

ORGANISATION FOR CO-OPERATION BETWEEN RAILWAYS (OSJD)



Service Instructions to the Agreement on International Passenger Traffic

(SI to SMPS)

as amended on 1 May 2025

(Applicable with effect from 1 November 1951)

**The OSJD Committee
Warsaw 2025**

SECTION I GENERAL PROVISIONS

Article 1 Scope of application

§ 1. These Service Instructions are mandatory for all participants that are involved in the carriage covered by the Agreement on International Passenger Traffic (hereinafter referred to as SMPS). These Service Instructions shall apply to the legal relations between the carriers of the SMPS Member-States.

§ 2. If these Service Instructions do not contain the relevant provisions, then the national law provisions of the SMPS Member-States shall apply.

SECTION II COMPLETION OF THE TRAVEL DOCUMENTS AND PASSENGER HANDLING

Article 2 General requirements

§ 1. Form sheets of travel documents and ticket folders shall be printed in printing plants in accordance with the national law of the state where the contractual carrier has its registered office.

Form sheets of the 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.

The following data are mandatory for form sheets of 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 the SMPS Member-States can be found in Annex 1 of the Service Instructions.

§ 2. 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, erasures, corrections and amendments are prohibited. Entering of unknown notices that are not approved by the Parties to SMPS is not allowed.

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 data may be written or printed in the Russian letters at discretion of the carriers.

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

Completing of the machine processable travel documents shall comply with provisions of International Railway Solutions (IRS).

§ 3. 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).

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

§ 5. The specimens of travel and carriage documents are listed in Annex 2 of the Service Instructions.

Article 3 **Non-machine processable blank tickets**

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

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 ticket sales point, 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.

§ 2. 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.

§ 3. 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".

§ 4. 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.

§ 5. 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 return journey at the 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.

§ 6. 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.

Article 4

Non-machine processable seat reservations

§ 1. A seat reservation contains three sheets, i.e. a stub printed on white paper and 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, CFM 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 ticket sales point, 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.

§ 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 "SLUZHEBNIYI BILET OSZD" (the OSJD service ticket) for an official journey with the OSJD ticket.

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

Article 5

Non-machine processable surcharge tickets

§ 1. 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.

§ 2. 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.

§ 3. When issuing travel documents for luggage cars, dining cars running in special trains, the number of cars 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.

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

§ 5. Unused boxes of the surcharge ticket shall be crossed diagonally.

Article 6

Non-machine processable ticket folder

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

§ 2. 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.

Article 7

Non-machine processable control ticket (boarding pass)

§ 1. Each member of a group trip shall be provided with one control ticket (boarding pass). The control ticket (boarding pass) shall bear a ticket number and a railcar class.

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

Article 8

Non-machine processable cardboard tickets

§ 1. 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.

§ 2. 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".

§ 3. 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 ticket sales point.

§ 4. 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).

Article 9

Machine processable blank travel documents

§ 1. 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 IRS 90918-8 «Layout for electronically issued rail passenger tickets».

§ 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.

§ 3. 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 national law of the state where the travel ticket is issued).

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 and carriers.

Box 6: Applicable tariffs, conditions.

Box 7: Currency and total fare.

Box 8: Service data.

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

Box 1: Full names of passengers (if prescribed by national law)

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.

Box 6: Applicable tariffs, conditions, carriers.

Box 7: Currency and total fare.

Box 8: Service data.

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

Box 1: Period of validity of a travel ticket. Personal data of the passengers (if prescribed by national law of the state where the ticket has been issued).

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.

§ 6. Combined travel document RCT2-Standard consists of one sheet. Such travel documents shall be printed in compliance with GTT-CIV for International Passenger Traffic.

§ 7. 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.

§ 8. 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.

§ 9. Ticket folder.

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

Article 10

Passenger handling

§ 1. When transporting an organized group of passengers, a single travel document may be issued. Each passenger, each member of the group, except for a group leader, who travels with a collective ticket, 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 issued for a group journey

If a collective travel document is purchased for a round trip at the station of departure, 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. 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) 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 carriage of 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.

§ 2. For children aged 4 to 12 years old, a separate travel document shall be issued for each child.

§ 3. Legend for reduced fares in machine processable travel documents can be found in Annex 3 of the Service Instructions.

§ 4. 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 ticket sales point 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.

§ 5. For a passenger travelling in the whole 2 bed or 3-bed compartment may be issued a first class ticket and a seat reservation SINGLE (1/1);
For two passengers travelling in a 3-bed compartment may be issued two first class tickets and two seat reservations DOUBLE (1/2).

SECTION III MAINTENANCE OF CARS FOR INTERNATIONAL RAILWAY TRAFFIC

Article 11 Service staff

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

§ 2. If the service staff has to deal with the matters not belonging to its competence it shall contact a party involved in the carriage with a view to reach a reasonable solution.

§ 3. The service staff shall have identity card issued in compliance with national law and completed route lists made available by carrier or car operator for one staff member or for the total number of staff members (Annex 4 of the Service Instructions) as well as a luggage waybill (map chart) for each car (Annex 5 of the Service Instructions). Route list and luggage waybill (map chart) shall be completed, as appropriate, using the mandatory data. Non-mandatory data may be used while completing route lists and luggage waybills as well if prescribed by carriers (car operators).

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

Form sheets mentioned in Annexes 4 and 5 issued before the date of the adoption of sample forms specified in this Service Instructions may be used until their date of expiry.

Article 12 Demands placed on the service staff

§ 1. The service staff shall be appropriately qualified for its task. The qualification criteria are set out by national law of the state, where the carrier has his registered office.

§ 2. The service 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.

§ 3. The service staff shall possess (corresponding to its official obligations) the appropriate knowledge concerning

- The Service Instructions,
- SMPS,
- Border und customs procedures,
- Regulations concerning its official obligations.

Article 13 **Official duties of the service staff**

§ 1. The service staff shall ensure availability of necessary information for the passengers. The 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.

§ 2. The service staff shall respect religious and moral traditions of the people.

§ 3. In the course of its duties, the service staff shall treat all passengers with the utmost courtesy and consideration and provide all necessary assistance

§ 4. The service staff shall check the travel documents of passengers and its validity as well as the hand luggage allowance and animal transportation.

§ 5. The service staff shall check the documents of passengers entitling them to travel with free tickets (reduced fare tickets).

§ 6. The service staff shall ensure appropriate sanitation and proper temperature regime of car, as well as fire protection and traffic safety.

§ 7. The service staff shall take first aid measures for passengers and call emergency medical services if necessary. In the case of infected passengers, the service staff shall keep them isolated from other ones.

§ 8. The service staff shall provide persons with reduced mobility assistance on board of a train (storing their hand luggage and facilities designed for them) and during boarding and disembarking from a train.

Article 14

Service staff management

§ 1. While passing through the territory of another state, the service staff members shall comply with national law provisions of that state and identify themselves with their ID documents entitling to cross the borders and enter that state located along the travel route.

§ 2. While operating in passenger cars, dining cars, special cars, the service staff shall obey provisions of SMPS for the hand luggage allowance.

§ 3. The service staff members shall possess route list completed in compliance with § 3 of Article 11 of the Service Instructions while performing their duties

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 station of departure shall enter a relevant remark providing the reasons of proceeding without the car into the route list. In such a case, the service 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 abovementioned provisions shall apply appropriately for the service staff members of dining cars.

§ 4. The service staff may issue the travel documents (seat reservations) for presented tickets, provided that there are vacant seats or berths available, unless otherwise determined by the carrier or stipulated for the issuance of travel documents (seat reservations) for this car. In addition, the service staff may also provide commercial services in compliance with guidelines defined by the carrier with regard to passenger cars.

§ 5. While performing its duties in international passenger traffic, the service staff shall be inspected by the supervisors (supervisory staff) in accordance with the Rules for inspection of passenger trains and cars of international traffic between the OSJD Member-States.

§ 6. The service staff shall validate travel documents after departure of the train from the passenger's boarding station by putting a mark on the reverse side of the travel document containing the train number, date and time of stamp, which shall be certified by the signature of the service staff

Article 15

Carriage of persons with reduced mobility

A contractual carrier shall provide other participating carriers with all relevant information (by telegraph or otherwise (by means of communication to confirm date of receipt of information)) about the carriage of persons with reduced mobility in regard to arrival or departure date, train number, car number and seat number, full name (if

available), as well as to services to be provided for persons with reduced mobility in order to enable them to get access to passenger platform or railway station.

Article 16

Control of travel documents

§ 1. The service staff of the sleeping car or couchette car 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 service staff shall assume no liability for the validity of reduced tickets issued in accordance with the national law in force in the state of issuance and presented by the passenger on boarding the train.

SECTION IV

COMPLETION OF CARRIAGE DOCUMENTS AND LUGGAGE HANDLING

Article 17

Carriage document

§ 1. The blank carriage document shall be used for luggage handling. The blank carriage document consists of three sheets with identical requisites to be printed in two languages, namely in the language of the departure state and in one of these languages – English, Chinese, German or Russian:

LUGGAGE RECEIPT,
LUGGAGE WAYBILL,
STUB OF THE LUGGAGE RECEIPT

§ 2. The luggage receipt and luggage waybill shall be printed with a green guilloche background. A stub of the luggage receipt shall be printed on the white paper. Luggage receipts, luggage waybills and stubs of the luggage receipt shall have a size of 280 mm x 210 mm.

§ 3. The luggage receipt shall be filled out in the official language of the contractual carrier. The load luggage receipt shall be filled with a fountain or ballpoint pen provided that this is not contrary to national law provisions. All the entries shall comply with the applicable requirements.

§ 4. Any changes or amendments in carriage documents are not allowed.

Article 18

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 collective 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. 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 confirm it by signing 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 the carrier shall make the relevant remark in the appropriate box on the front side of the luggage receipt.

§ 4. 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.

§ 5. 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.

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.

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

Article 19

Marking of luggage

§ 1. After weighing of the luggage the carrier shall apply a label (with a railway marking) on each piece of luggage with the following particulars:

- 1) Mark "MC";
- 2) Station name and code of carrier from State of departure;
- 3) Station name and country code from State of destination;
- 4) Luggage receipt number;

5) Via (border stations) _____;

6) Number of packages in the luggage consignment.

§ 2. Labels of 100 mm x 80 mm shall be made in accordance with a specimen set out in Annex 6 of the Service Instructions and printed in the language of the departure country and in one of these languages – English, Chinese, German or Russian.

Article 20

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 about delay of the luggage upon the request of the customs administrations and/or other bodies, then the luggage may be sold in accordance with national law provisions of the state where the luggage is located.

§ 5. 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.

