

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.

PARCEL POST.

A Parcel Post Exchange exists between Jamaica and the countries against which parcel post rates of postage are shewn in cols. 9 to 12, pages 39 to 45. Parcel post business is transacted at all Post Offices.

The parcel mail for the United Kingdom, United States of America, Canal Zone, Canada, Panama, Honduras, and Turks, Cayman and Bahama Islands is forwarded by each available *direct* opportunity. That for the majority of the W.I. Islands is sent and received via New York, and also by any direct opportunity offering.

The parcel mail for Costa Rica, Ecuador, Nicaragua and Venezuela is forwarded via Panama.

Parcels for the majority of other countries are forwarded via the United Kingdom.

Postage, Dimensions, and Weight—No parcel may exceed eleven pounds in weight.

For postage, maximum dimensions, and other particulars, see Table of Rates of Postage, &c., pages 39 to 46.

Foreign (except to U.S.) and Colonial parcels cannot be registered*, but they may be insured to certain countries under the conditions specified on page 33.

General Regulations.

Customs Declaration and Dispatch-note.

Parcels are subject to Customs regulations. The sender of each parcel is required to make, for Customs purposes—upon a special form or forms, which can be obtained at any Post Office—an accurate statement of the nature and value of the contents and other

*See page 34.

particulars. The sender's name and full address must also be filled in. The forms should be filled in, in ink. Two forms of Customs declaration are in use:—(1) A yellow form, No. 741, intended to be affixed to the covers of parcels for British Colonies and Possessions and for a few foreign countries; and (2) a white form, which is used for parcels for all other foreign countries. Several identical copies of the latter form must in many cases be made out (see Table on pages 39 to 45, col. 14). *When a white form is used the sender must also fill up a dispatch-note. Undervaluation of the contents or failure to describe them fully may result in seizure of the parcels, and in the case of parcels addressed to the United States of America in the imposition of heavy fines, which will not be remitted even if the parcels are returned to the senders. The net weight or quantity of the different kinds of articles contained in a parcel should be separately stated. Any other particulars should be given which would facilitate the assessment of Customs Duty, such as the material of which clothing is composed, and whether it is new or not. In the case of articles returned to the country where they originated, the fact should be stated. For further particulars as to declarations, see note against the names of the various countries in the Table of Rates pp. 39 to 45 (col. 14).*

The postage on parcels *must be wholly* prepaid by postage stamps.

The Post Office Department will *not* be responsible for the loss or damage of any uninsured parcel. This rule is modified in case of parcels between the U. K. and Jamaica, see page 33.

Each parcel must be plainly directed, such directions setting forth the name and full address of the person for whom the parcel is intended. *A parcel must not be posted in a letter box but must be taken into a Post Office and presented at the counter to the Postmaster or person in charge.*

A certificate of posting will be given to the person posting a parcel but no liability attaches to the Post Office in respect thereof.

Customs duties will be collected before delivery.

A parcel may *not* contain dangerous articles, perishable articles, articles likely to injure other parcels, or the officers of the Post Office, liquids unless securely packed in proper cases and surrounded with absorbent material,* or any contraband articles or substances. A parcel must not contain another parcel or other postal packet intended for delivery to a person other than the addressee of the first-named parcel.

If on examination of any parcel there shall be found in or with the same *a ny letter or communication of the nature of a letter* such paper or communication will be withdrawn therefrom, and will be forwarded to the addressee thereof; or, if it be *not* addressed, to the addressee of the parcel in or with which the same was found enclosed, and the said letter will be surcharged for delivery at the unpaid rate of postage.

Parcels re-directed from one country to another will be charged a fresh postage at the rate payable to the country of destination.

Parcels should be *securely and substantially* packed with due regard to length of journey, conditions of transit, climatic conditions, &c.; e.g., cardboard or ordinary brown paper is not in general sufficient packing for parcels sent to places abroad. Light and bulky articles should be packed in strong wooden cases. In some cases seals may be found necessary; if wax is used it should be of the special quality which will withstand a hot climate. Parcels to U.S.A. may not be sealed.

Parcels containing coin, anything made of gold or silver or other precious article cannot be forwarded to a country participating in the insurance scheme except the parcel is insured.

Parcels containing articles of an aggregate value exceeding £50 will not be accepted for transmission. This does not apply to insured parcels (for the limit of the value of which see pages 39 to 45, col. 8).

Parcels received at Jamaica from places over sea are, in terms of the Post Office Law Amendment Law, 1886, opened at the Head Office, Kingston, for the purpose of the amount of import duty on the contents being assessed.

