

P.A. Richards



JAMAICA

POST OFFICE GUIDE

JANUARY, 1948

*Issued by the
Postmaster-General*

PRICE 1/-

PRINTED BY
THE GOVERNMENT PRINTER,
DUKE STREET, KINGSTON.

1948

INLAND POST

LOCATION OF DEPARTMENTS

The General Post Office is housed in the Western Block of Public Buildings at King and Barry Streets, Kingston.

The Circulation Branch (Letter Section) is on the first floor; the Administrative and Central Telegraph Offices are on the second floor.

The Parcel Post Section (including C. O. D. and Detained Packet Offices), the Money Order, Postal Order, and General Cashier's Offices are situate in the former "Grace" building at No. 33 Oliver Place, at the rear of the Circulation Branch.

OFFICE HOURS (Week Days)

The office hours of the Circulation Branch are 8 a.m. to 4 p.m.; and of all other branches (except Telegraph Office), from 9 a.m. to 3 p.m. on Monday to Friday; and 8 a.m. to 1 p.m. on Saturdays. The Telegraph Office is open from 8 a.m. to 5 p.m.

All Country Post Offices are open from 8 a.m. to 5 p.m.

INLAND POST

CLASSIFICATION OF MAILS, RATES OF POSTAGE, ETC.

LETTERS—Not exceeding 2 ozs.—penny-half-penny (½d.) For every additional 2 ozs. or fraction of 2 ozs.—half-penny (½d.)

POST CARDS—Single—one penny (1d.) Reply paid—twopence (2d.)

LOCAL NEWSPAPERS—half-penny (½d.) per copy.

PRINTED PAPERS—For each 2 ozs.—half-penny (½d.)

SAMPLES—Not exceeding 4 ozs.—one penny (1d.). Not exceeding 6 ozs.—penny-half-penny (½d.). Not exceeding 8 ozs.—(maximum)—twopence (2d.).

PARCEL-POST PARCELS—For first lb.—threepence (3d.); each additional lb.—twopence (2d.).

LETTERS

No letter for delivery in Jamaica, except it be sent to or from a Government Office, may exceed 2 feet in length 1 foot in width or 1 foot in depth, or if in the form of a roll 30 inches in length and 4 inches in diameter. There is no limit of weight.

LETTERS SENT IN OPEN ENVELOPES ARE NOT ADMITTED AT RATE FOR "PRINTED PAPERS"

Letters, newspapers, book packets, etc., which are wholly unpaid will be liable to a surcharge equal to double the prepaid rate; and, if they are insufficiently prepaid, to a surcharge equal to double the deficiency.

POST CARDS

Private post cards prepaid by means of half-penny postage stamps may be sent by the inland post on the following conditions:—

They must not exceed 5½ by 4½ inches nor be less than 4 by 2½ inches. The right hand half of the face is reserved for the postal directions and address; the left hand half is available for the purposes of the sender, subject to the following restrictions—In addition to stamps for prepayment post cards may bear small labels showing the names and address of the sender and the addressee; and engravings and photographs on very thin paper may be affixed to the back and left hand half of the address side, provided that they are completely adherent. Newspaper cuttings may also be attached to the back and left hand half of the address side. A post card must not be enclosed in a cover of any kind.

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 they do not conform either to these regulations or to the rules applicable to post cards they are treated as letters.

Cards must be manufactured of cardboard or paper of such consistence as not to hinder manipulation.

NEWSPAPERS AND MAGAZINES

Newspapers printed and published in Jamaica are admitted in the *inland* mail at ½d. per copy, irrespective of weight. In addition to these any publication printed and published in Great Britain, or in any British possession, which is registered as a newspaper at the General Post Office, London, is admitted to the *inland* mail at ½d. per copy. All other newspapers are subject to the rate for Printed Papers, i.e., ½d. for each 2oz. of weight. In the case of British periodicals the words "Registered at the General Post Office as a Newspaper" will usually be found on the cover, or in the absence of a cover on the top of the first page.

Magazines printed and published in Jamaica provided they are issued in consecutive numbers at intervals of not more than 31 days, are also admitted to the *inland* mail at ½d. per copy, irrespective of weight.