§ 6. The cause and duration of any delay, which entitles the carrier to extend the transit period for the consignment, shall be noted on the reverse side of the luggage waybill, under "Other remarks".

Article 21

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, partial loss, damage to or spoilage of luggage are 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.

SECTION V

COMPLETION OF CARRIAGE DOCUMENTS AND LOAD LUGGAGE HANDLING

Article 22

Carriage document

§ 1. The blank carriage document shall be used for load luggage handling. The blank carriage document consists of three sheets with identical requisites to be printed in two languages, namely in the language of the departure state and in one of these languages – English, Chinese, German or Russian:

LOAD LUGGAGE RECEIPT,
LOAD LUGGAGE WAYBILL,
STUB OF THE LOAD LUGGAGE RECEIPT

§ 2. The luggage receipt and luggage waybill shall be printed with a pink guilloche background. A stub of the load luggage receipt shall be printed on the white paper. Load luggage receipts, load luggage waybills and stubs of the load luggage receipt shall have a size of 280 mm x 210 mm.

§ 3. The luggage receipt shall be filled out in the official language of the contractual carrier. The load luggage receipt shall be filled with a fountain or ballpoint pen provided

that this is not contrary to national law provisions. All the entries shall comply with the applicable requirements.

§ 4. Any changes or amendments in carriage documents are not allowed.

Article 23

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 in luggage car.

§ 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 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. 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 confirm it by signing the blank 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 shall make the relevant remark in the appropriate box on the front side of the document.

§ 7. 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.

§ 8. For load luggage with declared value, the blank carriage document 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. When accepting the load luggage at the station of departure, the carrier shall put a station date stamp on the carriage document.

Article 24

Marking of load luggage

§ 1. After weighing of the load luggage the carrier shall apply a label (with a railway marking) on each package of load luggage with the following particulars:

- 1) Mark "MC";
- 2) Station name and code of carrier from State of departure;
- 3) Station name and code of carrier from State of destination;
- 4) Number of the load luggage receipt;
- 5) Via... (border stations)
- 6) Number of packages in the load luggage consignment.

§ 2. Labels of 100 mm x 80 mm shall be made in accordance with a specimen set out in Annex 7 of the Service Instructions and printed in the language of the departure country and in one of these languages – English, Chinese, German or Russian.

Article 25

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 on the reverse side of the load luggage waybill, under "Other remarks".

Article 26

Delivery of load luggage

§ 1. When arriving at the destination station, the carrier 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 additional freight charges caused by his instructions that are to be raised en route and at the destination station have been collected from the consignee. The carrier 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 an excess weight of load luggage, partial loss, damage to or spoilage of load luggage are 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.

§ 5. 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 8 of the Service Instructions) 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. ____".

§ 6. If no other route for carriage of load luggage 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 shall inform the consignor of the obstacle for carriage or delivery. This notice shall be completed based on the particulars received (Annex 8 of 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 and change of route occur.

SECTION VI

CHANGES IN CONTRACTUAL TERMS OF CARRIAGE OF PASSENGERS, LUGGAGE OR LOAD LUGGAGE

Article 27

Actions to be taken by the carrier in the case of non-compliance with provisions of the contract of carriage of passengers or changes to contractual terms

§ 1. In the case of delay or cancellation of train the carrier or his representative shall attest on the travel document that the train was delayed or cancelled. If the passenger wants to continue his journey the carrier or his representative shall extend the availability (validity) of the travel document for the period of the delay caused by the fault of the carrier by making the endorsement in compliance with Annex 9 of these Service Instructions. In the case of travel route or class car change the carrier or his representative shall make the endorsement that the ticket is valid for travelling by another route in the higher class car and the passenger shall get the new seat reservation instead of original one. In this case the difference in fare shall not be paid. But if the new seat or berth is of a lower class and category, then the price difference shall be compensated in accordance with the procedure set out in Article 35.4 § 2 of SMPS.

§ 2. If any car is detached en route, then the carrier or his representative 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 other cars of the same train as well as in cars of a higher class. When accommodating the passengers of the detached car the priority shall be given to the passengers with children, aged persons and persons with reduced mobility. If no free seats are available in this train, then the carrier or his authorized representative shall accommodate the passengers of the detached car in the next train running to the destination station of these passengers, provided the free seats are available on board of this train.

§ 3. 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 9 of the Service Instructions, the service staff of the detached car shall make the remark of the forced change in travel documents, which are to be return to the passengers. The remark shall be confirmed by the service staff's signature together with the date.

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 service staff of this car shall enter a remark on the presented travel document (seat reservation) in accordance with Annex 9 of the Service Instructions. The remark shall be confirmed by the service staff's signature together with the date.

The service staff of the substituting car shall complete the Report on substitution of railway car of one carrier by that of another carrier (Annex 10 of the Service Instructions).

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

§ 4. When a train deviates from its original route of travel the service personnel shall:

- after receipt of the information about the new route, determine the stations through which the train will not pass, inform passengers travelling to these stations of the transfer procedure, and make the necessary notes in their travel documents about it.
- ensure that passengers are disembarked at the agreed stations and given their travel documents with the appropriate remarks.

§ 5. 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 the provisions of Article 11.3 of SMPS shall be taken into consideration by the service staff. In this case the service staff shall enter the remark in the travel document in compliance with Annex 9 of the Service Instructions.

Article 28

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 travel 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.

Article 29

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 luggage waybill or load luggage 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.

Article 30

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 by carrier in luggage or load luggage.

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

Each consignment shall be accompanied by its own formal report that shall be signed by representatives of the carrier.

§ 3. The formal report shall be completed by the carrier at the station in strictly compliance with a specimen set out in Annex 11 of the Service Instructions and with provisions of Explanatory notes for completing the SMPS formal report (Annex 12 of the Service Instructions). 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 national law provisions. The number of copies of the car health report shall be equal to the number of copies of the formal report as specified in paragraph 8. Each copy of the formal report shall be accompanied by one copy of the car health report.

§ 5. The carrier shall check the actual availability and condition of luggage or load luggage at the destination station, which are accompanied by a formal report. If particulars of the formal report are not consistent with the actual availability and condition of luggage or load luggage, then a new formal report shall be issued by the carrier. If particulars of the formal report are consistent with the actual availability and condition of luggage or load luggage, 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 (load luggage) luggage complies with particulars of formal report" that is to be entered by the carrier 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 (load luggage) luggage, then a new formal report shall be drawn up by the carrier 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 by transferring and receiving party – 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 contractual 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.

The first copy of the formal report 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.

If the carrier that has received the formal report, 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.

SECTION VII

CARRIAGE OF PASSENGERS. HANDOVER OF LUGGAGE AND LOAD LUGGAGE AT BORDER STATIONS

Article 31

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 13 of the Service Instructions). 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 paragraph 1 of Article 30 of the Service Instructions, 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 of SMPS 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 cannot 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 14 of the Service Instructions) 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.

SECTION VIII CARRIAGE CHARGES

Article 32 Calculation and collection of carriage charges

§ 1. Charges for carriage of passengers (ticket and seat reservation fare, charge for carriage of luggage and load luggage) shall be determined by tables of carriage charges

as given in the applicable tariffs. The total travel costs shall be calculated individually on base of ticket price by adding the ticket fare applicable to carriage on the territory of each state and the fare for a seat reservation to be specified for the whole route by each through section.

The reduced ticket fare shall be calculated individually with approximation for the territory of each state 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.

Besides the passenger fare, the exchange and other charges may be collected from the passenger in accordance with national law provisions of the state, where the travel or carriage document has been issued.

§ 2. All carriage charges from the station of departure to the station of destination shall be collected from the passenger at the ticket sales point in accordance with the class of car and category of seats.

The price for a seat reservation for travelling in international railway cars or the difference in the cost of the charge when changing to a higher category seat may be charged from the passenger on the train.

§ 3. 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 1 kg of luggage or the carriage charge of 10 kg of load luggage with the use of tables of carriage charges in applicable tariffs, individually for distance traveled in regard to the territory of each state. These carriage rates, which are determined for each participating carrier, shall be multiplied by the number of kilograms of luggage or by the number of tens of kilograms of load luggage obtained by rounding up the total weight of 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 of luggage or load luggage.

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.

§ 4. 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.

SECTION IX SETTLEMENTS OF ACCOUNTS

Article 33 Settlement of accounts between carriers

Settlement of accounts between carriers under SMPS shall be made in accordance with regulations for settlement of accounts concerning international passenger and freight traffic (here in after referred to as regulations for settlement of accounts).

SECTION X CLAIMS

Article 34 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 3 to SMPS.

§ 2. The carrier received the claim shall verify the grounds for a claim, availability of all the documents required for claiming and the observance of the limitations period under the provisions of Articles 35, 43 and 44 of SMPS.

§ 3. After consideration of the claim, the settling carrier shall process claim documents in accordance with § 6 and § 7 of Article 42 of SMPS.

Article 35 Claims for refund of charges for carriage of passengers

§ 1. The carrier received the claim (contractual 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.

§ 2. If the submitted travel documents are not consistent with provisions of Article 43 of SMPS and the circumstances specified in the claim application prove that the claim may be satisfied, then the contractual carrier shall receive endorsement of other participating carriers for satisfaction of the claim according to the procedure as follows.

The contractual carrier shall forward the copies of claim application together with all relevant documents to all the carriers involved in the carriage 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 60 days of the date fixed in the accompanying letter, then the contractual carrier shall send them a notice by a mail or otherwise (by means of communication to confirm the date of receipt of information).

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.

Article 36

Claims for refund of charges for carriage of luggage and load luggage

§ 1. The carrier received the claim shall settle the claim (contractual carrier or carrier handing over luggage and load luggage) provided that he satisfies the claim in total. If the claim imposes liability on other carriers, then the claim shall be satisfied only by agreement between carriers involved in refunding the charges for the claim as follows.

When transporting luggage or load luggage between two and more states, the carrier received the claim shall forward the copies of claim application together with all relevant documents to all the carriers involved in the carriage 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 60 days of the date fixed in the accompanying letter, then the carrier, which forwarded the copies of claim application, shall send them a notice by a mail or otherwise (by means of communication to confirm the date of receipt of information).

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 copy of 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 60 days of the date fixed in the accompanying letter and give a reply for the claim to the carrier (contractual carrier or carrier handing over luggage or load luggage) as well as send one copy of this reply to each of the other carriers involved in the carriage and notify the carriers involved in the carriage of his own degree of liability for this claim.

If one of the carriers settling the claim is found to be guilty and satisfies the claim in total then the settlement of accounts between the carriers shall be made in accordance with regulations for settlement of accounts.

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 indemnities shall be distributed in proportion to tariff kilometers for the actual route traveled by the consignment separately for each carrier, except for those carriers, which prove that the loss or damage was suffered not on their railway lines or through no fault of theirs unless otherwise agreed by the participating carriers.

