

**ORGANISATION FOR COOPERATION BETWEEN RAILWAYS
(OSJD)**



**Service Instructions to the Agreement on International Passenger
Traffic by Rail**

(SI to SMPS)

as amended on 1 May 2019

(Applicable with effect from 1 November 1951)

**The OSJD Committee
Warsaw 2019**

§ 1. General provisions

1. These Service Instructions are mandatory for participants that are involved in the carriage covered by the Agreement on International Passenger Traffic by Rail. These Service Instructions do not apply to legal relations between passengers or consignors and consignees of load luggage on the one hand, and the carriers, on the other hand.

2. If these Service Instructions do not contain the relevant provisions, then the domestic regulations of participating countries shall apply for carriers involved in the international passenger traffic.

§ 2. Completion of the travel documents

1. General provisions.

Travel documents are machine or non-machine processable documents. Their designated official form can be completed manually or automatically. The particulars provided for passenger, carrier and officials shall be entered into travel documents in blue or black color.

Data shall be entered in relevant boxes of the form sheet so as to be legible.

Notes, erasions, corrections and amendments are prohibited. Entering of unknown notices that are not approved by the Parties is not allowed.

Non-machine processable travel documents shall be issued together with a ticket folder, and the ticket folder for machine processable travel documents is at the carrier's discretion.

Travel documents shall be arranged in the ticket folder according to their usage procedure. Seat reservations and excess fare receipts shall be included next to the relevant ticket.

A ticket folder may contain travel documents that are valid for a one-way trip or for a round trip.

When completing the non-machine processable travel documents, data shall be printed or written with a ballpoint pen in the Russian language, converting Russian letters into English ones. A carbon copy shall be made.

The spelling of departure and destination stations and of a traffic route shall be identical with their descriptions as given in the applicable tariffs.

Machine and non-machine processable tickets shall be punched with the mark, which contains the data as follows: train number, date of departure of train (day, month, year, where the year may be specified with the last two digits). The punch mark may include a station name of punching (number of terminal/pay office).

When completing the ticket folder, the following data shall be entered: total fare in the currency of the issuing country, paid stamp, date of issuance.

Completing of the machine processable travel documents shall comply with provisions of OSJD/UIC leaflets.

Travel documents and ticket folders shall be made in the language of the country of location of the contractual carrier and in one of these languages – English, Chinese, German or Russian.

Form sheets of travel documents and ticket folders shall be printed in printing plants in accordance with the national law.

The following data are mandatory for travel documents:

- Typographic number;
- Description of document;

- Paper format;
- Paper color;
- Color of guilloche and of typography;
- List of requisites;
- Common components;
- Protection against forgery: guilloche, watermarks or self-copy paper;
- Numeric code and alphabetic abbreviation for the country.

List of codes for SMPS member countries as well as specimens of travel and carriage documents are listed in Appendix 1 of SI to SMPS.

2. Blank travel documents, cardboard tickets, control coupons, ticket folders processed manually.

2.1. Pre-printed blank ticket.

Transportation of a passenger is covered by a blank ticket that contains data printed by typographical means, i.e. pre-printed data.

The pre-printed blank ticket can be made for a one-way trip or for a round trip.

A ticket folder for a round trip shall contain two blank tickets: the outward ticket shall bear the word "from" crossed out, and the homeward ticket shall bear the word "to" crossed out.

If a ticket is to be completed for a child or for an adult at discount fare rate, then the amount of discount according to the applicable tariff shall be entered in the box "Discount", and the box "Certificate" shall contain the relevant word, for example "REBENOK" (CHILD).

A pre-printed blank ticket can comprise one sheet or two sheets, i.e. a ticket sheet and a stub sheet. The stub sheet, if applied, shall have the same identification number that is used for the ticket sheet.

The pre-printed blank ticket shall be printed on special white paper of 105 mm x 148 mm with watermarks and a light pink guilloche.

2.2. Blank ticket, seat reservation, excess fare receipt.

2.2.1. When completing a blank ticket, the following data shall be entered:

- Number of passengers (in figures and words);
- Names of the stations of departure and destination;
- Route;
- Railcar class (not-used class shall be crossed diagonally);
- Total fare for the whole route per passenger, total fare expressed in the tariff currency and in the currency of the issuing country;
- Amount of a discount if applied and certificate number (pupil or student identification card);
- Identification numbers of control tickets issued for participants of a travel group.

When completing a blank ticket for a child or for a group of passengers, the amount of a discount shall be entered in the box "Discount" in compliance with the tariff. And the box "Certificate" shall contain the word "REBENOK" (CHILD) or "GRUPPA" (GROUP).

When transporting a dog, enter the word "SOBAKA" (DOG) in the box "Certificate".

When completing a blank ticket for an attendant of a blind man, enter the word "PROVODNIK" (ATTENDANT) in the box "Certificate".

If a round-trip blank ticket is to be issued for individual passengers at discount fare, then the amount of the discount shall be specified in the box "Discount", the box "Certificate" shall contain the words "TUDA I OBRATNO" (TO AND FROM). And

when issuing the separate ticket blanks for each direction, the number of the outward ticket shall be stated in the upper section of the ticket for the homeward leg.

If the passenger wants to use different classes of travel at separate sections of the route, then the blank ticket for the lowest class shall be issued for him over the whole route, and the difference in fare for a higher class shall be paid separately by issuing of an excess fare receipt.

If the passenger obtains a ticket only for the homeward section of the route at the original station of commencement of the journey, then the blank ticket for passage in one direction shall be issued. If the passenger uses various means of transport for his journey, then separate blank tickets may be issued for the relevant railway sections. The fares shall be calculated separately for each section.

If the passenger travels twice over the same section on his journey, then the last station of this section shall be shown twice on the blank ticket. The fare shall be calculated according to the actual travel distance, without changing the tariff rate at the station that is shown twice on the ticket.

If a blank ticket is intended for travel in special train or special car, the back of the blank ticket and of the stub shall contain the particulars as follows:

- For special trains – the word "SPECPOEZD" (SPECIAL TRAIN) and the train number shall be specified;

- For special cars – the word "SPECVAGON" (SPECIAL CAR) and the class of car, as well as the category of seat/berth and the number of two-, three- or four-axle cars.

If individual travel tickets are issued together with a collective ticket for travelling of a group of passengers in special trains, special motor-rail cars and special cars, then identification numbers of individual tickets shall be entered in the collective ticket.

A blank ticket shall comprise two sheets, i.e. a ticket sheet and a stub sheet.

At the time of issuance of a travel, the stub sheet shall be kept by the issuing travel agency, and the ticket sheet shall be included in the ticket folder. All the sheets of blank tickets shall be marked with the same identification number.

A blank ticket shall be printed on special white paper of 105 mm x 48 mm with watermarks and a light pink guilloche.

A specimen of the blank ticket is enclosed (Annex 1 of SI to SMPS).

2.2.2. A seat reservation shall contain the particulars as follows:

- Number of passengers (in figures and words);
- ID number of the relevant ticket;
- Date and time of departure of train (for example, 12-03-09, 17-03);
- Departure and destination stations for the route section that is passed by the passenger without a change of car or train;

- Number of train;

- Number of railcar (for example, 07);

- Number of seat/berth (for example, 098);

- Railcar class and category of seat/berth, as follows:

2/0 – open-plan carriage with berths (without compartments) or parlor car,

2/4 – 2nd class sleeping car, 4-person sleeping compartment,

2/3 – 2nd class sleeping car, 3-person sleeping compartments,

2/2 – 2nd class sleeping car, 2-person sleeping compartment,

BC4 – 2nd class car with couchettes, 4-person sleeping compartments,

BC6 – 2nd class car with couchettes, 6-seat sleeping compartment,

1/4 – 1st class sleeping car, 4-person sleeping compartment,

1/2 – 1st class sleeping car, 2-person sleeping compartment,

1/1 – 1st class sleeping car, 1-person sleeping compartment (single),

2/C – 2nd class sitting car,

1/C – 1st class sitting car,

2/S, B – 2nd class sitting car,

1/S, A – 1st class sitting car.

The word "Homeward" may be indicated on the seat reservation.

The box "Special remarks", if applied, shall be filled with particulars in accordance with regulations for internal traffic or, for example, with the words "SLUZHEBNYI BILET OSZD" (the OSJD service ticket) for an official journey with the OSJD ticket.

One seat reservation may be issued for a group of passengers if it travels in one and the same car.

A seat reservation contains three sheets, i.e. a stub, a seat reservation printed on special white paper with watermarks and with a light green guilloche, as well as a seat reservation receipt that is printed on special white paper of 105 mm x 148 mm without watermarks and with a light green guilloche.

VZD, KZD and ZC prepare seat reservations containing two sheets, i.e. a stub and a seat reservation.

At the time of issuance of a travel, the stub shall be kept by the issuing travel agency, and the seat reservation together with the receipt, if applied, shall be included in the ticket folder.

All the sheets of the seat reservation shall be marked with the same identification number.

A specimen of the seat reservation is enclosed (Annex 1 of SI to SMPS).

2.2.3. A surcharge ticket shall be issued for payment of the difference in fare of the travel and other carriage charges, as well as for payment of the difference in fare for the seat reservation.

For each direction of travel, the separate excess fare receipts shall be issued. When travelling with a round-trip ticket, excess fare receipts shall be issued separately for each direction of travel. The box "For ticket No. ..." shall contain a ticket number and code "TO".

When paying the difference in fare for the seat reservation, the surcharge ticket shall contain the particulars of a change of car by the passenger, i.e. the old and new class (or category) of the car.

When issuing travel documents for luggage cars, dining cars running in special trains, the number of cars and axles shall be specified in a free box of the excess fare receipt. And the free box shall contain car-kilometers when paying for run of empty sleeping cars.

When transporting a dog, the word "SOBAKA" (DOG) shall be specified in the free box.

Unused boxes of the surcharge ticket shall be crossed diagonally.

The surcharge ticket consists of two sheets, i.e. a stub sheet made from a white paper, and a receipt that is printed on special white paper of 105 mm x 148 mm with watermarks and a light blue guilloche.

All the sheets of the surcharge ticket shall be marked with the same identification number.

When issuing the excess fare receipt, its stub shall be kept by the issuing travel agency and the receipt shall be included in the ticket folder.

A specimen of the surcharge ticket is enclosed (Annex 1 of SI to SMPS).

2.3. Control ticket (boarding pass).

Each member of a round-trip group shall be provided with one control ticket (boarding pass).

The control ticket (boarding pass) shall bear a ticket number and a railcar class. A stamp with the text "Round trip" shall be stated on the reverse side of the control ticket (boarding pass).

The control ticket (boarding pass) shall be issued for each member of a group, except for a group leader, which shall travel on a collective ticket.

The control ticket (boarding pass) shall be printed on the white paper or cardboard of 31 mm x 57 mm.

A specimen of the control ticket (boarding pass) is enclosed (Annex 1 of SI to SMPS).

2.4. Cardboard ticket.

A cardboard ticket covers a round-trip or one-way journey of one passenger and contains data printed by typographical means, i.e. pre-printed data.

When issuing a ticket for a homeward journey, the backside of the outward cardboard ticket shall bear the text "Homeward – Valid for 2 months".

The cardboard ticket shall be issued for an adult or for a child aged 4 to 12 years old.

For children 4 to 12 years old, the stub of the child's ticket shall be torn along the perforation line in order to be kept by the issuing travel agency.

At the time of issuance, the cardboard ticket shall be punched with a hole punch or with a mastic stamp to indicate the date of issuance (day, month, year).

Cardboard tickets shall be printed on 31 x 57 mm white cardboard with black text, and the background shall be brown for the second-class cars or green for the first-class cars.

A specimen of the cardboard ticket is enclosed (Annex 1 of SI to SMPS).

2.5. Ticket folder.

The ticket folder shall be made from hard white paper of 296 x 105 mm with/without a pink guilloche.

The first page of the ticket folder shall bear a full name of the issuing carrier, a period of validity, total fare and a box to place a date stamp.

The second, third and fourth pages of the ticket folder shall contain extracts from the terms of the international passenger traffic.

A specimen of the ticket folder is enclosed (Annex 1 of SI to SMPS).

3. Machine processable blank travel documents.

3.1. General provisions.

If automated means are used for issuing the travel documents, then participants in carriage shall generate and utilise RCT2 form (Rail Combined Ticket).

RCT2 form sheet shall be issued in the language of the issuing country.

Filling the RCT2 form sheet shall comply with UIC leaflet O 918-2 «Layout for electronically issued transport documents on secured paper – Rail Combined Ticket 2 (RCT2) and Rail Credit Card Sized Ticket (RCCST)» which is a joint leaflet of OSJD and UIC.

A specimen of the RCT2 standard model and definition of boxes, lines and columns is given in Appendix 1 of SI to SMPS.

3.2. The box 1 of the blank ticket may contain designation of documents as follows:

- 1) "Проездной билет – Travel ticket".
- 2) "Резервирование – Seat reservation".
- 3) «Проездной билет + Резервирование – Travel ticket + Seat reservation.

- 4) "Смена класса – Travel class change".
- 5) "Изменение маршрута – Rerouting".
- 6) "Замена перевозчика – Change of carrier".
- 7) "Посадочный билет – Boarding Pass".
- 8) "Групповой проездной билет – Collective travel ticket":

- Option 1: Separate issuance of the collective travel ticket with a supplementary ticket and a control ticket,

- Option 2: Issuance with a control ticket and without a supplementary ticket (which shall be integrated in the collective ticket) accompanied with an optional inspection of participants;

8) "Дорожный ваучер для пассажиров для получения компенсации – Rail compensation voucher for passengers".

3.2.1. When completing the "Travel ticket", the particulars shall be entered as follows:

Box 1: Period of availability of the ticket. Enter full names of the passengers (if it is required by internal regulations).

Box 2: Details of passengers and journey details. Enter the number of adults and children as well as the particulars for group transportation, free transportation and animal transportation.

Box 3: Route. Names of the stations of departure and destination, i.e. the upper line shall bear details for the outward leg and the lower line shall bear details for the homeward leg. For a one-way travel, one of the above mentioned lines shall be filled with signs "*****".

Box 4: Class of travel. Boxes underneath the calendar and time icons shall be filled with the signs "*".

Box 5: Specify the travel route.

Box 6: Applicable tariffs, conditions, carriers.

Box 7: Currency and total fare.

Box 8: Service data.

3.2.2. When completing the seat reservation "Резервирование – Seat reservation", enter the data as follows:

Box 2: Details of passengers.

Box 3: Date and time of departure, date and time of arrival.

Box 4: Class of travel.

Box 5: Train number, car number, seat reservations. Details of category of car and seats/berths as follows:

"WLB" – 2nd class sleeping car;

"WLA" – 1st class sleeping car with 2 and 4-person sleeping compartments;

"A" – 1st class sitting car;

"B" – 2nd class sitting car;

"BC" – 2nd class car with couchettes.

