

# General Terms and Conditions

## “Postal Services” for Business Customers

### 1 Area of validity

These General Terms and Conditions “Postal Services” for Business Customers (hereinafter referred to as the “GTC”) govern the business relationships between the Customers and Post CH Ltd (Wankdorfallee 4, 3030 Bern, Switzerland; hereinafter referred to as “Swiss Post”) for the use of postal services in the national (domestic) and international spheres. The service is essentially geared towards customers in Switzerland and is not actively offered in Europe. The use of specific services shall be governed by additional Terms and Conditions. The products and services offered by Swiss Post are listed in its current published communication media and may be consulted at [www.swisspost.ch](http://www.swisspost.ch). References to persons apply to individuals of all gender identities and to more than one person.

### 2 General provisions

#### 2.1 Addressing and packaging

The sender is required to protect the goods with suitable packaging. The specific applicable requirements for each Swiss Post service regarding addressing and packaging must be observed (parcel: [www.swisspost.ch/sending-instructions](http://www.swisspost.ch/sending-instructions); letter: [www.swisspost.ch/layout-of-letters](http://www.swisspost.ch/layout-of-letters); print media: [www.swisspost.ch/printmedia](http://www.swisspost.ch/printmedia)). For dangerous goods special packaging regulations and quantity restrictions apply ([www.swisspost.ch/dangerousgoods](http://www.swisspost.ch/dangerousgoods)). Swiss Post must be clearly marked on the consignments as the postal service provider used. For consignments that cause additional processing Swiss Post may impose a surcharge. If the currently valid organizational regulations are not adhered to and if the consignment cannot be properly processed as a result of these defects, liability shall be excluded.

#### 2.2 Collection, dispatch and receipt

The consignments can be handed in or collected in accordance with the Swiss Post service. Delivery of the consignments shall be expressly subject to the recipients’ instructions in accordance with the Swiss Post range of services. The recipients’ instructions shall similarly be expressly subject to contrary orders of the senders. Any details must be agreed directly between the sender and recipient.

#### 2.3 Relevant data and availability of acknowledgements of receipt

If during the electronic recording of addresses and barcodes on the consignments Swiss Post reads data (including digital images) which are different from those provided by the Customer to Swiss Post in electronic or any other form, then the Swiss Post data shall have precedence for the purposes of further processing. The data recorded by Swiss Post shall have precedence also in the case of mail which is returned to the sender. If only Swiss Post has the relevant data, the Customers shall acknowledge them as appropriate. Acknowledgements of receipt for letter and parcel consignments are available for three years.

#### 2.4 Prices and payment terms

##### 2.4.1 Prices

Swiss Post determines the form in which prices for the conveyance of mail shall be published. The prices indicated in the current published communication media shall apply ([www.swisspost.ch/prices](http://www.swisspost.ch/prices)).

##### 2.4.2 Payment

In principle, the prices are to be paid by the sender when the item is handed over to Swiss Post unless other payment arrangements have been agreed upon.

##### 2.4.3 Invoicing

If the sender mails consignments regularly at Swiss Post, the latter will issue periodic invoices on the basis of the data provided in electronic or physical form by the sender. If the sender’s data differ from those entered by Swiss Post, the authoritative data shall be

established in accordance with section 2.3. Invoices are payable within 30 days. The Customer shall be charged 20 francs per reminder for any reminders relating to non-payment, along with any additional collection charges. If the Customer is in arrears with the payment, default interest of 5 percent per year shall be charged. Swiss Post reserves the right to assign unpaid invoice amounts to a firm charged with collection in the event that the reminder is not acted upon. In justified cases, Swiss Post shall have the right to demand cash payments from senders or to shorten the payment term.

##### 2.4.4 Payment discrepancies

If the senders have paid too much for the conveyance of an item, they are entitled to reimbursement of the difference. If senders have paid too little for the conveyance of an item, Swiss Post is entitled to demand from them payment of the difference between the amount paid and the amount owed, plus a processing surcharge. If the sender is unknown, the shortfall shall be collected from the recipient.

##### 2.4.5 Collateral

Swiss Post is entitled to demand reasonable collateral at any time, particularly if:

- the Customers have or move their place of residence or business abroad,
- the Customers’ solvency is in doubt,
- the Customers do not observe payment deadlines,
- Swiss Post has already suffered a loss attributable to the Customers.

