

REGISTER LETTERS CONTAINING VALUE.

Place Postage Stamps on right-hand upper corner of Envelope.

**POST OFFICE
HANDBOOK
JAMAICA
1924.**



PRICE--3D.

*Use the Registration Envelopes Sold by the Department.

STREET AND RAILWAY COLLECTING BOXES.

Collecting boxes are to be found at the following places in Kingston and Lower St. Andrew. (The times at which they are cleared are stated on each).

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| 1. King and North Streets | 22. Smith Village, Percy and Wellington Sts. |
| 2. Colonial Secretary's Office | 23. Campbell Town, Liverpool and Hampton Streets. |
| 3. Charles and East Streets | 24. Woodford Park |
| 4. Kingston Gardens | 25. Duke and Harbour Streets |
| 5. Fire Brigade Station | 26. Manchester Square, South Race Course |
| 6. Jamaica Club | 27. Laws and East Streets |
| 7. Torrington Bridge | 28. Hannah St. and Rose Lane |
| 8. Allman Town Constabulary Station | 29. Arnold Road, north of Connolly Avenue |
| 9. South Camp Road near North Street | 30. Studley Park Road |
| 10. Highholborn & Laws Streets | 31. South Camp Road Hotel |
| 11. Park Lodge | 32. Marescaux Road and Club Lane |
| 12. Brown's Town Constabulary Station | 33. Corner of Hope Road and Oxford Road |
| 13. Tower Street & Elletson Road | 34. Retirement Road near Retirement Pen |
| 14. Marine Gardens | 35. Knutsford Park Gate |
| 15. Spanish Town Road and Beeston Street | 36. King's House Gate |
| 16. Parade, by Parish Church | 37. Bedford Park Gate on the Constant Spring Line near Sandy Gully |
| 17. Princess & Harbour Sts. | 38. Barbican Road |
| 18. Princess and West Queen Streets | 39. Papine Corner |
| 19. Gardner's, Harbour Street | 40. Brentford and Curphey Roads |
| 20. Orange and Charles Streets | 41. Grove and Central Roads, Kencot Lands |
| 21. Franklin Town Police Station | 42. Molines Road & Tarrant Lane |

Collecting boxes have also been erected in Savanna-la-Mar and Port Antonio. All railway stations are provided with collecting boxes which are cleared ten minutes before the departure of each passenger train.

Passengers on all trains may post letters in the posting boxes provided for the purpose.

TRAIN POST OFFICES.

Train P.O.'s. are maintained on the through trains between Montego Bay and Port Antonio, where postage stamps, post-cards, and wrappers may be bought, and telegraph forms obtained.

HOUSE DELIVERY.

(KINGSTON AND LOWER ST. ANDREW.)

Correspondence is delivered by letter carriers in all parts of the City of Kingston, including Smith's Village, Hannah Town, Campbell Town, Franklin Town, Brown's Town, Passmore Town, the northern limits of Arnold Road and South Camp Road, including the Goodwin Lands and to the east of the city as far as Kensington Road, four times daily, viz., 8.30 a.m., 10.30 a.m., 1.30 p.m. and 4.15 p.m.

Correspondence is delivered in Lower St. Andrew as below:—

From **HALFWAY TREE** Post Office at 8.30 a.m. and 2 p.m.

NORTH—Camperdown Switch on the Constant Spring Road and the road leading to King's House.

SOUTH—Oxford Road, Kencot Lands included.

EAST—Matilda's Corner and Hope Road, from Oxford Road.

WEST—Hagley Park on Hagley Park Road, Molines Road to junction with Tarrant Lane, Old Pound Road and Lyndhurst Road to junction of Retirement Road

From **CROSS ROADS** Post Office at 9.15 a.m. and 2 p.m. :—

NORTH—From **CROSS ROADS** Post Office, along Caledonia Avenue, up to Halfway Tree and Hope Road to corner of Oxford Road.