If one or more participating carriers give a negative reply beyond the assigned period, then the carrier received the claim 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 carrier received the claim shall resettle the amounts in compliance with regulations for settlement of accounts, if necessary.

§ 2. If the carrier received the claim forwards this claim after the expiration of the 30-day period, specified in paragraph of this Article, then this delay shall not be the cause for rejecting the claim by the carrier involved in the carriage.

§ 3. If the claimant submits other documents confirming his right to make a claim other than prescribed under § 5 of Article 43 of SMPS, then the carrier received the claim shall decide by agreement with other carriers involved in refunding the carriage charges, 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 and date of receipt of the claim on it and on all the documents enclosed.

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

Article 37

Claims for refund in the event of damage to the life or health of a passenger

§ 1. The claim for refund in the event of damage to the life or health of a passenger shall be settled by the carrier (contractual, subsequent or substitute carrier) performing carriage at the time the damage was caused.

§ 2. If the carrier received the claim is not found to be liable for this claim, then he shall within 15 days of the date of receipt of the claim forward it to the carrier, which is really liable for damage to the life or health of a passenger, and notify the claimant about it.

SECTION XI

RELATIONS BETWEEN CARRIERS IN CASES OF INCURRENCE OF LIABILITY UNDER CARRIAGE CONTRACT

Article 38

Actions for recourse between carriers to recover the compensation paid

The carrier that has paid compensation to the passenger, consignor or consignee under SMPS, 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 35 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 38 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 32 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 station;

Изложить девятый абзац в следующей редакции:

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

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 states 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.

SECTION XII

REMARKS TO BE ENTERED IN TRAVEL AND CARRIAGE DOCUMENTS

Article 39

Remarks

§ 1. In case of non-compliance with terms of contract of carriage or changes in its contractual terms the carrier or his representative shall enter appropriate remarks in carriage document, luggage receipt or load luggage receipt in accordance with provisions of paragraphs 7-9 of Article 6 of SMPS.

§ 2. All remarks to be entered in seat reservation shall be entered in seat reservation receipt as well, if available.

§ 3. List of pre-defined remarks to be entered in carriage documents, luggage receipt or load luggage receipt can be found in Annex 7 of the Service Instructions.

Article 40

Stamps

§ 1. A station date stamp shall contain the particulars as follows:

- 1) Name of station at which the stamp was entered;
- 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.

SECTION XIII

EXCHANGE OF INFORMATION BETWEEN CARRIERS

Article 41

Correspondence

Exchange of information between carriers is carried out by telegraph or otherwise (by means of communication to confirm the date of receipt of information).

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 alphabetic codes of the SMPS Member-States

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	LTG Link
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

List of specimens of travel and carriage documents


2.1. Collective ticket


2.1.1 Specimen of a collective ticket in the People's Republic of China

MC 中 铁 КЖД /KZD		册 页 客 票 Билет-купон Streckenfahrtschein		A 000009		售票处日期戳 Штемпель места выдачи с датой Datumstempel der Ausgabestelle	
供 для für		人乘车用 человек Reisende(n)					
自 от/von				站			
至 до nach		1 等 кл. /kl.		站			
		2 等 кл. /kl.		站			
经 由 через/über							
减成率 Скидка % Ermässigung		理由 Основание Grund		一名旅客客票票价 Плата за проезд одного пассажира/Preis je Person		瑞士法郎 шв. фр. SFr.	
团体旅客证 Контрольные купоны/Kontrollkarten 自 第 号 至 第 号 c/von Nr до/bis Nr				客票票价总额 Общая стоимость Gesamtbetrag		元 юней	
						瑞士法郎 шв. фр. SFr.	

MC 中 铁 КЖД /KZD		册 页 客 票 Билет-купон Streckenfahrtschein		A 000009		售票处日期戳 Штемпель места выдачи с датой Datumstempel der Ausgabestelle	
供 для für		人乘车用 человек Reisende(n)					
自 от/von				站			
至 до nach		1 等 кл. /kl.		站			
		2 等 кл. /kl.		站			
经 由 через/über							
减成率 Скидка % Ermässigung		理由 Основание Grund		一名旅客客票票价 Плата за проезд одного пассажира/Preis je Person		瑞士法郎 шв. фр. SFr.	
团体旅客证 Контрольные купоны/Kontrollkarten 自 第 号 至 第 号 c/von Nr до/bis Nr				客票票价总额 Общая стоимость Gesamtbetrag		元 юней	
						瑞士法郎 шв. фр. SFr.	

2.1.2 Specimen of a collective ticket in the Republic of Lithuania

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

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

ŠAKNELĖ - КОРЕШОК - STAMM

2.1.3 Specimen of a collective ticket in Ukraine

MC UZ	КВИТОК-КУПОН БИЛЕТ-КУПОН STRECKENFAHRSCHEIN		A 000000		Штемпель місця видачі з датою Штемпель места выдачи с датой Tagesstempel der Ausgabestelle	
для для für				осіб человек Reisenden		
від/от/von						
до до nach	1	кл. кл. kl.				
	2	кл. кл. kl.				
через/через/über						
Знижка Скидка Ermässigung		%	Посвідчення Удостоверение Bescheinigung		№	
			Плата за проїзд 1 пасажир Плата за проезд 1 пассажира Preis für eine Person		В тар.вал. В тар.вал. In der Tarifwährung	
Контрольні купони/ Контрольные купоны/ Kontrollkarten					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. Gesamtbetrag in der Nationalwährung	
Держказк. 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	
для для für				осіб человек Reisenden		
від/от/von						
до до nach	1	кл. кл. kl.				
	2	кл. кл. kl.				
через/через/über						
Знижка Скидка Ermässigung		%	Посвідчення Удостоверение Bescheinigung		№	
			Плата за проїзд 1 пасажир Плата за проезд 1 пассажира Preis für eine Person		В тар.вал. В тар.вал. In der Tarifwährung	
Контрольні купони/ Контрольные купоны/ Kontrollkarten					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. Gesamtbetrag in der Nationalwährung	
Держказк. КОФ. Зам. 0000 2009 р. IV кв.						

2.2 Seat reservation

2.2.1 Specimen of a seat reservation in the People's Republic of China








MC 卧铺票 中 铁 ПЛАТКАРТА KЖД /KZD BETTKARTE	特别记载 Специальные указания Besondere Angaben	A 000009	售票处日期戳 Штамп мест выдачи с датой Datumstempel der Ausgabestelle
属于第 K билету № Zum Fahrausweis	号客票 供 人乘车用 для до für Reisende(n)		
自/от/von 全/до/nach 经由/через/über			
发车日期 年 月 日	发车时间 时 分	车 次 №	车 厢 №
铁路 Жел. дорога Eisenbahn.....	等级和种类 класс и категория Klasse und Kategorie.....	席 位 №	
一名旅客卧铺费 Плата за проезд одного пасс. Preis für einen Person.	瑞士法郎 шв. фр. SFr.	发售国货 (人民币) В валюте страны выдачи In der Währung des Ausgabelandes	元 юаней
卧铺费总额 Общая стоимость Gesamtbetrag	瑞士法郎 шв. фр. SFr.	手续费 комиссионный сбор Vormarkgebühr	元 юаней
手续费 Комиссионный сбор Vormarkgebühr	瑞士法郎 шв. фр. SFr.	已乘坐 Использована в вагоне жел. дороги Im Wagen der Eisenbahn benutzt	铁路卧车








MC 卧铺票 中 铁 ПЛАТКАРТА KЖД /KZD BETTKARTE	特别记载 Специальные указания Besondere Angaben	A 000009	售票处日期戳 Штамп мест выдачи с датой Datumstempel der Ausgabestelle
属于第 K билету № Zum Fahrausweis	号客票 供 人乘车用 для до für Reisende(n)		
自/от/von 全/до/nach 经由/через/über			
发车日期 年 月 日	发车时间 时 分	车 次 №	车 厢 №
铁路 Жел. дорога Eisenbahn.....	等级和种类 класс и категория Klasse und Kategorie.....	席 位 №	
一名旅客卧铺费 Плата за проезд одного пасс. Preis für einen Person.	瑞士法郎 шв. фр. SFr.	发售国货 (人民币) В валюте страны выдачи In der Währung des Ausgabelandes	元 юаней
卧铺费总额 Общая стоимость Gesamtbetrag	瑞士法郎 шв. фр. SFr.	手续费 комиссионный сбор Vormarkgebühr	元 юаней
手续费 Комиссионный сбор Vormarkgebühr	瑞士法郎 шв. фр. SFr.	已乘坐 Использована в вагоне жел. дороги Im Wagen der Eisenbahn benutzt	铁路卧车

2.2.2 Specimen of a seat reservation in the Republic of Lithuania

[illegible]

2.2.3 Specimen of a seat reservation in Ukraine

MC UZ	ПЛАЦКАРТА ПЛАЦКАРТА BETTKARTE	Спеціальні вказівки Специальные указания Besondere Angaben	А 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 КВИТАНЦІЯ КВИТАНЦІЯ QUITTUNG	Спеціальні вказівки Специальные указания Besondere Angaben	А 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

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 Tarifrührung		в нац.вал. в нац.вал. in der Nationalwährung	грн.
Загальна вартість в тар.вал. Общая стоимость в тар.вал. Gesamtbetrag in der Tarifrührung		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	

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

2.3 Excess fare receipt

2.3.1 Specimen of an excess fare receipt in the People's Republic of China

MC 补加费收据 A 000009 售票处日期戳
 中铁 Дополатная квитанция Штемпель места выдачи с датой
 КЖД /KZD Nachlösequittung Datumstempel der Ausgabestelle
 属 子 K билета/плацкарте 第 号客票/卧铺票
 Zum Fahrausweis/zur Bettkarte Nr.
 Жел. дор. 铁路等级 供 人乘车用 减成率
 Eisenbahn Klasse für Reisende(n) Skidka %
 自 OT/VON 站至 до/nach 站
 经由 через/über

补收 Доплата для Nachzahlung für 自 OT/VON 经由 через/über	人的费用 человек Reisende(n) 站至 до/nach	减成率 скидка Ermässigung 站
---	--	-----------------------------------


补收 Взыскано Дополнительно Erhöbener Zuschlag	改乘1等车 Переход в 1-й класс Klassenwechsel	变更经路 Изменение пути следования Streckenwechsel	卧铺费差额 Разница в стоимости плацкарты Unterschied in der Bettkarte 由 变为 из/ von в/ in
每名旅客 За одного пассажира für je person	瑞士法郎 шв. фр. SFr.		
合计 Общая стоимость Gesamtbetrag	瑞士法郎 шв. фр. SFr.		
	人民币		元 китай