"LUX"* – business class seat in the 1st class car;

"SINGLE" – sleeping berth in 1-person sleeping compartment of the 1st class car;

"DOUBLE"	– sleeping berth in 2-person sleeping compartment of the 1st class car;
"T4"	– sleeping berth in 4-person sleeping compartment of the 2nd class car;
"T3"	– sleeping berth in 3-person sleeping compartment of the 2nd class car;
"6T"	– couchette in 6-person sleeping compartment of the 2nd class car;
"открытое купе (open cabin)"	– open bunk accommodation in the 2nd class car;
"4T"	– couchette in 4-person sleeping compartment of the 2nd class car.

*Carriers may use different designations for this category of seats/berths.

3.2.3 When completing the "Travel ticket" + "Seat Reservation", the particulars shall be entered as follows:

Box 1: Enter full names of the passengers (if it is required by internal regulations).

Box 2: Details of passengers and journey details. Enter the number of adults and children as well as the particulars for group transportation, free transportation and animal transportation.

Box 3: Date and time of departure of train. Route (Names of the stations of departure and destination). Date and time of arrival.

Box 4: Class of travel.

Box 5: Train number, car number, seat reservations. Details of category of car and seats assignments:

Box 6: Applicable tariffs, conditions, carriers.

Box 7: Currency and total fare.

Box 8: Service data.

3.3. A combined travel document RCT2-STANDARD consists of one sheet.

It shall be issued in accordance with the provisions of the "CIV Ticket Manual" (GTT-CIV).

A specimen of the combined travel document RCT2-STANDARD is enclosed (Annex 1 of SI to SMPS).

3.3.1. BC, KZH, LDZ, RZD operate with a combined travel document RCT2-EXPRESS, which consists of three sheets of 193 mm x 86 mm, i.e. travel document, control ticket and cashier's coupon.

Each sheet has a unique typography and an individual colour scale as well as a typographic ID number, specific watermarks and a personal bar code in the lower-left corner.

A specimen of the combined travel document RCT2-EXPRESS is enclosed (Annex 1 of SI to SMPS).

3.3.2. UZ operates with a combined travel document RCT2-EXPRESS ACS IE UZ, which consists of two sheets of 193 mm x 86 mm, i.e. a travel document and a control ticket.

All the sheets of the document shall be marked with the same identification number.

A specimen of the combined travel document RCT2–EXPRESS ACS IE UZ is enclosed (Annex 1 of SI to SMPS).

3.4. Ticket folder.

The ticket folder shall be made from hard white paper of 386 x 86 mm with/without a pink guilloche.

A specimen of the ticket folder is enclosed (Annex 1 of SI to SMPS).

§ 3. Additional regulations for the issuance of travel documents

When transporting an organized group of passengers, a single travel document may be issued. Each member of the group, except for a group leader, may be provided free of charge with a separate control ticket (boarding pass) that shall be entitlement to the journey only in conjunction with the travel document for the group. The control ticket (boarding pass) confirms the passenger's membership of the group covered by the travel document and entitles him to use the train, as well as to entry and exit of platforms. The control ticket (boarding pass) shall bear the ticket number and the railcar class.

For group travel and passengers in special trains or special railcars, a travel document shall be issued that covers the whole group of passengers. Individual travel documents may be issued.

If a collective travel document is issued for a round trip at the departure station, then the control tickets (boarding passes) for the homeward travel shall not be issued because the control tickets (boarding passes) for the outward travel are kept in force.

The participants involved in the carriage on the railways of the Republic of Belarus, Socialist Republic of Vietnam, Republic of Latvia, Republic of Lithuania, People's Republic of China, Democratic People's Republic of Korea, Mongolia, Russian Federation and Ukraine, shall punch the ticket and the relevant seat reservation at the issuing office with a ticket puncher or a stamp in order to specify the day of departure (day, month and year) and the number of the train, which the passenger has to use.

For children aged 4 to 12 years old, a separate travel document shall be issued for one child or, where applicable, for several children of this age (Annex 2 of SI to SMPS).

The carrier or his representative shall, if required, attest on the travel document that the train was delayed or cancelled, extend the availability (validity) of the document for the period of the delay caused by the fault of the railway and make the endorsement that the ticket is valid for travelling by another route in the higher class car. The difference in fare shall then not be paid. The original seat reservation shall be replaced, free of charge, by another.

§ 4. Maintenance of cars for international traffic

1. If a car is used for international traffic, then it shall be maintained by the staff of the carrier or the car operator.

The car staff shall speak in one of the languages – English, Chinese, German or Russian – within the scope of official duties and be able to inform passengers of the particulars of their journey and communicate with the service staff of the parties involved in the carriage.

2. When passing through the territory of another country, the car staff shall obey general customs, passport and currency regulations for the time being in force in that country.

The car staff shall follow railway rules and instructions for international passenger traffic throughout the entire route.

When operating in passenger cars, dining cars, special cars, the staff shall obey provisions of SMPS for the hand luggage allowance.

3. The car staff shall have the route lists obtained from a carrier or car operator (Annex 3 of SI to SMPS), as well as the identity document with the holder's photo.

A route form sheet shall be issued in two languages: the official language of the country, where the car is registered, as well as one of four languages – English, Chinese, German or Russian.

If, for any reason, the service staff proceeds separately from the rail car while exercising its professional duties, then a party involved in the carriage process at the departure station shall enter a relevant remark providing the reasons of proceeding without the car into the route list. In such a case, the car staff shall be entitled to travel free of charge by the itinerary of this car and occupy a separate seat/berth in the car provided that vacant seats/berths are available. The specified route shall be the grounds for travelling free of charge.

The above provisions shall be applied appropriately for staff members of dining cars.

4. The car staff shall contact a party involved in the carriage for any assistance regarding the car equipment, medical treatment, etc.

5. The conductor is entitled to sell seat reservations for presented tickets, provided there are vacant seats or berths available, unless otherwise stipulated for the sale of seat reservations for this car. In addition, the conductor is entitled to sell foodstuff and drinks, as well as other articles of personal use, which are received by him before the train departure for selling to passengers in the car.

If automated system is used for selling the travel documents, then the carrier may stipulate another procedure of issuing the seat reservations.

The conductor shall provide a bed linen kit for a passenger after presentation of the travel document (seat reservation).

6. For international traffic, cars shall be provided with travel rules made in the language of the country, where the car is registered, as well as in one of these languages – English, Chinese, German or Russian.

7. If any car is detached en route, then a party involved in the carriage process accompanied by detachment shall accommodate the passengers of the detached car in different cars of equal class in the same train.

If no cars of equal class are available, then the passengers shall be accommodated in different cars of the same train.

8. If a seat/courette/sleeper car with a mandatory seat reservation of one carrier is replaced with the car of another carrier, then the following guidelines shall be used:

In accordance with Annex 6 of SI to SMPS, the conductor of the detached car shall make the remark of the forced change in travel documents, which are to be return to the passengers, and in the luggage waybill (map chart), that is hold up by the conductor (Annex 4 of SI to SMPS). The remark shall be confirmed by the conductor's signature.

The luggage waybill (map chart) shall bear identification numbers of travel documents (seat reservations), which are to be return to the passengers, together with the position code of the contractual carrier.

Travel documents (seat reservations) presented in original shall entitle the passengers of the detached car to continue their travel in a car of another carrier (car operator).

When accommodating a passenger in another car, the conductor of this car shall enter a remark on the presented travel document (seat reservation) in accordance with Annex 6 of SI to SMPS. The remark shall be confirmed by the conductor's signature together with the date.

The conductor of the substituting car shall complete the Report on substitution of railway car of one carrier by that of another carrier (Annex 5 of SI to SMPS).

The report shall be issued in two copies and signed by representatives of both parties. One copy shall be kept by the conductor of the detached car, and the second shall be handed over to the conductor of the substituting car.

In case of electronic registration of passengers, the Report on substitution of railway car of one carrier by that of another carrier shall bear the number of electronic travel document.

The carrier of the substituting car shall receive the sum transferred for seat reservations depending on the actual number of passengers and the actual travel distance.

The cost of the seat reservation, which was partly used for travel in the car of another carrier, shall be calculated on the basis of the tariff rate that is specified by this carrier for the section travelled.

If the reservation tariff is unknown, then the calculation shall be made in proportion to the tariff distance in kilometers for the section travelled, and based on the reservation tariff declared by the carrier for the whole route of the substituting car. In such a case, the reservation tariff to be refunded shall not exceed the cost of the seat reservation that was actually paid by the passenger.

Settlement of accounts between the carriers shall be made in accordance with the Report on substitution of railway car of one carrier by that of another carrier, which shall be attached to the statement by the conductor of the substituting car.

The Report on substitution of railway car of one carrier by that of another carrier may be accompanied by other documents in order to confirm the substitution.

9. If two persons booked the same seat in the car and no alternate seats of the same category as specified on the tickets (reservation vouchers) are available, then a seat in a lower category shall be allocated to one of them. And if no seats in a lower category are available, then a seat in a higher category may be offered.

In both cases, the conductor of the car shall enter the remark in the travel document (seat reservation and, if applied, seat reservation receipt) as follows:

"Double-booking. Travel document (seat reservation) from station ___ to station ___ is used in car ___ of category ___".

10. All the remarks that are made on the seat reservation, shall be also entered in the seat reservation receipt providing that it is held by the passenger.

A list of remarks that are often used in travel and carriage documents for transporting passengers, luggage and load luggage is given in Annex 6 of SI to SMPS.

11. When participating in international passenger traffic, the car staff shall be inspected by the supervising authorities in accordance with the Rules for inspection of passenger trains and cars of international traffic between the OSJD members (OSJD leaflet O 110).

§ 5. Control of travel documents

1. The couchette/sleeper conductor of international traffic shall present all available travel documents together with a luggage waybill (map chart) at the request of the representatives of the supervising authorities.

2. Tickets for seating cars shall be kept by passengers for audit purposes en route.
3. If the authenticity of travel documents is in doubt or any changes are found to be made by unauthorized persons, then the documents shall be seized in the appropriate manner.
4. The car conductor assume no liability for the validity of reduced tickets issued in accordance with the national law in force in the country of issuance and presented by the passenger on boarding the train.

§ 6. Acceptance of luggage for carriage

1. At the time of issuance of a luggage receipt for the consignor, the stamp "Luggage" shall be stated on the reverse side of travel documents presented by him/her.

If the luggage is presented for carriage in accordance with a multiperson travel document, then the box "Presented travel document No. ____" in the luggage receipt shall bear the remark

"Travel document No. ____ for ____ persons".

2. At the time of issuance of luggage receipt for the consignor, the departure station shall issue a luggage waybill, which accompanies the luggage to the destination station, and a stub of the luggage receipt that shall be left at the departure station as attachment to the statement.

3. The luggage receipt shall be filled with a fountain or ballpoint pen provided that this is not contrary to internal regulations. All the entries shall comply with the applicable requirements.

The luggage receipt and luggage waybill shall be printed with a green guilloche background. The luggage receipt shall have a size of 280 mm x 210 mm. A sample form is given in Annex 1 of SI to SMPS.

4. When accepting the luggage at the station of departure, the carrier shall specify the number and weight of pieces of luggage as well as the condition of packaging and sign the carriage documents.

If the luggage is accepted for carriage with permissible damages of packaging, or if the luggage that may be taken without packaging is accepted with minor visual damages, then a representative of the carrier shall make the relevant remark in the appropriate box on the front side of the luggage receipt.

5. When transporting the bicycles and other articles that may be carried without packaging, the identifying features shall be specified in the carriage documents at the time of acceptance for carriage, i.e. man's bike, woman's bike, kids bike, etc. And the registration number shall be stated if applied.

6. For luggage with declared value, the carriage documents shall bear the total declared value that shall be specified in the tariff currency and written in words followed by the same amount expressed in figures within brackets. And if the value of particular pieces is declared, then it shall be specified in figures, in addition to the total value.

The total declared value of luggage shall be entered in the luggage receipt.

If a consignor does not want to declare the value of his luggage, then the box "Declared value" of the luggage receipt shall bear the remark "No value declared" confirmed with the consignor's signature.

At the time of accepting the luggage for carriage, the representative of a carrier shall enter the date stamp in the relevant box of the carriage document.

Any changes or amendments in carriage documents are not allowed.

A carrier's representative shall apply a label (with a railway marking) of 100 mm x 80 mm on each piece of luggage with the following particulars:

- 1) Mark "MC";
- 2) Place of departure: station name and country code;
- 3) Place of destination: station name and country code;
- 4) Luggage receipt number;
- 5) Via... (border stations)
- 6) Number of packages in the luggage consignment.

Labels shall be made in accordance with a specimen set out in Annex 7 of SI to SMPS and printed in the language of the departure country and in one of these languages – English, Chinese, German or Russian.

§ 7. Carriage of luggage

1. In general, the luggage shall travel by the same train as the passenger. If the luggage shall be reloaded on another train en route, then its further transportation shall be carried out by the agreed trains on the passenger's route. If the agreed trains cannot be used or, due to the shortage of time, the luggage cannot be reloaded, then it shall be transported by the next train carrying the luggage.

2. The luggage shall be reloaded from one train to another without the participation of the passenger.

3. The carrier of the departure country and the following carriers shall forward the luggage through the border stations specified in the carriage documents.

4. If the luggage is delayed en route upon a directive of customs or other authorities, then the carrier shall complete a formal report and send a telegram to the destination station providing the reason of delay.

If no application is made by the consignor within 3 months from the date of notification, then the luggage may be sold in accordance with internal regulations.

In each case, when luggage is delayed en route, the cause and duration of delay shall be stated on the reverse side of the luggage waybill. These particulars shall be confirmed by the authorized person's signature and stamp of the station where the delay occurs.

§ 8. Delivery of luggage

1. At the time of delivery of the luggage, the particulars of the luggage receipt shall be compared with the particulars of the luggage waybill.

2. If an excess weight of luggage is found at the time of delivery, then a formal report shall be completed. In such a case, the fee for the excess weight shall not be charged from the consignee and shall be paid by the carrier that has made a mistake in weighing.

3. In order to confirm arrival and delivery of the luggage, the date stamp shall be entered at the destination station on the reverse side of the luggage waybill. And delivery of the luggage shall be additionally confirmed by the date stamp on the reverse side of the luggage receipt.

4. If a request is submitted for delivery of the luggage that has not arrived, then the destination station shall enter the remark "Non-arrival of luggage" on the reverse side of the luggage receipt and confirm it by entering the date stamp.

5. The luggage, which is undelivered within 3 months of the date of arrival, shall be put up for sale. Shorter periods may be accepted providing that long storage may reduce the value of luggage or if the storage expenses exceed the cost of luggage. Terms and conditions of sale shall be consistent with national legislation of the country where the destination station is located, to which the luggage was delivered.

6. If the luggage is to be returned to the original departure station in accordance with an application of the consignor, then the luggage receipt shall be issued.