SOUTH—Torrington Bridge and Slipe Pen Road.

EAST—Marescaux Road.

WEST—From **CROSS ROADS**, along Retirement Road to corner of Lyndhurst Road and Old Pound Road, including Brentford Road.

REDIRECTION OF CORRESPONDENCE.

Any postal packet may be redirected to the same addressee at another address either by an officer of the Post Office or by an agent of the addressee after delivery.

The fee for detaining and delivering in Kingston, packet letters addressed to District Post Offices, or for detaining and re-directing such letters to any other postal address is 1s. for each service.

APPLICATIONS FOR RECALL OF LETTERS.

No letter, parcel or other postal packet can, when once it has been posted in a Post Office receptacle or accepted for transmission at a Post Office, be taken out of the post, even if application be made for it by a person who can prove that he is the sender, without the authority of the Governor. Nor can it be detained or delayed at the sender's request; it must be forwarded to its address and cannot be diverted to any other address.

PRIVATE LETTER BOXES AND BAGS.

Private letter boxes, available for the subscribers' use from 7 a.m. till 5.30 p.m. on week days (and also for two or three hours after the arrival of important over-sea mails), may be rented for 12s. a year at the Post Offices of Kingston, Port Antonio, Montego Bay and Mandeville.

Private bags.—By permission of the Postmaster for Jamaica any person may have his letters conveyed to and from the Post Office in a private bag upon payment of an annual fee of one guinea. The bag to be locked, one key being kept by the Postmaster and one by the owner of the bag.

When a private letter bag is conveyed by a mail contractor a further annual fee of one guinea is to be paid. These fees must be paid in advance through the Postmaster for Jamaica.

POSTE RESTANTE.

The Poste Restante is intended solely for the accommodation of strangers and travellers and even they may not use it for more than three months.

Letters addressed to initials, or to fictitious names, or to a christian name without a surname are not taken in at the Poste Restante, but are treated as undelivered and returned to senders.

Period of Retention of Undelivered Correspondence:

Origin.	At Kingston.	At District Post Offices.
Places abroad ..	Four weeks	Eight weeks
Local ..	Two weeks	Four weeks

POSTAGE STAMPS, POSTCARDS, ENVELOPES, WRAPPERS, Etc.

Postage Stamps of the following denominations are kept in stock :—

$\frac{1}{2}$ d., 1d., $1\frac{1}{2}$ d., 2d., $2\frac{1}{2}$ d., 3d., 4d., 6d., 1/., 2/., 3/., 5/., 10/.

Books containing eighteen 1d. stamps and twelve $\frac{1}{2}$ d. stamps are issued, price 2/.

Post-cards are sold at $\frac{1}{2}$ d. each, Reply Paid post cards at 1d. each.

Newspaper wrappers are sold at $\frac{1}{2}$ d.

Registered letter envelopes bearing a 3d. stamp embossed on the flap for the payment of registration fee 2d. and postage 1d. are sold at $3\frac{1}{2}$ d. each.

Judicial Stamps of the values 3d., 6d., 1/, 2/, 5/, and 8/6 are sold at all post offices where there is a demand for them.

Impressed stamps, title deeds and blank slips are on sale at all post offices.

The following is a description, together with the dates of issue, of all postage stamps in circulation:

Denomination.	Description.	Date of issue.
$\frac{1}{2}$	Jamaica Exhibition, 1891	Nov. 12, 1920
1d.	Arawak Indian making cassava	Oct. 3, 1921
$1\frac{1}{2}$ d.	Contingent embarking: Inset, head of H.M. King George	July 4, 1919
2d.	King's House, Spanish Town	Feb. 18, 1921
$2\frac{1}{2}$ d.	Return of a contingent	do
3d.	"Jamaica discovered by Columbus, 1494"	Apl. 8, 1921
4d.	The Cathedral, Spanish Town	Jan. 21, 1921
6d.	View of Port Royal Harbour, 1853	Dec. 5, 1922
1/	"Queen Victoria of Jamaica Lady Supreme"	Dec. 10, 1920
2/	The Rodney Memorial	do.
3/	"Sir Charles Metcalfe Governor of Jamaica 1839-'42"	do.
5/	"Isle of Wood and Water."	Apl. 15, 1921
10/	"George V of Jamaica Supreme Lord"	May 6, 1920

All postage stamps of the colony are now being printed on the Multiple Crown Script (C. A.) water-mark paper.