MC 补加费收据 A 000009 售票处日期戳
 中铁 Дополатная квитанция Штемпель места выдачи с датой
 КЖД /KZD Nachlösequittung Datumstempel der Ausgabestelle
 属 子 K билета/плацкарте 第 号客票/卧铺票
 Zum Fahrausweis/zur Bettkarte Nr.
 Жел. дор. 铁路等级 供 人乘车用 减成率
 Eisenbahn Klasse für Reisende(n) Skidka %
 自 OT/VON 站至 до/nach 站
 经由 через/über

补收 Доплата для Nachzahlung für 自 OT/VON 经由 через/über	人的费用 человек Reisende(n) 站至 до/nach	减成率 скидка Ermässigung 站
---	--	-----------------------------------

补收 Взыскано Дополнительно Erhöbener Zuschlag	改乘1等车 Переход в 1-й класс Klassenwechsel	变更经路 Изменение пути следования Streckenwechsel	卧铺费差额 Разница в стоимости плацкарты Unterschied in der Bettkarte 由 变为 из/ von в/ in
每名旅客 За одного пассажира für je person	瑞士法郎 шв. фр. SFr.		
合计 Общая стоимость Gesamtbetrag	瑞士法郎 шв. фр. SFr.		
	人民币		元 китай

2.3.2 Specimen of an excess fare receipt in the Republic of Lithuania

 PRIEMOKOS KVITAS ДОПЛАТНАЯ КВИТАНЦИЯ NACHLÖSEQUITUNG		LB 0004500		Data, kasos antspaudas Штамп с датой выдачи Stempel und Datum der Ausgabe
Prie miegamosios vietos bilieto Nr. К билета/плацкарте № Zum Fahrausweis/zur Bettkarte				
Glžk. Жел. дор. Eisenbahn	klasė класс Klasse	dla для für	kel. sk. человек Reisenden	nuolaida скидка Ermässigung
nuo/ot/von		iki/do/nach		%
per/čerez/über				
Priemoka Доплата для Nachzahlung für		kel. sk. человек Reisenden	nuolaida скидка Ermässigung	
nuo/ot/von		iki/do/nach		%
per/čerez/über				
Papildomai išieškota Взыскано дополнительно Erhobener Zuschlag	Perėjimas į aukštesnės kategorijos 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/ia/in	
Už vieną keleivį За одного пассажира Für einen Person				
Visa važiavimo kaina Общая стоимость Gesamtbetrag				

2.4 Ticket folder

2.4.1 Specimen of a ticket folder in the People's Republic of China

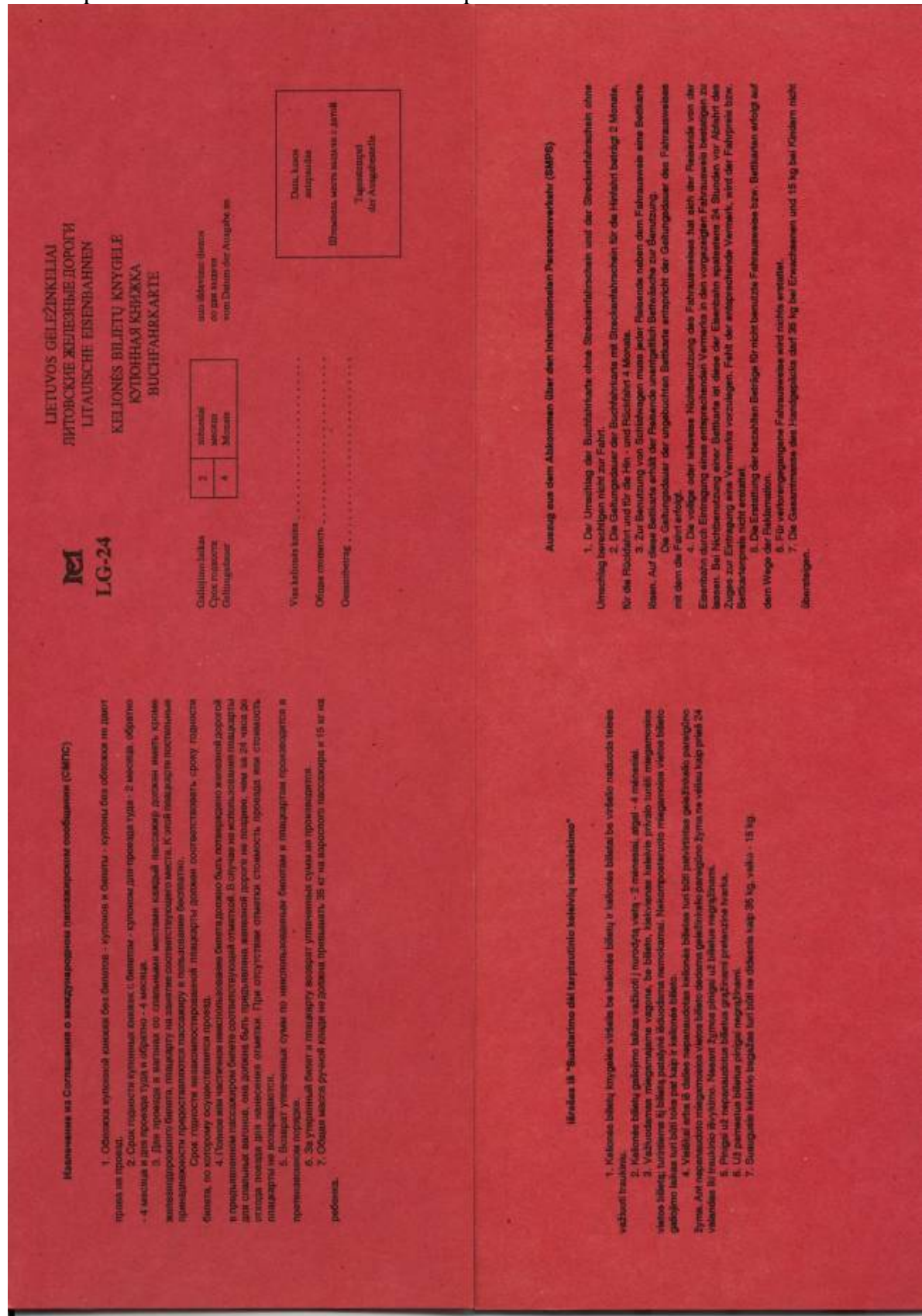
中华人民共和国铁路 ЖЕЛЕЗНЫЕ ДОРОГИ КНР EISENBAHNEN DER VRC									
MC 中 铁 КЖД /KZD	册 页 票 本 КУПОННАЯ КНИЖКА BUCHFABHRKARTE								
有效期 Срок годности Geltungsdauer 票价总额 Общая стоимость Gesamtbetrag	<table border="1" style="margin: auto;"> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">个 月</td> </tr> <tr> <td></td> <td style="text-align: center;">Месяца</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">Монате</td> </tr> </table>		2	个 月		Месяца	4	Монате	自发售之日起 Со дня выдачи Vom Datum der Ausgabe an
2	个 月								
	Месяца								
4	Монате								
人民币 _____ 元 RMB _____ yuan 以发售国货币表示 В валюте страны выдачи In der Währung des Ausgabelandes	售票处日期戳 Штемпель места выдачи с датой Datumstempel der Ausgabestelle								

旅 客 须 知	
<p>1. 凭本乘车票据有权在国际联运中按客票上注明的发、到站和经路乘车。</p> <p>2. 每名旅客乘坐卧车和座卧车时，除客票外，还应持有占用相应铺位的卧铺票。持有卧铺票的旅客免费使用卧具。</p> <p>3. 凭没有册页客票的票皮或没有票皮的册页客票均无权乘车，且对这类乘车票据不退还乘车费用。</p> <p style="padding-left: 20px;">旅客涂改过的乘车票据视为无效。</p> <p>4. 有册页客票的册页票本的有效期限，自发售之日起往程为两个月，返程为四个月，往返为四个月。未注明发车日期的卧铺票有效期与其客票的有效期相同。</p> <p>5. 在客票有效期内，如不违反护照行政法规，旅客有权在沿途车站下车，不限制次数和时间。</p> <p style="padding-left: 20px;">在继续乘坐卧车时，旅客应购买新的卧铺票。运行途中的停留不延长客票有效期。</p> <p style="padding-left: 20px;">在中途下车或不再继续乘行的情况下，旅客应在列车到达后 3 小时内向铁路提出乘车票据，以便做相应记载。</p> <p>6. 如不再乘车或乘车改期，旅客应在卧铺票上所载列车发车 6 小时前向铁路提出乘车票据，以便做相应记载。在遵守该条件的情况下，更改乘车日期的旅客有权对客票重新轧针孔并更换卧铺票，但不多于一次。</p> <p style="padding-left: 20px;">如果未赶上列车，为继续乘车，旅客应在列车出发后 3 小时内向铁路提出乘车票据。这时，要继续乘坐卧车，旅客需购买新的卧铺票。</p> <p>7. 全部或部分退还乘车费用由发售乘车票据的铁路办理。如乘车票据上没有铁路的相应记载，则乘车费用不予退还。</p> <p>8. 免费运送的手提行李总重，(成年旅客)不得超过 36 公斤，12 周岁以下的儿童不得超过 15 公斤。</p>	

К сведению пассажира

1. Настоящий проездной документ дает право проезда в международном сообщении от станции до станции и по маршруту указанному в билете
2. Для проезда в спальных вагонах и в вагонах с местами для лежания каждый пассажир кроме билета должен иметь плацкарту на занятие соответствующего спального места пассажиру имеющему плацкарту бесплатно предоставляется постельное белье
3. Обложка купонной книжки без билетов-купонов или билеты-купоны без обложки недействительны не дают права на проезд и по таким проездным документам не осуществляется возврат провозных платежей
Проездные документы считаются недействительными при наличии в них исправлений внесенных пассажиром
4. Срок годности купонных книжек с билетом-купоном для проезда туда -2 месяца с даты выдачи обратно-4 месяца туда и обратно-4 месяца срок годности плацкарты не имеющей данных о дате отправления соответствует сроку годности билета к которому она выдана
5. В течение срока годности билета пассажир имеет право прерывать на полупутных станциях поездку любое число раз и на любой срок если этому не препятствуют паспортно-административные правила
При возобновлении поездки в спальном вагоне пассажир обязан приобрести новую плацкарту остановка в пути следования не удлиняет срока годности билета
в случаях перерыва поездки или отказа от дальнейшего следования пассажир должен предъявить проездные документы железной дороге для проставления соответствующей отметки не позднее 3 часов с момента прибытия поезда
6. При отказе от поездки или переносе ее срока пассажир должен предъявить проездные документы железной дороге не позднее 6 часов до отправления поезда указанного в плацкарте для нанесения соответствующей отметки при соблюдении данного условия пассажир изменяющий срок поездки имеет право перекомпоновать билет и заменить плацкарту не более одного раза
При опоздании на поезд пассажир для возобновления поездки должен предъявить проездные документы железной дороге не позднее 3 часов после отправления поезда в этом случае для возобновления поездки в спальном вагоне он должен приобрести новую плацкарту
7. Полный или частичный возврат провозных платежей осуществляется дорогой оформившей проездной документ При отсутствии на проездных документах соответствующих отметок железных дорог провозные платежи не возвращаются
8. Общая масса ручной клади провозимой бесплатно не должна превышать 36 кг на взрослого пассажира и 16 кг на ребенка до 12 лет

