Service Instructions to the Agreement on International Passenger Traffic

(SI to SMPS)

as amended on 1 May 2024

(Applicable with effect from 1 November 1951)

The OSJD Committee
Warsaw 2024
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, erasions, 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 issuing travel agency, and the ticket sheet shall be included in the ticket folder. All the sheets of blank tickets shall be marked with the same identification number.

§ 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 the homeward section of the route at the original station of commencement of the journey, then the blank ticket for passage in one direction shall be issued. If the passenger uses various means of transport for his journey, then separate blank tickets may be issued for the relevant railway sections. The fares shall be calculated separately for each section.
If the passenger travels twice over the same section on his journey, then the last station of this section shall be shown twice on the blank ticket. The fare shall be calculated according to the actual travel distance, without changing the tariff rate at the station that is shown twice on the ticket.

§ 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 issuing travel agency, and the seat reservation together with the receipt, if applied, shall be included in the ticket folder. All the sheets of the seat reservation shall be marked with the same identification number.

§ 2. A seat reservation shall contain the particulars as follows:
- Number of passengers (in figures and words);
- ID number of the relevant ticket;
- Date and time of departure of train (for example, 12-03-09, 17-03);
- Departure and destination stations for the route section that is passed by the passenger without a change of car or train;
- Number of train;
- Number of railcar (for example, 07);
- Number of seat/berth (for example, 098);
- Railcar class and category of seat/berth, as follows:
  2/0 – open-plan carriage with berths (without compartments) or parlor car,
  2/4 – 2nd class sleeping car, 4-person sleeping compartment,
  2/3 – 2nd class sleeping car, 3-person sleeping compartments,
  2/2 – 2nd class sleeping car, 2-person sleeping compartment,
  BC4 – 2nd class car with couchettes, 4-person sleeping compartments,
  BC6 – 2nd class car with couchettes, 6-seat sleeping compartment,
  1/4 – 1st class sleeping car, 4-person sleeping compartment,
  1/2 – 1st class sleeping car, 2-person sleeping compartment,
  1/1 – 1st class sleeping car, 1-person sleeping compartment (single),
  2/C – 2nd class sitting car,
  1/C – 1st class sitting car,
  2/S, B – 2nd class sitting car,
  1/S, A – 1st class sitting car.
The word "Homeward" may be indicated on the seat reservation.
The box "Special remarks", if applied, shall be filled with particulars in accordance with regulations for internal traffic or, for example, with the words "SLUZHEBNYI BILET OSZD" (the OSJD service ticket) for an official journey with the OSJD ticket.

§ 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 х 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 issuing travel agency.

§ 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.


§ 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.

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 issued for a round trip at the departure station, then the control tickets (boarding passes) for the homeward travel shall not be issued because the control tickets (boarding passes) for the outward travel are kept in force. 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 one child or for several children of this age.

§ 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 issuing office with a ticket puncher or a stamp in order to specify the day of departure (day, month and year) and the number of the train, which the passenger has to use.

§ 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 and/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 departure station 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.

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 х 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, transhipment 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 on 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/couchette/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. After receiving the information regarding the change of the initial travel route the service staff shall fix stations (train stopping points), at which the running train won’t stop and inform the passengers travelling to them about the forced changes and explain them clearly how they can arrive at them.

In this event the appropriate remarks shall be made by the service staff in the travel documents. The service staff shall also ensure that the passengers would get off the train at fixed station with their travel documents containing the 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. The total carriage charges from the departure station to destination station shall be collected from the passenger at the ticket issuing office, on the basis of the travel class and category.

§ 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 kilogrammes of luggage or by the number of tens of kilogrammes 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
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 a 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 point;
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".
### Annex 1

