

CODE OF ETHICS
FOR THE 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 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.org. **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 **Secure Management System** following the requirements of the **CWA 14641:2006**.

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:

Date:

Signature

PROCEDURE

In order to be a signatory of the “Code of Ethics for the Postage Stamps 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**

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 “**Code of Ethics for the Postage Stamps 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 14641:2006**. 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 14641:2006** 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 14641:2006** 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 Stamps Security Printers**”, it will be removed from the website.

As long as your company remains certified against the **CWA 14641:2006** and as long as it is not acting against the rules of the “**Code of Ethics for the Postage Stamps Security Printers**”, it will remain advertised on the dedicated page of the INTERGRAF website.

Name of authorised representative:

Date:

Signature

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 will have been awarded to a postage stamp security printer who will have 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 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

ACCEPTANCE OF THE PRINTING ORDER BY THE POSTAGE STAMP SECURITY PRINTER.

The postage stamp security printers known as such and registered with INTERGRAF can only accept orders to print Postage Stamps when the following conditions are fulfilled:

1. Printing order or tender documents issued by any **POSTAL AUTHORITY of a UPU member country**, registered as such by **UPU**.

The registered Postage Stamp Security Printer can proceed immediately.

2. In the event that the registered Postage Stamp Security Printer receives a printing order or tender documents issued by a third person or organisation not belonging to an official **POSTAL AUTHORITY**

Some **POSTAL AUTHORITIES** may be dealing with **contractors or AGENTS** who have been mandated to ensure the printing and delivery of the postage stamps on behalf of the Postal Authorities.

In this case, the printer shall only accept the printing order when the contractor or the **AGENT** can submit the following documents to accompany the order form:

- 2.1. A document issued by the official **POSTAL AUTHORITY** of a **UPU member country**, stating Mr., Mrs X or Company X has been mandated to ensure the printing and supply of postage stamps to that **POSTAL AUTHORITY**. In that same document it shall be specified exactly for which stamps and issues, for which quantity of stamps to be printed and during which time frame the **POSTAL AUTHORITY** has mandated Mr. X, Mrs. X or Company X to represent its interests.
- 2.2. The same document or a separate document shall mention all the details stipulated in the basic information to be provided by the **POSTAL AUTHORITY**. Those separate documents can be consecutive order forms if the first document 2.1 concludes a cooperation for a specified term.

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 postal stamp issuing authorities who can testimony that you are/have been supplying them with postal 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 Secure Management System following the requirements of CWA 14641:2006 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, or the Agent acting on behalf of the identified postal Authority, with full address for both).....

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, or the Agent, acting on behalf of the identified Postal Authority, with full address for both).....
.....

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 or its mandated representative agent):

Name of authorised representative:	
Date:	Signature