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REGISTER LETTERS CONTAINING VALUE.

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**POST OFFICE**

**GUIDE**

**1927**

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**PRICE--3D.**

Prepay all classes of mail matter fully.  
It is economical and expedites delivery.

See "Postage Rates" pp. 3 & 4.

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RELIABLE INFORMATION

**ROYAL BLEND**

ARE THE CIGARETTES FOR **YOU.**

B. & J. B. MACHADO TOBACCO COMPANY, LTD.

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KINGSTON, JAMAICA :

Printed at the Government Printing Office.

**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.

- (1) Alternate sailings calling at Belize one voyage, Cortez the next.
- (2) Mails are not conveyed from or to New York by these steamers.
- (3) Two from New York and one from New Orleans.

For the Rates of Postage on all classes of mail-matter, limits of weight and size, &c., see Table, p. 36.

(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. 5.

(c) (d) Printed and Commercial Papers: For definition of, and rules governing these, see Inland Regulations pp. 6 and 7. (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, and printers' blocks when not for sale or in execution of an order. 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, etc.*, cannot be forwarded by sample post. Such packets must be sent by parcel post, or be prepaid at the letter rate of postage.

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 must be fully prepared: if not fully paid they will not be forwarded.

*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 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. weight, is liable to a charge of 1d. Customs duty. Packets of tea exceeding 8 oz. in gross weight and sent by sample post are liable to forfeiture by the Customs.

*Any liquid, oil, or substance* which easily liquefies must be enclosed in a glass bottle hermetically sealed; and the bottle must be placed in a special box of metal, wood or of strong corrugated cardboard containing sawdust, cotton, or spongy material in sufficient quantity to absorb the liquid if the bottle becomes broken. The box itself, if it is of thin wood, must be enclosed in a second case of metal, of wood with a lid screwed down, of strong corrugated cardboard, or of stout thick leather.

When, however, a perforated wooden block is used having a thickness of at least 2½ millimetres (about ¼ inch) in the thinnest part and fitted with a lid, it is not necessary to enclose this block in a second case.

A fatty substance which does not easily liquefy, such as ointment, soft-soap, resin, &c., as well as silkworm eggs, the transmission of which presents fewer difficulties,

(1) The inland rate of postage on "printed" and "commercial" papers is the same, but the *oversea* rate on "commercial" papers differs from the inland rate, see p. 36. The differences between the two classes of mail should be carefully noted for that reason.

must be enclosed in an inner cover (box, bag of linen or parchment, &c.), which must itself be placed in a second box of wood, metal, or stout thick leather.

A sample of liquid or any fatty substance, or a sample enclosed in a linen or paper envelope of little strength, must have a label, preferably of parchment attached, with the address of the addressee, the postage stamps and the impression of the date-stamps. The address must be repeated on the article itself.

Any article, such as tinned food, which would be spoilt if packed in the manner prescribed may exceptionally be admitted in a cover hermetically sealed. In that case the sender or the addressee may be required to assist in the check of the contents, either by opening the packet or in some other satisfactory manner.

An article of *glass* must be securely packed (in a box of metal, wood, or strong corrugated cardboard) in such a way as to prevent all risk of injury to other postal packets or to postal officers.

*Dye* (aniline, &c.), is not admitted unless enclosed in a stout tin box, placed inside a wooden box with sawdust between the two covers. Dry non-colouring powder must be placed in a box of metal, wood, or cardboard, the box itself being enclosed in a bag of linen or parchment.

*Live Bees* must be enclosed in a box so constructed as to avoid all danger and to allow the contents to be ascertained.

*Sharp Instruments* such as scissors, knives, razors, forks, steel pens, nails, 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 involve no risk to the contents of the mail bags and to the officers of the Post Office, whilst 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.

#### Prohibitions.

It is forbidden to send by mail, in a letter, packet of printed or commercial papers, or sample:

- (1) Articles which, from their nature or by their packing, may expose postal officials, to danger, or soil or damage correspondence;
- (2) Explosive, inflammable, or dangerous substances;
- (3) Opium, morphine, cocaine, and other narcotics;
- (4) Obscene or immoral articles;
- (5) Any article listed under "Prohibitions" in latest edition of the London Postal Guide;
- (6) Samples sent in quantities with the intention of avoiding the payment of duty.

Under the regulations of the Postal Union, *articles liable to Customs duty* may now be sent in packets prepaid at the *letter*-rate of postage to those countries which have agreed to admit such packets. A green label giving particulars of the nature, weight and value of the articles must be affixed to each packet. The countries which participate in this arrangement are indicated by the symbol † in the Table at pages 37 to 43.

In the 1926 P.O. Guide, p. 24, it was stated that "It is forbidden to send by mail, in a letter, packet of printed or commercial papers, or sample, . . . articles liable to Customs duty, *apart from the exceptions laid down in paragraph following.*" It will be observed, however, that practically all the countries of the Postal Union have now agreed to admit dutiable articles or packets of merchandise in their *letter* mail. In the circumstances, those few countries which *exclude* (1) these articles from their *letter* mail, and not those which admit them, may, therefore, be regarded as forming the exception to the general rule.

The administration of the country of destination is authorized to submit these packets to Customs examination, to open them officially, and to collect the import duties, *in the manner prescribed by its legislation.* To countries not included in this arrangement, dutiable articles may be sent only by parcel post. *Dutiable articles sent otherwise may be returned, subjected to fines, or confiscated, according to the laws of the country of destination.*

The limit of weight of such packets is 4 lbs. 6 oz.

Letter packets received from abroad bearing the green label described above are liable to the same treatment as parcel-post parcels.

#### Restrictions.

Coin, bank-notes and currency notes, postage stamps, bullion, precious stones,

(1) The only European countries which now exclude dutiable articles, etc., from their letter mail are Belgium, Great Britain, Italy and Norway.

jewels, (1) and other precious articles may only be sent by **registered mail prepaid at the letter rate of postage.** (2) (This applies to *inland* as well as to foreign and overseas mail.)