After such assessment the parcels are delivered, and the amount of duty collected in the same manner as the postage on unpaid or insufficiently prepaid mail matter.

Parcels are delivered in Kingston if addressed to a place within the house delivery limit by letter carrier; if beyond such limit, at the Parcel Post Office; in the country, across the Post Office counter.

The amount of duty assessed on any such parcel must be paid before delivery, or before the delivery of the parcel from the custody of the Post Office.

* Cf. *Liquids, oils, etc.* page 28.

All complaints relating to Customs duty on parcels should be addressed to the Collector of Customs, Kingston, as the Post Office has no control in the matter of duty.

Special Regulations:—I. United Kingdom.

A.—Cash on Delivery System. A Cash on Delivery System of parcels is in existence between this Colony and the United Kingdom.

Parcels up to the value of £40 each may be sent either way, and the value together with the fees attendant on the exportation collected from the addressee, and remitted to the sender.

A Cash on Delivery parcel may only be retained at the office of destination for 15 days from the date of arrival, after which if unclaimed it is forthwith returned to origin.

Any further information including fees charged can be obtained from the Parcel Post Office, Kingston, to which office at present, the service is limited.

B.—Prepayment of Customs Duties and other charges on Parcels Post Parcels to the United Kingdom. Persons sending parcels to the United Kingdom and certain other countries, may if they so desire, take upon themselves the prepayment of the Customs duty and other charges which in ordinary cases are leviable on the addressee. The sender will be told at the time of posting what the approximate amount of these charges will be, and a deposit will be taken of the estimated amount. A settlement will subsequently be made when a statement of the total amount of the charges has been received from the British Post Office. The following are the conditions:—

- I. Parcels to be sent under this arrangement must be handed in at the Parcels Post Branch at Kingston, or at any district post office.
- II. The cover must be marked by the sender "To be delivered free of charge."
- III. The sender must fill up and sign a formal undertaking to pay on demand the amount of the charges due. Forms for this declaration may be had on application to the Parcels Post Branch at Kingston.
- IV. Parcels for free delivery will only be accepted from persons whose settled residence is in Jamaica. If the sender is residing only temporarily in Jamaica a parcel cannot be accepted for delivery free of charge.
- V. A fee of 6d. per parcel is charged for the cost of the service in addition to the postage and deposit for duty. This fee must be paid by a stamp or stamps affixed by the sender to his form of undertaking in the place indicated.
- VI. A fee of 2d. for delivery charges must be added to amount deposited for duty.
- VII. The sender must make such deposit on account of the charges for which he desires to provide as the clerk in charge of the Parcels Post Branch at Kingston or the district postmaster may, in each case, decide. This deposit will, for the present, be the amount of the estimated duty and must be paid by stamps affixed to the form of undertaking in the place indicated.
- VIII. One form of undertaking will suffice for two or three (but not more) parcels posted together by the same sender to the same addressee. In such cases the fee will be 6d. for each parcel.
- IX. The following are the articles liable to duty under the United Kingdom Tariff which are likely to be despatched from Jamaica by parcels post, together with the rates of duty, (and in the case of tobacco, of certain fines) thereon. These rates are *subject to considerable change and should be read as approximate*:—

		£	s.	d.
Coffee, kiln dried, roasted or ground	..	per lb.	0	0 6
Tea	..	per lb.	0	1 0
Tobacco, manufactured, viz.:				
Cigars	..	"	0	16 1
Cigarettes	..	"	0	12 7
Cavendish or Negrohead	0	11 10½
Other manufactured tobacco	0	10 4½
Tobacco, unmanufactured, containing 10% or more of moisture:				
If stemmed or stripped	0	8 2½
If unstemmed or unstripped	0	8 2
Tobacco, unmanufactured containing less than 10% of moisture:				
If stemmed or stripped	0	9 1
If unstemmed or unstripped	0	9 0½

Information concerning the duty levied in the United Kingdom on rum, wines and other spirits can be obtained from the Collector-General's Department.

- X. Parcels will be accepted in the United Kingdom and certain other countries for delivery in Jamaica free of Customs duty on conditions similar to the foregoing. Such parcels are liable to examination on arrival for Customs purposes, and all pains and penalties attaching for undervaluation or misrepresentation of contents or to prohibited goods will be enforced against the goods themselves or against the parties assuming the charge, as may be decided by the proper authorities.

C.—Insurance of Parcels to the United Kingdom and certain other Countries.