**List of alphabetic codes of the SMPS Member-States**

<table>
<thead>
<tr>
<th>Country Name</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Republic of Azerbaijan</td>
<td>AZ</td>
</tr>
<tr>
<td>Republic of Albania</td>
<td>HSH</td>
</tr>
<tr>
<td>Islamic Republic of Afghanistan</td>
<td>ARA</td>
</tr>
<tr>
<td>Republic of Belarus</td>
<td>BC</td>
</tr>
<tr>
<td>Republic of Bulgaria</td>
<td>BDZ</td>
</tr>
<tr>
<td>Socialist Republic of Vietnam</td>
<td>VZD</td>
</tr>
<tr>
<td>Georgia</td>
<td>GR</td>
</tr>
<tr>
<td>Republic of Kazakhstan</td>
<td>KZH</td>
</tr>
<tr>
<td>People's Republic of China</td>
<td>KZD</td>
</tr>
<tr>
<td>Democratic People's Republic of Korea</td>
<td>ZC</td>
</tr>
<tr>
<td>Kyrgyz Republic</td>
<td>KRG</td>
</tr>
<tr>
<td>Republic of Latvia</td>
<td>LDZ</td>
</tr>
<tr>
<td>Republic of Lithuania</td>
<td>LTG Link</td>
</tr>
<tr>
<td>Republic of Moldova</td>
<td>CFM</td>
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<tr>
<td>Mongolia</td>
<td>MJD</td>
</tr>
<tr>
<td>Republic of Poland</td>
<td>PKP</td>
</tr>
<tr>
<td>Russian Federation</td>
<td>RZD</td>
</tr>
<tr>
<td>Slovakian Republic</td>
<td>ZSSK</td>
</tr>
<tr>
<td>Republic of Tajikistan</td>
<td>TDZ</td>
</tr>
<tr>
<td>Turkmenistan</td>
<td>TRK</td>
</tr>
<tr>
<td>Republic of Uzbekistan</td>
<td>UTI</td>
</tr>
<tr>
<td>Ukraine</td>
<td>UZ</td>
</tr>
<tr>
<td>Czech Republic</td>
<td>CD</td>
</tr>
<tr>
<td>Republic of Estonia</td>
<td>EVR</td>
</tr>
</tbody>
</table>
Annex 2

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
2.1.2 Specimen of a collective ticket in the Republic of Lithuania
2.1.3 Specimen of a collective ticket in Ukraine

<table>
<thead>
<tr>
<th>Знаки</th>
<th>Схема</th>
<th>Емкость</th>
<th>1 ст.</th>
<th>2 ст.</th>
<th>Наименование</th>
<th>1 ст.</th>
<th>2 ст.</th>
<th>В тар.</th>
<th>В тар.</th>
<th>В тар.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Контрольные купоны</td>
<td>Контрольные купоны</td>
<td>Контрольные купоны</td>
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<tr>
<td>1/2 вида</td>
<td>Наименование</td>
<td>1 ст.</td>
<td>2 ст.</td>
<td>Наименование</td>
<td>1 ст.</td>
<td>2 ст.</td>
<td>Наименование</td>
<td>1 ст.</td>
<td>2 ст.</td>
<td>Наименование</td>
</tr>
</tbody>
</table>

Документ: КВИТОК-КУПОН БИЛЕТ-КУПОН STRECKENFAHRSchein

Дата выдачи: 000000

Штамп места выдачи с датой: Tagesstempel der Ausgabe Stelle
2.2 Seat reservation
2.2.1 Specimen of a seat reservation in the People’s Republic of China
2.2.2 Specimen of a seat reservation in the Republic of Lithuania
2.2.3 Specimen of a seat reservation in Ukraine

<table>
<thead>
<tr>
<th>McUZ</th>
<th>ПЛАЦКРАТА</th>
<th>ПЛАЦКРАТА</th>
<th>BETTKARTE</th>
<th>Специфические указания</th>
<th>Специфические указания</th>
</tr>
</thead>
<tbody>
<tr>
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<td>А 000000</td>
<td>А 000000</td>
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</tr>
<tr>
<td>До квитка</td>
<td>Квитка</td>
<td>Zum Fahrkarten</td>
<td>Особи членен</td>
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<tr>
<td>від/до/вон</td>
<td>до/до/наж</td>
<td>через/через/овер</td>
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<td></td>
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</tr>
<tr>
<td>Залізниця</td>
<td>Жел. дорога</td>
<td>Eisenbahn</td>
<td>Клас/категорія</td>
<td>Клас и категория</td>
<td>Клас и категория</td>
</tr>
<tr>
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<td></td>
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</tr>
<tr>
<td>Плац за проїзд з пасажира в тар. вал.</td>
<td>Плац за проїзд з пасажира в тар. вал.</td>
<td>в тар. вал.</td>
<td>в тар. вал.</td>
<td>грн.</td>
<td>грн.</td>
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<tr>
<td>Загальна вартість в тар. вал.</td>
<td>Общая стоимость в тар. вал.</td>
<td>в тар. вал.</td>
<td>в тар. вал.</td>
<td>грн.</td>
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<tr>
<td>Командний збір в тар. вал.</td>
<td>Комиссионний сбор в тар. вал.</td>
<td>грн.</td>
<td>Комиссионерский сбор в тар. вал.</td>
<td>грн.</td>
<td>Комиссионерский сбор в тар. вал.</td>
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</tbody>
</table>
2.3 Excess fare receipt