##### 2.4.6 Cancellation of franking license

In justified cases, in particular if the Customers fail to duly fulfil their payment obligation, Swiss Post may cancel the franking licence. The Customers are no longer permitted to use any barcodes that still exist and are obliged to surrender these immediately to Swiss Post upon first request.

#### 2.5 Delivery

##### 2.5.1 Time and place of delivery

Items are regarded as delivered if Swiss Post has handed them to the recipient or deposited them in another place specified for this purpose (e.g. letter box, mailbox or a lockable parcel box or post office box [P.O. Box] [the latter only for letters]). Should an item be addressed to both a residence or place of business and to a P.O. Box (double addressing), Swiss Post will deliver generally as follows:

- Letters and newspapers: to the P.O. Box,
- Parcels and express items: to the place of domicile.

The Customers shall acknowledge the Swiss Post electronic recording of delivery as proof of successful delivery.

For registered letters or parcels and express deliveries with the additional service of signature, insurance, personal delivery or electronic cash on delivery, the recipient shall confirm receipt of the consignment by signing on the devices used by Swiss Post. If the recipient refuses to sign, the delivery shall be returned to the sender with the note “acceptance refused”.

If delivery is not made in person by registered letter or parcel and express delivery with the additional service of signature or assurance by listed delivery, the recipient shall confirm receipt of the delivery by signing this list, which shall be submitted on the same day to Swiss Post. Any discrepancies ascertained shall be reported on the same day.

In the event that the recipient has granted delivery authorization to Swiss Post for registered letters or parcels and express deliveries with the additional service of signature or insurance, the item shall be deemed to have been delivered at the time it was deposited as agreed.