PRINTED PAPERS

The expression "Printed Paper" means a packet not exceeding 3 lbs. in weight which consists of or contains one or more of the following articles or documents:—

- (1) Books and other publications or works of a literary character, whether containing written dedications or not, and any other written or printed matter not being in the nature of a letter (on paper or on some substance* ordinarily used for writing or printing).
- (2) Sketches, drawings, paintings, photographic prints, and engravings, on paper or on some substance ordinarily used for the purpose, provided it is not a brittle or exceptionally fragile substance.
- (3) Maps, plans and charts, on paper or some other substance ordinarily used for the purpose, provided it is not a brittle or exceptionally fragile substance.
- (4) The binding or mounting of any article hereinbefore described, provided such binding or mounting be of a kind ordinarily used for the purpose be not made of glass, or any brittle or exceptionally fragile substance, and be transmitted in the same packet with the article in respect of which it is used.
- (5) The articles and documents described below:—

EXAMPLES OF ADMISSIBLE DOCUMENTS

1. COMMERCIAL OR BUSINESS PAPERS OF A FORMAL CHARACTER

These must be of the kind specified below, provided that the documents consist of a printed form, and that any writing refers solely to its subject-matter or consists of formulae of courtesy or of a conventional character not exceeding five words or initials.

A printed form within the meaning of the regulations is one bearing printed matter, clearly indicating the purpose for which the form is intended to be used. The form must be appropriate; for example, an ordinary memorandum form may not be used.

EXAMPLES:

Advice notes of despatch or receipt of letters, documents, goods or money (with or without instructions for their further treatment)	Estimates for work
Bills of lading	Invoices
Confirmations of orders and contracts	Lists and tabular statements
Contract notes	Market reports
Delivery and shipping notes	Notices, certificates, reports, and returns given or made to or by public officers and local authorities or other public bodies in the discharge of their public duties
Enquiries for quotations	Quotations for goods
Notices of assessments	Receipts for goods or money
Notices relating to the registration of voters	Share transfer notices
Orders for goods or work	Statements of account
Price lists	Tenders for goods or advertisements
Prices current	Way bills

*Such substances as blotting paper, cloth, metal, asbestos and leather are inadmissible.

2. LEGAL PAPERS:

Affidavits	Powers of attorney
Agreements	Proposals and policies of insurance and formal papers necessarily incidental to insurance
Briefs from solicitor to counsel	Proxy papers
Certificates	Testimonials
Deeds	Voting papers
Licences	
Orders of court	

Copies of the foregoing documents are also admissible. Nothing may appear in the documents in writing which does not form a necessary part of them.

3. CIRCULARS:

(a) Ordinary type characters, that is notices and letters printed, handstamped, hectographed or cyclostyled in characters not resembling those of the typewriter.

Nothing may appear in writing in the document except:

- The names, addresses, and descriptions of parties
- Dates, hours and particulars of times
- The particulars of goods, and of sums of money
- The mode of consignment or delivery of goods or money.
- The terms on which business is transacted
- Index or reference numbers and letters
- Corrections of errors in print
- The place, character and objects of meeting or appointments.
- Formulae of courtesy or of a conventional character not exceeding five words or initials.

(b) IMITATION TYPE CHARACTERS that is, circulars wholly or partly printed in imitation of typewriting, or reproduced from a typewritten original by a mechanical process ordinarily used to produce a number of identical copies. Carbon copies are included in this category. These documents are admissible at the *Inland* printed paper rate only:

If they are handed in at a Post Office,

If special attention is drawn to the fact that they are printed or reproduced in imitation of typewriting

If at least twenty packets each containing one copy or more are posted at the same time.

The circulars must be securely tied in bundles of convenient size with the addresses all faced one way. They will be liable to detention or to surcharge if subsequently found to infringe any of the regulations of the printed paper rate.

4. PRINTED CHRISTMAS, NEW YEAR, EASTER BIRTHDAY, PICTURE, GREETING AND VISITING CARDS.

Nothing may appear in writing except:

Date of sending and names and addresses of sender and addressee;

Formulae of courtesy or of a conventional character not exceeding five words or initials.

For example *Kind Regards, Best Wishes* and other greetings and so on, not conveying any specific information or making an enquiry or request, are admissible. Phrases such as *Arrived Safely, See you on Monday*, and so on, are not admissible.

5. MANUSCRIPTS FOR PRESS AND PRINTED PROOFS including information for insertion in directories and similar publications with corrections and instructions.

Any writing not forming part of the document itself must refer solely to the arrangement or correction of the type or to the execution of the work.

6. EDUCATIONAL EXERCISES AND EXAMINATION PAPERS with comments, corrections and instructions.

Any writing not forming part of the document itself must refer solely to the subject matter of the exercise or to the questions put or to the answers thereto.

Coupons, forms, cards and so on, bearing written answers to acrostics and guessing competitions and written communications indicating whether by means of words, letters, marks or numbers moves in a game of chess, are inadmissible.

No paper money (as defined on page 10), may be posted or conveyed or delivered by post in a printed paper. But a stamped proxy paper, or a stamped and addressed card, wrapper, label, or envelope, forwarded in order that such card, wrapper, label, or envelope may be returned through the post is permitted.

