

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.

REGISTRATION (Foreign.)*

If it is proved to his satisfaction that a letter or packet duly admitted to Registration has been entirely lost whilst in his custody the Postmaster undertakes to pay an indemnity of 50 francs, except in cases beyond control (e.g., tempest, shipwreck, earthquake and war). No compensation, however, is payable except in the case of the loss of the entire letter or packet; and no claim will be admitted if made more than a year after the letter or packet was posted.

The Postal Administrations of all countries and colonies included in the Postal Union give the same undertaking in respect of registered letters or packets lost whilst in their custody.

If it is desired to obtain compensation in the case of abstraction of contents of a letter, or to provide for a higher maximum than 50 francs, recourse must be had to the Insurance system. See "Insurance" below.

The fee chargeable for registration to places abroad is 2d.

Conditions of Registration.—No postal packet addressed to initials or in pencil (except copying ink pencil) is admitted to registration.

Every letter presented for registration must be enclosed in a strong envelope securely fastened, preferably in one of the registration envelopes sold by the Post Office.

It is recommended that the name and address of the sender be written on the outside of every registered postal packet.

Registered packets must be prepaid as regards both postage and registration fee.

Packets to be registered must be given to an officer of the Post Office, and a receipt obtained for them; they must on no account be dropped into a letter box.

Advice of Delivery.—The sender of registered or insured correspondence addressed to any foreign country or British colony in the Postal Union, may obtain an acknowledgment of its receipt by the addressee on payment of an extra fee of 2d., in addition to other fees.

INSURANCE—Foreign. (For Letters only.)

Letters tendered for insurance will be accepted by the Post Office on payment of the fee and subject to the conditions stated below:—

Fee—6d. for every £12 of value in addition to the postage and registration fee.

As few stamps as possible should be used to prepay the postage and insurance fee, and the stamps must not be folded over the edge of the cover. When more stamps than one are used they must be affixed with spaces between them.

A LETTER is the only article of mail matter which will be accepted for insurance. post cards, printed papers, commercial papers or sample packets will not be accepted.

Letters containing coin, anything made of gold or silver, precious stones, jewellery, or any article liable to customs duty in the country of destination cannot be sent by insured letter-post. Objects of value which cannot be sent in insured letters may generally be sent in insured parcels, (see page 33.)

The insurance system is specially applicable to letters which contain bank-notes, coupons, securities, bonds and other documents of the kind.

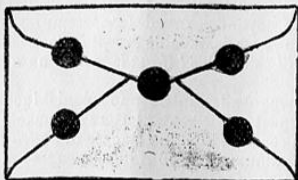
A letter tendered for insurance must not be addressed to initials, or in pencil and it must be enclosed in a strong cover, and be securely fastened and sealed with fine wax in such a way that it cannot be opened without leaving traces of violation. Envelopes with black or coloured borders must not be used. Seals must be placed over each flap, or seam, of the cover of a packet; and if the packet is tied round with string or tape, a seal must be placed on the ends where they are tied. In the case of long envelopes with a seam down the centre, the seam should be secured with seals placed not more than three inches apart. All the seals must be of the same kind of wax, and must bear distinct impressions of the same private device. Coins must not be used for sealing; and the device of the seal must not consist merely of straight, crossed or curved lines which can be imitated readily.

The onus of properly enclosing and sealing the letter lies upon the sender, and the Post Office does not assume liability for loss arising from the defects of the cover or the seals, which may not be observed at the time of posting.

The amount for which a letter is insured must not exceed its actual value, and must be written by the sender both in words and in figures at the top of the address side of the cover, thus:—"Insured for £12, (Twelve Pounds)" or whatever the amount may be.

* Conditions governing registration of foreign correspondence differ from those governing inland correspondence. See p. 5.

Alteration or erasure of the inscription will not be allowed, if a mistake be made the entry must be completely struck out and a new entry made by the sender. The seals on an ordinary envelope of an insured letter must be placed as shown below:—



Letters which do not fulfil the foregoing conditions will not be accepted for insurance. Insured letters will have all the safeguards of the Registration system, and a certificate of posting must always be obtained by the sender of an insured letter. An acknowledgment of receipt of the delivery may also be obtained under the same conditions as those applicable to registered letters, *i.e.*, on payment of a further fee of 2d.

Compensation for the loss or damage in the post of an insured letter, or its contents will not exceed the amount of the actual loss or damage, and will not be paid at all for a packet containing any prohibited article, for any packet which has been delivered without external trace of injury and has been accepted without remark, or for damage caused by the fault or negligence of the sender or arising from the nature of the article; nor does it follow as a matter of course that compensation will be paid when loss arises from tempest, shipwreck, earthquake, war, or other causes beyond control. Indirect loss or loss of profits is not taken into consideration. No compensation will be paid for any loss or damage resulting from acts of the King's enemies. No claim for compensation will be admitted if made more than a year after the packet was posted. The sender of a parcel may waive his claim in favour of the addressee.

Legal liability to give compensation in respect of any letter for which an insurance fee has been paid will not attach to the Postmaster for Jamaica either personally, or in his official capacity. The final decision upon all questions of compensation rests with the postal administration of the country in which the loss has taken place.

Insured letters will only be forwarded by steamers going direct to a British port.

For list of countries to which letters may be insured and the limit of insurance, see Table pp. 39 to 45.