

1152

JAMAICA

POST OFFICE



GUIDE

1935 1935

COMPRISING

The Chief Regulations of the Post Office, Rates of Postage, Air Mail Schedule, and other information, together with an Alphabetical List of Post Offices.

AIR MAIL RATES REDUCED.

	$\frac{1}{2}$ oz.	1 oz.	$1\frac{1}{2}$ oz.	2 oz.	$2\frac{1}{2}$ oz.	3 oz.
Great Britain ..	0/8	$1/2\frac{1}{2}$	1/10	$2/4\frac{1}{2}$	3/0	$3/6\frac{1}{2}$
United States of America ..	0/9	$1/3\frac{1}{2}$	$1/11\frac{1}{2}$	2/6	3/2	$3/8\frac{1}{2}$
Canada ..	0/8	$1/2\frac{1}{2}$	1/10	$2/4\frac{1}{2}$	3/0	$3/6\frac{1}{2}$
Continental Europe ..	1/1	$1/7\frac{1}{2}$	$2/6\frac{1}{2}$	3/1	4/0	$4/6\frac{1}{2}$

A GOOD CIGARETTE - - -

AT THE RIGHT PRICE

HUMMING BIRD

CIGARETTES

3d for 10

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

Eat FLEISCHMANN'S YEAST for Health.

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) "Small Packets," (g) Parcel-Post Parcels.

For the Rates of Postage on all Classes of mail matter limits of weight and size etc., see page 50 and Table, pp. 52 to 61.

(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; the minimum surcharge is $\frac{1}{2}$ d.

Letters must not contain any letter, or document which has the character of personal correspondence, addressed to persons other than the addressee or persons living with him (Art. 33, par. 4 U.P.C.).

Letters and other mailable articles, except parcels, may be redirected to the same addressee from any Postal Union country to another free of charge. This does not, however, exempt from additional postage, correspondence which, though fully prepaid for the first transmission, is redirected to a country to which the postage is higher than that originally paid. For example—a letter not weighing over an ounce sent from Jamaica to Great Britain prepaid 1½d. which was afterwards redirected to Switzerland, would become liable to an additional charge equal one penny, the difference between postage for Great Britain and postage for Switzerland. It is to be specially noted that in such cases the amount of the deficiency is not doubled. Letters originally posted unpaid, or insufficiently prepaid and subsequently redirected, though not chargeable for re-direction, are subject to the ordinary charge of double the deficient postage on delivery.

Merchandise forwarded in letters or packages prepaid at the letter rate of postage.—Under a provision of the Cairo convention, articles liable to customs duties may be enclosed in letters or packages prepaid at the letter rate, in the event that the importation of such articles in the form of letters is permitted by the country of destination, and provided there is affixed to each such package or letter a green label (Form C 1), showing the nature and value of the contents. A Customs declaration properly completed or an invoice may also be enclosed in the package.

The countries to which merchandise may be sent under the above system are indicated by the letter (b) (*italicized*) in Table pages 52 to 62. Merchandise must not be sent to countries not so marked. See also Appendix B.

It is to be specially noted that dutiable articles may not be sent to Great Britain by letter mail, but they may be sent by "small packet" mail (subject to the general regulations governing this class of mail, see pp. 37-38); while in the case of Canada, dutiable articles may be sent by letter mail, but not in "small packets". Packets containing dutiable articles may be sent both as letters and "small packets" to the United States of America. (Facsimile of Form C 1. is shown below):

CUSTOMS.	C 1.
(may be opened officially)	
.....	
To be filled in only in case of the absence of a separate declaration; otherwise to be detached.	
Nature of the goods:.....	
.....	
Weight.....	
Value.....	

The administration of the country of destination is authorised to submit these packets to Customs examination, to open them officially, and to collect the import duties, in 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.*

Letters or packages paid at the letter rate of postage received from abroad, suspected to contain articles liable to customs duty, but not bearing the green label declaring nature and value of contents and authorizing the Post Office to open them officially, are detained under authority of the Jamaica Post Office Law, pending inquiry and the payment by the addressee of any duty leviable.*

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

* Under the provisions of Articles 38 and 39 of the Universal Postal Convention (London, June 28, 1929), the Postal Department is authorised to open and to submit to customs examination any letter packet which contains dutiable matter, without reference to the addressee.