2.3.1 Specimen of an excess fare receipt in the People’s Republic of China
2.3.2 Specimen of an excess fare receipt in the Republic of Lithuania
2.4 Ticket folder
2.4.1 Specimen of a ticket folder in the People’s Republic of China

<table>
<thead>
<tr>
<th>旅行须知</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 旅客乘车时须提前在乘车日期及始发站章戳订票。</td>
</tr>
<tr>
<td>2. 旅客乘车时必须在有效期内使用票。</td>
</tr>
<tr>
<td>3. 旅客乘车时，必须提前在乘车日期及始发站章戳订票。</td>
</tr>
<tr>
<td>4. 旅客乘车时，必须在有效期内使用票。</td>
</tr>
<tr>
<td>5. 旅客乘车时，必须提前在乘车日期及始发站章戳订票。</td>
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</tr>
<tr>
<td>5. 旅客乘车时，必须提前在乘车日期及始发站章戳订票。</td>
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</tr>
</tbody>
</table>
K. 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 специальных межах и в местах для ожидания носить косынку кроме билета должен иметь паспорт на замену соответствующего специального места. Паспорт на замену паспорту бесплатно предоставляется постом более 30 дней.

3. Наличие косынки или купленных билетов косынка или билеты косынка без обозначений недействительны не дают права на проезд и по таким проездным документам не осуществляется взимание проездных платежей.

4. Срок годности косынок купленных косынок с билетом косынкам для проезда туда и обратно и срок годности пассажирам не менее 30 дней о днях подписания соответствующего срока годности билета на который он выдан.

5. В течение срока годности билета пассажир имеет право пропускать на платформах станций посадку и высадку лиц и на любой срок если он не представляет паспортно-административные цели.

6. При возникновении поездов в связи с интенсивным пассажирообменом и маршрутными остановками в пути следования устанавливается срока годности билета в случае передвижения пассажиров или отмены движения поездов пассажир должен иметь при себе паспортные документы для проведения соответствующих отметок на купленный 3 часа с момента прибытия поезда.

7. При отмене поездов или временной его срока годности пассажир должен предъявить проездные документы железнодорожные не позднее 6 часов до отправления паспорта указывающего на платформе соответствующей отметки при отмене движения пассажир должен предъявить паспорт или купленный 3 часа с момента прибытия поезда.

8. При сдаче на пассажир для всеобъемлющей поездки пассажир должен предъявить проездные документы железнодорожные не позднее 3 часов после отправления поезда в этом случае для всеобъемлющей поездки в стационарном билете он должен предъявить купленный.

9. Паспорт или идентификационный проездной паспорт осуществляет в дороге оформление проездной документ. При отсутствии на проездных документах соответствующей отметки железнодорожные проездные платежи не возмещаются.

10. Общая масса ручной клади приобретенной бесплатно не должна превышать 35 кг на взрослого пассажира и 15 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)
2.6.1 Specimen of RCT2 standard model and definition of boxes, lines and columns

(CIV-MDI/UIC or SMPS)
2.6.2 Specimen of RCT2–Standard in the Republic of Lithuania
2.6.3 Specimen of RCT2–EXPRESS in the Russian Federation
2.6.4 Specimen of RCT2–EXPRESS АСУ ПП УЗ in Ukraine
2.6.5 Specimen of RCT2 – CIT 2012 АСК ІІІ УЗ in Ukraine
2.7 Luggage receipt
2.7.1 Specimen of a luggage receipt in the People’s Republic of China
## Specimen of a luggage receipt in Mongolia

### Details

#### Name

- **УЗ 321925**

#### Details of the Owner

- **Name:** Пр. Этмэндорж, Ч. Цагдорж, А. Цагдорж, Н. Цагдорж

#### Items of Luggage

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Weight (kg)</th>
<th>Value (MNT)</th>
<th>Value (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bag</td>
<td>10</td>
<td>2000</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>Cloth</td>
<td>5</td>
<td>1000</td>
<td>10</td>
</tr>
<tr>
<td>3</td>
<td>Book</td>
<td>2</td>
<td>500</td>
<td>0.5</td>
</tr>
</tbody>
</table>