2.4.2 Specimen of a ticket folder in the Republic of Lithuania



2.5 Control ticket (boarding pass)

<div>MC КЖД/KZD</div> <div>团体旅客证 Контрольный купон</div> <div>等级/Класс.....</div> <div>属于册页客票 第.....号 К билету-купону №.....</div>	<div>仅当同团体旅客册页客票使用时 有效</div> <div>Годен только с билетом-купоном для групповой поездки</div>
<div>MC MJD</div> <div>团体旅客证 Контрольный купон</div> <div>册页客票 第.....号 Билет-купон №.....</div> <div>名..... 姓..... Имя..... Фамилия.....</div> <div>车厢 第.....号 席位..... Вагон №..... Место.....</div>	<div>仅当同团体旅客册页客票使用时 有效</div> <div>Годен только с билетом-купоном для групповой поездки</div>

2.6 Combined travel document

2.6.1 Specimen of RCT2 standard model and definition of boxes, lines and columns

[illegible]

B 000000

2.6.3 Specimen of RCT2–EXPRESS in the Russian Federation

RZD MC 20					
					
				kl/кл	
<div style="text-align: center; font-size: 2em; color: blue; opacity: 0.5;">ОБРАЗЕЦ</div>					
 * 2 0 4 0 0 0 3 8 6 1 7 1 2 *				А 20 40 000 386171	
RZD КОНТРОЛЬНЫЙ КУПОН MC 20 к проездному документу без проездного документа для проезда недействителен					
<div style="text-align: center; font-size: 2em; color: blue; opacity: 0.5;">ОБРАЗЕЦ</div>					
 * 2 0 4 1 0 0 0 3 8 6 1 7 1 2 *				А 20 41 000 386171	
RZD КУПОН КАССИРА MC 20 для проезда недействителен					
<div style="text-align: center; font-size: 2em; color: blue; opacity: 0.5;">ОБРАЗЕЦ</div>					
 * 2 0 4 2 0 0 0 3 8 6 1 7 1 2 *				А 20 42 000 386171	

2.6.4 Specimen of RCT2–EXPRESS ACY ПП УЗ in Ukraine

UZ 22					
1	⌚		1	⌚	к1/кЛ

UZ 2007

AA 000000

Держбанк КОФ Зам. 0000 2007 р. IV кв.

UZ 22

КОНТРОЛЬНИЙ КУПОН до проїзного документа
без проїзного документа не дійсний

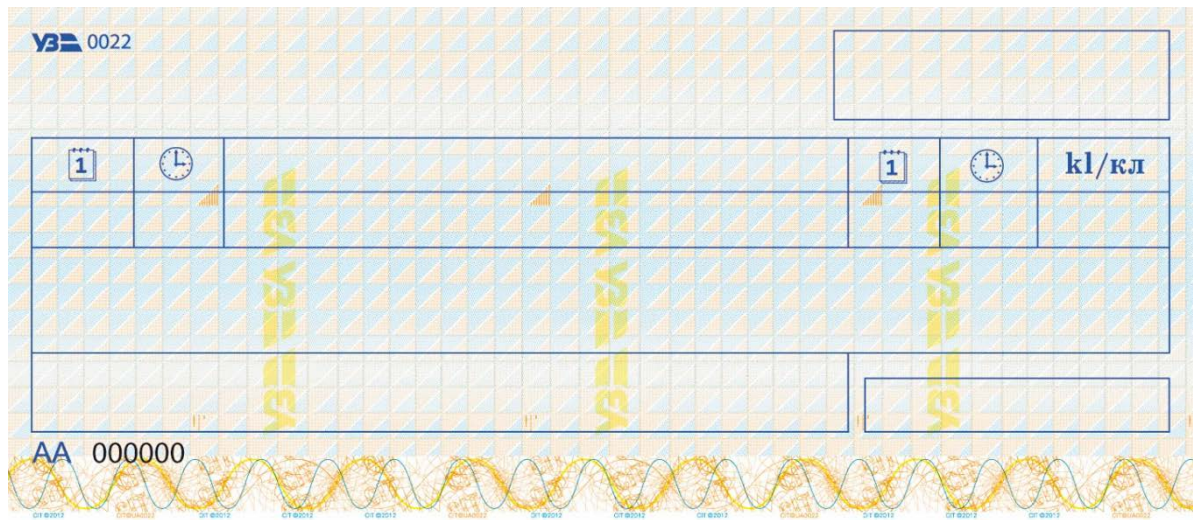
КОНТРОЛЬ

UZ 2007

AA 000000

Держбанк КОФ Зам. 0000 2007 р. IV кв.

2.6.5 Specimen of RCT2 – CIT 2012 ACK III Y3 in Ukraine



MC
中 铁
KЖД /KZD

国际旅客联运
 МЕЖДУНАРОДНОЕ ПАССАЖИРСКОЕ СООБЩЕНИЕ
 行李票存根
 Корешок багажной квитанции

第三联——行李票存根

№ 096550

发送站国名 中 华 人 民 共 和 国

Наименование страны дороги отправления КНР

车 次 发送日期 年 月 日 число

Поезд № дата отправления

发站和发送路

Станция и дорога отправления

到站和到达路

Станция и дорога назначения

经 路

Путь следования (国 境 站 Пограничные станции)

声明价格 Объявленная ценность

瑞士法郎 шв. фр.
(大写和数字,以瑞士法郎为单位
прописью и цифрами в шв. фр.)

提出客票的 号码 №предъявлен- ного проездного билета	件 数 Число мест	包装种类 Род упаковки	重量(公斤) Вес в кг		条件的声明价格 (本国货币) С объявленной цен- ностью отделе- ных мест(в иностранной валюте)
			实 际 重 量 действи- тельная	计算运费重量 для исчисле- ния провозной платы	
共 计 Итого					

铁路名称	运费	杂费(瑞士法郎)	共计
Железные дороги	Провозная плата (瑞士法郎) (шв. фр.)	Дополнительные сборы(шв. фр.) 声明价格费 За объявленную ценность	Всего
共 计 всего			
已核收 выплачено			元 Копеек 瑞士法郎(шв. фр.) (大写和数字 请填写在方框里)
行李员 Багажный кассир	(签字须清晰易辨 подпись разборчиво)		
发站关于包装不良或行李状态的记载 Отметка станции отправления о недостатках в упаковке или о состоянии багажа		关于行李承运的记载 Отметка о приеме багажа к перевозке	
车站戳记 Печать станции	司磅员 Весовщик	发站日期戳 Печать станции	
	(签字—подпись)	发站日期戳 Печать станции	日历戳 Календарный отпечаток

2.7.2 Specimen of a luggage receipt in Mongolia

[illegible]

Нэсэл тухайн тэмдэглэл
Отметка о прибытии
Vermerk über die Ankunft
Нэсэлд хүргэх
дэвтрийн дэс дугаар
Порядочный №
книги прибытия
Ordnungsnummer
des Ankunftsbulletins

(Огнох өргөөний хувцаны тэмдэг)
(Kontrollstempel des Bekleidungs-
stationen)
(Datumstempel der Bestimmungsstation)

Замд үүссэн хуримал Сборы, возникающие в пути Gebühren, die unterwegs entstanden sind	Рублээр Рубль Rubel	Копейкоор Копейка Kopeken	
1.			
2.			
Хүлээн авагчид хуримал зохих хүн Прото полагается принимающему с получателя Insgesamt vom Empfänger zu erheben			

Бусад тэмдэглэлүүд:
Другие отметки:
Andere Vermerke:

Огнох тухайн тэмдэглэл
Отметка о прибытии
Vermerk über die Ankunft

(Огнох өргөөний хувцаны тэмдэг)
(Kontrollstempel des Bekleidungs-
stationen)
(Datumstempel der Bestimmungsstation)

Олон улсын төмөр замны суудлын харилцааны тухай хэлэлцээрээс (ОСХХ)

1. Зорчигч нь тээврийн тасалбарыг хүлээн авахаар түүнийг зөв бичигдсэнээр авчиралтаа (ОСХХ-ийн 16 дугаар зүйлийн 4-д).
2. Тээвэрлэгдэх хүлээн авсан тээврийг зорчигчийн явах газт тэргээр оруулж (ОСХХ-ийн 16-р зүйлийн 2-г).
3. Зорчигч нь түүний тээврийг үзэх талын ол бусад дүрмийг заавал дагана. Талын үзэлийн үед зорчигч нь өөрөө байдал ажиглах ёстой (ОСХХ-ийн 16-р зүйлийн 3-г).
4. Тээврийн тасалбарыг үзүүлэгч нь түүн тээврийг өсөөгүй бол тээврийн алхалар ирнээ тээврийн тасалбар дээр тэмдэглэгдэх шаардал эрхтэй (ОСХХ-ийн 16-р зүйлийн 3-г).
5. Үнэт зүйлийг зардалгүй тээвэрлэгдэх өрсөн тээврийг бүрдүүлэх үед төмөр зам нь зорчигчид үүсгэдсэн тээврийн хяналтын үнэт тэмдэг ула ачааны бохир янгийн дутуу кг бүрт 1,7 рублээс ихүүгүйгээр төлнө. (ОСХХ-ийн 33-р зүйлийн 1-д).
6. Зорчигч үнэт зүйлгүй тээврийг үргэлжлүүлэх бол төмөр зам нь зарлагын үнийг төлнө (ОСХХ-ийн 33-р зүйлийн 2-г).