The remark "Original luggage receipt No. ____" shall be stated in the upper section of the luggage receipt.

Boxes for carriage charges shall bear the remark "Return, carriage charges are to be collected from the consignee".

The box "Charges en route" provided on the reverse side of the luggage waybill shall bear the carriage charges to return the luggage, as well as the carrier's expenses to provide these services. The resulting amount is to be charged from the passenger.

§ 9. Acceptance of load luggage for carriage

1. When accepting a load luggage for carriage, the station takes into account technical possibilities and availability of vacant spaces.

2. At the time of acceptance of load luggage, the number of load luggage receipt and the date of departure shall be specified on the consignor's application.

If load luggage owned by a passenger is to be accepted for carriage under the travel receipt presented by the passenger, then the load luggage receipt shall bear the remark entered in one of free boxes intended for carriage charges: "Load luggage belongs to the passenger, travel document No. ____". In addition, the reverse side of the travel document presented by the passenger shall bear a stamp with the text "Load luggage".

3. The box "Other remarks" located on the reverse side of the load luggage waybill shall bear the name of customs office for sending the certificate of clearance of load luggage.

4. The carrier staff member at the departure station shall advise the consignor that the consignor shall attach other documents to his load luggage in order to complete customs and other formalities.

The carrier shall attach those documents to the load luggage waybill which are handed over to him by the consignor for dispatching together with the load luggage. The carrier shall impress the station date stamp to these documents. In addition, carriage documents shall bear the remark that accompanying documents are enclosed.

5. In addition to the load luggage receipt, which is to be handed over to the consignor, the carrier shall complete in the same manner the load luggage waybill, which shall accompany the load luggage to the destination station, and a stub of the load luggage waybill.

6. The load luggage receipt shall be filled with a fountain or ballpoint pen provided that this is not contrary to internal regulations. All the entries shall comply with the applicable requirements.

7. Load luggage receipts and load luggage waybills shall have a size of 280 mm x 210 mm and be protected with a pink guilloche. A sample form is given in Annex 1 of SI to SMPS.

8. When accepting the load luggage at the station of departure, the carrier shall specify the number and weight of pieces of load luggage as well as the condition of packaging and sign the carriage documents.

If the load luggage is accepted for carriage with permissible damages of packaging, or if the luggage that may be taken without packaging is accepted with minor visual damages, then the carrier's representative shall make the relevant remark in the appropriate box on the face of the document.

9. When accepting the bicycles and other articles that may be carried as a load luggage without packaging, the identifying features shall be specified in the carriage documents at the time of acceptance for carriage, i.e. man's bike, woman's bike, kids bike, etc. And the registration number shall be stated if applied.

10. For load luggage with declared value, the carriage documents shall bear the total declared value that shall be specified in the tariff currency and written in words followed by the same amount expressed in figures within brackets. And if the value of particular pieces is declared, then it shall be specified in figures, in addition to the total value.

The total declared value of load luggage shall be entered in the load luggage receipt. At the time of accepting a load luggage for carriage, the carrier's representative at the departure station shall enter the date stamp in the carriage document.

Any changes or amendments in carriage documents are not allowed.

11. The representative of a carrier shall apply a label (with a railway marking) of 100 mm x 80 mm on each package of load luggage with the following particulars:

- 1) Mark "MC";
- 2) Place of departure: station name and country code;
- 3) Place of destination: station name and country code;
- 4) Number of the load luggage receipt;
- 5) Via... (border stations)
- 6) Number of packages in the load luggage consignment.

Labels shall be made in accordance with a specimen set out in Annex 8 of SI to SMPS and printed in the language of the departure country and in one of these languages – English, Chinese, German or Russian.

§ 10. Carriage of load luggage

1. Load luggage shall be dispatched by that train, which was specified in documents at acceptance for carriage.

2. If it is required, transshipment of load luggage shall be carried out en route by means and manpower belonging to the following carriers.

3. The carrier of the departure country and the following carriers shall forward the load luggage through the border stations specified in the carriage documents.

4. If the load luggage is delayed en route upon a directive of customs or other authorities, then the carrier shall complete a formal report and send a telegram to the destination station providing the reasons of delay.

In each case, when load luggage is delayed en route, the cause and duration of delay shall be stated on the reverse side of the load luggage waybill. These particulars shall be confirmed by the authorized person's signature and stamp of the station where the delay occurs.

5. The cause and duration of any delay, which entitles the carrier to extend the transit period for the consignment, shall be noted in the load luggage waybill, under "Other remarks".

§ 11. Delivery of load luggage

1. When arriving at the destination station, the carrier staff member shall have got documents that confirm the delivery or dispatch of arrival notification for load luggage to the consignee.

2. The load luggage shall be delivered to the consignee against receipt in the load luggage waybill after the charges that are to be raised en route and at the destination station have been collected from the consignee. The carrier staff member at the destination station shall verify civil documents of the person that takes the load luggage, and make sure that the person is the consignee specified in the load luggage waybill or his attorney-in-fact that has an authenticated letter of attorney.

The particulars of civil documents presented, as well as the address of the person that takes the load luggage shall be specified on the reverse side of the load luggage waybill.

When receiving the load luggage under a power of attorney, its number and date of issuance shall be stated on the reverse side of the load luggage waybill. A special power of attorney shall be collected and presented together with the load luggage waybill for the report as established by law.

3. The carrier shall confirm the fact of arrival and delivery of the load luggage at the destination station by the station date stamp on the load luggage waybill.

4. If circumstances preventing carriage or delivery of load luggage arise, then the carrier staff member at the departure station shall, upon receiving the notification, fill a form sheet of written notice (Annex 9 of SI to SMPS) and hand over it to the consignor in order to receive further instructions, as well as notify the carrier at the station of obstruction for carriage of the date when the notice is delivered.

If the load luggage is to be returned to the departure station upon the instructions given by the consignor, then a reconsignment load luggage waybill shall be issued again. It shall bear the word "reconsignment", and its number shall be followed with the text "for load luggage consignment No. ____".

5. If no other route is available or other obstacles for further transportation or delivery of load luggage arise, then the carrier operating at the station of obstruction shall send a telegram to the consignor through the departure station in order to inform him of the problem and request his instructions.

At the departure station, the carrier staff member shall inform the consignor of the obstacle for carriage or delivery. This notice shall be completed based on the particulars received and in accordance with the Service Instructions.

The carrier at the departure station shall telegram the consignor's instructions to the station of obstacle and send the notice by mail. The consignor's instructions shall be carried out upon receiving the telegram from the departure station.

A reason and duration of delay, as well as change of the route shall be stated on the reverse side of the load luggage waybill. These particulars shall be confirmed by the authorized person's signature and stamp of the station where the delay occurs.

§ 12. Actions at misshipment of luggage and load luggage

1. If the luggage or load luggage is sent through the border station that is not specified in carriage documents, then this consignment shall be deemed to be a misshipment.

2. When discovering misshipment, the carrier at the station shall dispatch the luggage or load luggage to the destination station by the shortest route through the border station specified in the luggage waybill or load luggage waybill.

3. At reconsignment of misshipped packages of luggage or load luggage, the carrier at the station shall notify the destination station of the incident the as soon as possible.

§ 13. Reconsignment of undocumented packages of luggage or load luggage

1. If the owner of undocumented packages of luggage or load luggage is recognized after the major portion of consignment has been forwarded to the border station of the neighbouring country, then these packages shall be reconsigned to the destination station.

If the owner of undocumented packages is found out at the station that is included in the tariff applied, then these packages shall be forwarded to the destination station under the SMPS luggage waybill or load luggage waybill. This waybill shall bear the particulars of that consignment, to which the reconsignment pertains.

In such a case, the word "reconsignment" shall be added to the description "Luggage waybill" or "Load luggage waybill".

A formal report shall be completed for undocumented packages and reconsignments. One copy of the formal report shall be attached to the reconsignment luggage waybill or reconsignment load luggage waybill, which shall bear the number and date of the report.

2. Reconsignment of undocumented packages of luggage or load luggage shall be transported free of charge.

3. If the waybill is lost and the owner of luggage or load luggage is unknown, then it shall be processed in accordance with national legislation of the country where the luggage or load luggage is found.

§ 14. Marking of luggage and load luggage

1. Besides the labels or tags attached to each package of luggage or load luggage, a railway marking shall be applied after weighing on adhesive labels in compliance with §§ 6 and 9 of SI to SMPS.

2. This marking shall be applied with the indelible paint, the fountain or ballpoint pen.

§ 15. Formal report

1. A formal report shall be completed in the following cases:

1) Partial loss, damage to or spoilage of luggage or load luggage has occurred, as well as the packaging is poor or damaged;

2) Particulars in carriage documents are not consistent with the actual luggage or load luggage, i.e. name, weight or number of packages of luggage or load luggage, as well as the consignee's name or destination station;

3) Carriage documents for luggage or load luggage are missing, or luggage or load luggage under the actual carriage documents is missing;

4) Carrier at the station shall hand over the arrived luggage or load luggage to the consignee;

5) Transportation of luggage or load luggage is delayed upon a directive of customs or other authorities;

6) Prohibited articles are found in luggage or load luggage.

2. The formal report shall be completed by the carrier as soon as possible in cases specified in point 1, en route and at the destination station.

Each consignment shall be accompanied by its own formal report that shall be signed by authorized persons.

3. The formal report shall be completed by the carrier at the station in strictly compliance with a specimen set out in Annex 10 of SI to SMPS and with provisions of Explanatory notes for completing the SMPS formal report (Annex 11 of SI to SMPS). When completing the formal report, the carrier at the station shall enter the remark on the reverse side of luggage waybill or load luggage waybill, as well as on the reverse side of luggage receipt or load luggage receipt, if it is available. This remark shall be confirmed by the staff member's signature and the date stamp of the station.

4. If loss or damage to (spoilage of) luggage or load luggage is discovered, which results, or could result, from damage of the railway car, then the car health report shall be issued in addition to the formal report according to sample and in compliance with internal regulations. The number of copies of the car health report shall be equal to the number of copies of the formal report as specified in point 8. Each copy of the formal report shall be accompanied by one copy of the car health report.

5. If, at the destination station, an infringement of carriage of luggage or load luggage is ascertained, which has been specified in the formal report issued en route, and particulars of the formal report are consistent with the actual availability and condition of articles at the destination station, then a new formal report is not required. In such a case, point 39 of formal report issued at the intermediate station and attached to carriage documents shall bear the remark "Condition of (cargo) luggage complies with particulars of formal report" that is to be entered at the destination station.

6. If several formal reports have been issued en route and they are found to contain non-identical particulars on the condition of (cargo) luggage, then a new formal report shall be drawn up at the destination station and attached to other formal reports.

7. A form sheet of the formal report shall be printed in the language of the country, where the formal report is to be used, as well as in one of these languages – English, Chinese, German or Russian. The formal report shall be printed in the official language of the country, where the formal report is drawn up. A border station of the transferring party shall translate the particulars of the formal report into one of these languages (English, Chinese, German or Russian) as follows:

in English, German or Russian, when carrying articles to the Republic of Azerbaijan, Republic of Albania, Republic of Belarus, Georgia, Republic of Kazakhstan, Republic of Latvia, Republic of Lithuania, Republic of Moldova, Republic of Poland, Russian Federation, Slovakian Republic, Republic of Uzbekistan, Ukraine, Czech Republic, Republic of Estonia;

in Chinese or Russian, when carrying articles to Socialist Republic of Vietnam, People's Republic of China and Democratic People's Republic of Korea;

in Chinese or Russian, when carrying articles to Mongolia or in transit via this country.

8. A formal report shall be completed as follows:

1) At the border stations – in seven copies:

Two copies shall be attached to carriage documents. One of them shall be kept at the destination station, and the second shall be handed over to the consignee against his receipt in that copy of the formal report, which shall be kept at the destination station;

One copy shall be handed over to the customs authority of the receiving party;

Two copies shall be given to each of the border stations of each party. One of two copies for each party shall be kept at the border station, and the second shall be sent by the border station to the carrier of the departure country.

2) At other stations – in four copies:

Two copies shall be attached to carriage documents. One of them shall be kept at the destination station, and the second shall be handed over to the consignee against his receipt in that copy of the formal report, which shall be kept at the destination station;

Two copies shall be left at the station that issued the formal report. The station shall send one of the copies to the carrier of the departure country.

9. The first copy of the formal report issued at the border stations of the transferring and receiving parties shall be kept at the transferring party, which shall carry out the investigation under this formal report. The transferring party shall notify the receiving party of any objection for the formal report within 35 days of the date of receipt of the formal report. When the time limit expires, the formal report shall be deemed to be accepted.

10. The first copy of the formal report issued at other than the border station shall be sent by the carrier to the following carrier that is responsible under this formal report, within 50 days of the date of issue of the formal report in order to carry out the investigation. In case of violation of this period the carrier that drew up the formal report shall be liable for any consequences resulting from such action.

11. If the carrier that has received the formal report as specified in point 10, ascertains that it is not consistent with "Explanatory notes for completing the SMPS formal report" or his liability does not result from this formal report, then he shall return it to the drawer within 35 days of the date of receipt of the document providing the reasons of return, or state his objections in writing, with appropriate justification.

When the time limit expires, the formal report shall be deemed to have been accepted.

§ 16. Carriage of passengers. Handover of luggage and load luggage at border stations

1. Passengers, passengers' luggage and load luggage shall be carried through the border stations and ports listed in tariffs applied.

2. Luggage and load luggage shall be handed over at the border stations according to handover sheets (Annex 12 of SI to SMPS). The procedure shall be accompanied with detailed verification of number and, if required, weight of the packages in the presence of authorized persons of both parties.

Carriage documents shall be attached to the handover sheets in the same order as they are listed in the sheet.

The accompanying documents that are attached by the consignor to the carriage documents for load luggage shall be listed in the handover sheet in the box "Notes".

3. The handover sheets for luggage and load luggage shall be issued by the transferring party in six copies. Three copies are for the transferring party and another three copies are for the receiving party (for station, carrier and customs).

4. The handover sheets for luggage and load luggage shall be issued separately and numbered independently, in sequence from the beginning of each calendar year.

For cases laid down in point 1 of § 15, the authorized persons of the border station of the receiving party shall issue the formal report in seven copies.

When issuing the formal report, the relevant remark shall be entered in carriage documents and in handover sheets, accompanied with the number of formal report and the cause of issue.

Luggage or load luggage shall be deemed to have been handed over in good condition provided that the handover sheet bears no exceptions and no reports enclosed.

5. Handover sheets and carriage documents for luggage and load luggage shall bear the date of transfer and receipt confirmed by the stamps of border stations of the transferring and receiving parties.

6. The border station of the receiving party may refuse to accept the luggage or load luggage in the following cases:

1) Contents, condition or packaging of luggage or load luggage do not allow its further transportation;

2) Luggage or load luggage has arrived without carriage documents or accompanied with poor carriage documents that precludes its further transportation;

3) Weight of one package of luggage exceeds the limit specified in § 1 of Article 21 or weight of one package of load luggage exceeds the limit specified in § 2 of Article 29 of SMPS.