- 2.5.2 Exceptions regarding place of delivery  
Consignments that are too large for the letter box, mailbox or lockable parcel box or require the mail carrier's notification of delivery, and registered letters or parcels and express items with the additional service of signature, insurance, personal delivery or electronic cash on delivery will be handed over at the entrance to the property in line with Swiss Post's offering. The foregoing is subject to any agreements to the contrary with the sender or recipient (e.g. authorization for delivery or deposit order for parcels) or the deposit of parcels at a weather-protected and secure location. In justified cases such as for holiday homes or weekend homes, or for residences outside the delivery area, the agreed place of delivery and, in the case of a dispute, the location specified by Swiss Post shall be deemed to be the place of delivery.
- 2.5.3 Sundays and public holidays  
If the time of delivery (= performance) falls on a Sunday or another official public holiday or customary holiday at the place of performance, performance will be deemed to take place on the next working day. This provision shall be subject to an order by the sender or recipient allowing delivery to be made on such days.
- 2.5.4 Letter box and letter box system  
The letter box or the letter box system is to be set up and labelled in accordance with the relevant provisions of the Postal Services Ordinance (PostO). The letter box must be emptied at regular intervals, so as to prevent any overfilling. If letter consignments cannot be placed in a letter box because it is overfull, unregistered letter consignments that arrive are stored subject to a fee for a maximum of four weeks and invoiced. Unclaimed consignments are then returned to the sender.
- 2.5.5 Authorized recipients  
In addition to the addressee, all persons encountered at the same residence or place of business shall be entitled to receive items of mail. If the recipient or other persons entitled to receive the items of mail are absent, parcel, courier and express items may also be delivered to a neighbour. This condition shall apply subject to statutory limitations or unless otherwise stipulated by the sender or recipient in accordance with the services provided by Swiss Post.
- 2.5.6 Deputization  
The Customers may designate a third party to represent them in dealings with Swiss Post. Swiss Post reserves the right to demand a written authorization. Signatures must be notarized if requested by Swiss Post. An authorization, once issued, shall not lapse either upon the principal's death or loss of capacity, or upon the bankruptcy of either the principal or the agent unless agreed otherwise ([www.swisspost.ch/authorization-factsheet](http://www.swisspost.ch/authorization-factsheet)).
- 2.5.7 Mail collection note  
a. Principle  
Swiss Post will leave a mail collection note if the sender has selected such a service or if, due to its size, the item is to be delivered personally to the recipient or other persons entitled to receive mail, but no one is at the address.  
b. Deadlines  
The holder of a collection note is entitled to call for the items indicated on the note within a period of seven days, or 15 days for parcels from abroad. Swiss Post reserves the right to hand over signed-for items only to the person indicated on the collection note. The legal effects of a delivery are assessed regardless of the postal service, in accordance with the statutory provisions.  
c. Reservation regarding alternative agreements  
The foregoing is without prejudice to any alternative agreements with the sender or recipient in accordance with the offers of Swiss Post.
- 2.5.8 Refusal of acceptance  
a. Letters and newspapers  
Acceptance of addressed letters and newspapers can be refused by including a comment to this effect on the item.  
b. Parcels and express consignments  
Refusal to accept parcels and express consignments is possible only when these items are handed over in person.
- 2.5.9 Forwarding and return of parcels and express consignments  
For parcels and express consignments that the recipient requests be forwarded to another address, the recipient must pay the forwarding costs of the items upon delivery. If the recipient returns the parcel or express consignment to the sender, the recipient must pay the forwarding costs when handing the parcel over.
- 2.6 Returns and return shipments  
2.6.1 Returns (letters and newspapers) or return shipments (parcels) include mail for which the recipient  
– cannot be determined,  
– refuses to accept the item,  
– does not collect the item within the specified time period,  
– does not pay the requisite price or cash-on-delivery charge.
- 2.6.2 Swiss Post reserves the right to open returns / return shipments in order to identify the sender. If the sender cannot be identified, Swiss Post may dispose of the items at its discretion.
- 2.6.3 Parcels and express items that cannot be delivered shall be returned to the sender at the sender's expense. The sender is not entitled to reimbursement of the amounts paid when the items were mailed. Swiss Post may charge the cost of transportation for the return shipment to the sender's monthly invoice. If the sender is known but refuses to take back the item, Swiss Post may dispose freely of it. The sender shall bear any costs of disposal.
- 2.6.4 Swiss Post reserves the right to charge the sender for the postage for returns (letters and newspapers) to the sender (see in this regard [www.swisspost.ch/returns](http://www.swisspost.ch/returns)).
- 2.6.5 If returns (letters and newspapers) with coded instructions regarding return services cannot be decoded by Swiss Post, they will be returned to the sender. The sender is not entitled to fulfilment of the coded service ordered.
- 2.6.6 Returns (letters and newspapers) mailed via Swiss Post that have been franked in Switzerland but bear only a foreign address for the sender will be kept for one month. If the sender does not collect the items, Swiss Post may dispose of them at its discretion. The sender will bear any costs involved in disposing of the items. The same shall apply for return shipments (parcels) that have been handed over to Swiss Post but only bear a foreign address for the sender.
- 2.7 Items which may not be sent by mail  
Items may not be sent by mail if they  
– contain dangerous goods subject to the transport regulations on the carriage of dangerous goods by road (ADR, SDR) and which are not authorized for transport in accordance with [www.swisspost.ch/dangerousgoods](http://www.swisspost.ch/dangerousgoods),  
– contain contents which it is illegal to transport, or  
– may cause injury or damage to people or property or may considerably impair operations.
- 2.8 Definitions  
In line with the terminology used in the transport insurance sector, Swiss Post distinguishes between the following contents:  
2.8.1 "A" securities  
These include shares (share certificates), bonds, mortgage notes, coupons, crossed cheques and bills of lading.  
2.8.2 "B" securities  
These include bank notes, convertible coins (excluding numismatic coins), winning tickets, uncrossed cheques, WIR cheques, Reka cheques, charge cards, vouchers, valid postage stamps and precious metals. Precious metals are those whose value, when unprocessed, in bars or minted (excluding numismatic coins) is at least equal to the value of silver, and old gold.  
2.8.3 Watches and jewellery  
These include watches, accessories and spare parts, jewellery, pearls (including cultured pearls), precious stones and jewels, presentation and sample collections and electronic chronometers.  
2.8.4 Other goods  
All goods not mentioned in sections 2.8.1 to 2.8.3 (including, amongst others, numismatic coins of (non-)precious metal).
- 2.9 Changes to authority to direct / entitlement  
Swiss Post will not be liable for loss or damage arising from changes in the Customers' legal circumstances which are not notified to Swiss Post in time and in writing.
- 2.10 Enquiries  
As a rule, Swiss Post conducts enquiries only upon request in writing and upon production of the proof of mailing or the consignment number for the affected item. Enquiry requests are generally to be submitted via self-operated branches (not branches with partners) or at [www.swisspost.ch/help-and-contact-sending-mail](http://www.swisspost.ch/help-and-contact-sending-mail). No enquiries will be initiated for unmailable consignments and content or for domestic consignments that were posted more than three years ago.
- 3 Liability provisions for domestic services**  
3.1 Basic principle  
3.1.1 Unless stated otherwise in the following, Swiss Post's liability shall comply with the Swiss Code of Obligations governing contracts of carriage. Swiss Post is liable only for amounts up to that of the substantiated damage, i.e. at most up to the purchase price of the contents, excl. VAT. Unless otherwise provided below for specific products, it is not liable in the event of force majeure for consequential damage, spoil or soiled goods, damaged packaging, "B" securities and lost earnings or further loss or damage which has not been caused by gross negligence or wilful intent. If the Customers do not use the appropriate service in accordance with the requirements of Swiss Post to transport the item or if they send goods that may not be delivered by mail, Swiss Post shall not be liable.