#### Total Value

- **2750 MNT**

#### Signature

- **Examining Official:** С. Ойдханов

---

**Note:** The document includes information about the luggage items, their weights, and total values. The signature indicates the official examination of the luggage.
<table>
<thead>
<tr>
<th>Головна назва відомості</th>
<th>Детальне опис</th>
</tr>
</thead>
<tbody>
<tr>
<td>Вид та номер документа</td>
<td>Дата встановлення</td>
</tr>
<tr>
<td>Сільськогосподарська підприємництво</td>
<td></td>
</tr>
<tr>
<td>Назва органу сф.</td>
<td>Дата встановлення</td>
</tr>
<tr>
<td>Товары поставки</td>
<td>Заказано в тоннах</td>
</tr>
<tr>
<td>-----------------</td>
<td>------------------</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Товары поставки</th>
<th>Заказано в тоннах</th>
<th>Наименование товара</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Описание транспортировки

**Условия отгрузки:**

- Морская перевозка
- Транзит через порты

**Объекты доставки:**

- Город Москва
- Район Центральный

**Порядок оплаты:**

- Предоплата 50%
- Окончательный расчет при получении груза

**Время доставки:**

- Ожидаемый срок 1-2 недели
- Автомобильная доставка

**Более подробная информация:**

- Контактное лицо: Иванов И.И.
- Телефон: +7 (999) 123-45-67
- Электронная почта: info@example.com

**Ведущие документы:**

- Сертификат качества
- Декларация соответствия

**Условия гарантии:**

- Гарантийный срок 3 месяца
- Ремонт на месте без дополнительных затрат

**Информация о безопасности:**

- Груз морозостойкий
- Не требует специальной защиты от влаги

**Важные примечания:**

- Не допускается перемещение груза в жаркую погоду
- Работники предприятия прошли подготовку по безопасности труда

**Приложения:**

- Сертификаты качества
- Документы о сертификации

---

**Условия перевозки:**

- Авиаперевозка
- Перевозка через терминалы

**Перечень командированных:**

- Михаилов М.М.
- Андрианов А.А.

**Важные рекомендации:**

- Предосторожности при перелете
- Инструкции по безопасности на борту

**Спецификация:**

- Груз состоит из:
  - 100 тонн муниципального отхода
  - 20 тонн строительного материала

**Приложение:**

- Список командированных
- Извещения о перемещении груза

---

**Условия хранения:**

- Хранение в терминале
- Термоконтейнеры

**Важные рекомендации:**

- Примечания по условиям хранения
- Инструкции по безопасности при хранении

**Приложение:**

- Схема размещения груза
- Фотографии терминала
Пожалование в Согласовании с международным масштабом компенсации (СМКС)

1. Если вознаграждение заемщика составляет менее одного миллиона долларов США, что согласовано заранее (§ 1 статьи 16 СМКС),
2. Приговор индивидуального состава присуждения не может быть отменен (§ 2 статьи 15 СМКС),
3. Путем обращения в суд, рассмотрение которого не может быть отменено (§ 1 статьи 14 СМКС),
4. Суд соответственно решает, на основании не более двух законов, которые нормально требуются по бенефисной категории 1 при приведении (§ 1 статьи 27 СМКС),
5. При утрате бенефиса индивидуальной категории заемщика заемщиком не включаются в общую сумму (§ 1 статьи 26 СМКС).

Antrag auf dem Abkommen unter der Internationalen Vergütungsstelle (SHS)

1. Роль Экспертного Совета и/или Совета Уполномоченных в случае, когда вопрос о верной оценке имеет особую важность (§ 4, статья 26 SHS),
2. Ответственность направления вопроса зависит от существа вопроса и положений, с которыми были признаны сторонами (§ 2, статья 16 SHS),
3. В случае если вопрос о детализации вопроса заемщика не был представлен (§ 1, статья 26 SHS),
4. В целях обеспечения защиты прав кредитора, который имеет право вносить изменения в вопрос (§ 1, статья 26 SHS),
5. В случае если вопрос заемщика не был представлен (§ 1, статья 26 SHS),
6. В случае если вопрос заемщика не был представлен (§ 1, статья 26 SHS).
<table>
<thead>
<tr>
<th>Участие билетов в поездки</th>
<th>Год</th>
<th>Именное место</th>
<th>Пассажирский номер</th>
<th>Экспедиционная стоимость (руб.)</th>
<th>Общая стоимость (руб.)</th>
<th>Туристический тариф (руб.)</th>
<th>Общая сумма по командировке</th>
</tr>
</thead>
<tbody>
<tr>
<td>Билеты</td>
<td>2023</td>
<td>Пассажирское место</td>
<td>123456</td>
<td>1000</td>
<td>1500</td>
<td>500</td>
<td>200</td>
</tr>
<tr>
<td>Билеты</td>
<td>2024</td>
<td>Пассажирское место</td>
<td>123456</td>
<td>1000</td>
<td>1500</td>
<td>500</td>
<td>200</td>
</tr>
</tbody>
</table>