(b) **Post Cards**:—A postcard from a place abroad, if unpaid, is chargeable with a postage of 3d., if partially paid, with double the deficient postage, with a minimum surcharge of $\frac{1}{2}$ d.

Reply-paid postcards of which the two halves are not fully prepaid at the time of posting are not forwarded.

The material for private cards to be used as post-cards must be cardboard of a make similar to, but not thinner than, that used for cards issued and sold by the Office for use as post-cards. They may not exceed $5\frac{1}{2}$ inches in length by $4\frac{1}{8}$ inches in width, or be less than 4 inches in length by $2\frac{1}{2}$ inches in width.

Post-cards must bear on the face the heading "*Carte Postale*" or the equivalent of this heading in another language. This heading is, however, not obligatory for single postcards of private manufacture.

An Official Inland single post-card (but not a reply-paid card) may be used for a destination abroad if it bears a postage stamp for the additional postage required.

A post-card must be sent unenclosed, that is to say, without wrapper or envelope. The postage stamps should, as far as possible, be affixed to the upper right-hand corner of the address side. The address of the recipient as well as indications relating to the postal service (registered, advice of delivery, &c.) must likewise appear on the address side, of which the right-hand half at least is reserved for these indications. The sender may make use of the back and of the left-hand half of the address side, subject to the provisions of the following paragraph.

It is forbidden to join or attach to a post-card any sample of merchandise or similar article. Nevertheless, an illustration, a photograph, a stamp, an address label or slip to fold back for address purposes, a label or a cutting of any kind may be affixed, provided that it is not of such nature as to alter the character of the post-card, that it consists of paper or other very thin substance, and that it adheres completely to the card. With the exception of address labels or slips, these articles may be affixed only to the back or to the left-hand of the address side of post-cards. Stamps of all kinds liable to be mistaken for postage stamps may be affixed only to the back of the post-card.

Reply-paid post-cards must bear on the face, as heading on the first half, the words "*Carte Postale avec reponse payee*" on the second half "*Carte postale response*" Each of the two halves must, moreover, comply with the other conditions laid down for single post-cards; one half is doubled over the other so that the fold forms the upper edge, and they may not be closed in any way.

The sender of a reply-paid post-card may indicate his name and address on the face of the reply half, either in writing or by affixing a label: this address must be on the inside. He may also print on the back of the reply half a questionnaire to be filled up by the addressee.

A reply half is available for transmission to the country of origin, and to that country alone, provided that it was in the first instance received attached to the other half. If these conditions are not complied with it is treated as an unpaid post-card. An ordinary international post-card of one country posted in another is treated as an unpaid post-card.

Cards bearing the title "Post Card," or its equivalent, are admitted at the rate for printed matter, provided that they conform to the general regulations respecting printed papers.

If any of the foregoing rules relating to a post-card be infringed, the card will be treated as a letter, unless it is eligible for transmission as a printed paper.

(c) (d) **Printed Papers and Commercial Papers***—

The undermentioned are considered as **Printed Papers**, and allowed to pass as such at the reduced postage:—Newspapers and periodical works, books, sewn or bound, pamphlets, sheets of music (excluding perforated sheets intended to be used with automatic musical instruments), visiting cards, address cards, proofs of printing with or without the relative manuscript, engravings, photographs, and albums containing photographs, pictures, drawings, plans, maps, catalogues, prospectuses, advertisements and notices of various kinds, printed, engraved, lithographed or mimeographed, and, in general, all impressions or copies obtained upon paper, parchment or cardboard, by means of printing, engraving, lithography, mimeography, or any other mechanical process easy to recognise except the copying-press, hand stamps, with or without movable type, and the typewriter. Paper patterns are also admitted as printed papers.

*If there is any mixture of Commercial and other Papers in the same packet the whole is treated as Commercial Papers.

Reproductions of a manuscript or typewritten original, when they are obtained by a mechanical manifolding process (hectography, &c.)† are treated as printed papers; but, in order to pass at the reduced postage, these reproductions must be brought to the counter of a Post Office to the number of at least twenty packages containing precisely identical copies. The manuscript additions authorised for Printed Papers may also be made to these reproductions. Such circulars are also accepted provisionally at Post Offices subject to their being found to be in order when examined at the Head Office to which they will be sent.