- 3.1.2 Liability is also excluded if the items are handed over or deposited at the request of the sender or recipient in a manner that is different from regular delivery as per sections 2.5.1 and 2.5.2.
- 3.1.3 Swiss Post is only liable if the contents are suitably packaged and the packaging meets the recommendations in Swiss Post's shipping instructions (parcel: [www.swisspost.ch/sending-instructions](http://www.swisspost.ch/sending-instructions); letter: [www.swisspost.ch/layout-of-letters](http://www.swisspost.ch/layout-of-letters); print media: [www.swisspost.ch/printmedia](http://www.swisspost.ch/printmedia)).
- 3.1.4 In the event of damages or losses requiring compensation, Swiss Post can pay the compensation to either the sender or recipient with discharging effect.
- 3.1.5 The sender shall be liable for all damages and losses incurred by Swiss Post or third parties as a result of items which may not be sent by mail or the failure to observe shipping conditions.

### 3.2 Letters

- 3.2.1 With regard to letters, Swiss Post is liable for claims resulting from damage, loss or incorrect delivery as follows:

Services offered	Liability limit	Maximum value of the contents per consignment <sup>1</sup>
Letters without acknowledgement of receipt and Dispomail	CHF 0	Not specified
Registered mail (R)	CHF 500	"A" securities CHF 1,000,000 Watches/jewellery CHF 2,000 Other goods CHF 40,000
Letter with ID check Letter with contract signing and ID check	CHF 500	"A" securities Excluded from conveyance Watches/jewellery CHF 2,000 Other goods CHF 40,000
Court document Debt collection document	CHF 500	Not specified

<sup>1</sup> Should the limits for the entire contents of the consignment be exceeded, liability shall be excluded.

- 3.2.2 In the event of delayed delivery of registered mail, only the cost of transport will be refunded.
- 3.2.3 A Mail Plus letters will be returned via the standard returns channel.
- 3.3 Parcels
- 3.3.1 With regard to parcels, Swiss Post is liable for claims resulting from damage, loss or incorrect delivery as follows:

Basic service	Additional service	Liability limit	Maximum value of the contents per consignment <sup>1</sup>
Parcels	None	CHF 500	"A" securities Excluded from conveyance "B" securities Excluded from conveyance Watches/jewellery Excluded from conveyance Other goods CHF 40,000
Parcels	Signature, Electronic COD or Personal delivery	CHF 1,500	"A" securities CHF 1,000,000 Watches/jewellery CHF 25,000 Other goods CHF 40,000
Parcels	Assurance	CHF 5,000	"A" securities CHF 1,000,000 Watches/jewellery CHF 25,000 Other goods CHF 40,000
Parcels	Fragile	CHF 5,000	"A" securities Excluded from conveyance "B" securities Excluded from conveyance Watches/jewellery Excluded from conveyance Other goods CHF 40,000

<sup>1</sup> Should the limits for the entire contents of the consignment be exceeded, liability shall be excluded.