**Примечания:**
- Общая стоимость включает в себя стоимость билетов и транспорта.
- Туристический тариф определяется в зависимости от многократных поездок.
- Общая сумма по командировке включает в себя дополнительные расходы.

**Путешествия:**
- Самолет | Выборка | 1000 руб.
- Поезд | Выборка | 1500 руб.
2.8 Load luggage receipt
2.8.1 Specimen of a load luggage receipt in the People’s Republic of China
ИЗВЛЕЧЕНИЯ ИЗ СОГЛАШЕНИЯ О МЕЖДУНАРОДНОМ ПАССАЖИРСКОМ СООБЩЕНИИ (СМПС)

1. Ограничения при перевозке пассажиров на паромах должны означать, что пассажиры сопровождаемые другими пассажирами (статья 5 статьи 55 СМПС).

2. Запрещается использование любых электронных устройств (статья 6 статьи 66 СМПС).

3. Пассажиры должны уважать правила проведения рейсов без нарушения установленных правил (статья 7 статьи 77 СМПС).

4. Управление паромами осуществляется несущими без нарушения установленных правил (статья 8 статьи 88 СМПС).

5. Управление паромами ведется, не допуская нарушение установленных правил (статья 9 статьи 99 СМПС).

AUSZUG AUS DEM ABKOMMEN ÜBER DEN INTERNATIONALEN PERSONENVERKEHR (SMPS)

1. Der Aufenthalt in der Nähe des Empfangsgebäudes kann dazu dienen, dass der Aufenthalt des Empfangspersonals auf dem Areale (Art. 5 Art. 2 SMPS).

2. Der Aufenthalt in der Nähe des Empfangsgebäudes ist verboten für alle Schüler, die aus dem Schule, der Unfallfähigkeit oder der Unzulänglichkeit der Regelungen entstehen können (Art. 6 Art. 6 SMPS).

3. Das Empfangsgebäude wird nur in der Nähe des Empfangsgebäudes aufgenommen Empfangsgebäude die Verlegung des Empfangsgebäudes exakt (Art. 7 Art. 7 SMPS).

4. Wenn die Verlegung des Empfangsgebäudes auf dem Areale (Art. 8 Art. 8 SMPS).

5. Der Aufenthalt in der Nähe des Empfangsgebäudes kann dazu dienen, dass der Aufenthalt des Empfangspersonals auf dem Areale (Art. 9 Art. 9 SMPS).

6. Der Aufenthalt in der Nähe des Empfangsgebäudes kann dazu dienen, dass der Aufenthalt des Empfangspersonals auf dem Areale (Art. 10 Art. 10 SMPS).

7. Der Aufenthalt in der Nähe des Empfangsgebäudes kann dazu dienen, dass der Aufenthalt des Empfangspersonals auf dem Areale (Art. 11 Art. 11 SMPS).

8. Der Aufenthalt in der Nähe des Empfangsgebäudes kann dazu dienen, dass der Aufenthalt des Empfangspersonals auf dem Areale (Art. 12 Art. 12 SMPS).
<table>
<thead>
<tr>
<th>文物名</th>
<th>数量</th>
<th>品种</th>
<th>品名</th>
<th>重量</th>
<th>价值</th>
</tr>
</thead>
<tbody>
<tr>
<td>玉器</td>
<td>10</td>
<td>A型</td>
<td>玉器</td>
<td>20</td>
<td>100</td>
</tr>
</tbody>
</table>

**注意**：此为文档中的表格内容。
2.8.2 Specimen of a load luggage receipt in Mongolia
<table>
<thead>
<tr>
<th>Томор Замууд Железные дороги EISENBAHNEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Вагон курьера</td>
</tr>
<tr>
<td>------------------------------------------</td>
</tr>
<tr>
<td>Услуги доставки</td>
</tr>
</tbody>
</table>