Printed papers which bear any marks whatever capable of constituting a conventional language or, save the exceptions specifically authorised below, those of which the test has been modified after printing, cannot be sent at the reduced rate applicable to printed matter.

It is allowed outside or inside a Packet of Printed Papers:—

- (a) to indicate by hand or by a mechanical process, the name, position, profession, style, and address of the sender and of the addressee, as well as the date of despatch, the signature, telephone number, telegraphic address and code, the postal cheque or banking account of the sender, as well as a serial or identity number referring solely to the article;
- (b) to correct errors in printing;
- (c) to strike out, to underline, or to enclose by marks, certain words or certain parts of a printed text, unless this is done with the object of constituting correspondence.

It is also allowed to indicate or to add by hand or by a mechanical process:—

- (a) in advices of the departures and arrivals of ships: the dates and times of departures and arrivals, as well as the names of the ships and the ports of departure, call and arrival;
- (b) in travellers' advices: the name of the traveller, the date, time and place of his intended visit and the address at which he is staying;
- (c) in forms of order or subscription for publications, books, newspapers, engravings, pieces of music, the works required or offered, the price of these works, the method of payment, the edition and the names of the authors and publishers as well as the number of the catalogue and the words "paper covers," "stiff covers," or "bound;"
- (d) on pictorial cards and printed visiting cards and also on Christmas and New Year cards: good wishes, congratulations, thanks, condolences, or other formulas of courtesy expressed in five words or by means of five conventional initials at most;
- (e) in proofs of printing: alterations and additions concerned with corrections, form and printing, and also notes such as "Passed for press." "Read—Passed for press," or any similar note concerned with the execution of the work. In case of want of space these additions may be made on separate sheets.
- (f) in fashion plates, maps, &c: colours;
- (g) in price-lists, tenders for advertisements, stock and share lists, market quotations, trade circulars, and prospectuses: figures; any other notes representing essential elements of the price;
- (h) on books, pamphlets, newspapers, photographs, engravings, sheets of music, and in general on all literary or artistic productions, printed, engraved, lithographed, or mimeographed: a dedication consisting simply of an expression of regard, and, on photographs, a very concise description;
- (i) to cuttings from newspapers and periodicals: the title, date, number and address of the publication from which the article is extracted.

It is, moreover, allowed to enclose:—

- (a) with proofs of printing, whether corrected or not: "the copy";
- (b) with articles of the categories mentioned under (h): the relative invoice.

A card bearing the heading "Post-card" or the equivalent of this inscription in any language is allowed to pass at the rate for printed matter, provided that it conforms to the general conditions set out above.

The undermentioned articles are excluded from transmission at the rate applicable to printed papers:—

Postage Stamps, whether obliterated or not.

Blank paper, note paper or envelopes (with or without printed address), and all other articles of stationery pure and simple. Matrices, printed envelopes (except

†Carbon copies are not included in this category for *oversea* mails.

a single envelope intended for enclosure of a reply), letterheads, billheads, printed calendar pads, and similar articles, as well as diaries (books), check books, and the like, cannot be transmitted *in bulk* to places abroad as printed matter.

Commercial Papers comprise all papers and all documents, wholly or partly written or drawn, not having the character of an actual and personal correspondence, such as open letters and out-of-date post-cards which have already fulfilled their original purpose, papers of legal procedure, documents of all kinds drawn up by public functionaries, way bills or bills of lading, invoices, certain documents of insurance companies, copies of or extracts from deeds under private seal, written on stamped or unstamped paper, musical scores or sheets of music in manuscript, the manuscripts of works or of newspapers forwarded separately, pupils' exercises in original or with corrections, but without any note which does not relate directly to the execution of the work.

These documents may be accompanied by reference slips showing the following or similar particulars; list of the papers included in the packet, references to correspondence exchanged between the sender and the addressee.

Under the regulations of the Postal Union articles of these categories must be fully prepaid. Insufficiently prepaid printed papers and commercial papers from places abroad will be chargeable on delivery with double the deficiency (minimum charge $\frac{1}{2}$ d.). Printed matter is not debarred from transmission at the Printed Paper rate on account of liability to Customs duty. Advertising matter is subject to customs duty on entry into certain countries, notably Australia, New Zealand, South Africa and Canada. In some cases books also are liable to duty.