- 3.3.2 Swiss Post shall not be liable for delays. This shall apply to all basic and additional services. As an exception, the costs of the "time slot delivery" additional service can be refunded in the event of non-performance, unless non-performance is due to weather conditions, traffic disturbances or other reasons for which Swiss Post is not responsible. The sender must inform Swiss Post in writing of the non-performance of the "time slot delivery" within 30 days of the date when the "time slot delivery" failed to be duly made.

### 3.4 Express, SameDay and courier consignments

- 3.4.1 With regard to express, SameDay and courier consignments, Swiss Post is liable for claims resulting from damage, loss or incorrect delivery of a consignment as follows:

Basic service	Additional service	Liability limit	Maximum value of the contents per consignment <sup>1</sup>
Swiss-Express "Moon" SameDay afternoon/evening Swiss Courier Permanent	None	CHF 1,000	"A" securities Excluded from conveyance "B" securities Excluded from conveyance Watches/jewellery Excluded from conveyance Other goods CHF 40,000
Swiss-Express "Moon"	Signature, Electronic COD or Personal delivery	CHF 1,500	"A" securities CHF 1,000,000 Watches/jewellery CHF 25,000 Other goods CHF 40,000
SameDay afternoon/evening	Signature or Personal delivery	CHF 1,500	"A" securities CHF 1,000,000 Watches/jewellery CHF 25,000 Other goods CHF 40,000
Swiss-Express "Moon" SameDay afternoon/evening	Assurance	CHF 5,000	"A" securities CHF 1,000,000 Watches/jewellery CHF 25,000 Other goods CHF 40,000
Swiss-Express "Moon" SameDay afternoon/evening	Fragile	CHF 5,000	"A" securities Excluded from conveyance "B" securities Excluded from conveyance Watches/jewellery Excluded from conveyance Other goods CHF 40,000

<sup>1</sup> Should the limits for the entire contents of the consignment be exceeded, liability shall be excluded.

- 3.4.2 If Swiss-Express "Moon" and SameDay consignments are delivered late, only the cost of transport will be reimbursed. Weather conditions, traffic disturbances or other causes for which Swiss Post bears no fault, are reserved. Swiss Post must be informed in writing of the delay within 30 days of the date when the delivery should have taken place.

### 3.5 COD amounts

- 3.5.1 Swiss Post shall be liable up to the amount of cash on delivery due (max. 10,000 francs) for:
- amounts collected, until they have been credited as required to the account specified by the recipient of the cash on delivery amount, or
  - items handed over without payment of the cash due on delivery or on payment of an amount lower than specified, subject to section 3.5.3
- 3.5.2 Swiss Post shall not be liable for cash on delivery if:
- non-collection is attributable to an error or negligence on the part of the sender, in particular in the event of the failure to furnish data or the provision of late or incorrect data by the sender,
  - delays occur in collecting and transferring the amounts payable,
  - the item is excluded from conveyance under section 2.7.
- 3.5.3 Swiss Post shall not be liable for a COD amount that was not collected if the basic service involved is a letter without acknowledgement of receipt.

### 3.6 Forfeiture of liability claims

All claims against Swiss Post shall lapse from the time the goods are accepted without reservation, except in cases of deliberate deception and gross negligence. Swiss Post shall remain liable for externally non-recognizable damage to the consignment, provided this is brought to its attention in writing within eight days of delivery.

- 3.7 Limitation in respect of compensation claims  
 Compensation claims against Swiss Post will expire after one year.  
 – In the case of loss or delay, this period will run from the date on which delivery should have taken place.  
 – In the case of damage, it will run from the date on which the mail was handed over to the addressee.  
 This provision does not apply in the event of fraudulent intent or gross negligence.

- 3.8 Potential reclaiming of the compensation  
 3.8.1 Should a lost item, or part thereof, be found after payment of compensation, the sender or recipient shall be notified that the item may be reclaimed on repayment of the compensation amount within three months. If no such repayment is made, the offer will be made to the other party. If the item was delivered to the recipient after payment of compensation, the sender or recipient – or, in the case of a written assignment of the sender's claims, the third party – is obliged to repay the compensation.  
 3.8.2 If the item is not claimed by either sender or recipient, it will become the property of Swiss Post.  
 3.8.3 The foregoing shall apply save as otherwise agreed between the sender and Swiss Post.