1. Every insured parcel must be packed carefully and substantially, with due regard to the nature of the contents and the length of the journey and must be sealed with wax or lead in such a way that it cannot be opened without either breaking the seal or leaving obvious traces of violation. For instance, seals must be placed over each join and loose flap of the covering of a parcel; and, if string be used in packing, a seal must be placed on the ends of the string where they are tied.

2. All the seals on an insured parcel must be of the same kind of wax or lead and must bear distinct impressions of the same private device. Coins must not be used for sealing; and the device must not consist merely of straight, crossed, or curved lines which could readily be imitated.

3. Parcels containing coin or bullion (not to exceed £5 in value, except in the case of coins clearly intended for purposes of ornament,) watches, jewellery, precious stones or any article of gold or silver must be enclosed in strong boxes or cases, which must be sewn up or otherwise fastened, in wrappers of linen, canvas, strong paper, or other substantial material. In such cases the seals must be placed along the edges of each join and loose flap at distances not more than three inches apart. The address of such parcels must be written on their actual covering.

4. If a parcel tendered for insurance does not, in the opinion of the officer of the Post Office to whom it is tendered, fulfil the foregoing conditions as to packing and sealing, it is his duty to refuse to insure it. Nevertheless the onus of properly enclosing, packing, and sealing the packet lies upon the sender, and the Post Office assumes no liability for loss arising from defects which may not be observed at the time of posting.

5. The amount for which a parcel is insured 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 fifteen pounds (£15)". No alteration or erasure of the inscription is allowed. If a mistake is made, the entry must be completely obliterated and an entirely new one made by the sender.

6. No parcel can be insured for more than its actual value, or for more than the sum entered against the name of the country to which it is addressed (See Table pp. 39-45, col. 8). A parcel of which the contents have no saleable value may, however, be insured for a nominal sum in order to obtain the safeguard. *Over-insurance is an obstacle to compensation.*

7. All parcel post parcels addressed to the United Kingdom (or other places to which the insurance system extends) containing articles of jewellery, watches, bullion or other articles of gold or silver, must be insured and cannot otherwise be forwarded to destination.

8. The countries to which parcels may be insured, the sum payable for Insurance in addition to the postage which must be affixed to the parcel, and the limit of insured value are shown on Table pp. 39 to 45.

Rules in respect of compensation for insured letters apply generally to insured parcels also.

D.—Compensation for loss or damage of UNINSURED parcels between the United Kingdom and Jamaica. The Postmaster for Jamaica will (not in consequence of any legal liability, but voluntarily, and as an act of grace) give compensation for the loss or damage of uninsured parcels sent by parcels post between the United Kingdom and Jamaica, when such loss or damage takes place while the parcels are in his custody, and does not arise from any fault or neglect of the senders or from the nature of the contents.

1. The compensation paid will in no case exceed £1.
2. The obligation of paying the indemnity shall rest with the despatching office, but, until the contrary is shown, the responsibility for the loss, damage, or abstraction, shall rest with the office which, having received the parcel without making any observation

cannot prove its delivery in good condition to the addressee, or in the case of a transit parcel, its regular transfer to the next office.

3. The compensation payable will be in accordance with the general regulations as regards insured parcels (*see above*), so far as *these regulations are applicable*.

E.—*Undelivered Parcels.* Undelivered parcels originating in the United Kingdom are returned to the senders at their expense unless the sender has indicated by a note on the parcel that he wishes it to be *abandoned* in case of non-delivery. The sender may also direct that a parcel, if undeliverable at the first address, may be delivered at a second address. If not delivered at the second address parcels will be dealt with as above stated.

II.—United States of America and the Canal Zone.

The following are the special regulations which govern the exchange of parcels:—

Letters, post-cards and written matter of the nature of personal correspondence *must not* be enclosed in a parcel.

If such be found the letter will be placed in the mails, if separable; and, if the letter be inseparably attached, the whole package will be rejected. If, however, any such should inadvertently be forwarded the country of destination will collect double rate of postage according to the Postal Union Convention.

A parcel may not contain any other parcel intended for delivery at an address other than that borne by the parcel itself. If such enclosed parcel be detected it must be sent forward singly, charged with new and distinct parcel post rates.

Each parcel must be so wrapped or enclosed as to permit its contents to be easily examined by any Postmaster or Customs Officer whose duty it may be to do so; and each parcel will be subject in the country of destination to all Customs duties and all Customs regulations in force in that country for the protection of its Customs revenue.

A parcel for United States and Canal Zone may be *registered* on like conditions to those that govern the registration of other correspondence; and on payment of the sum of twopence additional to the first charge, the sender can obtain a receipt for such parcel from the addressee, but parcels for the United States and the Canal Zone may *not be insured*.