Илгээлэгнээс нь Соглалын о мекдунароодном лассажирском сообщении (СМПС)

1. При получении багажной квитанции пассажир должен удостоверить, что она составлена правильно (§ 4 статьи 16 СМПС).
2. При этом к перевозке багаж должен быть отправлен тем же поездом, в котором едет пассажир (§ 2 статьи 16 СМПС).
3. Пассажир обязан соблюдать таможенные и другие правила в отношении досмотра его багажа. Пассажир должен лично присутствовать при таможенном досмотре (статья 45 СМПС).
4. Предъявитель багажной квитанции, которому не был выдан багаж, имеет право требовать отмены на багажной квитанции о дне предъявления ее для получения багажа (§ 3 статьи 21 СМПС).
5. При полной или частичной утрате багажа, связанного с перевозкой без объявленной ценности, железная дорога уплачивает пассажиру действительную стоимость утраченного багажа или утраченной его части, не превышающую однако 1,7 руб. за каждый недостающий килограмм веса багажа (§ 1 статьи 33 СМПС).
6. При утрате багажа с объявленной ценностью железная дорога уплачивает как возмещение сумму объявленной ценности (§ 2 статьи 33 СМПС).

Auszug aus dem Abkommen über den internationalen Personenverkehr (SMPS)

1. Beim Erhalten des Gepäckscheines muß der Reisende überprüfen, ob der Schein richtig aufgestellt ist (§ 4. Artikel 16 SMPS).
2. Das zur Beförderung angenommene Gepäck muß in demselben Zug befördert werden, mit welchem der Reisende fährt (§ 2 Artikel 16 SMPS).
3. 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).
4. Wenn beim Vorweisen des Gepäckscheines das Reisegepäck nicht ausgehändigt worden ist so hat der Empfänger das Recht zu verlangen, daß das vorweisende auf dem Gepäckschein vermerkt wird (§ 3 Artikel 21 SMPS).
5. Beim gänzlichen oder teilweisen Verlust des Reisegepäcks, das zur Beförderung Wertangabe eingelegt wurde, leistet die Eisenbahn dem Reisenden eine Entschädigung in der Höhe wirklichen Wertes des verlorenen oder des verlorenen Teiles des Reisegepäcks, jedoch nicht mehr als 1,7 Rubel für jedes fehlende Kilogramm des Reisegewichtes (§ 1. Artikel 33 SMPS).
6. Beim Verlust von Reisegepäck mit angegebenem Wert leistet die Eisenbahn Entschädigung in der Höhe des angegebenen Wertes (§ 2. Artikel 33 SMPS).

Отмены станции назначения о иррабартин багажа

Vermerk des Bestimmungstation, darüber, daß Reisegepäck nicht angekommen ist

Тээврийг олгосон тухайн тэмдэглэл
Отметка о выдаче багажа
Vermerk über die Gepäckauslieferung

(Огнох өргөөний хуудлын тэмдэг)
назначений станции назначения
(Datumstempel der Bestimmungstation)

Тээврийн алхал
Багажны алхал
Gepäcksauslieferung

(гарын үсэг — подпись — Unterschrift)

2.8 Load luggage receipt

2.8.1 Specimen of a load luggage receipt in the People's Republic of China

国际旅客联运 МЕЖДУНАРОДНОЕ ПАССАЖИРСКОЕ СООБЩЕНИЕ INTERNATIONALER PERSONENVERKEHR 包裹票 Товаробагажная квитанция Expressbutschein						Nº 0116100	
发站路名 中华人民共和国 Наименование страны дороги отправления КНР Versandland							
车次 19 年 月 日 Поезд №-Zug, Nr. Jahr Monat Tag							
发站和发站路 Станция и дорога отправления - Versandbahnhof und Versandbahn							
到站和到站路 Станция и дорога назначения - Bestimmungsbahnhof und Bestimmungsbahn							
线路 Путь следования (国境交接站 пограничные передаточные станции) Beförderungsweg Grenzübergangsbahnhöfe							
发站人(姓名)和他的住址 Отправитель и его адрес - Absender und seine Anschrift (Фамилия, имя, отчество) - (Vor- und Familienname)							
领收入(姓名)和他的住址 Получатель и его адрес - Empfänger und seine Anschrift (Фамилия, имя, отчество) - (Vor- und Familienname)							
声明价格 Объявленная ценность Angegebener Wert (大写,以瑞士法郎为单位 - прописью Шв.фр. - in Worten in sfr.)							
关于完成海关和其他手续所附文件的记载 Отметка о приложении документов для выполнения таможенных и прочих формальностей - Vermerk über die Beigabe von Formulare zur Erfüllung der Zoll- und sonstigen Verwaltungsvorschriften							
件数 Число Anzahl der Stücke	包装种类 Род упаковки Art der Verpa- ckung	货物名称 Наименование груза Bezeichnung des Gutes	重量 Вес в кг (公斤) Gewicht in Kg	每件的价格 (本国货币) Объявленная цен- ность отдельных мест (в Государ- ственной валюте) Анgegebenen Wert der einzelnen Stü- cke (in der Lan- deswährung)	实际重量 действительный wirkliches	计算运费重量 для исчисления провозной платы für die Be- rechnung der Fracht	关于包裹承运的记载 Отметка о приеме това- робагажа к перевозке Vermerk über die Annah- me des Expressgutes zur Beförderung
共計 Итого Zusammen							
已核收 - Взыскано - Erhoben 行李員 Багажный кассир Kassierer der Gepäckabfertigung (签字 - подписью - Unterschrift)						司磅員 Весовщик Wiegemeister (签字 - подписью - Unterschrift)	
车站戳記 Штемпель станции Bahnhofsstempel						发站日期戳 - Календарный штемпель станции отправления - Tagesstempel des Versandbahnhofs	

国际旅客联运协定（国际客协）摘要

- 一、 发送人在收到包裹票时，应确认票面的记载有无错误（国际客协第23条第5项）。
- 二、 因为添附文件未提出、不完备或者不正确所能发生的一切损失，应由发送人对铁路负责（国际客协第26条第1项）。
- 三、 包裹应交付包裹运行报单上所载的领收人，不必由他提出包裹票。包裹也可以交给有领收人按包裹交付路现行办法以委托书证明的他人。在这两种情况下，领取包裹人应提出本人的身份证明文件（国际客协第28条第5项）。
- 四、 发生包裹交付阻碍时，发生阻碍的车站用电报通过发站将阻碍情况通知发送人，并要求发送人指示。发送人在作指示时，应提出包裹票。如不提出包裹票，即认为发送人的指示无效。如领收人拒绝领取包裹时，发送人可不提出包裹票，即作指示。
 如已将包裹的到达事项通知领收人，但是领收人在5日以内未领取时，包裹即认为无人领取，并按到达路国内规章处理。
 但按包裹托运的家庭用品，如领收人不在或不来领取时，应从到达日起经过30日后处理。
 关于包裹的处理，应通知发送人（国际客协第28条第2、6项）。
- 五、 如包裹灭失时，铁路应按所声明价格的数额赔偿（国际客协第33条第2项）。

ИЗВЛЕЧЕНИЯ ИЗ СОГЛАШЕНИЯ О МЕЖДУНАРОДНОМ ПАССАЖИРСКОМ СООБЩЕНИИ (СМПС).

1. Отправитель при получении товаробагажной квитанции должен удостовериться в том, что квитанция составлена правильно (§ 5 статьи 23 СМПС).
2. Отправитель несет ответственность перед железной дорогой за все убытки, которые могут возникнуть вследствие отсутствия, недостаточности или неправильности сопроводительных документов (§ 1 статьи 26 СМПС).
3. Товаробаж выдается получателю, указанному в дорожной товаробагажной ведомости, без предъявления им товаробагажной квитанции. Товаробаж может быть выдан другому лицу, если у него имеется доверенность получателя, удостоверенная порядком, действующим на дороге, где выдается товаробаж. В обоих случаях лицо, получающее товаробаж, обязано предъявить свои личные документы (§ 5 статьи 28 СМПС).
4. При возникновении препятствия к выдаче товаробага, станция, на которой возникло препятствие, телеграфно через станциюправления извещает о препятствии отправителя и запрашивает его указания. При указании отправителя должен предъявить товаробагажную квитанцию. Без предъявления товаробагажной квитанции указания отправителя считаются недействительными. В случае, если получатель отказался получить товаробаж, отправитель может дать указания без предъявления товаробагажной квитанции.
 В случае, если получатель, несмотря на уведомление о прибытии товаробага, не явился в течение пяти суток за получением его, товаробаж считается пересобраным и ликвидируется по внутренним правилам дороги назначения. Домашние вещи, перевозимые товаробагом, подлежат ликвидации по истечении 30 дней со дня прибытия. О ликвидации товаробага извещается отправитель (§ 2 и 6 статьи 28 СМПС).
5. При утрате товаробага железная дорога уплачивает как возмещение сумму объявленной ценности (§ 2 статьи 33 СМПС).

AUSZUG AUS DEM ABKOMMEN ÜBER DEN INTERNATIONALEN PERSONENVERKEHR (SMPS)

1. Der Absender hat sich beim Empfang des Expressgutscheins davon zu überzeugen, daß der Expressgutschein nach seinen Angaben ausgefüllt ist. (§ 5 Art. 23 SMPS).
2. Der Absender ist gegenüber der Eisenbahn verantwortlich für alle Schäden, die aus dem Fehlen, der Unvollständigkeit oder der Unrichtigkeit der Begleitpapiere entstehen können (§ 1 Art. 26 SMPS).
3. Das Expressgut wird an den im Expressgutbegleitschein angegebenen Empfänger ohne Vorlage des Expressgutscheins ausgeliefert. Das Expressgut kann auch einer anderen Person ausgeteilt werden, wenn diese eine Vollmacht des Empfängers vorweisen kann, die den Bestimmungen der Empfangsbahn entspricht. In beiden Fällen muß sich der Abholer durch Vorlage des Personalausweises ausweisen (§ 5 Art. 28 SMPS).
4. Wenn die Ablieferung des Expressgutes auf Hindernisse stößt, verständigt der Bahnhof, auf dem das Hindernis entstanden ist, telegraphisch davon den Absender über den Versandbahnlauf und ersucht ihn um Anweisung. Der Absender hat sich bei der Anweisung den Expressgutschein vorzulegen. Ohne Vorlage des Expressgutscheins sind die Anweisungen des Absenders ungültig. Falls der Empfänger die Annahme des Expressgutes verweigert, kann der Absender seine Anweisungen ohne Vorlage des Expressgutscheins erteilen. Erscheint der Empfänger trotz der Benachrichtigung über den Eingang des Expressgutes nicht innerhalb von 5 Tagen zur Empfangnahme des Gutes, so wird das Expressgut als unbestellbar angesehen und nach den Vorschriften des Binnenverkehrs der Bestimmungsbahn verwertet.
 Umzugsgut wird jedoch bei Abwesenheit des Empfängers oder bei seinem Nichterscheinen erst nach Ablauf von 30 Tagen nach Eintreffen des Gutes verkauft.
 Der Absender wird vom Verkauf des Gutes benachrichtigt (§ 2 u. 6. Artikel 28 SMPS).
5. Bei Verlust vom Expressgut zahlt die Eisenbahn eine Entschädigung bis zur Höhe des entsprechenden Wertes (§ 2 Art. 33 SMPS).

