


JAMAICA



POST OFFICE

GUIDE

1939 1939

PRICE 6D

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.

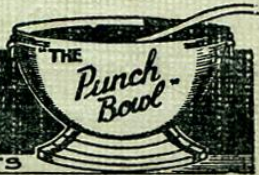
WITH MAP OF JAMAICA.

ENJOY THE RUMS OF TRUE BEVERAGE QUALITY

CHARLEY'S FINE OLD JAMAICA **RUMS**

"ROYAL RESERVE" - "WHITE LABEL"
 "PUNCH BOWL" - "RED LABEL" - "CORONATION"
 "BLACK SEAL" - "GOLD SEAL" - "WHITE ROSE"

EDWIN CHARLEY
 (FOUNDED 1892)
 62-64 KING STREET, KINGSTON.
 RUM WINE & SPIRIT MERCHANTS



Eat FLEISCHMANN'S YEAST for Health.

PRINTED AT THE GOVERNMENT PRINTING OFFICE.

1149 2-20 K11.

REGISTRATION (OVERSEAS.) †

Every letter or letter packet presented for registration must be made up in the manner prescribed at page 10 for inland letters or letter packets, and must not show any trace of having been opened and refastened before posting.

"Small packets," packets of printed papers, commercial papers and samples presented for registration must be made up in the manner prescribed for unregistered packets of these categories.

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

† Conditions governing registration of *overseas* correspondence differ from those governing *inland* correspondence. See page 11.

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.

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 Administration 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 gold francs, recourse must be had to the *insurance system*. See "Insurance" below.

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

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—LETTERS (ONLY).

A letter for a place against which a limit of insured value is entered in column 3 of the Table of Rates on pages 82 to 98, can be insured, subject to the following provisions.

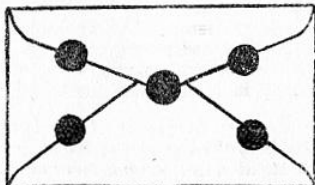
The letters to which the insurance system is applicable are those which contain valuable paper (bank notes, currency notes, bonds, coupons, securities, etc.), or valuable documents (plans, estimates, contracts, etc.). Such articles, if liable to Customs duty, may only be sent in insured letters to those countries which admit dutiable articles by letter post (see pages 46 and 82 to 98). Post-cards, packets of printed papers or commercial papers, sample packets or letters which contain articles other than those above-mentioned, such as coin, jewellery, etc., cannot be insured. An object of value which cannot be sent in an insured letter may generally be sent in an insured parcel. (See pp 65-67.)

A letter intended for insurance must be presented at the counter of a Post Office. It cannot be posted at a railway station and must not be dropped into a letter box or handed to a postman or mail cart driver.

Every letter tendered for insurance must be enclosed in a strong cover made up in one piece, which must be securely fastened by means of identical seals in fine wax with spaces between, reproducing a private mark, and affixed in sufficient number to hold down all the folds of the envelope. An envelope with a black or coloured border or a transparent panel must not be used. The make-up of every letter must be such that its contents cannot be got at without external and visible damage to the envelope or the seals.

Space must be left between the postage stamps used for prepayment, and between the postal labels, if any, so that they cannot serve to hide injuries to the envelope. They must not be folded over the two sides of the envelope so as to cover the edge.

No labels may be affixed except those of the postal service. If the packet is tied round with string or tape, a seal must be placed on the ends where they are tied. The seals on an ordinary envelope should be placed as shown below:—



In the case of a long envelope with a seam down the centre, the seam should be secured with seals placed not more than three inches apart.

A letter which, although addressed to a country or place to which the insurance system does not extend, has been irregularly insured, will be returned to the sender.

Insured letters cannot be sent by all the routes available for ordinary letters, and therefore, may occupy a longer time in transit.

Insured articles have all the safeguards of the registration system; and, subject to the following regulations, compensation will be paid if an insured article or any part of its contents is lost or damaged in the post.

An insured article may not be addressed to initials or in pencil.

It may not bear any erasure or correction in the address at the time of posting.

A certificate of posting must always be obtained by the sender. Particulars of the amount for which the letter has been insured should be entered on the certificate, and the sender should at once satisfy himself that the entry is correct. He may obtain an advice of the delivery of an insured letter under the conditions shown at page 46.

All the seals on the insured letter must be of the same kind of wax, and must bear distinct impressions of the same private device. A coin may not be used for sealing; and the device may not consist merely of straight, crossed, or curved lines which could readily be imitated.

If an article 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.

The amount for which an article 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 on the letter is allowed.

No letter can be insured for more than the actual value of the contents and the packing or for more than the sum entered in the Table of Rates (pp. 62-72) against the name of the Country or Colony to which it is addressed; but it may be insured for part of its value. An injured letter containing documents of value on account of the cost of their preparation (e.g., plans, estimates, contracts, etc.), may not be insured for an amount exceeding the cost of replacing them in case of loss. Over-insurance is an obstacle to compensation.

The sums payable for insurance, including registration, are as follows:—

Fee.	Limit of Compensation.	Fee	Limit of Compensation.	Fee.	Limit of Compensation.
s. d.	£	s. d.	£	s. d.	£
0 7	12	5 7	156	10 2	288
1 0	24	6 0	168	10 7	300
1 5	36	6 5	180	11 0	312
1 10	48	6 10	192	11 5	324
2 3	60	7 3	204	11 10	336
2 8	72	7 8	216	12 3	348
3 1	84	8 1	228	12 8	360
3 6	96	8 6	240	13 1	372
3 11	108	8 11	252	13 6	384
4 4	120	9 4	264	13 11	396
4 9	132	9 9	276	14 4	400
5 2	144				

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.