Parcels must be so carefully packed as to be safely transmitted in the mails of either country, both in going to the Post Office of exchange of the country of origin, as well as to the office of address of the country of destination; and they must **NOT BE SEALED OR CLOSED AGAINST INSPECTION**, that is, they must not be secured by means of wax, lead, or in any manner which would not admit of their easy examination by the Customs Authorities in the United States. Parcels closed by means of nails and screws are admitted.

The country of destination may, at its option, levy and collect from the addressee, for inland service and delivery, a charge not exceeding twopence half-penny (or five cents) on each single parcel of not more than one pound weight; and, if the weight exceed one pound, a charge equal to one half-penny (or one cent) for each four ounces or fraction thereof.

If a parcel cannot be delivered as addressed, within 28 days of its receipt, or is refused, it will forthwith be returned to the senders, who must pay at the office of origin an amount equal to the postage originally paid thereon.

Any request that a parcel may be re-addressed or returned must be accompanied by the amount of postage at the original rate for its further pre-payment.

The Post Office Department will not be responsible for the loss or damage of any package; and no indemnity can consequently be claimed by the sender or addressee in either country.

Payment of Customs duty cannot be undertaken by the sender.

For prohibitions, see page 36.

III.—Canada.

The regulations governing the Parcels Post Exchange with Canada are identical with those of U.S.A., with the following exceptions:—

There is no prohibition or limitation of the numbers of cigars or cigarettes which may be exported.

Parcels for Canada can neither be insured or registered.

Unclaimed or refused parcels are dealt with in the same manner as parcels from the United Kingdom.

IV.—Panama, etc.

A Parcels Post Exchange now exists between Jamaica and the Republics of Panama, Costa Rica, Ecuador, Nicaragua and Venezuela, via Colon.

The regulations governing the exchange with these countries are identical with those of U.S.A., with the following exceptions:—

Parcels must be sealed with sealing wax, lead or other material which must bear the special mark or impress of the senders.

Parcels for these countries may not be registered.

Cigars and cigarettes may be sent in any quantity.

V.—West India Islands.

Parcels for Antigua, Barbados, Bermuda, British Guiana, Dominica, Grenada, Montserrat, St. Kitts-Nevis, St. Lucia, St. Vincent and Trinidad are forwarded regularly via U. S. A. or Canada at the rate of 1s. per lb. If, however, parcels for these places are endorsed by the sender, "By direct opportunity," they may be accepted at the following rate: 1s. up to 3lbs.; 2s. up to 7lbs.; 3s. up to 11lbs. Parcels so endorsed will be held for a direct mail. Insurance can only be effected on parcels going direct.

Conditions and Prohibitions in Certain Countries.

The transmission of any letter whatsoever, no matter to whom addressed, in parcels for the majority of countries is forbidden. The few exceptions to this rule can be ascertained by reference to the London Postal Guide, col. 8 pp. 583 to 651. If any letter or communication of the nature of personal correspondence be found in a parcel, and it can be separated therefrom, it will be forwarded to its destination surcharged at unpaid letter rates. But if such letter, &c., can *not* be separated, the whole parcel will be liable to unpaid letter rates of postage.

Plants are not in ordinary conditions admitted into most of the countries of Europe, for fear that phylloxera may be introduced with them. There are, however, special conditions in which parcels of plants (except vines) are admitted into some of these countries. The chief conditions are that the plants must be packed securely, but in such a way that they can be easily examined, and must be accompanied by a declaration of the sender attested by some competent authority, that there has been no vine in or near the ground from which the plants come.

A parcel may *not* contain any explosive, inflammable, or dangerous or perishable articles, any article likely to injure another parcel, any liquid (unless securely packed in a proper case as described on p. 28), nor any article specially prohibited from importation into a particular country. (See below)—

SPECIAL PROHIBITIONS.

AUSTRALIA.—Opium, except under prescribed conditions; hop extracts and similar preparations; essence of lager beer; essences of whisky, rum, brandy, cognac and oil of cognac; horns and hoofs; tobacco, cigars, cigarettes and snuff, unless bona-fide samples or for the personal use of the addressee, who must satisfy the Commonwealth Customs authorities as to the facts.

BOLIVIA.—Brandy; alcohol; tobacco in any form; plants.

BR. GUIANA.—Spirits.

