

POST OFFICE HANDBOOK,
JAMAICA,
1919.

EXTERNAL POSTAL REGULATIONS.

Foreign Correspondence is divided into the following classes:—

(a) Letters. (b) Post-cards. (c) Printed Papers. (d) Commercial Papers. (e) Samples. (f) Parcel Post Parcels.

POSTAL UNION.

For the Rates of Postage on all classes of mail-matter, limits of weight and size, &c., see Table, page 38.

(a) Letters posted unpaid or insufficiently prepaid are forwarded, but are charged on delivery with double the deficiency.

Unpaid and insufficiently prepaid letters from the British Agencies and Possessions to which "penny postage" applies are charged double the deficient postage; but the surcharge can in no case exceed 2d. per $\frac{1}{2}$ oz. Unpaid and insufficiently prepaid letters from all other places are charged double the deficient postage; but the surcharge can in no case exceed 5d. per $\frac{1}{2}$ oz.

No letter may exceed 2 feet in length or 1 foot in width or depth.

(b) Post Cards: See Inland Regulations p. 3.

For definition of (c) Printed and (d) Commercial Papers,* see Inland Regulations p. 3 to 1.

(e) Samples: The use of the Sample Post is restricted to (1) bona-fide Trade Samples or Patterns of Merchandise without saleable value, and (2) natural history specimens, dried or preserved animals and plants, geological specimens, and scientific specimens generally, keys, fresh flowers, tubes of serum and pathological specimens rendered innocuous by their mode of preparation and packing, when sent for no commercial purpose. Packets containing goods for sale or consigned in execution of an order (however small the quantity), or articles sent by one private individual to another which are not actually trade samples or patterns or scientific specimens, &c., cannot be forwarded by Sample Post.

It is recommended that every sample should be marked "Sample—not for sale." or otherwise defaced in such a way as to render the article unsaleable in the ordinary way of trading.

SPECIAL REGULATIONS AS TO CERTAIN ARTICLES.

Though under the regulations of the Postal Union articles liable to Customs Duty may only be sent by the Parcel or the Insured Box Post, this rule is relaxed for samples in certain countries. In some instances samples liable to Customs Duty are delivered either free or on payment of the duty, but in others they may be withheld from delivery. Samples of tea exceeding eight ounces in gross weight are not in any case accepted for transmission abroad; and some countries have fixed a still lower limit both for tea and for certain other articles. Samples liable to Customs Duty are ordinarily admitted into the United Kingdom when sent in quantities so small as to have practically no saleable value; but the importation of tobacco, cigars, cigarettes, &c., by Sample Post is prohibited, with the sole exception of packets of type samples of unmanufactured tobacco not exceeding six ounces in gross weight, which are delivered on payment of 2s. 6d. Customs Duty.

Samples of Spirits (except perfumed spirits) are admitted to U. K. provided that the samples are plainly marked "*Spirits (not perfumed).*" Each packet is liable to a charge of 1s. 4d. Customs Duty. Samples of wine are admitted free of Customs charges. The gross weight of any sample packet containing wine or spirits must not exceed 12 ounces.

Samples of Tea not exceeding 8 oz. in gross weight may be sent to U. K., provided that the packets are plainly marked as containing tea. Each packet, exceeding 2 oz. in weight, is liable to a charge of 3l. Customs Duty.

Sample packets containing liquids and greasy substances can be sent to countries in the Postal Union: also live bees (except when prohibited by the special regulations of the country of destination). They must be made up so that they can be easily opened for purposes of inspection, with the exception of packets containing live bees, which must be enclosed in boxes so constructed as to allow the contents to be ascertained without opening. The bottles used for enclosing liquids must be of glass, and all articles of glass must be securely packed in boxes of metal or wood.

Liquids, Oils, and substances easily liquefied must be enclosed in glass bottles, hermetically sealed. Each bottle must be placed in a wooden box furnished with sawdust, cotton

* MSS. for the press, when not accompanied by its relative proof, addressed to places abroad, is subject to postage rate for "Commercial Papers," see Table p. 38 for rates, etc.

or spongy material in sufficient quantity to absorb the liquid in the event of the bottle becoming broken. Finally, the box itself must be enclosed in a case of metal with tightly fitting lid, of wood with a screwtop, or of strong and thick leather, but when perforated wooden blocks are used having a thickness of at least 2½ millimetres (about ¼ of an inch) in the thinnest part, sufficiently provided inside with absorbent material and supplied with a lid, it is not necessary for the blocks to be enclosed in a second case.

IT IS FORBIDDEN to send through the Post to a country of the Postal Union—

1. Any letter or packet containing gold or silver, bullion, pieces of money, jewellery or precious articles (except to Countries named in foot note* but the packet must be sealed and prepaid at Registered Letter Rates).
2. Any packet (other than a Parcel Post Parcel) containing articles liable to customs duty.
3. Any article of a nature likely to stain or injure the correspondence.