STAMP VENDORS.

The following is a list of Vendors of Postage stamps with their addresses:—

KINGSTON.—W. M. Alberga, 1a Kingston Lane; F. Allen, Waldeck Grocery; Mrs. A. E. Bowman, 19 North Street; R. C. Brown, 45 Spanish Town Road; Mrs. Buffin, 6 Rae Street; A. M. Burke, Allman Town; A. C. Campbell, 82 Harbour Street; Albert Chang, 26 Victoria Ave.; Mrs. C. F. Forbes, Hannah Town; F. N. Hidalgo, Parade; A. W. Gardner & Co., Harbour Street; Louis Gooden, 50 Beeston Street; Thomas M. Gunter, 15 West Race Course; Ho Fung, 86 King Street; C. E. Lindo, 31 Foster Lane; Michael Lindo, 40 Orange Street; W. A. Lindo, Rae Town; Henry R. Linton, 21 Potters Row, Rae Town; H. A. Madden, 2 Stephen Street, Miss Hilda McCaw, 29 Windward Road; M. McGilchrist, 136c. Orange Street; A. C. McKay, 21 West Parade; Miss Ada Pearson, Arnold Road; Miss Robertson, 63 $\frac{1}{2}$ Tower Street; C. A. Scott & Son, 66 North Street; T. F. Strachan, 196 Orange Street; Eugene Surrridge, 33 West Parade; Miss T. Tennyson, R. M. Court's Office; Y. M. C. A., Hanover Street; Chang You, 53 Tower Street.

COUNTRY.—Chin Fook, Pt. Antonio; Mrs. U. Evans, Cleveden Ville, Kencot, Halfway Tree; Ng Yen, Cross Roads; John Chin Yaw Kong, Washville, Highgate; C. Gordon Parkin, Montego Bay; Oscar Seaton, Sav-la-Mar; Michael Shaw, Marlie Hill, Bartons.

MONEY ORDERS.

Money Orders are issued at the head office, Kingston, and at the several Parochial Treasuries in the chief town of each parish. Applications for Money Orders addressed either to the Postmaster for Jamaica or to a Parochial Treasurer are free of postage. (The registration fee of 2d. must, however, be prepaid).

The commissions on Money Orders drawn on the United Kingdom, Panama, Costa Rica and the Cayman Islands are as under:—

For any sum not exceeding	£2	Os. 9d.
Above £2 and not exceeding	5	1 6
“ 5 “ “	7	2 3
“ 7 “ “	10	3 0

and 5d. for each additional £1 or fractional part thereof.

The commissions on Money Orders drawn on the United States of America, Canada, Canal Zone and Philippine Islands are as under:—

For any sum not exceeding	£2	Os. 9d.
For any sum over £2 and not exceeding	£5	1 6
“ “ 5 “ “	7	2 3
“ “ 7 “ “	10	3 0

and 3d. for each additional £1 or fractional part of that amount.

The commissions on Money Orders drawn on Barbados, British Guiana, the Windward Islands, the Leeward Islands, British Honduras, Bermuda, Turks Islands and Trinidad are as under:—

For any sum not exceeding	£2	Os. 6d.
Above £2 and not exceeding	5	1 0
“ 5 “ “	7	1 6
“ 7 “ “	10	2 0

and 6d. for each additional £3 or fractional part thereof.