国 际 旅 客 联 运
 МЕЖДУНАРОДНОЕ ПАССАЖИРСКОЕ СООБЩЕНИЕ
 INTERNATIONALER PERSONENVERKEHR

包裹票存根

Корешок товаробагажной квитанции
Stamm zum Expressgutschein

№ 0116100



发 送 路 国 名 中 华 人 民 共 和 国

Наименование страны дороги отправления
Versandland

车次..... 发送日期 19.....年 Jahr.....月 Monat.....日 Tag.....
Поезд №—Zug. Nr. Дата отправления—Versandtag

发站和发送路
Станция и дорога отправления — Versandbahnhof und Versandbahn

到站和到达路.....
Станция и дорога назначения — Bestimmungsbahnhof und Bestimmungsbahn

Путь следования (国境交接站 пограничные передаточные станции)
Beförderungsweg (Grenzübergangsbahnhöfe)

Отправитель и его адрес — Absender und seine Anschrift
(Фамилия, имя, отчество) — (Vor- und Familienname)

Получатель и его адрес — Empfänger und seine Anschrift
(Фамилия, имя, отчество) — (Vor- und Familienname)

声明价格
Объявленная ценность
Angegebener Wert

(大写,以瑞士法郎为单位 — прописью Шв. фр. — in Worten in sfr.)

关于完成海关和其他手續所附文件的記載
Отметка о приложении документов для выполнения таможенных и прочих формальностей — Vermerk über die Beigabe von Papieren zur Erfüllung der Zoll- und sonstigen Verwaltungsvorschriften

鉄路名称 Железные дороги Eisenbahnen	運 費 Провозная плата Fracht		杂 費 Дополнительные сборы Nebengebühren		共 計 Всего Insgesamt
	瑞士法郎 Шв. фр. sfr.	分 Смт. cts.	说明价格 За объявленную ценность für Wertangabe	瑞士法郎 Шв. фр. sfr.	
共 計 Всего Insgesamt					

已核收—Взыскано—Erhoben

(大写—прописью—in Worten)

行李員
Багажный кассир
Kassierer der Gepäckabfertigung

(大写字母—прописью—in Worten)

(签字须清晰易辨 подпись разборчиво—
leserliche Unterschrift)

发站关于包装不良或包裹状态的记载

Отметка станции отправления
о недостатках в упаковке или
о состоянии товаробаража

Vermerk des Versandbahn-
hofs über mangelhafte Ver-
packung oder den Zustand
des Expressgutes

关于包裹承运的记载
Отметка о приеме това-
робагажа к перевозке
Vermerk über die Annah-
me des Expressgutes zur
Beförderung

件数 Число мест Анzahl der Stücke	包装种类 Род упаковки Art der Verpa- ckung	貨物品名 Наименование груза Bezeichnung des Gutes	重量 (公斤) Вес в кг Gewicht in Kg	每件 штука	每件 штука
			实际重量 действительный вес wirkliches	計算運費重量 для исчисления провозной платы für die Be- rechnung der Fracht	每件的声明价格 (本國貨幣) Объявленная цен- ность отдельны- х мест (на Государ- ственной валюте) Angabe der Wer- te einzelner Stö- cke (in der Lan- deswährung)
		共計 Итого Zusammen			

司磅員
Весовщик
Wiegemeister

.....
(签字—подпись—Unterschrift)

車站戳記
Штемпель станции
Bahnhofsstempel

发站日期戳 — Календарный
штемпель станции отправления —
Tagesstempel des Versandbahnhofes

2.8.2 Specimen of a load luggage receipt in Mongolia

[illegible]

Извлечение из Соглашения о международном пассажирском сообщении /СМПС/

1. Отправитель при получении товароблажной квитанции должен удостовериться в том, что квитанция составлена правильно § 5 статьи 23 СМПС.

2. Офицант не несет ответственность перед железной дорогой за все убытки, которые могут возникнуть вследствие отсутствия или неадекватности сопроводительных документов № 1 статьи 26 СМПС.

3. Товарищ выдает получателю, указанному в дорожной товарообменной квитанции, без предъявления им товарообменной квитанции. Товарищ может быть выдан другому лицу. Если у него имеются сведения о совершенных им правонарушениях, совершенных на дороге, где выдается товарообменная квитанция, то товарищ обязан представить свои личные документы.

Итого 7/6 статьи 26 СМГС,

[illegible]

5. При утрате товаробага железнодорожного груза возмещается как объявленная ценность /в 2 статьи 33 СМПС/.

Одого Улсын суудлын харилцааны тухай хэлэлцээрээс

1. Илгээг нь өөрөө тээгчийн тусалбарыг хүлээн авахдаа тусалбарыг зөв бичигдсэнийг магадлан /ЮСХХ 25-о зуурын 5/.

2. Илгээгч нь дагалдах баримт байгуул, бүрэн бус буюу туруугаас гарсан бүх хожиролд төмөр зэмийн өмний хариуцагдах хувьцаа /ОСХХ 26-р зүйл 6.1/.

[illegible][illegible]

... ..

Auszug aus dem Adkonniven über Internationalen Personennverkehr (SMTP)

1. Beim Empfang des Expedientes hat sich der Abnehmer davon zu überzeugen, daß der Schein richtig aufgestellt ist (4 5 Artikel SMP).

2. Der Absender haftet gegenüber der Eisenbahn für alle Schäden, die aus dem Fehlen, der Unvollständigkeit oder der Unrichtigkeit der Benennungen entstehen können (4 1. Artikel 26 SNFS).

3. Das Expre gut wird an den im Expre gut gleich nachgezogen Empfänger ohne Vorlage des Expre gutschusses ausgeliefert. Das Expre gut kann an eine andere Person ausgetauscht werden, wenn sie eine beglaubigte Vollmacht des Empfängers besitzt, die den Bestimmungen der Empfängerbahn entsprechen muß. In beiden Fällen muß sich der Abnehmer durch Vorlage des Personalausweises ausweisen (§ 5 Artikel 26 SMFS).

[illegible]

ien des Unles verwendet. Der Ausschuss will sich bei der Festlegung des entsprechenden Wertes (§ 2 Artikel 30 SMPS).

Ирсэн тухай тэмдэглэл
Отметка о прибытии
Vermerk über die Ankunft

Ирснийг бүртгэх дэлгэрийн

дес дугаар
Продольный №
или прибытия
Ordnungsziffer
des Ankunftsbesche.

/Очир өргөөний хушгийн тэмдэг календарный штамп станции назначения datumsstempel der Bestimmungstation/
--

Хүлээн авагчийн пирин үсэг
Расписка получателя
Bescheinigung des Empfänger

Замд үүсэх хуримж Сборная квитанция в пути Gebühr die unterwegs entstanden sind	Рублээр Рубли Rubel	Копейцар Копейки Kopeken
Хүлээн авчигчид хуримал зохих дүн Итого подлежаит наисанию с получателя Insgesamt vom Empfänger zu erhalten		

Амал тээгийг, ашиг тээгийг зөвхөн нүүрэн талд нэрлэсэн нэг ба тогтмол итгэмжлэхтэй
Товарбитаж, поименований на личной стороне дорожной товарбитажной ведомости по разовой или постоянной доверенности
Das auf der Vorderseite der Expressaufschichte bezeichnede Expressgut laut einmaliger oder ständiger Vollmacht

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

Хүлээн авсан
Получил
empfangen

/Ашиг тээгийг хүлээн авсан хүний тархин үсэг-подпись получателя товарбитаж-
Unterschrift des Empfängers des Expressgutes/

Хувийн баримт
Личный документ №
Personalakzweis

Хүлээн авчигчийн хаяг
Адрес получателя
Adresse des Empfänger

Амал тээгийг олгосон тухай тэмдэглэл
Отметка о выдаче товарбитажа
Vermerk über die Ablieferung des
Expressgutes

/Очир өргөөний хушгийн тэмдэг календарный штамп станции назначения datumsstempel der Abgangstation/
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Хот
город
Stadt

Байшин
дом №
Haus

Гудамж
улица
Strasse

Байшин
дом №
Haus

Байр
квартира №
Wohnung

Бусад тэмдэглэл
Другие отметки
Andere Vermerke

ОЛОН УЛСЫН ТӨМӨР ЗАМЫН СУУЛЛЫН ХАРИЛЦАА МЕЖДУНАРОДНОЕ ЖЕЛЕЗНОДОРОЖНОЕ ПАСАЖИРСКОЕ СООБЩЕНИЕ INTERNATIONALER EISENBahn-PERSONENVERKEHR АЧАА ТЭЭШИН ТАСАЛВАРЫН ҮЛДЭХ ХУВЬ КОРЕШОК ТОВАРОБАГАЖНОЙ КВИТАНЦИИ STAMM DES EXPRESSGUTSCHEINES		ТӨМӨР ЗАМУУД ЖЕЛЕЗНЫЕ ДОРОГИ EISENBAHNEN		Үзэрийн хяас Провозная плата in Rub. ш. фр.	Нэмэлт хураамж Дополнительные сборы Nebenbefragungen Үнэ дараах за объявленную ценность Für Wertbefragung	Бүгд Всего Insgesamt
Явуулах замын орны нэр Наименование станции дорожки отправления Name der Abfahrtsstation		БҮГД ХУРААСАН ВСЕГО ВЗЫСКАНО INSGESAMT ERHOHEN				
Гэрт тэрэг Поезд N Zug		Явуулсан он, сар, өдөр Дата отправления 19 ____ г.				
Явуулах зам ба өртөө Станция и дорога отправления Abfahrtsbahn und Abfahrtsstation						
Очих зам ба өртөө Станция и дорога назначения Bestimmungsbahn und Bestimmungstation						
Замнал Путь следования Beförderungsweg		/Хяалд өртөөнүүд-ногориныг станцийн-Гезамт/				
Мэлгэгч ба түүний хаяг Отправитель и его адрес Absender und seine Anschrift		/Овог, нэр-фамилия, нийм, отчество-Vor-und Zuname/				
Хүрэлцэвч ачаагч ба түүний хаяг Получатель и его адрес Empfänger und seine Anschrift		/Овог, нэр-фамилия, нийм, отчество-Vor-und Zuname/				
Зардалын үнэ Обязательная Авардсеног Wert		/Рублээр-Бичгээр-принимать в рублях-in Worten in Rubel/				
Талбайн ба бусад ёсыг гүйцэтгэхэд зориулсан баримтгүй хэвсгэрлэлт тухай тэмдэглэл Огметка о приложении документов для выпол- нения таможенных и прочих формальностей Vermerk über beiliegende Begleitpapiere zur Erfüllung der Zoll-und anderer Formalitäten		Ачаа тээшнийг байдал бүрү баглан дутагдан тухай явуулсан өртөөний тэмдэглэл Огметка станции отправления о недостатках в упаковке или о состоянии товарабагажа Vermerk über die Annahme des Expressgutes zur Beförderung		Ачаа тээшнийг тээвэрлэлтэнд хүлээн авсан тухай тэмдэглэл Огметка о приеме товарабагажа к перевозке		
Байрлал тоо	Баглан тарх	Ачааны нэр Наименование груза Bezeichnung des Gutes	Жин Вес в кг Gewicht in kg	Зарим байрлал Зарлал үнэ Объемная ценность	Ачаа тээшнийг тээвэрлэлтэнд хүлээн авсан тухай тэмдэглэл Огметка о приеме товарабагажа к перевозке	
Числа мест	Род Упаковки	Жин Тээврийн хөдөлгөөн для назначения тарифа Wirtliches Provisorische der Fracht	Жин Вес в кг Gewicht in kg	Зарим байрлал Зарлал үнэ Объемная ценность	Ачаа тээшнийг тээвэрлэлтэнд хүлээн авсан тухай тэмдэглэл Огметка о приеме товарабагажа к перевозке	
Stückzahl	Art der Ver- packung	Жин Тээврийн хөдөлгөөн для назначения тарифа Wirtliches Provisorische der Fracht	Жин Вес в кг Gewicht in kg	Зарим байрлал Зарлал үнэ Объемная ценность	Ачаа тээшнийг тээвэрлэлтэнд хүлээн авсан тухай тэмдэглэл Огметка о приеме товарабагажа к перевозке	
Дүн Итого Insgesamt		Пүүдэгч-Весовщик-Wegender		Явуулах өртөөний хувиллы тэмдэг Кассовый штампель станции отправления Dienststempel der Abfahrtsstation		