**4 Special provisions for foreign mail (www.swisspost.ch/info-int)**

- 4.1 Provisions governing customs clearance, imports, exports and data exchange  
 In addition to the requirements set out in section 2.1, mail must be prepared for customs clearance before it is handed over to Swiss Post.  
 The sender shall comply with the export and import regulations and the customs regulations of the country of departure and destination (export: www.swisspost.ch/export; import: www.swisspost.ch/import). The sender must fill out the necessary accompanying documents (freight documents, commercial invoices, approvals, etc.) completely and truthfully and enclose them with the consignments. By entering data or posting, the Customer agrees that Swiss Post may exchange consignment data available to Swiss Post in electronic or physical form with the responsible domestic and foreign postal, customs authorities or authorities responsible under local law in electronic form for the purposes of providing services, tracking consignments and customs clearance. The data protection policies of the country concerned shall apply.

4.2 Delivery

- 4.2.1 Export  
 Handling and delivery in the destination country shall be according to the international and national provisions of that country. If the recipient of a Swiss Post GLS parcel refuses or is unable to pay for any customs clearance charges or import fees (VAT, customs fees, storage costs at a bonded warehouse, etc.), the sender must pay for them. In addition, a return debit charge and any collection costs will be invoiced.

- 4.2.2 Import  
 An item from abroad will be handed to recipients only if they pay any customs costs and import fees (VAT, customs fees, etc.) according to the payment terms of Swiss Post. If the recipient refuses to do this, it will be returned to the sender at the latter's expense. Recipients who receive invoices may opt to have the costs debited with the next invoice. By accepting an item without reservation, the recipient undertakes to settle any customs or import charges (VAT, customs fees, etc.) on time.

- 4.3 Items which may not be sent by mail  
 In addition to the items listed under section 2.7, mail will not be carried if it contains objects which are excluded by Swiss Post from transportation in the selected category (e.g. cash, weapons, weapon accessories and ammunition) or which may not be imported into or circulated within the destination country. As a rule, it is up to the sender to obtain information about import and export options from the relevant authorities in the destination country or from the relevant diplomatic representations. Swiss Post assumes no responsibility in this respect.

4.4 Liability

- 4.4.1 Principle  
 Except in the cases provided for in section 4.4.6, Swiss Post shall be liable in the event of loss, theft or damage to registered international letters, PRIORITY Plus, PostPac International and Swiss Post GLS parcels. Swiss Post shall be liable only for the amount of damage proved (not exceeding the declared value of the contents on the customs documents at the time of posting and up to the maximum amounts set out in section 4.4.2). Unless otherwise provided below for specific products, it shall not bear any liability in the event of force majeure for consequential loss, delay, spoiled or soiled goods, damaged packaging and loss of profit or other loss or damage (in particular, customs duty) which has not been caused by gross negligence or wilful intent. No liability shall be incurred if the Customer sends goods that are not eligible for mailing.

- 4.4.2 Transport of securities, watches, jewellery and other goods  
 For international shipments the following liability limits and maximum content limits apply to the transport of securities, watches and jewellery in accordance with section 2.8 and to other goods (see exceptions to the liability rule in section 4.4.6):

Services offered	Standard liability limit <sup>1</sup>	Heightened liability limit at extra charge	Maximum value of the contents per consignment <sup>2</sup>
Non-registered international letters	CHF 0	Not available	Not specified
PostPac International or PRIORITY/ECONOMY	CHF 250 or CHF 500 <sup>3</sup>	CHF 3,000	"A" securities CHF 1,000,000 "B" securities Excluded from conveyance Watches/jewellery CHF 25,000 Other goods CHF 40,000
Registered international letters	CHF 150	Not available	"A" securities CHF 1,000,000 "B" securities Excluded from conveyance Watches/jewellery CHF 25,000 Other goods CHF 40,000
PRIORITY Plus	CHF 50	Not available	Not specified
Swiss Post GLS-parcels <sup>4</sup>	CHF 500	EUR 5,000	"A" securities Excluded from conveyance "B" securities Excluded from conveyance Watches/jewellery EUR 5,000 Other goods EUR 5,000

<sup>1</sup> Compensation shall be to the amount of the average cost price (excl. VAT) of similar goods at the place and time of mailing. If agreement is not reached, compensation shall be calculated in line with the usual value of the goods estimated on the same basis. For Swiss Post GLS, compensation shall be to the value of the goods declared in the commercial invoice.  
<sup>2</sup> Should these limits be exceeded for the entire contents of the consignment, liability shall be excluded.  
<sup>3</sup> For parcels being imported maximum liability limit of 250 francs applies. For parcels being exported, the maximum liability limit is 500 francs.  
<sup>4</sup> Supplementary insurance will be taken out for the extra charge.