In such cases, the border station of the transferring party shall take back the rejected luggage or load luggage provided that the discovered faults can not be rectified at site.

If the border station of the receiving party refuses to accept the luggage or load luggage, then the station shall issue a general report (Annex 13 of SI to SMPS) providing the reasons of refusal and enter the remark "General report No. ___" in the handover sheet. The report shall be issued in three copies. One copy is for the transferring party, the second is for the refusing party and the third is to be attached to the accompanying documents.

The refused luggage or load luggage shall be returned to the transferring party together with a new handover sheet, which shall bear a reference to the general report concerning the refusal of acceptance.

§ 17. Payment for carriage of passengers, luggage and load luggage

1. Passenger fare shall be determined by tables of carriage charges as given in the applicable tariffs by adding the ticket fare of each participating carrier. The reduced ticket fare shall be calculated with approximation for each country and expressed with accuracy to one decimal place in mathematical terms, i.e. values less than 0.05 shall be rounded down to 0.0, and the ones of 0.05 or more shall be rounded up to 0.1. The fare for a seat reservation shall be specified for the whole route by each through section.

Besides the passenger fare, the supplementary charges shall be collected from the passenger in accordance with the applicable tariffs.

The total carriage charges from the departure station to destination station shall be collected from the passenger at the ticket issuing office, on the basis of the travel class and category.

The fare for a seat reservation in international traffic as well as the difference in fare for a higher class may be collected from the passenger in the train.

2. Charges for luggage or load luggage as well as the supplementary charges specified in the applicable tariffs shall be calculated and collected at the departure station.

When calculating the total carriage charge for luggage or load luggage, the departure station shall first determine the carriage charge of 10 kg with the use of tables of carriage charges in applicable tariffs, individually for each participating carrier. These carriage rates, which are determined for each participating carrier, shall be multiplied by the number of tens of kilograms obtained by rounding up the total weight of luggage or load luggage. The luggage or load luggage receipt shall bear the carriage cost for each participating carrier and the total carriage cost collected from the consignor.

The total declared value shall be specified in the luggage or load luggage receipt in the currency of the departure country and in the tariff currency. The charges for declared value shall be expressed in the tariff currency and specified in carriage documents and then converted from the tariff currency to the currency of the departure country in order to be raised from the consignor.

If the declared value of luggage or load luggage exceeds 150 Swiss francs, then the charges for declared value shall be calculated by multiplying the charge rate for the declared value of 150 Swiss francs (for the particular distance) by the integer times of 150 Swiss francs from the total declared value, and with adding the rate specified in the table.

For example, the total declared value is 500 Swiss francs. The total charge for declared value shall be expressed as 150 francs multiplied by 3 (500 : 150 = 3 + 50 francs) with adding the charge rate for the declared value of 50 francs for the desired distance.

3. Charges occurred en route shall be entered in luggage waybills or load luggage waybills by the carriers at the stations of occurrence and confirmed by date stamps of these stations. These charges shall be collected from the consignee at the destination station under the separate (load luggage) luggage receipt.

The destination station shall also collect charges occurred at this station.

If the destination station ascertained that the carrier at the departure station has made an undercharge error resulted from the misuse of tariffs or miscalculation of carriage charges or incorrect weighing of luggage or load luggage, then the destination station shall not collect the undercharge amount from the consignee.

§ 18. Settlement of accounts between carriers

Settlement of accounts between carriers under this Agreement shall be made in accordance with special regulations for settlement of accounts concerning international passenger traffic.

§ 19. Right of carriers to recover compensation paid

The carrier that has paid a compensation to the passenger, consignor or consignee under this Agreement, shall have a right of recourse against other carriers involved in the carriage, in the cases as follows:

1) If the loss or damage was caused due to the fault of one carrier, then the carrier shall have the sole liability for it;

2) If the loss or damage was caused due to the fault of several carriers involved in the carriage, then each carrier shall be liable only for the portion of the loss or damage attributable to him;

3) If it cannot be proved that the loss or damage was caused due to the fault of one or more carriers and there is no possibility to establish the degree of culpability, then the carriers shall agree a procedure for the apportionment of liability;

4) If the carriers cannot come to an agreement on the procedure for the apportionment of liability, then the liability for each consignment shall be apportioned among them in proportion to the tariff kilometers travelled by the consignment when carried by each of the carriers involved, except for those, which can prove that the loss or damage was suffered through no fault of theirs.

If the carrier refunded the carriage charges under the provisions of Article 32 of SMPS, then he shall be entitled to claim compensation from those carriers, for which the charges were paid.

If the delivery period of luggage and load luggage is exceeded by several carriers, then the amount of fine for the delay shall be calculated under Article 35 of SMPS, depending on the duration of total delay in days for all the carriers and the amount of carriage charges obtained by each carrier that was guilty of delay.

The delivery period of load luggage specified in accordance with Article 29 of SMPS shall be apportioned among the carriers involved in the carriage, as follows:

1) The dispatch period shall be counted in favour of the carrier of the departure point;

2) The carriage period shall be apportioned in proportion to the tariff distance in kilometers for each country;

3) The supplementary periods for carriage of luggage and load luggage prescribed in § 2 of Article 32 of SMPS shall be apportioned in favour of the carriers in those countries on whose sections the delay has occurred for the reasons specified in the paragraph mentioned.

The carrier against whom the claim for recovery of compensation or refund of carriage charges is made shall not have the right to dispute the legality of the payments made by the claiming carrier, if the amount of the compensation or carriage charges that are to be refunded were determined by judicial authority and the carrier against whom the recourse claim is made had been notified in good time of court proceeding.

A claim for recovery of compensation or carriage charges paid under the claims shall be lodged within 75 days of the date of actual payment of the amount payable under the claim.

A claim for compensation or refund determined by a court decision shall be lodged within 75 days after the date of entry into force of that decision.

After that period, the carriers shall not have the right to lodge a claim for recovery of compensation.

Upon request of the party interested, cases for recovery of compensation or refund of carriage charges, which lead to disputes between the carriers, shall be considered in

court of competent jurisdiction at the defendant's location in accordance with the national law of the place for dispute resolution.

If claims for compensation or refund are made for several carriers, then the claiming carrier may, at his discretion, bring a lawsuit in a court of competent jurisdiction in the place where any defendant resides.

§ 20. Claims

Claims relating to the carriage of passengers, passengers' luggage and load luggage shall be settled in accordance with the provisions of the Rules for settling claims concerning the carriage of passengers, passengers' luggage and load luggage in international passenger traffic (Annex 14 of SI to SMPS).

§ 21. Stamps

1. A station date stamp shall contain the particulars as follows:
 - 1) Station name;
 - 2) Day, month, year.
2. A stamp shall be entered in the appropriate box or next to remarks that shall be confirmed by the stamp.
3. The stamp shall produce a clearly visible and legible image.

All the consequences arising from an illegible image of stamp shall impose liabilities on the carrier that has set the stamp.
4. Any handwriting changes on the stamp are prohibited. If an image of the date stamp is to be changed or the image is illegible, then the origin image shall be crossed and a new one shall be set next to it.

§ 22. Service telegrams and telephone communication

Service telegrams shall be sent in accordance with OSJD leaflet 0-891 "Rules for routine maintenance of telegraph channels and for exchange of international service telegrams over the railway telegraph network between the OSJD members".

**List of codes for SMPS member countries as well as specimens
of travel and carriage documents**

1. Alphabetic codes of the SMPS member countries are as follows:

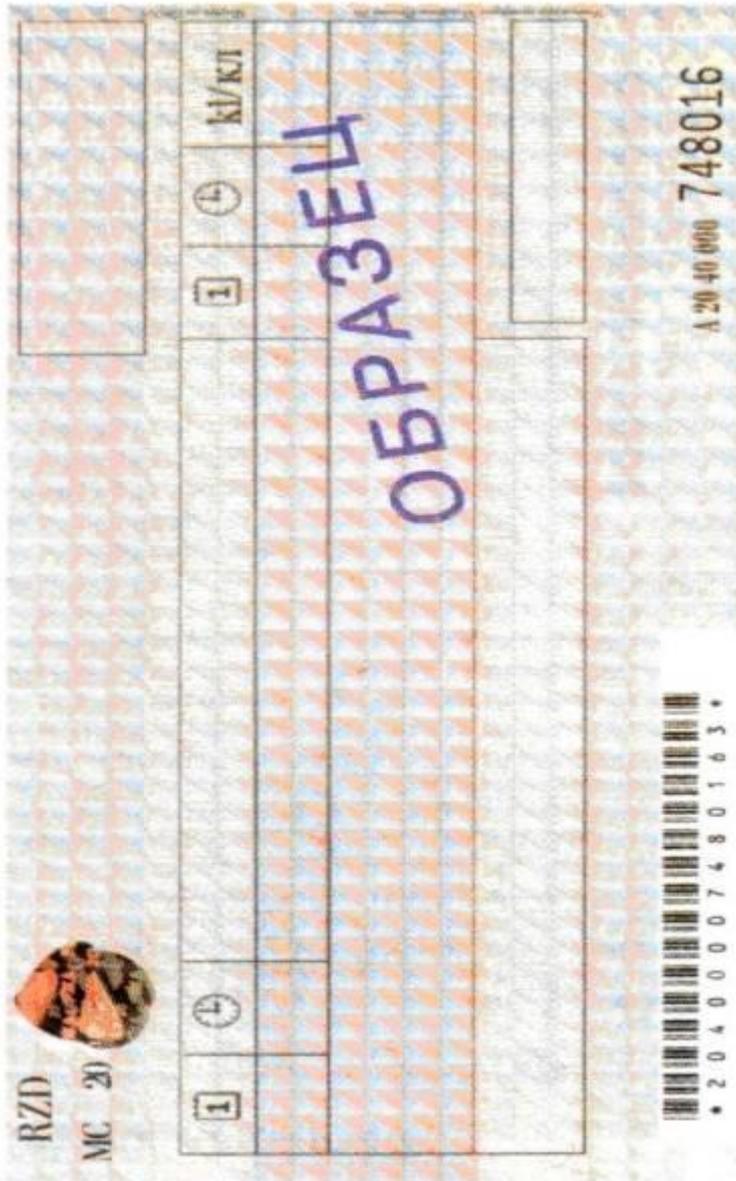
Republic of Azerbaijan	AZ
Republic of Albania	HSB
Islamic Republic of Afghanistan	ARA
Republic of Belarus	BC
Republic of Bulgaria	BDZ
Socialist Republic of Vietnam	VZD
Georgia	GR
Republic of Kazakhstan	KZH
People's Republic of China	KZD
Democratic People's Republic of Korea	ZC
Kyrgyz Republic	KRG
Republic of Latvia	LDZ
Republic of Lithuania	LG
Republic of Moldova	CFM
Mongolia	MJD
Republic of Poland	PKP
Russian Federation	RZD
Slovakian Republic	ZSSK
Republic of Tajikistan	TDZ
Turkmenistan	TRK
Republic of Uzbekistan	UTI
Ukraine	UZ
Czech Republic	CD
Republic of Estonia	EVR

2.2. Combined travel document RCT2-Standart.

©CIT 1996 Forma KL-115 Patv. LG 2005 m.

	CIV	24			KL
					
					
 B 000000					

2.3. Combined travel document RCT2-EXPRESS.

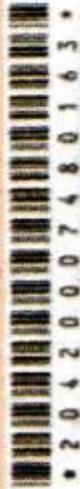


RZD КУПОН КАССИРА

для проезда железнодорожн

МС 20

ОБРАЗЕЦ



A 20 42 000 748016

RZD КОНТРОЛЬНЫЙ КУПОН

МС 20 к просрочному документу
без просрочного документа
для просроча недействителен

ОБРАЗЕЦ



А 20 41 000 748016

2.4. Комбинированный проездной документ RCT2–EXPRESS АСУ ПП УЗ

UZ 22					
					kl/кл
AA 000000					

UZ 2007

Держанк. КОФ Зам. 0000 2007 р. IV кв.

UZ 22 **КОНТРОЛЬНИЙ КУПОН** до проїзного документа
без проїзного документа не дійсний

UZ 2007

AA 000000

Держанк. КОФ Зам. 0000 2007 р. IV кв.

2.5. Blank ticket.

		KELIONĖS BILIJETAS БИЛЕТ - КУПОН LG-24 STRECKENFAHRSCHHEIN		LB	Data, kasos antspaudas Штемпель места выдачи с датой Tagesstempel der Ausgabestelle
		0097500			
Kel. sk. _____ Для _____ Für _____				человек Reisende(n)	
Nuolaida / von _____					
iki	1	kl. кл. Кл.			
do					
nach	2	kl. кл. Кл.			
per/через/über _____					
Nuolaida _____ % Скидка		Pažymėjimas Nr. Удостоверение №		Vieno keleivio važiavimo kaina Плата за проезд одного пассажира	
Ermässigung		Bescheinigung		Preis für einen Person	
Kontrolinės kortelės Контрольные купоны / Kontrollkarten				Visa važiavimo kaina Общая стоимость	
nuo Nr. _____ с № _____ von Nr. _____		iki Nr. _____ до № _____ bis Nr. _____		Gesamtbetrag	

		KELIONĖS BILIJETAS БИЛЕТ - КУПОН LG-24 STRECKENFAHRSCHHEIN		LB	Data, kasos antspaudas Штемпель места выдачи с датой Tagesstempel der Ausgabestelle
		0097500			
Kel. sk. _____ Для _____ Für _____				человек Reisende(n)	
Nuolaida / von _____					
iki	1	kl. кл. Кл.			
do					
nach	2	kl. кл. Кл.			
per/через/über _____					
Nuolaida _____ % Скидка		Pažymėjimas Nr. Удостоверение №		Vieno keleivio važiavimo kaina Плата за проезд одного пассажира	
Ermässigung		Bescheinigung		Preis für einen Person	
Kontrolinės kortelės Контрольные купоны / Kontrollkarten				Visa važiavimo kaina Общая стоимость	
nuo Nr. _____ с № _____ von Nr. _____		iki Nr. _____ до № _____ bis Nr. _____		Gesamtbetrag	

ŠAKNELĖ - КОРЕШОК - СТАММ

Collective ticket

MC UZ	КВИТОК-КУПОН БИЛЕТ-КУПОН STRECKENFAHRSCHEIN	A 000000	Штемпель місця видачі з датою Штемпель места выдачи с датой Tagesstempel der Ausgabestelle	
	<div style="border: 1px solid black; width: 100%; height: 40px;"></div>			
для для für	осіб человек Reisenden			
від/от/von				
до до nach	1 2	кл. кл. kl. kl.		
через/через/über				
Знижка Скидка Ermässigung	%	Посвідчення Удостоверение Bescheinigung	№	В тар.вал. В тар.вал. In der Tariffwährung
Контрольні купони/ Контрольные купоны/ Kontrollkarten			Плата за проїзд 1 пасажир Плата за проезд 1 пассажира Preis für eine Person	В нац.вал. В нац.вал. In der Nationalwährung
з/с/ von	№	по/по/bis	№	Загальна вартість в нац.вал. Общая стоимость в нац.вал. Gesambetrag in der Nationalwährung

Держзнак КОФ. Зам. 0000 2009 р. IV кв.