The limit amount for Money Orders drawn on United Kingdom, Panama, Costa Rica, Barbados, British Guiana, the Windward Islands, the Leeward Islands, British Honduras, Bermuda, Turks Islands, Trinidad and Cayman Islands is £40, and on United States of America, Canada, Canal Zone and Philippine Islands, £20 10s. 8d. or \$100.

No application can be entertained for compensation for alleged injury from the non-payment of a money order at the expected time. When a money order is applied for it must be on the clear understanding that no such claim will be allowed, and that the Post Office is not liable, under any circumstances, to more than one payment of a money order, even when, notwithstanding the precautions that are taken, the order has been paid to a person not entitled to receive the money. Re-payment to the remitter of a money order cannot be made until the chief office of the paying country has been communicated with; and applications for re-payment should be accompanied by a sum equal to the *original* commission on the order.

A Through Money Order Exchange also exists between Jamaica and certain British Colonies and foreign countries via the United Kingdom. Such through money orders are subject on payment to a deduction of two-pence for each £1 with a minimum charge of four-pence. The full name and address of the payee of a through money order must be given to enable the Chief Money Order Office, London, to forward to the payee a money order for the net amount payable, the money order issued to the remitter being only of value as a receipt for the amount paid and should be retained by the remitter.

The following is a partial List of British Colonies, Protectorates, and Postal Agencies abroad, and of the Principal Foreign Countries to which Money Orders may be sent. §

*Antigua, *Bahamas, *Barbados, Belgium, *Bermuda, *British Guiana, *British Honduras, *British Possessions in Africa, *†Canada (Dominion of), Canal Zone, *Cape of Good Hope (Province of), *Cayman Islands, *Ceylon, China:—*(a) British P.O. Agencies, (b) Japanese P.O. Agencies, Costa Rica, Cuba, Curacao (Dutch West Indies), *Cyprus, Danish W. Indies (now Virgin Islands of the United States), Denmark, *Dominica, *Egypt, *Federated Malay States, *Fiji, France and Algeria, *Gibraltar, Greece, *Grenada (W. Ind.), Hawaii (Sandwich Is.), Holland, Honduras (Republic of), *Hong Kong, *Inagua, *India, Italy, Japan, Luxemburg (Grand Duchy of), Madagascar, Madeira, *Malta, *Mauritius, *Mesopotamia, Mexico (United States of), *Montserrat, *Morocco, Netherlands, *Nevis, *Newfoundland, New South Wales, *New Zealand, *Nigeria, Norway, *Palestine (Occupied Territory), Panama (Brit. P.O.), Philippine Islands, Porto Rico, Portugal, (including the Azores and Madeira), Queensland, Russia, *St. Helena, *St. Kitts, *St. Lucia, *St. Vincent, *Seychelles, Siam, *Sierra Leone, *Singapore, South Australia, *Straits Settlements, *Sudan, Sweden, Switzerland, *Tasmania, *Tobago, *Tortola, *Trinidad, *Turks and Caicos Islands, United States of America, Victoria, (Australia), *Virgin Islands, Virgin Islands of the United States, West Australia

Telegraph Money Orders.

The system of Telegraph Money Orders is in operation between the United Kingdom and Jamaica. The remitter of a Telegraph Money Order is required to pay, in addition to the M.O. commission, the cost of the Telegram of Advice at the ordinary rate (2/6) or at the "deferred" rate (1/3) per word. Every word in the telegram has to be paid for; in the case of a "deferred" telegram, the instruction "L.C.O." is charged as one word, and the word "Postmaster" has also to be sent in every case and must be paid for. Further details may be had from the Chief M.O. Office, Kingston or from Parochial Treasuries.

POSTAL ORDERS.

Amounts and poundage.—The only Postal Orders sold in Jamaica are British Postal Orders, and they are issued and paid at all the Post Offices in the Island. They are available for use in the colony and in the British Colonies and other places abroad marked with an asterisk * above.

