

CODE OF ETHICS
FOR POSTAGE STAMP SECURITY PRINTERS

Name of authorised representative:

Date:

Signature

INTRODUCTION.

The principle of admitting the postage stamp security printers as a new constituent partner of the WADP, the **World Association for the Development of Philately**, an Industry Group within the **Universal Postal Union (UPU)** was endorsed by the WADP General Assembly of Salamanca of November 2002. Postage stamp security printers play an important role in the stamp production chain. Their co-operation with the WADP is therefore both valuable and desirable. As postage stamp security printers are normally eligible to be the members of the organisation **INTERGRAF (International Confederation for Printing and Allied Industries)**, it is INTERGRAF which becomes the new WADP member. Consequently, the WADP General Assembly of Lisbon (26 September 2003) welcomed INTERGRAF as a new constituent partner of the WADP through the signature of a Memorandum of Understanding with the Universal Postal Union.

The WADP Assembly of Salamanca also recommended that a **CODE of ETHICS for POSTAGE STAMP SECURITY PRINTERS** be established. Indeed, due to the high number of illegal and abusive issues of postage stamps being printed, distributed and sold by stamp dealers and printers of an unreliable and doubtful reputation, the philatelic industry has recognised that such a Code of Ethics for Postage Stamp Security Printers is required.

The postage stamp security printers world-wide who want to be recognised as such will be required to agree to this Code of Ethics for Postage Stamp Security Printers. INTERGRAF will keep on behalf of UPU (WADP section) the list of Postage Stamp Security Printers having signed this Code of Ethics and will publish it on its web-site www.intergraf.eu. INTERGRAF will also make this Code of Ethics for Postage Stamp Security Printers available on request.

The Universal Postal Union and the WADP Secretariat will also keep and make available this Code of Ethics for Postage Stamp Security Printers as well as the list of postage stamp security printers, which will have agreed to it. They will also make this list known to all the Postal Administrations, members of the UPU, which will be tendering the printing of their Postage Stamps.

INTERGRAF shall investigate, with the support of the WADP, the eligibility of the companies as well as of the managers who are willing to sign the "Code of Ethics for Postage Stamp Security Printers".

All the signatories of the "Code of Ethics for Postage Stamp Security Printers" commit, within a period of six months after the signing of this Code, to apply for certification as a Security Printer implementing a **Security Management System** following the requirements of the **CWA 14641:2009**.

It will be recommended to all Postal Administrations of the member countries of the UPU, which will have contracted out the printing of their Postage Stamps to a third person or a company, that they stipulate in that contract that the stamps will be printed by a postage stamp security printer which will have registered with INTERGRAF and that they be informed at all times of all the processes undertaken.

Name of authorised representative:

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PROCEDURE

In order to be a signatory of the “Code of Ethics for the Postage Stamp Security Printers”, you need to send this document signed on each page by an authorised representative of your company to:

**INTERGRAF – International Confederation
for Printing and Allied Industries a.i.s.b.l.
Place E. Flagey 7 bte 8
B –1050 Brussels, Belgium**

On receipt of the signed document , INTERGRAF will

- Submit your application to a screening committee composed of representatives of INTERGRAF and UPU, who will decide on the acceptance of your application and
- Invoice you an administrative fee of € 100.

On receipt of the € 100 administrative fee and of the positive result of the screening, INTERGRAF will publish the details of your company on its website on the page dedicated to the signatories of the “**Code of Ethics for the Postage Stamp Security Printers**”.

Your company will remain on this website for a period a 6 months during which you will have to apply for the **CWA 14641:2009**. If you fail to do so, your company will be removed from this website until the application has reached INTERGRAF.

After your application for the **CWA 14641:2009** you will have 6 months to obtain the certification. During this period your company will stay advertised on the dedicated page of the website. If your company is not certified against the **CWA 14641:2009** after a period of one year starting with the date of the first publication as a signatory of the “**Code of Ethics for the Postage Stamp Security Printers**”, it will be removed from the website.

As long as your company remains certified against the **CWA 14641:2009** and as long as it is not acting against the rules of the “**Code of Ethics for the Postage Stamp Security Printers**”, it will remain advertised on the dedicated page of the INTERGRAF website.

Name of authorised representative:

Date:

Signature

FOLLOWING THE DECISIONS OF THE UNIVERSAL POSTAL UNION IN ITS 24TH CONGRESS IN NAIROBI IN 2008:

1. Issuing postal authorities shall retain full responsibility for the printing and delivery of postage stamps and related philatelic products, either directly, or by making sure that all contractual obligations are fully respected and fulfilled by the agent, in order to avoid any misunderstanding between partners.
2. Issuing postal authorities shall establish separate contractual provisions for the security printers entrusted with producing the stamps and the agents responsible for marketing them.
3. Printing of postage stamp should only be awarded to security printers who have signed the Code of Ethics for Postage stamp security printers and that have achieved or undertaken to achieve certification as a security printer.

BASIC INFORMATION TO BE PROVIDED BY THE OFFICIAL UPU POSTAL AUTHORITY PROCEEDING TO GIVE A PRINTING ORDER TO ANY POSTAGE STAMP SECURITY PRINTER.