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
Group of adult passengers	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

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 sleeping car crew member 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 crew member(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

Date of departure _____

Дата прибытия

Date of arrival _____

Начальник поезда _____

Train master

Проводник(и) вагона _____

Car attendant(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

Journey from departure station to destination station

Станция отправления Departure station	Станция назначения Destination station	№№			Число пассажиров Number of passengers	Выручка проводников Proceeds of car attendants		
		Занятых мест Seats/berths occupied	Билетов Tickets	Плацкарт Seat reservations		Наименование валюты Name of currency	За плацкарты For seat reservations	За постельное белье For bed linen kits

Homeward journey

Станция отправления Departure station	Станция назначения Destination station	№№			Число пассажиров Number of passengers	Выручка проводников Proceeds of car attendants		
		Занятых мест Seats/berths occupied	Билетов Tickets	Плацкарт Seat reservations		Наименование валюты Name of currency	За плацкарты For seat reservations	За постельное белье For bed linen kits

Specimen of adhesive label for luggage

МС <i>RZD</i>	НАКЛЕЙКА НА БАГАЖ <i>ADHESIVE LABEL FOR LUGGAGE</i>
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 <i>RZD</i>	НАКЛЕЙКА НА ТОВАРОБАГАЖ <i>ADHESIVE LABEL FOR LOAD LUGGAGE</i>
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 расстояние
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 возвратить бланк извещения в возможно короткий срок
 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

**List of pre-defined remarks to be entered in carriage documents, luggage receipt
or load luggage receipt**

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
вагоне перевозчика
The seat reservation is substituted by seat reservation No. that is
valid in 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. Договор перевозки расторгнут согласно пункту § 4 статьи 6
СМПС.
Contract of carriage has been cancelled in compliance with paragraph 4 of
Article 6 of SMPS

17. Перерыв поездки на дата
(название станции)
Interruption of journey at..... date
(railway station)

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

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 "____" _____ 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 (плацкарты) или электронного проездного документа.
Enter the number of travel document (seat reservation) or electronic travel document.

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

Подпись проводника прицепленного вагона
Signature of the hitched car crew member _____

国际客协商务记录样式
Образец коммерческого акта (СМПС)
Specimen of the SMPS formal report

商务记录 第 号
(国际客协)
КОММЕРЧЕСКИЙ АКТ №
(СМПС)
FORMAL REPORT No.
(SMPS)

1. 承运人代号

Условное обозначение перевозчика _____

Abbreviated designation of the carrier

2. 20年____月____日编制

Составленный _____ 20 ____ г.

Issued on

3. 车站（戳记）_____

Станцией _____

(штампель станции)

By station

(Stamp of station)

4. 补充_____铁路_____站20年____月____日编制的第_____号商务记录

В дополнение к Коммерческому акту (далее – КА) №____ от____ 20____ г.

In addition to Formal Report (hereinafter referred to as - FR) No. of (date)

Станции _____ железной дороги _____

Issued by station of railway

5. 按行李票、包裹票第_____号在20年____月____日发送

По багажной, товаробагажной квитанции №____ от____ 20____ г.

Luggage, Load luggage receipt No. of (date)

6. 发站_____发送路_____

Станция отправления _____ железной дороги _____

Departure station of railway

7. 到站_____到达路_____

Станция назначения _____ железной дороги _____

Destination station of railway

8. 发送人_____

Отправитель _____

Consignor

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, Kg 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

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_____

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

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

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

<div style="border: 1px solid black; padding: 5px;"> 车站日期戳 Календарный штамп станции Station date stamp 40 本商务记录寄往 КА направляется </div>	<div style="text-align: center;"> _____ _____ _____ Подписи и должности лиц, участвующих в составлении КА _____ Signatures and title of officials who are involved in the process of drawing up FR </div>
---	---

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

Annex 12

Explanatory notes for completing the 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 of the Service Instructions.

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/markings 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 of the Service Instructions.

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 Annex 1 of these Service Instructions.

Annex 13

Specimen of handover sheet

МЕЖДУНАРОДНОЕ ПАССАЖИРСКОЕ СООБЩЕНИЕ
INTERNATIONAL PASSENGER TRAFFIC

ПЕРЕДАТОЧНАЯ ВЕДОМОСТЬ №
HANDOVER SHEET No. _____

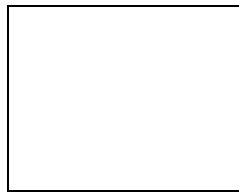
по отправлениям багажа/товаробагажа¹, переданным со станции

Concerning the luggage/load luggage¹ forwarded from the station
 _____ поездом №
 by train No.

На станцию _____ ж.д.
 To station _____ of railway

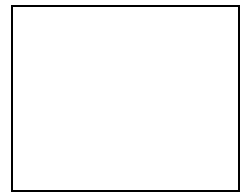
“ _____ ” _____ 20 ____ г.

№ 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. ²



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.

Annex 14

Specimen of general report

АКТ ОБЩЕЙ ФОРМЫ №
GENERAL REPORT No. __

Сокращенное наименование перевозчика, составившей акт
 Abbreviation of the issuing carrier

1. Станция
 Station _____
2. Отправка № _____ от _____
 Consignment No. _____ dated _____ 20
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:

-----20-----

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)	

CONTENTS

Section I	General Provisions	2
Article 1	Scope of application	2
Section II	Completion of the travel documents and passenger handling	2
Article 2	General requirements	2
Article 3	Non-machine processable blank tickets	3
Article 4	Non-machine processable seat reservations	4
Article 5	Non-machine processable surcharge tickets	5
Article 6	Non-machine processable ticket folder	6
Article 7	Non-machine processable control ticket (boarding pass)	6
Article 8	Non-machine processable cardboard tickets	6
Article 9	Machine processable blank travel documents	7
Article 10	Passenger handling	9
Section III	Maintenance of cars for international railway traffic	10
Article 11	Service staff	10
Article 12	Demands placed on the service staff	10
Article 13	Official duties of the service staff	11
Article 14	Service staff management	12
Article 15	Carriage of persons with reduced mobility	12
Article 16	Control of travel documents	13
Section IV	Completion of carriage documents and luggage handling	13
Article 17	Carriage document	13
Article 18	Acceptance of luggage for carriage	14
Article 19	Marking of luggage	14
Article 20	Carriage of luggage	15
Article 21	Delivery of luggage	15
Section V	Completion of carriage documents and load luggage handling	16
Article 22	Carriage document	16
Article 23	Acceptance of load luggage for carriage	17
Article 24	Marking of load luggage	18
Article 25	Carriage of load luggage	18
Article 26	Delivery of load luggage	19
Section VI	Changes in contractual terms of carriage of passengers, luggage or load luggage	20
Article 27	Actions to be taken by the carrier in the case of on non-compliance with provisions of the contract for carriage of passengers or changes in contractual terms	20
Article 28	Actions at misshipment of luggage and load luggage	21
Article 29	Reconsignment of undocumented packages of luggage or load luggage	22
Article 30	Formal report	22

Section VII	Carriage of passengers. Handover of luggage and load luggage at border stations	24
Article 31	Carriage of passengers, handover of luggage and load luggage at border stations	24
Section VIII	Carriage charges	25
Article 32	Calculation and collection of carriage charges	25
Section IX	Settlement of accounts	27
Article 33	Settlement of accounts between carriers	27
Section X	Claims	27
Article 34	Claims against carriers	27
Article 35	Claims for refund of charges for carriage of passengers	27
Article 36	Claims for refund of charges for carriage of luggage and load luggage	28
Article 37	Claims for refund in the event of damage to the life or health of a passenger	29
Section XI	Relations between carriers in cases of incurrence of liability under carriage contract	29
Article 38	Actions for recourse between carriers to recover the compensation paid	29
Section XII	Remarks to be entered in travel and carriage documents	31
Article 39	Remarks	31
Article 40	Stamps	31
Section XIII	Exchange of information between carriers	31
Article 41	Correspondence	31
Annex 1	List of alphabetical codes of the SMPS Member-States	32
Annex 2	List of specimens of travel and carriage documents	33
Annex 3	Legend for reduced fares in machine processable travel documents	68
Annex 4	Specimen of traffic route list for railway staff	69
Annex 5	Instruction for drafting of luggage waybill (map chart)	71
Annex 6	Specimen of adhesive label for luggage	74
Annex 7	Specimen of adhesive label for load luggage	75
Annex 8	Notification of circumstances preventing handover of load luggage	76
Annex 9	List of pre-defined remarks to be entered in carriage documents, luggage receipt and load luggage receipt	78
Annex 10	Report on substitution of a railway car of one carrier by that of another carrier	81
Annex 11	Specimen of the SMPS formal report	82
Annex 12	Explanatory notes for completing the SMPS formal report	86
Annex 13	Specimen of handover sheet	90
Annex 14	Specimen of general report	91