BR. HONDURAS.—Tobacco packed with other goods, tobacco sweetened; saccharin, etc.,

CANADA.—Letters; spirituous and intoxicating liquors of all kinds; adulterated tea; prison-made goods; trade labels in metal; skins and other parts of wild birds; bees, used or second-hand hives, raw hive goods or products except honey or wax; potatoes; all nursery stock, including trees, shrubs, plants, vines, grafts, scions, cuttings or buds. Parcels containing bulbs, green house-grown florists' stock, cut flowers, herbaceous perennials and bedding plants are, however, admitted if accompanied by a detailed statement of the contents.

ECUADOR.—Sugar-cane, brandy or its combinations.

EGYPT.—Artificial tobacco; seeds and juice or extract of tobacco, raw or refined sugar.

FRANCE.—Tobacco, except in limited quantities for addressee's use, essence of tobacco.

ITALY.—Unmanufactured tobacco.

JAPAN.—Tobacco.

NIGERIA.—Spirituous liquors and wines.

PANAMA.—Sweets, paste; fats and substances which easily liquefy.

PERU.—Tobacco in any form.

PHILIPPINE ISLANDS.—Same as U.S., except that cigars and cigarettes are admitted without restrictions as to quantity contained in single package.

PORTUGAL.—Tobacco, manufactured or unmanufactured.

ROUMANIA.—Tobacco.

SPAIN.—Unmanufactured tobacco; tobacco seed and juice.

SWEDEN.—Tobacco of all kinds, except manufactured tobacco which may be imported by tobacco merchants.

UNITED KINGDOM.—Saccharine, mixtures containing saccharine and other substances of similar nature or use. Any packets containing such substances will be handed over to the customs authorities and the persons concerned in importing them will be liable to heavy pecuniary penalties. Liquids or substances for analysis or medical examinations. Pathological specimens. Butter must be inclosed in hermetically sealed tins. Snuff work (that is, preparations of tobacco or snuff or imitations of them made up in any way, as into cakes, tablets, or fancy articles). Tobacco stalks whether manufactured or not. Tobacco stalk flour. Tobacco sweetened (whether manufactured or unmanufactured) or cigarettes sweetened or made with sweetened paper, except as otherwise specially provided in any acts relating to the customs. Cut tobacco so compressed as to have been rendered unfit for immediate smoking until it has been restored by steaming or some other process. Cavendish or Negrohead tobacco containing leaves of trees or plants other than the tobacco plant. Manufactured tobacco other than Cavendish or Negrohead containing any prohibited ingredient.

The hides, skins, horns, hoofs, or any other part of cattle or other animals which may be prohibited in order to prevent the dissemination of any contagious distemper.

Goods made in foreign prisons except goods in transit, or not imported for purposes of trade, or of a description not manufactured in the United Kingdom. Living animals except bees in properly constructed boxes. Bullion exceeding £5 in value, coins exceeding £5 in value unless accompanied by a declaration that they are intended for ornament. Rags, bedding and clothing soiled or used.

Firearms, deadly weapons, and detached pieces of such arms or weapons; synthetic organic dyes, colours, or colouring matters containing synthetic organic dyes or intermediary organic products used in the preparation of synthetic organic dyes, colours, or colouring matters.

UNITED STATES OF AMERICA.—Letters; opium, morphine, cocaine and other narcotics; poisons; prison-made goods; spirituous and intoxicating liquors of all kinds; films and pictorial representations of prize fights; adulterated foods and drugs; live bees; dead animals, except insects and reptiles thoroughly dried; feathers and skins of wild birds (except ostrich feathers), unless intended for scientific or educational purposes; cigars and cigarettes, unless packed as required by the United States regulations and sent in quantities numbering at least 3,000 in a single package; potatoes, cereals, cotton lint (including cotton waste and all forms of unmanufactured cotton except samples thereof, (*see below*), cotton seeds and pods, and the products of cotton seed except oil, sugar canes or cuttings or parts of sugar canes, citrus, nursery stock, and all growing or living plants, seeds and other plant products for propagation (including bulbs, roots and tubers and the seeds of trees and shrubs, but not vegetable and flower seeds and field seeds other than cereals), unless addressed to and intended for the use of the Federal Horticultural Board or the Office of Foreign Seed and Plant Introduction, United States Department of Agriculture, Washington, or except under license issued by the Federal Horticultural Board. Sealskins and articles wholly or in part made from them are not admissible, unless accompanied by American Consul's certificate of origin.

Viruses, serums, etc., can be sent to the U. S. A. only in accordance with provisions of the U. S. Law of July 1, 1902.

For further details, consult London Postal Guide, July 1923 Ed., pp 583 to 631, column 8.