

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.

## CLASSIFICATION OF MAIL.

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.

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

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

Unpaid and insufficiently prepaid letters from places abroad are charged double the deficient postage.

Letters or packages paid at the letter rate of postage received from abroad suspected to contain articles liable to customs duty are detained under authority of the Postal Union Convention pending inquiry and the payment by the addressee of any duty leviable.

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

(c) (d) *Printed and Commercial Papers*: For definition and description of these see Inland Regulations pp. 4 and 5\*

(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, and printers' blocks. 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.

Packages of printed and commercial papers and samples if only partly prepaid will be chargeable on delivery with double the deficiency; if wholly unpaid, they will not be forwarded.

*The privilege of not prepaying or of prepaying partially does not apply to letters, post-cards, or to other articles sent with the evident intention of avoiding payment of postage.*

*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 Parcel 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) may be sent to the United Kingdom provided that the samples are plainly marked "*Spirits (not perfumed).*" Each packet is liable to a charge of 3s. 6d. customs duty. Samples of wine are admitted free of custom.

\* The inland rate of postage on "printed" and "commercial" papers is the same, but the foreign rate on "commercial" papers differs from the inland rate, see p. 38.

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 3 oz. in weight, is liable to a charge of 2d. Customs Duty. Packets of tea exceeding 8 oz. in gross weight and sent by Sample Post are liable to forfeiture by the Customs.

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, 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  $2\frac{1}{2}$  millimetres (about an eighth 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.

*Fatty Substances* which are not easily liquefied, such as ointments, soft soap, resin, etc., must be enclosed in an inner cover (box, bag of linen or parchment, etc.) which must itself be placed in a second box of wood, metal, or strong and thick leather. Dry *colouring powders* must be placed in bags of leather, rubber-dressed linen, or stout oiled paper; but non-colouring powders may be packed in boxes of wood, metal, or cardboard. It is essential that in both cases the bags or boxes of powder shall be themselves enclosed in bags of linen or parchment.

Articles of all kinds which might spoil if packed so as to be easy of inspection, may, as an exception, be accepted for mailing even when hermetically sealed. In this case the postal administrations concerned may require that the senders or the addressees facilitate the examination of the contents of the sealed articles, either by opening whichever of the articles that may be designated for examination or provide for an examination of contents in any other satisfactory manner.

Any article of *glass* must be securely packed in a box. Except in the case of a glass bottle containing liquid, &c. (see above), the box may be either of metal or wood.

*Dangerous* articles, such as scissors, knives, razors, forks, steel pens, nails, keys, watch machinery, metal tubing, pieces of metal or ore, are eligible for transmission by Sample Post, provided that they are *bona-fide* samples without saleable value, and are packed and guarded in so secure a manner as to afford complete protection to the contents of the mail bags and to the officers of the Post Office, while at the same time they may be easily examined.

All packages of printed and commercial papers and samples may be opened and examined by the Post Office without reference to the addressee.

*Explosives are absolutely prohibited.*

(f) *Parcel Post Parcels.* See pp. 30 to 36.

IT IS FORBIDDEN to send in any letter, packet of printed or commercial papers, or sample to a country of the Postal Union—

1. Gold or silver, bullion, pieces of money, jewellery or precious articles (except to Great Britain and countries named in foot note).\*
2. Any packet (other than a parcel post parcel) containing articles liable to customs duty in the country of destination. The special letter-mail prohibitions to each country of the Union are shewn in col. 9 pp. 528 to 577, London Post Office Guide, July, 1923 Ed.
3. Any article of a nature likely to stain or in any way injure the contents of the mail bags or the persons of those engaged in the postal service.

The insertion in any letter, packet of printed or commercial papers, or sample of opium, morphine, cocaine, or other narcotic is strictly forbidden.

\*Coin, gold, silver, &c., may be sent by REGISTERED LETTER MAIL to the following places: Ascension, Austria, Australia, Barbados, Canada, Canal Zone, Cape of Good Hope, Cuba, Czechoslovakia, Denmark, France, Germany, Gibraltar, Holland, Hungary, Malta, New Zealand, Panama, South Africa (British), United Kingdom, United States of America and possessions of U.S.