**Коренков товары / Вагонная квитанция**

**Stamm des Expresscheque**

- **Локомотив**:
  - **Тип**: Электрический
  - **Номер**: 12345

**Учитывая наличие данного вагона**

- **Услуги доставки**: Объемы отправления
  - **Вагон**: 123
  - **Услуги доставки**: Объемы отправления

**Вагонный номер**: 123

**Заметки**

- **Тип вагона**: Электрический
- **Номер вагона**: 123

**Технические характеристики**

- **Мощность**: 2500 л.с.
- **Скорость**: 120 км/ч

**Услуги доставки**

- **Объемы отправления**: 12345
- **Услуги доставки**: Объемы отправления

**Вагонный номер**: 123
### Annex 3

**Legend for reduced fares in machine processable travel documents**

<table>
<thead>
<tr>
<th>Category of passengers</th>
<th>Legend for reduced fares in box &quot;Reason&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children aged 4 to 12 years old, travelling alone or in a group</td>
<td>Child's</td>
</tr>
<tr>
<td>Group of adult passengers</td>
<td>Group</td>
</tr>
<tr>
<td>Mixed group (adults, children)</td>
<td>Children ( ) + adults ( )*</td>
</tr>
</tbody>
</table>

* Number of passengers is given in brackets
SPECIMEN OF TRAFFIC ROUTE LIST FOR RAILWAY STAFF

 перевозчик____________________________________________________
Carrier

МАРШРУТ №
ROUTE No. ________________

Для ________________________           вагона
For                          Car
№ ___________,
carried in train
от ст. _________________________          __________________________
from station     at                                                  railway
и обратно
and homeward
курсирующего в поезде № _________  № __________   № ___________
carried in train
Фамилии лиц служебного персонала
Names of the staff
____________________
____________________
____________________
____________________
Должность
Job title
____________________
____________________
____________________
____________________

"____" __________20
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
<table>
<thead>
<tr>
<th>№ поезда</th>
<th>Число, часы, минуты</th>
<th>Штемпель, подпись уполномоченного</th>
</tr>
</thead>
<tbody>
<tr>
<td>Train No.</td>
<td>Date and time</td>
<td>authorized person</td>
</tr>
</tbody>
</table>

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

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 Route
от станции from station
do станции to station
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Выдано в поезду: 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

<table>
<thead>
<tr>
<th>СДАЧА ВЫРУЧКИ</th>
<th>Наименование валюты и сумма</th>
</tr>
</thead>
<tbody>
<tr>
<td>SURRENDER PROCEEDS</td>
<td>Name of currency and amount</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>№№</th>
<th>Число пассажиров</th>
<th>Количество пассажиров</th>
</tr>
</thead>
<tbody>
<tr>
<td>№№</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Станция отправления (Departure station)</th>
<th>Станция назначения (Destination station)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Станция отправления (Departure station)</th>
<th>Станция назначения (Destination station)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Homeward journey

<table>
<thead>
<tr>
<th>№№</th>
<th>Число пассажиров</th>
<th>Количество пассажиров</th>
</tr>
</thead>
<tbody>
<tr>
<td>№№</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Станция отправления (Departure station)</th>
<th>Станция назначения (Destination station)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Станция отправления (Departure station)</th>
<th>Станция назначения (Destination station)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Specimen of adhesive label for luggage

<table>
<thead>
<tr>
<th>MC RZD</th>
<th>НАКЛЕЙКА НА БАГАЖ</th>
<th>ADHESIVE LABEL FOR LUGGAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Номер багажной квитанции ………………………………………………</td>
<td>Luggage receipt number</td>
</tr>
<tr>
<td></td>
<td>Наименование станции и страны отправления …………………………………</td>
<td>The station and country of departure</td>
</tr>
<tr>
<td></td>
<td>Наименование станции и страны назначения ………………………………</td>
<td>The station and country of destination</td>
</tr>
<tr>
<td></td>
<td>Через ………………………………………………………………………………………</td>
<td>Through (пограничные станции) (border stations)</td>
</tr>
<tr>
<td></td>
<td>Число мест в багажной отправке</td>
<td>Number of packages in the luggage consignment</td>
</tr>
</tbody>
</table>
Specimen of adhesive label for load luggage

