapter VI, Articles 384 to 389 inclusive.

Official envelopes exchanged between the Administrations of the Post and Telegraph of the Universal Postal Union (see Article 26, Appendix 1) are sent postage free, as they benefit from the postal franchise.

498. In each post office, in Indochina, there is a handbook of stamps listing the civil servants or other individuals to whom the rules grant limited postal franchise, reciprocal or not.

499. Any person in possession of a countersignature, should they be sick or absent from their residence, can pass onto their replacement the right to the postal franchise. In this case the latter must indicate their status of replacement on the dispatches.

500. Only grand vicars and vicars general are exempt from this formality.

501. The countersignature of the archbishops and bishops, which can be formulated by the initials of their given name preceded by a “†” and followed by the indication of their position, must always be written entirely by hand by them.

502. Ordinary letters addressed to the President of the French Republic and found in post offices' letter boxes, or in mobile letter boxes of districts, boats or carriages reserved for the postal service on the railways, must be automatically registered.

Therefore, no tax is to be collected for letters addressed to the head of State and presented to the counter to be registered. Nevertheless, if a sender wanted to receive an acknowledgment of receipt, they should pay the usual amount, that is to say 0.10 franc (0\$04).

503. Service letters are sent with a wrapper around them or inserted in sealed envelopes, in accordance with the information stated in the franchise handbook.

One can also, in some cases, send postcards in postal franchise¹ and publications concerning various services of the Colony as well as small parcels containing essential items (Article 384).

504. In the dispatching of small envelopes, the mention “need to be sealed” must appear before the address and be countersigned.

The length of postal packaging cannot exceed 1.06 meter.

505. The maximum weight of packages sent under postal franchise is fixed as follows:

1) 5 kilograms when the carrying of those packages is done by railway, ship or car all the way to their destination;

2) 1 kilogram when they are transported, for a certain distance along the way, by tram (see Articles 183, 184, 185 and 186).

An exception is made for packages bearing a countersignature or sent to the address of individuals or civil servants entitled to the unlimited postal franchise, those packages are carried without a weight limit.

506. Envelopes addressed to individuals, who are not entitled to the postal franchise, by civil servants or officers whose countersignature is valid, are susceptible to the ordinary tax² when those envelopes arrive at their destination.

The same goes for letters of notification for exams sent without postage, but with a mark or a signature indicating the nature of the letter and the civil servant who is sending them.

¹ Such as postcards sent by the recruiting office of Indochina to soldiers of the territorial army, of the territorial army reserve, of the active-duty army, etc. or to young people awaiting to be called up.

² 0.15 franc per 15 grams or fraction of 15 grams.

Example: A letter weighing 15 grams and sent without postage from Hanoi by the commander-in-chief to an individual living in Haiphong should, upon arrival, be taxed 0.15 franc (0\$06) and not $0.15 \times 2 = 0.30$ franc (0\$12) because the commander in chief is entitled to the postal franchise only when he sends letters to military or civilian authorities listed in the franchise handbook.