(e) **Samples:** Under the regulations of the Postal Union, sample packets must be fully prepaid. Insufficiently prepaid sample packets from places abroad will be chargeable on delivery with double the deficient postage (minimum charge $\frac{1}{2}$ d.).

The use of the Sample Post is restricted to bona-fide trade samples or patterns of merchandise without saleable value. No packet containing goods for sale or consigned in execution of an order (however small the quantity) can be forwarded by the Sample Post. Transmission at the sample rate is also accorded to printers' blocks, keys sent singly, fresh cut flowers, articles of natural history (dried or preserved animals or plants, geological specimens, etc.) tubes of serum, and pathological objects rendered innocuous by their mode of preparation and packing. These articles, except tubes of serum sent in the general interest by laboratories or institutions officially recognized, may not be sent for a commercial purpose.

It is recommended that every sample should be indelibly marked "Sample—not for sale," or otherwise defaced in such a way as to render the article unsaleable in the ordinary way of trading.

Mode of Packing and Addressing.—Samples must be sent in such a manner as to be easy of examination and, when practicable, must be sent in covers open at the end. The upper left-hand corner of the packet should be clearly marked "Sample." In view of the risk of other packets being entrapped when open covers are used, posters are reminded that "embarrassing" packets generally are prohibited from the post. Packing is not obligatory for articles consisting of one piece, such as pieces of wood, metal, etc., which it is not the custom of the trade to pack. The address of the addressee must be indicated, as far as possible, on the packing or on the article itself. If the packing or the article is not suitable for the inscription of the address and service indications or for affixing the postage stamps, a tie-on label, preferably of parchment, must be securely attached. The same applies when the date-stamping is likely to injure the article. In order to secure the return of a packet which cannot be delivered, the name and address of the sender should be printed or written outside. It is permissible to indicate by hand or by a mechanical process, outside or inside the packet the name, position, profession, style, and address of the sender and of the addressee, as well as the date of dispatch, the signature, telephone number, telegraphic address and code, postal cheque or banking account of the sender, a manufacturer's or trade mark, numbers, prices and particulars relating to weight, measurement and size, or to the quantity to be disposed of, and such as are necessary to determine the origin and the character of the goods. A sample packet, for a country in the Postal Union may contain, besides these particulars, any printed papers; and, if the rate applicable to commercial papers be paid, it may also contain commercial papers.

Special Regulations as to Certain Articles.—Any liquid, oil, or substance which easily liquefies must be enclosed in a receptacle hermetically sealed; and the receptacle must be placed in a special box of metal, strong wood or strong corrugated cardboard containing sawdust or spongy material (not cotton) in sufficient quantity to absorb the liquid if the recep-

tacle becomes broken. The lid of the box must be fixed in such a manner that it cannot easily become detached.

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

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 stamp 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 or other fragile material 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.

Dry colouring powder, such as aniline, etc., 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 or leeches 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.

Special Regulations for Great Britain.—Samples liable to customs duty are ordinarily admitted into Great Britain when sent in quantities so small as to have practically no saleable value; but the importation of *tobacco, cigars, cigarettes, etc.*, 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 3s. customs duty.

(a) *Spirits* (except Perfumed Spirits) may be imported in packages each not exceeding 12 ounces gross weight and will be delivered on payment of duty at a flat rate of 3s. 6d. each package, provided that each package is distinctly marked "Spirit (not perfumed)."

(b) *Tea* may be imported in packages each not exceeding 8 oz. gross weight, and if distinctly marked "Tea," will be delivered on payment of duty in accordance with the following scale:—

- | | |
|--|--|
| (i) If the weight of the sample is under
3 oz. gross or 1 oz. net. | } Free of duty.
A flat rate of 1d. per package. |
| (ii) If the gross weight of the sample is 3 oz.
or more but does not exceed 8 oz. | |

(c) *Tobacco. Type samples* of unmanufactured tobacco, not cigars, etc.* may be imported in packages each not exceeding 6 ounces gross weight and, if distinctly marked "Type Samples of unmanufactured tobacco," will be delivered on payment of duty at the flat rate of 3s. 0d. each package.