MC UZ	КВИТОК-КУПОН БИЛЕТ-КУПОН STRECKENFAHRSCHEIN	A 000000	Штемпель місця видачі з датою Штемпель места выдачи с датой Tagesstempel der Ausgabestelle	
	<div style="border: 1px solid black; width: 100%; height: 40px;"></div>			
для для für	осіб человек Reisenden			
від/от/von				
до до nach	1 2	кл. кл. kl. kl.		
через/через/über				
Знижка Скидка Ermässigung	%	Посвідчення Удостоверение Bescheinigung	№	В тар.вал. В тар.вал. In der Tariffwährung
Контрольні купони/ Контрольные купоны/ Kontrollkarten			Плата за проїзд 1 пасажир Плата за проезд 1 пассажира Preis für eine Person	В нац.вал. В нац.вал. In der Nationalwährung
з/с/ von	№	по/по/bis	№	Загальна вартість в нац.вал. Общая стоимость в нац.вал. Gesambetrag in der Nationalwährung

Держзнак КОФ. Зам. 0000 2009 р. IV кв.

2.6. Seat reservation

М МIEGAMOSIOS VIETOS BILETAS
ПІЛІКАРТА LB
BETTKARTE 0076000
LG-24

Bilieto Nr. / K. bilietų Nr. / Zum Fahrkartensitz: kel. sk. / gnt. / für reisende / Reisende(n)

Sudorbovo / perpuskeblis /

Byrkimas 19 / Organizacinė / Abilietis: m. / min. / sek. / Nr. / vagonas Nr. / raktai Nr. / vagonas Nr. /

Atlietu / Klasė ir kategorija / Klase ir kategorija / Klasse und Kategorie

Vieno kelio bilieto važiavimo kaina / Bilieto su atgaline nuostaba kaina / In der Währung des Ausgangsbahnhofs

Via važiavimo kaina / Ofina cerasioch / Gesamtbetrag

Padaugos rikiavimas / Korespondenčių ofop / Vermerkgebühren

Valdymas / Heminavosana / Im Wagen der Eisenbahn besitzt

Vieta Nr. / Mėnesia Nr. / Platz

Diena, kuomet atsiųsime / Tagesstempel der Ausgangsbahnhofs

М МIEGAMOSIOS VIETOS BILETAS
ПІЛІКАРТА LB
BETTKARTE 0076000
LG-24

Bilieto Nr. / K. bilietų Nr. / Zum Fahrkartensitz: kel. sk. / gnt. / für reisende / Reisende(n)

Sudorbovo / perpuskeblis /

Byrkimas 19 / Organizacinė / Abilietis: m. / min. / sek. / Nr. / vagonas Nr. / raktai Nr. / vagonas Nr. /

Atlietu / Klasė ir kategorija / Klase ir kategorija / Klasse und Kategorie

Vieno kelio bilieto važiavimo kaina / Bilieto su atgaline nuostaba kaina / In der Währung des Ausgangsbahnhofs

Via važiavimo kaina / Ofina cerasioch / Gesamtbetrag

Padaugos rikiavimas / Korespondenčių ofop / Vermerkgebühren

Valdymas / Heminavosana / Im Wagen der Eisenbahn besitzt

Vieta Nr. / Mėnesia Nr. / Platz

Diena, kuomet atsiųsime / Tagesstempel der Ausgangsbahnhofs

М МIEGAMOSIOS VIETOS BILETAS
ПІЛІКАРТА LB
BETTKARTE 0076000
LG-24

Bilieto Nr. / K. bilietų Nr. / Zum Fahrkartensitz: kel. sk. / gnt. / für reisende / Reisende(n)

Sudorbovo / perpuskeblis /

Byrkimas 19 / Organizacinė / Abilietis: m. / min. / sek. / Nr. / vagonas Nr. / raktai Nr. / vagonas Nr. /

Atlietu / Klasė ir kategorija / Klase ir kategorija / Klasse und Kategorie

Vieno kelio bilieto važiavimo kaina / Bilieto su atgaline nuostaba kaina / In der Währung des Ausgangsbahnhofs

Via važiavimo kaina / Ofina cerasioch / Gesamtbetrag

Padaugos rikiavimas / Korespondenčių ofop / Vermerkgebühren

Valdymas / Heminavosana / Im Wagen der Eisenbahn besitzt

Vieta Nr. / Mėnesia Nr. / Platz

Diena, kuomet atsiųsime / Tagesstempel der Ausgangsbahnhofs

М МIEGAMOSIOS VIETOS BILETAS
ПІЛІКАРТА LB
BETTKARTE 0076000
LG-24

Bilieto Nr. / K. bilietų Nr. / Zum Fahrkartensitz: kel. sk. / gnt. / für reisende / Reisende(n)

Sudorbovo / perpuskeblis /

Byrkimas 19 / Organizacinė / Abilietis: m. / min. / sek. / Nr. / vagonas Nr. / raktai Nr. / vagonas Nr. /

Atlietu / Klasė ir kategorija / Klase ir kategorija / Klasse und Kategorie

Vieno kelio bilieto važiavimo kaina / Bilieto su atgaline nuostaba kaina / In der Währung des Ausgangsbahnhofs

Via važiavimo kaina / Ofina cerasioch / Gesamtbetrag

Padaugos rikiavimas / Korespondenčių ofop / Vermerkgebühren

Valdymas / Heminavosana / Im Wagen der Eisenbahn besitzt

Vieta Nr. / Mėnesia Nr. / Platz

Diena, kuomet atsiųsime / Tagesstempel der Ausgangsbahnhofs

Seat reservation

MC UZ	ПЛАЦКАРТА ПЛАЦКАРТА BETTKARTE	Спеціальні вказівки Специальные указания Besondere Angaben	A 000000	Штемпель місця видачі з датою Штемпель места выдачи с датой Tagesstempel der Ausgabestelle
	До квитка К билету Zum Fahrausweis		осіб человек reisenden	
від/от/von		до/до/nach		
через/через/über				
				
Залізниця Жел.дорога Eisenbahn	Клас та категорія Класс и категория Klasse und Kategorie			
Плата за проїзд 1 пасажир в тар.вал. Плата за проезд 1 пассажира в тар.вал. Preis für eine Person in der Tarifwährung		в нац.вал. в нац.вал. in der Nationalwährung	грн.	
Загальна вартість в тар.вал. Общая стоимость в тар.вал. Gesamtbetrag in der Tarifwährung		в нац.вал. в нац.вал. in der Nationalwährung	грн.	
Комісійний збір в нац.вал. Комиссионный сбор в нац.вал. Kommissionsgebühr in der Nationalwährung	грн.	Використано у вагоні залізниці Использована в вагоне жел.дор. Im Wagen der Eisenbahn benutzt		

Держзнак КОФ. Зам. 0000 2009 р. IV кв.

MC UZ	ПЛАЦКАРТА ПЛАЦКАРТА BETTKARTE	Спеціальні вказівки Специальные указания Besondere Angaben	A 000000	Штемпель місця видачі з датою Штемпель места выдачи с датой Tagesstempel der Ausgabestelle
	До квитка К билету Zum Fahrausweis	КВИТАНЦІЯ КВИТАНЦІЯ QUITTUNG		осіб человек reisenden
від/от/von		до/до/nach		
через/через/über				
				
Залізниця Жел.дорога Eisenbahn	Клас та категорія Класс и категория Klasse und Kategorie			
Плата за проїзд 1 пасажир в тар.вал. Плата за проезд 1 пассажира в тар.вал. Preis für eine Person in der Tarifwährung		в нац.вал. в нац.вал. in der Nationalwährung	грн.	
Загальна вартість в тар.вал. Общая стоимость в тар.вал. Gesamtbetrag in der Tarifwährung		в нац.вал. в нац.вал. in der Nationalwährung	грн.	
Комісійний збір в нац.вал. Комиссионный сбор в нац.вал. Kommissionsgebühr in der Nationalwährung	грн.	Використано у вагоні залізниці Использована в вагоне жел.дор. Im Wagen der Eisenbahn benutzt		

Держзнак КОФ. Зам. 0000 2009 р. IV кв.

MC
UZ

ПЛАЦКАРТА
ПЛАЦКАРТА
BETTKARTE

Спеціальні вказівки
Специальные указания
Besondere Angaben

A 000000

Штемпель місця видачі з датою
Штемпель места выдачи с датой
Tagesstempel der Ausgabestelle

До квитка
К билету
Zum Fahrausweis

осіб
человек
reisenden

від/от/von	до/до/nach
через/через/über	

			
---	---	---	---

Залізниця
Жел. дорога
Eisenbahn

Клас та категорія
Класс и категория
Klasse und Kategorie



Плата за проїзд 1 пасажир в тар.вал. Плата за проезд 1 пассажира в тар.вал. Preis für eine Person in der Tarifwährung	в нац.вал. в нац.вал. in der Nationalwährung	грн.	
Загальна вартість в тар.вал. Общая стоимость в тар.вал. Gesamtbetrag in der Tarifwährung	в нац.вал. в нац.вал. in der Nationalwährung	грн.	
Комісійний збір в нац.вал. Комиссионный сбор в нац.вал. Kommissionsgebühr in der Nationalwährung	грн.		Використано у вагоні залізниці Использована в вагоне жел.дор. Im Wagen der Eisenbahn benutzt

Держзнак. КОФ. Зам. 0000 2009 р. IV кв.

2.7. Excess fare receipt

M	PRIEMOKOS KVITAS		
LG-24	ДОПЛАТНАЯ КВИТАНЦИЯ	LB	
	NACHLÖSEQUITTUNG	0004500	

Data, kasos antspaudas
Штемпель с датой выдачи
Stempel und Datum
der Ausgabe

Prie miegamosios vietos bilieto Nr.
К билету/плацкарте №
Zum Fahrausweis/zur Bettkarte

GIŽk.	klasė класс Klasse	kel. sk. человек Reisenden	nuolaida скидка Ermässigung	%
Жел. дор. Eisenbahn	для für	
nuo/ot/von			iki/до/nach			
per/через/über						

Priedmoka	kel. sk. человек Reisenden	nuolaida скидка Ermässigung	%
Доплата для Nachzahlung für	
nuo/ot/von			iki/до/nach	
per/через/über				

Papildomai išieškota Взыскано дополнительно Erhöbener Zuschlag	Perėjimas į aukštesnės категорijos vagoną Переход в 1-й класс Klassenwechsel	Maršruto pakeitimas Изменение пути следования Streckenwechsel	Miegamosios vietos bilieto kainos skirtumas Разница в стоимости плацкарты Unterschied in der Bettkarte nuo/iz/von iki/в/in
Už vieną keleivį За одного пассажира Für einen Person			
Visa važiavimo kaina Общая стоимость Gesamtbetrag			

M	PRIEMOKOS KVITAS		
LG-24	ДОПЛАТНАЯ КВИТАНЦИЯ	LB	
	NACHLÖSEQUITTUNG	0004500	

Data, kasos antspaudas
Штемпель с датой выдачи
Stempel und Datum
der Ausgabe

Prie miegamosios vietos bilieto Nr.
К билету/плацкарте №
Zum Fahrausweis/zur Bettkarte

GIŽk.	klasė класс Klasse	kel. sk. человек Reisenden	nuolaida скидка Ermässigung	%
Жел. дор. Eisenbahn	для für	
nuo/ot/von			iki/до/nach			
per/через/über						

Priedmoka	kel. sk. человек Reisenden	nuolaida скидка Ermässigung	%
Доплата для Nachzahlung für	
nuo/ot/von			iki/до/nach	
per/через/über				

Papildomai išieškota Взыскано дополнительно Erhöbener Zuschlag	Perėjimas į aukštesnės категорijos vagoną Переход в 1-й класс Klassenwechsel	Maršruto pakeitimas Изменение пути следования Streckenwechsel	Miegamosios vietos bilieto kainos skirtumas Разница в стоимости плацкарты Unterschied in der Bettkarte nuo/iz/von iki/в/in
Už vieną keleivį За одного пассажира Für einen Person			
Visa važiavimo kaina Общая стоимость Gesamtbetrag			

Ирсэн тухай тэмдэглэсн
 Отметка о прибытии
 Vermerk über die Ankunft
 Ирснийг бүртгэх департамент
 дес дугаар
 Порядковый №
 хэргийн пробын
 Ordnungszimmer
 дес Анкламбустес

/Очиг өргөөний хуулийн тэмдэгт
 календарный штампель станции
 назначения
 datumstempel der Bestimmungsstation/

Замд үүсэх хуралдагч Собрание должных в пути Beibehin die unterwegs istanden sind	Копейкалар Копейки Kopeken
Хүлээн авагчид хуралдагч Итого подлежащих взысканию с получателя Insgesamt vom Empfänger zu erheben	Рубляар Рубли Rubele

Хүлээн авагчийн гэрэн үсэг
 Расписка получателя
 Bestätigung des Empfängers

Ачаа тээврийг, ачаа тээврийн замын хуулигийн нүүрэн талд нэрлэсэн нэг ба татгалз итгэмжлэхтэй
 Товарбидаж, поименованный на личной стороне дорожной товарбидажной ведомости по разовой или постоянной доверенности
 Das auf der Vorderseite der Expressgütfachkarte bezeichnete Expressgut laut einmaliger oder ständiger Vollmacht

№ _____ от _____ 19__ г. для _____
 von _____ für _____

Хүлээн авсан
 Получил
 empfangen

/Ачаа тээврийг хүлээн авсан хүний гэрэн үсэг-толгойг, голчлоомго товарбидаж-
 Unterschrift des Empfängers des Expressgutes/

Хуулийн баримт
 Личный документ № _____
 Personalanzweis

Байр
 квартири № _____
 Wohnung

Хүлээн авагчийн хаяг
 Адрес получателя
 Adresse des Empfängers

Гудамж
 улица
 Strasse

Байшин
 дом № _____
 Haus

Ачаа тээврийг олгосон тухай тэмдэглэл
 Отметка о выдаче товарбидаж
 Vermerk über die Ablieferung des
 Expressgutes

Байшин
 дом № _____
 Haus

Гудамж
 улица
 Strasse

Байр
 квартири № _____
 Wohnung

Бусад тэмдэглэл
 Другие отметки
 Andere Vermerke

/Очиг өргөөний хуулийн тэмдэгт
 календарный штампель станции
 назначения
 Datumstempel der Abgangsstation/