In order to avoid any misunderstanding after the contract has been awarded to a postage stamp security printer registered with INTERGRAF; it is recommended that the POSTAL AUTHORITIES ensure that the following points are clearly spelled out in this contract:

1. The exact description, denomination and value of each stamp of the issue concerned.
2. The date of issue of each stamp.
3. The quantity of each stamp per face value to be printed in total and delivered to the postal administration.
4. The procedures to be followed for the return and/or destruction of all materials and waste materials used for the preparation and printing of the said stamps.
5. The delivery address.
6. The fact that the stamps will be registered by the UPU.

Name of authorised representative:

Date:

Signature

REGISTERED POSTAGE STAMP SECURITY PRINTER

All printers wanting to be registered as a **POSTAGE STAMP SECURITY PRINTER** with INTERGRAF have to apply for this status and provide the following Information to INTERGRAF:

Name of the postage stamp security printing company:

Address:

Postal address:

Postal code:

City and Region:

Country:

Telephone: +

Fax: +

E-mail:

Homepage: http:\\

Name and position of the contact person:

Name(s) of director(s)/CEO:

1. **Company's ownership and corporate offices**

1.1 Is the company independent?

Yes

No

1.2 Is the company affiliated to a chamber of commerce and/or a printing association?

Yes

No

If yes, Please mention its name and details (address, phone and fax)

1.3 Name of the holding or name(s) of majority shareholder(s):

2. **Employees**

2.1 Total number of employees expressed in fulltime:

2.2 Number of employees involved in security printing:

Name of authorised representative:

Date:

Signature

3. Products and turnover

3.1 Description of the products and scope (for which markets?). If necessary use a separate sheet or attach a company brochure.

3.2 Turnover in security printing:

3.3 Turnover in other activities:

4. Security features

- 4.1 Do you use security numbering systems: Yes No
- 4.2 Do you have safe rooms: Yes No
- 4.3 Do you have your own facilities for origination of guilloches and security backgrounds? Yes No
- 4.4 Do you have security control of security papers? Yes No
- 4.5 Do you have security control of all stages of the printing process? Yes No
- 4.6 Do you have strict security control of storage of products under manufacture? Yes No
- 4.7 Do you have strict security control of dispatch of the finished products? Yes No
- 4.8 Do you have 24-hour full security and surveillance at your premises? Yes No

5. Customer references

Mention the name and details (including name of contact person) of at least two postage stamp issuing authorities who can testimony that you are/have been supplying them with postage stamp material:

.....

.....

.....

.....

.....

Information to be supplied:

If the POSTAGE STAMP SECURITY PRINTER has implemented a **Security Management System** awarded by the national printers' organisation of his country, he has to provide a copy of the certificate.

If the POSTAGE STAMP SECURITY PRINTER has no **SECURITY MANAGEMENT SYSTEM** awarded by the national printer's organisation of his country he has to declare which measures the company has implemented to prevent thefts, misuse and counterfeit. References have to be provided.

Name of authorised representative:	
Date:	Signature

With the delivery of the printed postage stamps, the Postage Stamp Security Printer has to submit an official report to the POSTAL AUTHORITY, in addition to the agent, about the fulfilment of the order. This report has to be signed by two persons, the printing works manager and the accounting manager of the printing department.

(Enclosure 1)

An official report about the waste destruction shall be submitted directly to the POSTAL AUTHORITY. This report shall be signed by the same persons who will have signed the previous official report about the fulfilment accompanied by the signature of an internal or external auditor identified as such on the official report.

(Enclosure 2).

Both reports are to be sent to the POSTAL AUTHORITY and to the AGENT if applicable.

Declaration to be signed:

We declare that our company will apply for a Security Management System following the requirements of CWA 14641:2009 in order to be recognised as a Certified Postage Stamp Security Printer.

Name of authorised representative:	
Date:	Signature

(Enclosure 1)

Identification of the Printing Company

DATE

OFFICIAL REPORT ABOUT THE FULFILMENT OF A POSTAGE STAMP PRINTING ORDER.

Fulfilment of the order for:

.....
.....(Identification of POSTAL AUTHORITY with full address).....
.....

Represented by:

.....(Identification of sub contractor with full address)
.....
.....

Printing order for postage stamps:

The exact denomination of the stamp issue:.....

The date of the issue:.....

The value to be printed on the stamps:.....

The quantity of stamps to be printed and provided:.....

Fulfilment of the order:

Total quantity of postage stamps printed:.....

Total quantity of good postage stamps:.....

Total waste (disapproved due to quality inspection or other reasons):.....

Truly certified by:

Printing Works Manager:

Accounting Manager:

Name of authorised representative:	
Date:	Signature

(Enclosure 2)

Identification of the Printing Company

DATE

OFFICIAL REPORT ABOUT WASTE DESTRUCTION.

Fulfilment of the order for:

.....
..... (Identification of POSTAL AUTHORITY with full address).....
.....

Represented by:

.....(Identification of sub contractor with full address)
.....
.....

Printing order for postage stamps:

The exact denomination of the stamp issue:.....
The date of the issue:.....
The value to be printed on the stamps:.....
The quantity of stamps to be printed and provided:.....
The quantity of stamps to be destroyed:.....

We testify that the total amount of waste produced in order to fulfil the production of postage stamps mentioned above has been completely destroyed

Truly certified by:

Printing Works Manager:

Accounting Manager:

Witnessed by (internal or external audit, or a representative of the Postal authority):

Name of authorised representative:	
Date:	Signature