- 4.4.3 Price refunds  
 The obligation to compensate for loss, comprehensive theft or comprehensive damage entitles the Customer to also claim a refund of the carriage price paid, except the premium for supplementary insurance for Swiss Post GLS parcels. This applies to Swiss Post GLS parcels only if the carriage fee is stated explicitly on the commercial invoice.

- 4.4.4 Claim entitlement  
 As a rule, if a registered international letter, a PRIORITY Plus consignment, parcel or valuable consignment is stolen, damaged or lost, the sender is entitled to compensation. The sender reserves the right to assign claims in writing to the recipient. In this case, the liability provisions of the postal organization providing compensation apply. Written assignment of the claims is not required if the sender and recipient are identical. The sender or recipient may authorize a third party to accept compensation, provided this is permitted by law.

- 4.4.5 Liability for delivered items  
 Swiss Post shall not be liable for registered mail, registered international letters, PRIORITY Plus, PostPac International, Swiss Post GLS parcels or parcels from other international parcel networks which it has delivered. However, Swiss Post shall be liable where consignments are suitably packaged if:  
 a. the theft or damage is found to have occurred before or during delivery of the item,  
 b. the recipients or, in the case of a returned item, the senders register an objection when accepting an item which has been subjected to damage or theft,  
 c. the recipients or, in the event of a return shipment, the senders provide the self-operated branch (not branches with partners) with the complete consignment (i.e. specifically including packaging) within eight days of receipt for generating a damage report. In this event they must furnish proof that the item was subjected to theft or damaged before delivery.  
 Deviating provisions of the country of destination may apply to consignments sent abroad.

- 4.4.6 Exceptions to the liability rule  
 Swiss Post shall not be liable:  
 a. in the event of force majeure,  
 b. if Swiss Post cannot furnish proof of the whereabouts of the mail because the official papers were destroyed by force majeure, and liability cannot be proved by any other means,  
 c. if the damage is due to the fault or negligence of the sender or to the type of the contents of the consignment,  
 d. if the consignment is excluded from transport in accordance with sections 2.7 and 4.3 or confiscated or destroyed by the relevant authority,  
 e. if the consignment contains stamps not valid for postage, numismatic coins and bank notes, vouchers, devices or components from the IT, telephony and consumer electronic fields,