<p>ОЛОН УЛСКИН ТӨМӨР ЗАМИН СУУЛЫН ХАРИЦЛАА МЕЖДУНАРОДНОЕ ЖЕЛЕЗНОДОРОЖНОЕ ПАССАЖИРСКОЕ СООБЩЕНИЕ INTERNATIONALER EISENBahn-PERSONENVERKEHR АЧАА ТЭЭШИЙН ТАСАЛВАРЫН ҮЛДЭХ А №014450 ХУВЬ КОРЕПОК ТОВАРОБАГАЖНОЙ КВИТАНЦИИ STAMM DES EXPRESSGUTSCHEINES</p>		<p>ТӨМӨР ЗАМУУД ЖЕЛЕЗНЫЕ ДОРОГИ EISENBAHNEN</p>		<p>Нэмэлт хураамж Дополнительные сборы Nebengebühren</p>		<p>Бүгд Всего Insgesamt</p>	
<p>Явуулах замын орны нэр Наименование страны доставки Name der Abgangsbahn</p>		<p>Угээрлийн хэвсэг Провинция Provinz</p>		<p>Угс Fracht</p>		<p>Угс зардалаа за обязательную ценность Für Wertgebühr</p>	
<p>Гэрт тэрэг Поезд № _____ 19 ____ г. Zug</p>		<p>Явуулсан өдөр, сар, олоор Дата отправления _____ 19 ____ г. Abgangsdatum</p>					
<p>Явуулах зам ба өргөө Станция и дорога отправления Abgangsbahn und Abgangstation</p>							
<p>Орны зам ба өргөө Станция и дорога назначения Bestimmungsbahn und Bestimmungstation</p>							
<p>Замнал Путь следования Verkehrsweg</p>		<p>Жилийн өргөөнүүд-логрангичны станцийн-Грэнцагийн/и/ Месяц, номер-станции, имя, отчество-Угс-унд Замнал/ /овог, нэр-станции, имя, отчество-Угс-унд Замнал/</p>					
<p>Малгаач ба түүний хаяг Отправитель и его адрес Absender und seine Anschrift</p>		<p>Хүлээн авагч ба түүний хаяг Получатель и его адрес Empfänger und seine Anschrift</p>					
<p>Зарласан үнэ Объявленная стоимость Angabe des Wert</p>		<p>Рубанэр-бингээр-арвинысь в рубль-ин Worten in Rubel/</p>					
<p>Таллийн ба бусад бэйг гүйцэтгэжээ зарлуулсан баримтаг хэвсгэрсэн тухай тэмдэглэл Отметка о предоставлении документов для эмпорт кения таможенных и прочих формальностей Vermerk über beigegebene Begleitpapiere zur Erfüllung der Zoll-und anderer Formalitäten</p>		<p>Ачаа тэрхийг баядал буруу бол-валын дугаарын тухай нууруулан өргөөний тэмдэглэл Отметка станции отправления в недостатках в упаковке или о состоянии товара/багажа Vermerk des Versandanstalt über mangelhafte Verpackung oder den Zustand des Expressgutes</p>		<p>Ачаа тэрхийг тээвэрлэлтийн хүлээн авсан тухай тэмдэглэл Отметка о приеме товара/багажа к перевозке Vermerk über die Annahme des Expressgutes zur Beförderung</p>		<p>Явуулах өргөөний хуудсын тэмдэг Календарный штамп/сальк отправления Datumstempel der Abgangsbahn</p>	
<p>Барилын тоо</p>	<p>Баллаар торол</p>	<p>Ачааны нэр Наименование груза Bezeichnung des Gutes</p>	<p>Жин кг-дөр Вес в кг Gewicht in kg</p>	<p>Зэрлэн байрны зарлалын үнэ Объявленная стоимость</p>	<p>Жилийн дөстөл- тэлийн Wirkliches</p>	<p>Тээврийн хэвсэг тоололох пропорций талтай Zur Berechnung der Fracht</p>	<p>Төрийн байрны зарлалын үнэ Объявленная стоимость</p>
<p>Цэс мөст</p>	<p>Тод улаархи</p>	<p>Ачааны нэр Наименование груза Bezeichnung des Gutes</p>	<p>Жилийн дөстөл- тэлийн Wirkliches</p>	<p>Төрийн байрны зарлалын үнэ Объявленная стоимость</p>	<p>Тээврийн хэвсэг тоололох пропорций талтай Zur Berechnung der Fracht</p>	<p>Төрийн байрны зарлалын үнэ Объявленная стоимость</p>	<p>Жилийн дөстөл- тэлийн Wirkliches</p>
<p>Шуудан штук</p>	<p>Ачааны нэр Наименование груза Bezeichnung des Gutes</p>	<p>Жилийн дөстөл- тэлийн Wirkliches</p>	<p>Төрийн байрны зарлалын үнэ Объявленная стоимость</p>	<p>Тээврийн хэвсэг тоололох пропорций талтай Zur Berechnung der Fracht</p>	<p>Төрийн байрны зарлалын үнэ Объявленная стоимость</p>	<p>Жилийн дөстөл- тэлийн Wirkliches</p>	<p>Төрийн байрны зарлалын үнэ Объявленная стоимость</p>
<p>Дүн Итого Insgesamt</p>							

Ирсэн тухайн тэмдэглэл
 Отметка о приваде
 Vermerk über die Ankunft
 Ирснийг лурггах
 дээррийн Лэс Аутанр
 Порядковий №
 ионги приобрати
 Ordnungsnnummer
 des Ankunftsbuches

(Очиг өргөөний хувиан тэмдэг)
 (коллекторын итгэмэл станци
 назначении)
 (Datumstempel der Bestimmungstation)

Олросон тухайн тэмдэглэл
 Отметка о выдаче
 Vermerk über die Ablieferung

(Очиг өргөөний хувиан тэмдэг)
 (коллекторын итгэмэл станци
 назначении)
 (Datumstempel der Bestimmungstation)

Замд үүссэн хуралыг Сборня, возникающая в пути Gebühren, die unterwegs entstehen sind	Рублээр Рубль Rubel	Коллектор Коллектор Kopelben
1.		
2.		
Хүтээн авагчид хуралын зарим хүч Рубль подается совместно с поручителем Insgesamt vom Empfänger zu erheben		

Бусад тэмдэглэлүүд:
 Другие отметки:
 Andere Vermerke:

Тээврийн газрын тухайн тэмдэглэл
Отметка о выдаче багажа
Vermerk über die Gepäckauslieferung

(Очиг өргөөний хурдны тэмдэг)
(мандаторный штамполь станции назначения)
(Datumstempel der Bestimmungsstation)

Тээврийн газар
Багажийн өлсөөр
Gepäckkastener
(Гарын үсэг — подпись — Unterschrift)

- Олон улсын төмөр замын суудлын харилцааны тухай хэлэлцээрээс (ОСХХ)
- Зорчигч нь тээврийн тасалбарыг хүлээн авахдаа түүнийг зөв бичигдсэнээр нягтлана (ОСХХ-ийн 10 дугаар зүйлийн 4-д).
 - Төлөөрлөгдөл хүлээн авсан тээврийн зорчигчийн явах галт тэргээр явуулана (ОСХХ-ийн 16-р зүйлийн 2-г).
 - Зорчигч нь түүний тээврийн үзэх талынги бр бусад дүрмийг заавал логши. Галтийн үзэлтийн үед зорчигч нь өөрөө байлгах ёстой (ОСХХ-ийн 45-р зүйл).
 - Галтийн тасалбарыг үзүүлэгч нь түүнд тээврийг өсөөгч бол тээврийг тасалбар дээр тэмдэглэснийг шаардах эрхтэй (ОСХХ-ийн 16-р зүйлийн 3-г).
 - Үндэстний заримдаг тээвэрлэгдэх өгсөн тээврийг бүгдийг буюу хагасыг үрэгдүүлэх үед төмөр зам нь зорчигчид үрэгдсэн тээврийн жинхэнэ үгийг тээхдээ Хул ачалын бохир жингийн дутуу кг бүрт 1,7 рублээс нүүгүйгээр тална. (ОСХХ-ийн 33-р зүйлийн 1-д).
 - Заримдаг үндэстний үрэгдүүлсэн бол төмөр зам нь заримдаг үндэстний төлөө (ОСХХ-ийн 33-р зүйлийн 2-г).

Илэмжлэл нь Согламента о международном пассажирском сообщении (СМПС)

- При получении багажной квитанции пассажир должен удостовериться, что она составлена правильно (§ 4 статьи 16 СМПС).
- Приставать к перевозке багаж должен быть отправлен тем же поездом, в котором едет пассажир (§ 2 статьи 16 СМПС).
- Пассажир обязан соблюдать таможенные и другие правила в отношении досмотра его багажа. Пассажир должен лично присутствовать при таможенном досмотре (статья 45 СМПС).
- Предметы багажной квитанции, которому не был выдан багаж, имеют право требовать отметки на багажной квитанции о дне представления его для получения багажа (§ 3 статьи 21 СМПС).
- При перевозке или частичной утрате багажа, связанного к перевозке без объявления ценности, заявленной дорога уплачивает пассажирку действительную стоимость утраченного багажа или утраченной его части, не превышающую однако 1,7 руб. за каждый недостающий килограмм веса брутто (§ 1 статьи 33 СМПС).
- При утрате багажа с объявленной ценностью железная дорога уплачивает как возмещение сумку объявленной ценности (§ 2 статьи 33 СМПС).

Auszug aus dem Abkommen über den Internationalen Personenverkehr (SMPs)

- Beim Erhalten des Gepäckscheines muß der Reisende überprüfen, ob der Schein richtig aufgestellt ist (§ 4. Artikel 16 SMPs).
- Das zur Beförderung angenommene Gepäck muß in demselben Zug befördert werden, mit welchem der Reisende fährt (§ 2 Artikel 16 SMPs).
- Der Reisende hat die Zoll- und sonstigen Vorschriften hinsichtlich der Überprüfung seines Reisegepäcks zu befolgen. Der Reisende muss persönlich bei der Zolluntersuchung anwesend sein (Artikel 45 SMPs).
- Wenn beim Vorweisen des Gepäckscheines das Reisegepäck nicht ausgeteilt wird (§ 3 Artikel 21 SMPs),
- Beim zusätzlichen oder teilweisen Verlust des Reisegepäcks, das zur Beförderung Wertangabe eingeleistet wurde, leistet die Eisenbahn dem Reisenden eine Entschädigung in der Höhe wirklichen Wertes des gänzlich verlorenen oder des verlorenen Teiles des Reisegepäcks, jedoch nicht mehr als 1,7 Rubel für jedes fehlende Kilogramm des Reingewichtes (§ 1. Artikel 33 SMPs).
- Beim Verlust von Reisegepäck mit angegebenem Wert leistet die Eisenbahn Entschädigung in der Höhe des angegebenen Wertes (§ 2. Artikel 33 SMPs).

Отметка станции назначения о истребованном багаже

Vermerk des Bestimmungsstation, darüber, daß Reisegepäck nicht angekommen ist

<p>ОЛОН УЛСЫН СУУДЛЫН ХАРИЦЛАА МЕЖДУНАРОДНОЕ ПАССАЖИРСКОЕ СООБЩЕНИЕ INTERNATIONALER PERSONENVERKEHR</p> <p>ТЭЭШИЙН ТАСАЛБАРЫН ҮЛДЭХ ЭХ КОРЕШОК БАГАЖНОЙ КВИТАНЦИИ STAMM DES GEPÄCKSCHEINES</p>		<p>321925</p> <p>У</p>		<p>Бичуулах замны өрнөх өдөр Holdscheine, startzeit und datum der Abgangsbahn</p> <p>Галт тэрэг Поезд № _____ Zug _____</p> <p>Зуурагдсан өдөр, сар, өдөр Дата отправления Abgangsdatum _____ 19__ г.</p>		<p>ТӨМӨР ЗАМУУД ЖЕЛЕЗНЫЕ ДОРОГИ EISENBAHNEN</p>		<p>Тээврийн хөлөг Провозная плат Fracht</p> <p>төг. руб. Rub.</p> <p>мөн, юп. Kop.</p>		<p>Нэмэлт хураамж (төг. мөн.) Дополнительные сборы (руб. коп.) Nebensgebühren (Rub. Kop.)</p> <p>үнэ зориулалтаа за складчину цөлнөх für Wertangabe</p>		<p>Бүгд Всего Insgesamt</p>	
<p>Бичуулах өргөө ба зам Holdscheine, station und abgangsbahn</p> <p>Станция и дорога отправления Abgangstation und Abgangsbahn _____</p>		<p>Бүгд хураасан Всего взыскано Insgesamt erhoben</p>		<p>Хураасан Взыскано Erhoben _____</p> <p>(бичгээр — прописью — in Worten)</p>		<p>БҮГД ХУРААСАН ВСЕГО ВЗЫСКАНО INSGESAMT ERHOVEN</p>		<p>Тээврийн үнэ Взездный расцен Gepäckskasener (тархи үсэг гаргалгажуйн — номинись разборно — iesslerische Unterschrift)</p>		<p>Тээврийн тээвэрлэлтэнд хүлээн авсан тухай Тэмдэглэл Отметка о приеме багажа к перевозке Vermerk über die Annahme des Reisegepäcks zur Beförderung</p>			
<p>Замнал Путь следования Beförderungsweg _____</p> <p>Зарласан үнэ Объявленная стоимость Angegebener Wert _____ (рублаар бичгээр — прописью в рублях — in Worten in Rubel)</p>		<p>Зарим байрны зарласан Үнэ (рублийн мөнгөн) Объявленная стоимость (in местной валюте) Анжебейнер Wert der einzelnen Gepäckstücke (in der Landeswährung)</p>		<p>Жин кг-аар — Вес в кг — Gewicht in Kg</p> <p>Хэргийн тээвэрлэлийн хэлсний тооцоолох дугаар Zur Berechnung der Fracht</p>		<p>Баргалаан Төрөл Род уулс Art der Verpackung</p>		<p>Байрны тоо Число мест Stückzahl</p>		<p>Эргүүлэн Дүн Итого Insgesamt</p>		<p>Эргүүлэн тэмдэг Штатский станций Stationsstempel</p>	
<p>Дүн Итого Insgesamt</p>		<p>Пүүллэгч — Весащик — Wiegemeister</p>		<p>Явуулах өргөөний хувиар тэмдэг Календарный штампель станции отправления Datumstempel der Abgangstation</p>		<p>Түүнийг тээвэрлэлтэнд хүлээн авсан тухай Тэмдэглэл Отметка о приеме багажа к перевозке Vermerk über die Annahme des Reisegepäcks zur Beförderung</p>		<p>Түүнийг тээвэрлэлтэнд хүлээн авсан тухай Тэмдэглэл Отметка о приеме багажа к перевозке Vermerk über die Annahme des Reisegepäcks zur Beförderung</p>		<p>Явуулах өргөөний хувиар тэмдэг Календарный штампель станции отправления Datumstempel der Abgangstation</p>			

2.9. Control ticket

<p>МС КЖД/КЗД</p> <p>Контрольный купон Kontrollkarte</p> <p>Класс/Klasse.....</p> <p>К билету-купону Nr..... Zum Streckenfahrschein</p>	<p>Годен только с билетом-купоном для групповой поездки</p> <p>Gulting nut in Verbindung mit dem Streckenfahrschein fur Gruppenfahrt</p>
---	--

Legend for reduced fares in machine processable travel documents

Category of passengers	Legend for reduced fares in box "Reason"
Children aged 4 to 12 years old, travelling alone or in a group	Child's
Adult groups of 6 or more members	Group
Mixed group (adults, children)	Children () [*] + adults () [*]

^{*} Number of passengers is given in brackets

SPECIMEN OF TRAFFIC ROUTE LIST FOR RAILWAY STAFF

Перевозчик _____
Carrier

МАРШРУТ №
ROUTE No. _____

Для _____ вагона № _____,
For _____ Car
курсирующего в поезде № _____ № _____ № _____
carried in train

от ст. _____ ж.д.
from station at _____ railway

и обратно
and homeward

Фамилии лиц служебного персонала
Names of the staff

Должность
Job title

" _____ " _____ 20

Название и штамп организации,
выдавшей маршрут
Name and stamp of the issuing office

Подпись
Signature

Маршрут составляется отдельно на каждый вагон
The route shall be issued separately for each railway car

The reverse side of the route list

	№ поезда Train No.	Число, часы, минуты Date and time	Штемпель, подпись уполномоченного Stamp and signature of authorized person
Отправление с начальной станции Dispatch from the departure station			
Прибытие на конечную станцию Arrival at the destination station			
Отправление с конечной станции Dispatch from the destination station			
Прибытие на начальную станцию Arrival at the departure station			
Примечания Notes			

“ ” _____ 20

Подпись проводника спального вагона
Или заведующего вагоном-рестораном
Signature of sleeper conductor or dining-car
manager

INSTRUCTIONS FOR DRAFTING OF LUGGAGE WAYBILL (MAP CHART)

A form sheet of luggage waybill (map chart) shall be issued in compliance with the national law of the carrier's country.