<table>
<thead>
<tr>
<th>MC</th>
<th>НАКЛЕЙКА НА ТОВАРОБАГАЖ</th>
</tr>
</thead>
<tbody>
<tr>
<td>RZD</td>
<td>ADHESIVE LABEL FOR LOAD LUGGAGE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Номер товаробагажной квитанции</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of the load luggage receipt</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Наименование станции и страны отправления</th>
</tr>
</thead>
<tbody>
<tr>
<td>The station and country of departure</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Наименование станции и страны назначения</th>
</tr>
</thead>
<tbody>
<tr>
<td>The station and country of destination</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Через</th>
</tr>
</thead>
<tbody>
<tr>
<td>Through</td>
</tr>
</tbody>
</table>

(пограничные станции)  
(border stations)

<table>
<thead>
<tr>
<th>Число мест в товаробагажной отправке</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of packages in the load luggage consignment</td>
</tr>
</tbody>
</table>
Annex 8

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 _____________________

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

do 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)
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.

________________________________________________________________________
(Station stamp) (Signature)

2. Возвращается в подлиннике начальнику станции

To be returned to station master __________________________

Распоряжение отправителя
The consignor's instruction_____________________________________

числа месяца подписи
(day, month, year) 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 .................. 20 .................... г.
Car No. ............... has been detached at station .................. on ............... (day, month, year)

6. Плацкарт 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 станции ............................. использована 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 .................................................................
Annex 10

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 ________.

<table>
<thead>
<tr>
<th>№ п/п</th>
<th>№ проездного документа Travel document No.*</th>
<th>Категория места Category of seat/berth</th>
<th>Вид тарифа Tariff applied</th>
<th>Дата оформления Date of issue</th>
<th>Условное обозначение договорного перевозчика Code of contractual carrier</th>
<th>Количество пассажиров Number of passengers</th>
<th>Станция отправления Station of departure</th>
<th>Дата отправления Date of departure</th>
<th>Референционный номер Reference number</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

* Указывается номер проездного документа (плацкарт) 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 ______________________
商务记录
第号

（国际客协）

КОММЕРЧЕСКИЙ АКТ №
(CMPS)
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 __________________ (штемпель 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 – KA) № ______ от ______ 20____ г.
In addition to Formal Report (hereinafter referred to as - FR ) No. of (date)
Issued by station ______ железнной дороги ______

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 ______ of (date)

6. 发站 ______发送路____________
Станция отправления ______ железнной дороги ______
Departure station ______ of railway

7. 到站 ______到达路____________
Станция назначения ______ железнной 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 KA 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:

<table>
<thead>
<tr>
<th>项目</th>
<th>记号、标记和号码</th>
<th>件数</th>
<th>包装种类</th>
<th>行李/包裹名称</th>
<th>总重量（公斤）</th>
<th>标准包装的件重量（公斤）</th>
</tr>
</thead>
<tbody>
<tr>
<td>Пункты</td>
<td>Знаки, марки и номера</td>
<td>Число иет</td>
<td>Род упаковки</td>
<td>Наименование багажа/ товаробагажа</td>
<td>Общая масса, кг</td>
<td>Масса одного места при стандартной</td>
</tr>
<tr>
<td>行李票、包裹票记载</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td>----------------------</td>
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<td>----</td>
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<td>----</td>
</tr>
<tr>
<td>Значится по багажной, товаробагажной квитанции Specified in the luggage receipt, load luggage receipt</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
<tr>
<td>实际情况 Actually found</td>
<td>31</td>
<td>32</td>
<td>33</td>
<td>34</td>
<td>35</td>
<td>36</td>
</tr>
<tr>
<td>В действительности оказалось Actually found</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>其中损毁行李、包裹情况 Including damaged luggage/load luggage packages</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

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，并注明短缺或多出的数量

Обстоятельства составления KA. 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

<table>
<thead>
<tr>
<th>站长</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Начальник станции</td>
<td></td>
</tr>
<tr>
<td>Station master</td>
<td></td>
</tr>
<tr>
<td>收货人</td>
<td></td>
</tr>
<tr>
<td>Получатель</td>
<td></td>
</tr>
<tr>
<td>Consignee</td>
<td></td>
</tr>
</tbody>
</table>

参加编制商务记录人员的签字和职务

<table>
<thead>
<tr>
<th>签字</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Подпись</td>
<td></td>
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<tr>
<td>Signature</td>
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<td>签字</td>
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<tr>
<td>Подпись</td>
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<td>Signature</td>
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</table>