The commissions charged on orders issued are as follows—

At 6d, 1s., 1s. 6d., 2s., 2s. 6d.	1d.
At 3s., 3s. 6d., 4s., 4s. 6d., 5s.	1½d.
At 7s. 6d.	2d.
At 8s., 10s.	2½d.
At 20s.	4½d.

Postage Stamps Affixed to Postal Orders.—The sender of a Postal Order, whether made payable in the United Kingdom or elsewhere (excepting Canada), may increase its value by an amount not exceeding 5d. by affixing Postage Stamps not exceeding three in number to the face of the Order. No credit will be given for stamps which are in excess of three or which are affixed elsewhere than in the spaces provided. Odd half-pence will not be paid. Stamps perforated with initials or marks, or embossed or impressed stamps cut out of envelopes, post-cards, &c. cannot be accepted for this purpose.

Period during which Orders are payable.—If an order be not paid within three months from the last day of the month of issue, a commission equal to the original poundage will be charged. The commission thus paid must be affixed in Postage Stamps to the back of the Order. Postal Orders which are not presented for payment within six months from the last day of the month of issue are not paid until reference has been made to London.

§ *Note*—For complete list of places in which Money Orders are issued and paid, see London Postal Guide, July 1923 ed., pp. 654 to 661.

* British Postal Orders are also issued and paid in these countries. See "Postal Orders," page 12.
† British Postal Orders are paid at certain Offices in Canada, but are not issued in Canada.

Filling in of Order.—The purchaser of a Postal Order must, before parting with it, fill in the name of the person to whom the amount is to be paid, and is recommended to fill in the name of the Office of Payment as a precaution in case the Order should be lost or stolen. If the purchaser does not know which Post Office is most convenient to the payee, he should insert the name of the town, village or district where the payee resides. The Order will then be paid at any Post Office in the place named.

Counterfoils.—Every person to whom a Postal Order is issued should tear off and retain the counterfoil. Its production will facilitate inquiry if the Order should be lost.

Miscarriage or loss.—The Postmaster cannot undertake to consider any application respecting a Postal Order which has miscarried, or which has been lost or destroyed, unless the counterfoil be produced, and unless proof be given to his satisfaction that the name of the payee was inserted in the Order before the holder parted with it.

After a Postal Order has once been paid, to whomsoever it is paid, the Postmaster will not be liable to any further claim.

Payment to the public.—Before a Postal Order is paid the name of the payee and the name of the office of payment must have been filled in and the order must be properly receipted.

Payment through Bankers.—If a Postal Order be crossed, payment will only be made through a bank; and if the name of a bank be added, payment will only be made through that bank.

Repayment to sender.—The sender of a Postal Order can obtain repayment of the amount (but not the poundage) on presenting the Order and the Counterfoil at the issuing Office. If the Order has been crossed for payment through a bank the sender must first cancel the crossing by writing across the face of the Order the words "Please pay cash" and adding his initials.

Erasures, alterations, &c.—If any erasure or alteration is made, or if the Order is cut, defaced, or mutilated, payment may be refused.

Postal Orders not negotiable.—Postal Orders do not, like Bank of England Notes represent value in themselves. If an Order is lost or stolen no person into whose hands it may fall, though himself innocent, is entitled to receive the amount of the Order. The rightful owner is alone entitled to cash the Order.

REPLY COUPONS.

All countries, whether they issue reply coupons or not, exchange reply coupons presented to them for a stamp or stamps *representing the postage on a single-rate letter*. Reply coupons are to be regarded as valid only for two months from the date of issue (six months in the case of countries beyond sea), and not more than 10 coupons may be sold to or exchanged for a single applicant on any one day. Coupons are sold at the money order office, Kingston for 6d. each, and are cashed at the rate of 3d. for a 50-centime, and 1½d. for a 25-centime coupon.