The face of the form sheet shall bear the mandatory data printed by typographical means in two languages – the official language of the country where the car is registered, as well as one of these languages (English, Chinese, German or Russian), as follows:

- Description of the form sheet;
- Car No. _____;
- Date of departure of the car;
- Date of arrival of the car;
- Full name of the train master;
- Full name(s) of the car conductor(s);
- Route of the car:

From station

To station;

- Issued for the journey:

Seat reservations from No. _____ to No. _____ ,

Excess fare receipts from No. _____ to No. _____ ,

Number of bed linen kits.

The face of the form sheet may bear the supplementary data printed by typographical means that may concern money means received from passengers for journey arrangement, bed linen, etc. or other particulars from the carrier that do not have relation to other carriers.

The reverse side of the form sheet shall bear a 9-column table with mandatory data printed by typographical means in two languages – the official language of the country where the car is registered, as well as one of these languages (English, Chinese, German or Russian), as follows:

- 1 – Station of departure of the passenger;
- 2 – Station of destination of the passenger;
- 3 – Number of seat/berth;
- 4 – Number of ticket;
- 5 – Number of seat reservation;
- 6 – Number of passengers;
- 7 – Proceeds for seat reservations;
- 8 – Proceeds for bed linen kits;
- 9 – Other information.

The number of rows is to be settled by the carrier.

SPECIMEN OF LUGGAGE WAYBILL (MAP CHART) No. _____

Дата отправления _____ Дата прибытия _____
Date of departure _____ Date of arrival _____

Начальник поезда _____
Train master

Проводник(и) вагона _____
Car conductor(s)

Маршрут _____ от станции _____
Route _____ from station _____
до станции _____
to station _____

Выдано в поездку:
Issued for the journey:

1. Плацкарты с № _____ по № _____
Seat reservations from ... to
2. Доплатные квитанции с № _____ по № _____
Excess fare receipts from to
3. Количество комплектов постельного белья ____
Number of bed linen kits

Израсходовано:
Consumed:

1. Плацкарты с № _____ по № _____
Seat reservations from ... to
2. Доплатные квитанции с № _____ по № _____
Excess fare receipts from to
3. Количество комплектов постельного белья ____
Number of bed linen kits

СДАЧА ВЫРУЧКИ SURRENDER PROCEEDS	Наименование валюты и сумма Name of currency and amount			
1. За проданные плацкарты For sales of seat reservations				
2. Доплата за места в вагоне высшей категории Excess fare for higher class				
3. За постельное белье For bed linen kits				
4. (другое) (other)				
ИТОГО _____ TOTAL				

Сдал _____
Surrendered by

Принял _____
Taken by

Report dated "____" _____ 20____

on substitution of a railway car of one carrier by that of another carrier

Составлен в том, что "____" _____ 20____ г.
на станции _____ (ж.д.) в поезде № _____ вагон № _____ перевозчика _____ по технической
неисправности был заменен вагон на № _____ перевозчика _____.

Hereby declares that at "____" _____ 20____
Car No. _____ of carrier _____ in train No. _____ has been substituted due to technical failure at station
_____ (railway) by car No. _____ of carrier _____.

Информация о первоначальной продаже проездного документа Particulars of original travel document										
№ п/п Item	№ проездного документа Travel document No.*	Категория места Category of seat/berth	Вид тарифа Tariff applied	Дата оформления Date of issue	Условное обозначение договорного перевозчика Code of contractual carrier	Количество пассажиров Number of passengers	Станция Station of		Дата отправления Date of departure	Референционный номер Reference number
							отправления departure	назначения destination		

* Указывается номер проездного документа или плацкарты, или электронного проездного документа.
Enter the number of travel document or seat reservation or electronic travel document.

Подпись проводника отцепленного вагона
Signature of conductor of the detached car _____

Подпись проводника прицепленного вагона
Signature of conductor of the hitched car _____

**List of remarks entered in travel and carriage
documents for carriage of passengers, luggage and
load luggage**

1. Срок годности билета продлен до
The period of validity of the ticket is extended to.....
2. В поездку отправилось человек
The journey has been started on by persons
3. Специальный вагон
Special car
4. Специальный поезд
Special train
5. Вагон № отцеплен на станции.....
числа месяца 20Г.
Car No. has been detached at station on
..... (day, month, year)
6. Плацкарта от станции до станции
Была использована в вагоне
Seat reservation
from station to station
was used in railway car
7. Двойная продажа мест. Плацкарта от станции до
станциииспользована в вагоне.....
перевозчика категории
Double-booking. Seat reservation from station to station
.....is used in railway car..... of carrier
..... in category
8. Плацкарта заменена на плацкарту № действительную в
спальном вагоне перевозчика
The seat reservation is substituted by seat reservation No. that is
valid in sleeping car of carrier
9. Билет не использован полностью по вине перевозчика
The ticket has not been used to the full extent due to the fault of carrier
10. Билет не использован полностью по причине личного характера
The ticket has not been used to the full extent due to the person's cause

11. Билет использован от станции до станции по вине перевозчика
The ticket has been used from station to station due to the fault of carrier
12. Билет не использован от станции до станции по причине личного характера
The ticket has not been used from station to station due to the person's cause
13. Билет на участке от станции до станции использован в вагоне класса
The ticket for the route section from station to station has been used in railway car of class
14. Действие билета (плацкарты) прекращено по станции
Validity of ticket (seat reservation) has been ceased at station
15. Срок действия билета (плацкарты) возобновлен на станции
Validity of ticket (seat reservation) has been resumed at station
16. Отказано в перевозке по вине пассажира
Refusal of carriage caused by the fault of passenger
17. Действие билета прекращено по вине пассажира
Validity of ticket has been ceased by the fault of passenger
18. Срок доставки багажа продлен на суток
Luggage delivery period is extended for days
19. Багаж сдан до станции
Luggage has been registered for transportation to station
20. К багажной отправке №
For luggage consignment No.
21. Багаж
Luggage
22. Багаж на руках
Hand luggage
23. Багаж выдан на станции
Luggage has been handed over at station

24. Багаж не прибыл.....(дата, часы)
Luggage has not been arrived on.....(date, time)
25. Первоначальная багажная квитанция №
Original luggage receipt No.
26. Возврат, провозные платежи взыскать с получателя
Return, carriage charges are to be collected from the consignee
27. Товаробагаж принадлежит пассажиру, билет №
Load luggage belongs to the passenger, ticket No.
28. К товаробагажной отправке №
For load luggage consignment No.
29. От объявления ценности отказываюсь
No value declared
30. Находка
Lost property found
31. Плата за перевозку собаки
Charges for carriage of a dog
32. Перерыв поездки надата
(название станции)
Interruption of journey at..... date
(railway station)

Specimen of adhesive label for luggage

MC	НАКЛЕЙКА НА БАГАЖ
RZD	ADHESIVE LABEL FOR LUGGAGE
Номер багажной квитанции	Luggage receipt number
Наименование станции и страны отправления	The station and country of departure
Наименование станции и страны назначения	The station and country of destination

Через

Through (пограничные станции)
(border stations)

Число мест в багажной отправке
Number of packages in the luggage consignment

Specimen of adhesive label for load luggage

МС	НАКЛЕЙКА НА ТОВАРОБАГАЖ
RZD	ADHESIVE LABEL FOR LOAD LUGGAGE
Номер товаробагажной квитанции Number of the load luggage receipt	
Наименование станции и страны отправления The station and country of departure	
Наименование станции и страны назначения The station and country of destination	

Через
Through

(пограничные станции)
(border stations)

Число мест в товаробагажной отправке
Number of packages in the load luggage consignment

Notification of circumstances preventing handover of load luggage

**МЕЖДУНАРОДНОЕ ПАССАЖИРСКОЕ СООБЩЕНИЕ
ИЗВЕЩЕНИЕ О ПРЕПЯТСТВИИ К ВЫДАЧЕ ТОВАРОБАГАЖА**

**INTERNATIONAL PASSENGER TRAFFIC
NOTIFICATION OF CIRCUMSTANCES PREVENTING HANDOVER OF
LOAD LUGGAGE**

1. Отправка, сданная
Consignment, handed over

_____ 20 _____

отправителем
by the consignor

(наименование отправителя и его адрес)
(name and address of the consignor)

на имя получателя
addressed to the consignee

(наименование получателя и его адрес)
(name and address of the consignee)

следовавшая товаробагажом по дорожной ведомости №
carried as load luggage under load luggage waybill
No. _____

со станции _____ на станцию _____
from station _____ to station _____

состоящая из _____ мест массой _____ кг,
consisting of _____ packages with weight of _____ kg

до сих пор не выдана получателю вследствие того, что
has not been so far handed over to the consignee due to

По отправке числятся провозная плата, сборы и издержки, возникшие в пути
The consignment is subject to carriage charges, fees and costs en route

в случае возвращения товаробагажа обратно
If load luggage is to be returned, then

провозная плата за протяжение
carriage charges for the distance
of _____ are as follows:

(км)
(km)

(сумма)
(amount)

Просим изложить ваше распоряжение относительно товаробагажа на этом бланке, под пунктом 2 и вернуть нам таковое возможно скорее

Please, notify us of your decision concerning the load luggage and state it in point 2 of this form sheet, and then return it to us as soon as possible.

(штампель станции)
(Station stamp)

(подпись)
(Signature)

2. Возвращается в подлиннике начальнику станции

To be returned to station master _____

Распоряжение отправителя

The consignor's instruction _____

числа

месяца
(day, month, year)

подпись
Signature

9. 领收人_____

Получатель _____

Consignee

10. 车辆号码_____

Вагон № _____

Car No.

11. 承运人（车辆经营人）代号_____

Условное обозначение перевозчика (оператора вагона) _____

Abbreviated designation of the carrier (car operator)

12. 20年____月到达

Прибыл _____ 20____ г.

Arrived on (date)

13. 第____次列车

Поездом № _____

By train No.

14. 随乘人员_____

В сопровождении _____

Accompanied by

15. 商务记录附有下列文件：

К КА приложены следующие документы:

Documents are attached to FR as follows

16. 车辆技术状态良好/不良

技术记录第____号 20年____月____日编制

Вагон оказался в техническом отношении исправным/неисправным, о чём составлен технический акт № _____ от _____ 20____ г.

Railway car sustained/ did not sustain technical damage which is confirmed by technical report No. _____ of _____ 20____ (date)

17. 声明价格_____

Объявленная ценность _____

Declared value

18. 行李票、包裹票检查结果与实际情况记录：

Результаты проверки по багажной, товаробагажной квитанции и запись о действительности:

Results of examination based on a luggage receipt, load luggage receipt and remarks on the current state:

项目 Пункты Points	记号、标记和 号码 Знаки, марки и номера Signs, marks and numbers	件数 Число мест Number of packages	包装种类 Род упаковки Type of packaging	行李/包裹名称 Наименование багажа/ товаробагажа Description of luggage/load luggage	总重量 (公斤) Общая масса, Кг Total weight, kg	标准包装的一 件重量 (公斤) Масса одного места при стандартной упаковке, кг Weight of one package in standard packaging, kg
行李票、包裹票记载 Значится по багажной, товаробагажной квитанции Specified in the luggage receipt, load luggage receipt	19	20	21	22	23	24
实际情况 В действительности оказалось Actually found	25	26	27	28	29	30
其中损毁行李、包裹情况 В том числе поврежденного багажа, товаробагажа Including damaged luggage/load luggage packages	31	32	33	34	35	36

37.

编制商务记录情况。关于行李、包裹（包括损毁行李、包裹）状态的说明，并注明短少或多出的数量

Обстоятельства составления КА. Описание состояния багажа, товаробагажа (в том числе поврежденного) с указанием количества недостачи или излишка

Circumstances constituting grounds for FR. Description of condition of luggage, load luggage (particularly with damages) together with specification of shortage or excess amount

车站日期戳 Календарный штампель станции Station date stamp
--

签字
Подпись
Signature

签字
Подпись
Signature

站长
Начальник станции
Station master

收货人
Получатель
Consignee

参加编制商务记录人员的签字和职务_____

_____ Подписи и должности лиц,
_____ участвующих в составлении КА
_____ Signatures and title of officials who
are involved in the process of
drawing up FR

38. 鉴定书已编制/未编制

Акт экспертизы составлен/не составлен
Expert's report is drawn up / not drawn up

39. 到站对附有中途站商务记录到达行李或包裹状态的记录:

Отметка станции назначения о состоянии багажа или товаробагажа, прибывшего с КА попутной станции
Remarks of destination station on the condition of luggage or load luggage arrived with FR completed by a station en route

车站日期戳 Календарный штемпель станции Station date stamp
--

签字
Подпись
Signature
签字
Подпись
Signature

站长
Начальник станции
Station master
收货人
Получатель
Consignee

参加编制商务记录人员的签字和职务_____

_____ Подписи и должности лиц,
_____ участвующих в составлении КА
_____ Signatures and title of officials who
are involved in the process of
drawing up FR

40 本商务记录寄往_____ 20____年____月____日
КА направляется

_____ от _____ 20____
FR is forwarded to of (date)

Explanatory notes for completing SMPS formal report

FORMAL REPORT No. (SMPS)

At the issue of formal report (hereinafter referred to as – FR), the carrier shall specify its identification number in accordance with his internal regulations.