(d) *Wine* may be imported in packages each not exceeding 12 ounces gross weight, and such packages will, if distinctly marked "Wine," be delivered free of duty.

(e) *Raw Chicory, Raw Cocoa, Raw Coffee, Dried Fruit, Sugar and Sugar Confectionery* may be imported in quantities not exceeding $\frac{1}{2}$ lb. net weight per package, and such packages will, if distinctly marked with a description of the contents, be delivered free of duty. Not more than one sample of the same description of goods, unless of different brands, may be imported duty free in the same package, but samples of different descriptions of goods, or of different brands of the same description may be included in a single package within the stated limits as to maximum weight per package. The limit weight of $\frac{1}{2}$ lb. for these articles should not be exceeded.

(f) "Small Packets": This class of mail is intended for the transmission to places abroad of small articles of merchandise, souvenirs, etc., including dutiable articles, except jewellery and money. (The rule restricting the transmission of jewellery and money to registered letter mail or insured parcel-post mail remains unchanged.)

*Cigars and cigarettes may only be sent to Great Britain by parcel-post or "small packets" mail, but not by letter or sample mail.

The dimensions, make-up and method of closing are the same as for samples; *i.e.*, a "small packet" may not be sealed or closed against inspection, and it may not contain any personal correspondence. The name and address of the sender must be shown on the outside of the packet, and each packet should be marked "Small Packet" in the left hand top corner.

The green label (Form C 1.) must be attached to each such packet. The countries to which "small packets" may be sent are indicated by the letter (c) (*italicized*) in Table, pp. 52-62. The limit of weight of a "small packet" is 2 lbs.

Merchandise must not be sent to countries not so marked. See also Appendix C.

(g) Parcel-Post Parcels. See pp. 40 to 49.

Prohibitions in the Regular Mails.

To all oversea countries.—(a) All articles excluded from transmission in the inland mails, as being in themselves, either from their form or nature, liable to destroy or injure the contents of the mail bags or the persons of those engaged in the Postal Service, are prohibited from transmission in the mails exchanged with foreign countries, as are also poisons, including opium, and other narcotics, or explosive and inflammable articles, and obscene books, pamphlets, etc.

(b) Samples, the number of which mailed to one addressee by the same sender shows the evident intention of avoiding the collection of customs duties.

(c) Articles *other than letters and single post cards* which are wholly unpaid.

(d) Packages of samples of merchandise which contain live animals and insects except bees, silk worms, and leeches, and which have a saleable value.

For further details, consult British Post Office Guide, Col. 8, Table of Rates (letters) and "Liste des objets interdits."

Special attention is directed to the fact that all articles prohibited from dispatch to Great Britain in parcel-post mail are also excluded from dispatch by letter-mail. (See "Liste des objets interdits," page 345, (b) par. 2, also page 48 of this Guide for such prohibitions.)

See *Restrictions* below.

Restrictions.

Bank notes and currency notes, coin, postage stamps, bullion, precious stones, jewels, * and other precious articles may only be sent by registered mail prepaid at the letter rate of postage. The following is a list of the principal countries which admit such articles in their registered letter mail.—Austria, Australia, Barbados, Belgium, Bermuda, Canada, Canal Zone, Ceylon, China, Cuba, Czechoslovakia, Danzig, Denmark, El Salvador, Fiji Islands, France, Germany, Gibraltar, Great Britain and Northern Ireland, Holland, India, Irish Free State, Japan, Luxemburg, Mexico, Newfoundland, New Zealand, Nigeria, Palestine, Paraguay, Philippine Islands, Poland, Porto Rico, Rhodesia (N. and S.), Russia, St. Lucia, St. Vincent, South Africa, Switzerland, United States of America, and Virgin Islands, U.S.A.

Gold coin exceeding £5 in value may not be sent to Great Britain, India and Nigeria.

Coin, jewellery, precious articles and banknotes, etc., should not be accepted for transmission by registered letter mail for any country not named in the above list.

* See definition of term "jewellery," page 11, par. 12.

† Conditions governing registration of *overseas* correspondence differ from those governing *inland* correspondence. See page 10.