38. 鉴定书已编制/未编制

<p>| | |</p>
<table>
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</table>

Подписи и должности лиц, участвующих в составлении KA
Signatures and title of officials who are involved in the process drawing up FR
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 станицы назначения о состоянии багажа или товаробагажа, прибывшего с КА попутной станици
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

站长
Начальник станицы
Station master

收到人
Получатель
Consignee

参加编制商务记录人员的签字和职务
________________________
________________________
________________________

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

40 本商务记录寄往_________________________ 20_____年_____月______日
KA направляется

_________________________ от _______ 20_____

FR is forwarded to of (date)
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/marking on package of luggage/ load luggage".

10. Car No. _________________________

Enter the serial (manufacturing) number of railway car.

11. Abbreviated designation of the carrier (car operator)

The abbreviation of the carrier (car operator) shall be printed by typographical means as specified in point 1 of Annex 1 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.
Specimen of handover sheet

<table>
<thead>
<tr>
<th>№ по порядку</th>
<th>№ реестра таможни</th>
<th>Станция отправления</th>
<th>Станция назначения</th>
<th>Дата отправления</th>
<th>№ дорожной ведомости</th>
<th>Число мест</th>
<th>Род упаковки</th>
<th>Наименование груза</th>
<th>Масса в кг</th>
<th>Примечание в документах, актах (протоколах) и пр.</th>
</tr>
</thead>
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<td>Remark in documents, reports, etc.</td>
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</tbody>
</table>

Штемпель сдающего перевозчика
Stamp of transferring carrier

Штемпель принимающего перевозчика
Stamp of receiving carrier

Сдал
Surrendered by

Принял
Taken by

† Ненужное зачеркнуть
Delete as applicable

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

Примечание: Передаточные ведомости на багаж и товаробагаж составляются отдельно.

Note. Handover sheets for luggage and load luggage shall be issued separately.
Specimen of general report

АКТ ОБЩЕЙ ФОРМЫ №
GENERAL REPORT No. __

Сокращенное наименование перевозчика, составившей акт
Abbreviation of the issuing carrier

1. Станция
Station ___________________________________________________

2. Отправка №
Consignment No.
от
dated 20

3. Станция оправления
Departure station_______  ___
станция назначения
Destination station_______

4. Вагон №
Car No.
род
Type
 перевозчик
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
Station stamp                        Station master                      должности лиц, участвующих в
                                      Signatures and                      составлении акта
                                      job titles of persons issued
                                      the report

(подпись /
Signature)
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<tr>
<td>Article 5</td>
<td>Non-machine processable surcharge tickets</td>
<td>5</td>
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<td>Article 6</td>
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<td>6</td>
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<tr>
<td>Article 7</td>
<td>Non-machine processable control ticket (boarding pass)</td>
<td>6</td>
</tr>
<tr>
<td>Article 8</td>
<td>Non-machine processable cardboard tickets</td>
<td>6</td>
</tr>
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<th>Completion of carriage documents and luggage handling</th>
<th>13</th>
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<td>Carriage document</td>
<td>13</td>
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<tr>
<td>Article 18</td>
<td>Acceptance of luggage for carriage</td>
<td>14</td>
</tr>
<tr>
<td>Article 19</td>
<td>Marking of luggage</td>
<td>14</td>
</tr>
<tr>
<td>Article 20</td>
<td>Carriage of luggage</td>
<td>15</td>
</tr>
<tr>
<td>Article 21</td>
<td>Delivery of luggage</td>
<td>15</td>
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</tbody>
</table>

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<thead>
<tr>
<th>Section V</th>
<th>Completion of carriage documents and load luggage handling</th>
<th>16</th>
</tr>
</thead>
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<td>Article 22</td>
<td>Carriage document</td>
<td>16</td>
</tr>
<tr>
<td>Article 23</td>
<td>Acceptance of load luggage for carriage</td>
<td>17</td>
</tr>
<tr>
<td>Article 24</td>
<td>Marking of load luggage</td>
<td>18</td>
</tr>
<tr>
<td>Article 25</td>
<td>Carriage of load luggage</td>
<td>18</td>
</tr>
<tr>
<td>Article 26</td>
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<td>19</td>
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<tr>
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<th>Changes in contractual terms of carriage of passengers, luggage or load luggage</th>
<th>20</th>
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