1. Abbreviated designation of the carrier _____

The abbreviation of the carrier completing the FR shall be printed by typographical means as specified in point 1 of Annex 1 to SI to SMPS.

2. Issued on _____ **20** _____.

Enter the date of issue of the FR.

3. Station _____

Put the date stamp of the station, at which the FR was issued.

4. In addition to FR No. _____ **issued by station** _____ **of railway**
_____ **dated** _____ **20** _____.

The particulars shall be entered providing that the luggage/load luggage receipt is attached with FR completed by an intermediate station en route. The particulars shall include the identification number of FR, name of intermediate station, railway and date of issue.

The remark "Not attached" shall be entered providing that a FR was issued en route and the relevant remark was stated in the luggage/load luggage receipt but the FR was not attached to it.

The data shall not be entered providing that no FR was issued en route.

5 – 9. Luggage receipt / load luggage receipt No. _____ **of** _____ **20** _____
(date).

Departure station _____ **of railway** _____

Destination station _____ **of railway** _____

Consignor _____

Consignee _____

Enter the appropriate particulars in accordance with the (luggage waybill/, load luggage /waybill).

If the goods (luggage, load luggage) arrived with no luggage waybill/ load luggage waybill, then the remark shall be entered against the above five points, as follows: "luggage/load luggage arrived with no luggage waybill/load luggage waybill)".

However, if the required data may be picked up from the label or marking attached to the package of luggage/load luggage), then in addition to the above remark, the discovered data shall be entered together with the following remarks: "In accordance with label/marking on package of luggage/ load luggage".

10. Car No. _____

Enter the serial (manufacturing) number of railway car.

11. Abbreviated designation of the carrier (car operator)

The abbreviation of the carrier (car operator) shall be printed by typographical means as specified in point 1. of Annex 1 to SI to SMPS.

12. Arrived _____ **20** ____ **(date)**

Enter the date of arrival of car loaded with luggage, load luggage, which is accompanied with FR.

13. By train No. _____

Enter the number of train arrived with the car loaded with luggage, load luggage, which is accompanied with FR.

14.

Accompanied by _____

This field shall be completed providing that the escorting is required by internal regulations of the carrier drawing up a FR.

Enter the full name and job title of the attendant.

15. The following documents are attached to FR

The attached documents shall be specified.

16. The car sustained/did not sustained technical damage, which is confirmed by technical report No. _____ **dated** _____ **20** ____.

If a report for technical state of car was issued, then enter the number and date of issue of the report.

17. Declared value _____

Enter particulars in accordance with the luggage receipt/load luggage receipt).

If the luggage receipt/ load luggage receipt does not bear the data of declared value, then enter the remark "No value declared".

18. Result of examination

Results of examination shall be entered separately based on the following data:

- Particulars specified in the luggage receipt/load luggage receipt (points 19 - 24),
- Goods available on site (points 25 - 30),
- Packages of luggage / load luggage found to be damaged (points 31 - 36).

19 – 24 Specified in the luggage receipt/load luggage receipt

Enter the appropriate particulars in accordance with the luggage receipt, load luggage receipt. The data shall not be entered providing that the luggage receipt/load luggage receipt does not bear any information.

If the luggage receipt/load luggage receipt is lost, then points 19-21 shall bear the remark "Luggage, load luggage arrived with no luggage receipt/load luggage receipt.

25 – 30. Actually found

Enter the particulars for the luggage/load luggage available.
Point 30 shall not be completed.

31 – 36. Including packages of luggage/load luggage damaged

Enter the particulars for packages of luggage/load luggage damaged, based on information of points 31-35.

Point 36 shall not be completed.

37. Circumstances constituting grounds for issuance of a FR. Description of condition of luggage/load luggage (particularly with damages) together with specification of shortage or excess amount

Specify circumstances of discovering a damage of packages of luggage/load luggage). For example, "At unloading", "At delivery", "At transshipment onto wagons of another gauge", "At reloading due to technical malfunction of car", "At sorting".

Enter the cause constituting grounds for FR. Describe the detailed condition of the packages of luggage/load luggage that are found to be in the car, at the moment of inspection. Specify the causes of damage to (hurt to) or shortage of packages of luggage/

load luggage). FR shall bear no offer or opinion of guilt of consignor or of railway concerning the damage of packages of luggage/load luggage.

When describing the damage never use common expressions such as “Luggage/load luggage damaged”, “Packaging is broken”.

If packages of luggage/load luggage are found to be unsafe due to malfunction of car, then specify this malfunction of car and give a reference to a report for technical state of car that is attached to FR.

If missing weight of luggage/load luggage) is discovered, then enter the type of weighing machine (wagon weighbridge, decimal or centesimal weighing machine), which was used

Signatures:

FR shall be signed by all officers involved in the process of drawing up a FR and confirmed by the date station stamp

38. Expert's report drawn up/not drawn up

If the expert's report is drawn up, then it shall be attached to that copy of FR, which is to be kept by the destination station. If it is impossible to attach the expert's report to FR, then this point shall bear the date of completing the expert's report, its number and name of the issuing agency.

39. Remarks of destination station on the condition of luggage or load luggage arrived with FR completed by a station en route

The box shall be filled at the destination station if an examination of luggage, load luggage discovers that the actual condition and amount of luggage, load luggage is consistent with the relevant particulars of FR issued by the intermediate station and arrived together with the luggage, load luggage. The destination station shall state, with no issue of a new FR, that the condition of luggage, load luggage is consistent with the particulars of FR issued by the intermediate station.

Signatures:

FR shall be signed at the destination station by all the officers listed in the form sheet and confirmed by the date station stamp.

40. FR is forwarded to

_____ of (date) _____ 20 ____.

The abbreviation of that carriers, who has drawn up a FR and to whom a FR has to be forwarded shall be defined in compliance with point 1 of Annex 1 to SI to SMPS

Specimen of handover sheet

МЕЖДУНАРОДНОЕ ПАССАЖИРСКОЕ СООБЩЕНИЕ
INTERNATIONAL PASSENGER TRAFFICПЕРЕДАТОЧНАЯ ВЕДОМОСТЬ №
HANDOVER SHEET No. _____

по отправка¹м багажа/товаробагажа¹, переданным со станции
Concerning the luggage/load luggage¹ forwarded from the station
_____ поездом № _____
by train No.

На станцию _____ Ж.Д. _____
To station _____ of railway

“ _____ ” _____ 201 ____ г.

№ по порядку Sequential number	№ реестра таможи Customs register No.	Станция отправления Departure station	Станция назначения Destination station	Дата отправления Date of departure	№ дорожной ведомости Waybill No.	Число мест Number of packages	Род упаковки Type of packaging	Наименование груза Description of goods	Масса в кг Weight in kg	Примечание в документах, актах (протоколах) и пр. Remark in documents, reports, etc.

Штемпель
сдающего перевозчика
Stamp of
transferring carrier

Штемпель
принимающего
перевозчика
Stamp of
receiving carrier

Сдал
Surrendered by

Принял
Taken by

¹ Ненужное зачеркнуть
Delete as applicable

² При передаче багажа указанная графа не заполняется
This box shall not be filled for handover of luggage.

Примечание: Передаточные ведомости на багаж и товаробагаж составляются отдельно.

Note. Handover sheets for luggage and load luggage shall be issued separately.

Specimen of general report

АКТ ОБЩЕЙ ФОРМЫ №
GENERAL REPORT No. ___

Сокращенное наименование перевозчика, составившей акт
Abbreviation of the issuing carrier

2. Станция
Station _____

2. Отправка № от
Consignment No. dated 201

3. Станция оправления станция назначения
Departure station _____ Destination station _____

4. Вагон № род перевозчик
Car No. Type Carrier
прибывшей с поездом №
Arrived by train No.

2. Причины и обстоятельства составления акта:
Causes and circumstances constituting grounds for FR:

-----201-----

Штемпеля станций

Начальник станции

Подписи и
должности лиц,
участвующих в
составлении акта

Station stamp

Station master

Signatures and
job titles of
persons issued
the report

(подпись /
Signature)

RULES for settling claims concerning carriage of passengers, passengers' luggage and load luggage in international passenger traffic

I. Claims against carriers

1. Claims under the contract of carriage of passengers, passengers' luggage and load luggage may be made against the carriers listed in Annex 2 to SMPS.

The carrier received the claim shall settle the claim (hereinafter referred to as the settling carrier).

2. The settling carrier shall, if possible, ascertain the matter in detail. He shall verify the claimant's right to submit a claim, availability of all the documents required for claiming and the observance of the limitations period under the provisions of SMPS.

In addition, the settling carrier shall assume whether the claim is to be satisfied and assign the liable carrier.

II. Claims for carriage of luggage and load luggage

1. Claim shall be handled by the settling carrier provided that he satisfies the claim in total.

If the claim imposes liability on other carriers that are SMPS members, then the claim shall be handled as follows.

When transporting luggage or load luggage between two and more countries, the settling carrier shall forward the copies of claim application together with all relevant documents to all the carriers involved in the carriage and to the claimant within 30 days of the date of receipt of the claim.

If one or more carriers, to which claim documents are forwarded, give no answer to the claim within 100 days of the date of forwarding the documents, then the settling carrier shall send them a notice by a registered mail.

If no answer is received within 30 days of the date of sending the notice, then the approval of satisfaction of the claim shall be deemed to be obtained.

The claim application for the delayed delivery of luggage or load luggage is not required.

Each carrier, which receives a copy of this claim, shall consider the claim within 100 days of the date of forwarding the documents and give a reply for the claim to the settling carrier as well as send one copy of this reply to each of the other carriers involved in the carriage. Within this period the settling carrier shall notify the carriers involved in the carriage of his own degree of liability for this claim. If the carrier that considers the claim admits his own liability, then the admitted amounts shall be added to the next balance statement in favor of the settling carrier.

If all participating carriers have considered the claim and proved that it is impossible to assign the liable carrier for the claim under the current circumstances but the claim is well-grounded and shall be satisfied, then the settling carrier shall be entitled to distribute indemnities among all the carriers, involved in carriage, including the settling carrier. The indemnities shall be distributed in proportion to tariff kilometers for the actual route traveled by the consignment separately for each country, except for those countries, which prove that the loss or damage was suffered not on their railway lines or through no fault of theirs.

If one or more participating carriers give a negative reply beyond the assigned period, then the settling carrier shall not acknowledge the statement.

If one or more participating carriers give a reply beyond the assigned period but this reply contains an acceptance of the claim, then the settling carrier shall resettle the amounts, if necessary, by adding the required amounts to balance statements.

2. If the settling carrier forwards the claim issued in the appropriate manner after the expiration of the 30-day period, specified in point 1 of Section II, then this delay shall not be the cause for rejecting the claim by the liable carrier.

3. When considering the claim, the settling carrier shall require that the claim documents are submitted under Article 42 of SMPS.

If, instead of the above mentioned documents, the claimant submits other documents confirming his right to make a claim, then the settling carrier shall decide whether these documents are sufficient for considering the claim.

The carrier that received the claim for compensation of damage, shall specify the carrier's name, date of receipt of the claim and case number on the claim form and on all the documents enclosed.

If the claimant submits documents with the above mentioned particulars of considering a claim, then the settling carrier shall inquire what decision was made for the previous claim.

After consideration of the claim, the settling carrier shall process claim documents in accordance with § 8 of Article 42 of SMPS.

III. Claims for refund of carriage charges

1. Claims for refund of carriage charges shall be settled by the carriers in accordance with Article 35 and 42 of SMPS.

2. The claim shall be considered by that carrier which received it from the passenger in accordance with § 2 of Article 42 of SMPS.

3. The settling carrier shall ascertain the matter of the claim and assume whether the claim is to be satisfied as indicated in Article 35 of SMPS.

If he accepts the claim in total or in part, then he shall satisfy the claim leaving aside the opinions of other carriers, for which the charges are to be refunded.

His decision shall be mandatory for other carriers involved in refunding the charges for the claim.

4. If the submitted travel documents are not consistent with provisions of Article 35 of SMPS and the circumstances specified in the claim application prove that the claim may be satisfied, then the settling carrier shall receive endorsement of other participating railways for satisfaction of the claim within the period specified in point 1 of Section II.

IV. Claim of one carrier against another carrier for recovering the compensation paid

1. The cross liability of the carriers as well as the right of one carrier for recovering the compensation paid shall be settled in accordance with the provisions of SMPS and SI to SMPS.

2. Settlement of accounts between carriers concerning the right to recover the compensation paid shall be made in accordance with special regulations for settlement of accounts concerning international passenger traffic.

CONTENTS

§ 1	General provisions	2
§ 2	Completion of the travel documents	2
§ 3	Additional regulations for the issuance of travel documents	9
§ 4	Maintenance of cars for international traffic	9
§ 5	Control of travel documents	11
§ 6	Acceptance of luggage for carriage	11
§ 7	Carriage of luggage	13
§ 8	Delivery of luggage	13
§ 9	Acceptance of load luggage for carriage	14
§ 10	Carriage of load luggage	15
§ 11	Delivery of load luggage	16
§ 12	Actions at misshipment of luggage and load luggage	17
§ 13	Reconsignment of undocumented packages of luggage or load luggage	17
§ 14	Marking of luggage and load luggage	17
§ 15	Formal report	17
§ 16	Carriage of passengers. Handover of luggage and load luggage at border stations	19
§ 17	Payment for carriage of passengers, luggage and load luggage	20
§ 18	Settlement of accounts between carriers	21
§ 19	Right of carriers to recover compensation paid	22
§ 20	Claims	23
§ 21	Stamps	23
§ 22	Service telegrams and telephone communication	23
Annex 1	List of codes for SMPS member countries as well as specimens of travel and carriage documents	24
Annex 2	Legend for reduced fares in machine processable travel documents	49
Annex 3	Specimen of traffic route list for railway staff	50
Annex 4	Specimen of luggage waybill (map chart)	52
Annex 5	Report on substitution of a railway car of one carrier by that of another carrier	55
Annex 6	List of remarks entered in travel and carriage documents for carriage of passengers, luggage and load luggage	56
Annex 7	Specimen of adhesive label for luggage	59
Annex 8	Specimen of adhesive label for load luggage	60
Annex 9	Notification of circumstances preventing handover of load luggage	61
Annex 10	Specimen of the SMPS/SMGS formal report	63
Annex 11	Explanatory notes for completing the SMPS/SMGS formal report	67
Annex 12	Specimen of handover sheet	71
Annex 13	Specimen of general report	72
Annex 14	Rules for settling claims concerning carriage of passengers, passengers' luggage and load luggage in international passenger traffic	73