- f. if the item has been impounded or confiscated due to the legal provisions of the destination country,
  - g. if the sender has not submitted an enquiry request within six months of the date of mailing,
  - h. if items are delivered later than the published delivery time,
  - i. if the packaging is not suitable for the consignment content and does not correspond to the recommendations set out in Swiss Post's shipping instructions (see section 2.1) or those of the postal organization of the shipping or destination country,
  - j. if the content limits per section 4.4.2 are exceeded.
- 4.4.7 Statute of limitations  
The right to compensation from Swiss Post lapses as follows:
- in the case of loss, one year from the day on which the items should have been delivered,
  - in the case of damage, one year from the day on which the items were delivered to the recipient.
- The above shall not apply to cases of fraudulent intent or gross negligence.
- 4.4.8 Decisions made by customs authorities  
Swiss Post shall accept no liability for customs declarations or decisions made by domestic or foreign customs authorities on inspecting mail items. Unless otherwise provided by law, objections to decisions relating to customs clearance can be made in writing no later than 60 days after the date of customs clearance.
- 4.4.9 Liability of the sender
- a. The sender shall be liable for all damages and losses incurred by Swiss Post or third parties as a result of items which may not be sent by mail or the failure to observe shipping conditions.
  - b. The sender shall continue to be liable even if Swiss Post accepts such consignments.
  - c. The sender shall be liable for all government duties / fees related to the shipment.
- 4.4.10 Potential reclaiming of the compensation
- a. Should a lost item, or part thereof, be found after payment of compensation, the sender or recipient shall be notified that the item may be reclaimed on repayment of the compensation amount within three months. If no such repayment is made, the offer will be made to the other person involved. If the item was delivered to the recipient after payment of compensation, the sender or the recipient – or, in the case of a written assignment of the sender's claims, the third party – is obliged to repay the compensation.
  - b. If the item is not claimed by either sender or recipient, it will become the property of Swiss Post.
- 5 Other provisions**
- 5.1 Data protection and handling address data  
Swiss Post observes the provisions of Swiss data protection legislation and the Postal Services Act when recording and processing personal data. Swiss Post processes and stores data which is necessary and required for business transactions. It safeguards customer data with suitable measures and treats it confidentially. In order to provide services, data may be passed on to third parties. These may be domiciled abroad.  
With the prior approval of the Customer, certain personal data, in particular address details, may be disclosed to other third parties in individual cases for previously notified processing purposes. The legal obligation to exchange data with other postal service providers as part of forwarding, retention and redirecting orders as well as disclosure in other legally prescribed cases remains reserved.  
The data privacy statement on the website [www.swisspost.ch/](http://www.swisspost.ch/) data-privacy-statement and the GTC and Subscriber Conditions of individual services provide further information about data processing by Swiss Post.

- 5.2 Rights of data subjects  
The Customers may request information on the processing of their personal data. They have the right to have their data deleted or destroyed. They may forbid or block the processing of their data, provided it is not necessary to render the services they have requested. This also applies to the disclosure of their data to third parties. They also have the right to have incorrect personal data corrected. If neither the correctness nor the incorrectness of the data can be determined, they may request a note of objection to be added. If the Customers have expressly consented to further data processing, they may revoke this at any time. The legality of the data processing for the entire duration of the consent is not affected by this.  
The foregoing is without prejudice to any legal provisions which oblige or entitle Swiss Post to process or disclose data. If the deletion of the data is not permitted for legal reasons, the data will be blocked instead of deleted.  
To assert their rights as a data subject, the Customers must contact the following address in writing along with a copy of their passport or ID card: Post CH Network Ltd, Swiss Post Contact Center, Wankdorfallee 4, 3030 Bern, Switzerland.
- 5.3 Involvement of third parties (data processors)  
Swiss Post may involve third parties to render services and supply the necessary data to them. The data processors are subject to the same obligations as regards guaranteeing data protection as Swiss Post itself and – subject to any differing legal regulations – may not process the data for their own purposes and may only do so on behalf and on the instructions of Swiss Post. Swiss Post undertakes to select, instruct and monitor such service providers in a prudent manner.  
The data processors may also be domiciled abroad. Swiss Post guarantees that the data processors will apply appropriate data protection in the destination country.
- 5.4 Amendments to the General Terms and Conditions  
Swiss Post may amend the GTC and the services offered at any time. The relevant latest versions shall be published promptly on the Swiss Post website ([www.swisspost.ch/gtc](http://www.swisspost.ch/gtc)) before coming into force.
- 5.5 Applicable law and jurisdiction
- 5.5.1 The Contract shall be governed by Swiss law.
- 5.5.2 The place of jurisdiction is Bern. The foregoing is without prejudice to any (partial) mandatory jurisdiction (cf. in particular Articles 32 and 35 Swiss Civil Procedure Code for consumers).
- 5.6 Conciliation body  
Before resorting to the competent court, the Customers have the opportunity to resort to the PostCom conciliation body for resolution of the dispute. Contact information can be found at [www.ombud-postcom.ch](http://www.ombud-postcom.ch).
- 5.7 Legal form of publication  
The sole legally binding versions of the GTC which also form an integral part of the contract are those which are published electronically and made available at [www.swisspost.ch/gtc](http://www.swisspost.ch/gtc).  
In individual cases, Swiss Post may issue a hard copy of the GTC at a customer's request. The Customer acknowledges that a hard copy of the GTC is merely a copy of the currently valid, sole legally binding, electronically published versions of the GTC, and that the information contained therein is only legally binding insofar as it corresponds with the electronic version.

Post CH Ltd, January 2022