Stationery, which term includes note-paper, envelopes, labels, invoices, insurance or other forms, greeting or visiting cards when sent not filled up to a person who is subsequently to use them, are inadmissible.

Yearly diaries are admitted, but diaries for shorter periods are inadmissible.

Blotting paper, cloth, metal, asbestos, leather and similar substances are not regarded as ordinarily used for writing or printing and are inadmissible, but a single unfolded flat sheet of blotting paper bearing a printed advertisement not relating to blotting paper and not sent as a sample, or one having affixed to it such an advertisement printed on ordinary paper or cardboard, is admitted in a suitable open cover.

A local packet of "Printed" Papers may not exceed 3 pounds in weight, nor 2 feet in length, nor 1 foot in width or depth, except it be intended for transmission as a parcel. (see below—"Parcel post parcels").

SAMPLES

The use of the Sample Post is restricted to genuine trade samples and no article is admissible unless it be in fact a specimen of goods for sale. The sample post may not be used for the conveyance of goods for sale or in execution of an order; such goods must be sent by parcel-post or at letter rate of postage.

PREPAYMENT IN MONEY

Letters, circulars, accounts, &c., (but not newspapers) may be prepaid in money instead of postage stamps, at the General Post Office, Kingston, provided that the articles are chargeable with an uniform rate of postage, that the amount paid is in no case less than 10s., and that they are tied in bundles representing a postage of 2s. 6d. each, with the addresses arranged in the same direction. Patrons desirous of using this facility must state in writing to the Postmaster General the number of pieces of mail matter which they require to prepay in money and the value of postage on each piece.

PARCEL POST

PARCEL-POST PARCELS embrace all mailable matter, merchandize, etc., not classified above. Certificates of mailing are issued for all Parcel Post Parcels. Limit of weight = 11 lbs.

The maximum dimensions are, length 3 feet 6 inches, length and girth combined 6 feet. For example: a parcel measuring 3 ft. 6 in. in its longest dimension may measure as much as 2 ft. 6 in. in girth, that is round its thickest part, or a short parcel may be thicker; thus, if it measure no more than 3 ft. in length, it may measure as much as 3 ft. in girth, that is round its thickest part.

If any article of pecuniary value enclosed in, or forming part of, an inland parcel be lost or damaged whilst in the course of conveyance by the post, the Postmaster General may pay to any person, if, in his opinion such person establishes a reasonable claim to compensation (having regard to the nature of the article, the care with which it was packed, and other circumstances) such sum not exceeding two pounds in respect of such parcel as he may think just.

The transmission by inland parcel post of any article containing bank notes, currency notes, bills of exchange, cheques, promissory notes, treasury bills, bearer bonds, or other securities for money, coins, bullion, or jewellery, is prohibited. No compensation is paid for loss of an inland parcel post parcel containing a prohibited article.

MAKE-UP—GENERAL—Letters and postal packets of every kind, especially parcels, must be so made up as not only to preserve the contents from loss or damage in the post, but also not to injure other packets, or any officer of the Post Office. If insecurely packed, they are liable to be stopped. The public are warned that it is prohibited to send by post packets insecurely packed which are likely to injure other postal packets in course of conveyance or any officer of the Post Office.

Any packet, especially any letter, containing anything of a fragile nature should be marked or labelled "FRAGILE".

Liquors, Oils, etc. Tins containing liquid must be securely sealed. Packed tins containing a pint or more in wooden boxes or wicker cases. Bottles containing liquids must be firmly sealed. Wrap each bottle separately, and pay special attention to the packing round the shoulders of the bottle. Pack the bottle or bottles securely in a rigid box of wood or metal (or in the case of very small packets, strong corrugated cardboard) with plenty of soft packing between the bottles, and the top, bottom and sides of the box. **LIQUIDS SENT BY LETTER POST** must be in firmly sealed bottles, and the soft packing must be sandstut or some spongy substance in sufficient quantity to absorb all the liquid contents in case of breakage, and the box used must open at one end only and have a tightly-fitting or screw lid.

Eggs. The safe transit of Eggs cannot be guaranteed but the following method of packing is recommended:—Use a wooden or other rigid box with suitable partitions and a well-fitting lid, wrap each egg separately in newspaper or other soft material, place the eggs on end, each in a separate partition, and fill up the vacant spaces in the box with newspaper or cotton waste; mark the parcel "Eggs."

The name and address of the sender must appear on all parcels sent by parcel post mail.

THESE RULES MUST BE STRICTLY ADHERED TO IN EVERY DETAIL.

Newspapers, circulars, book packets and parcels, must be posted without a cover, or in a cover open at the ends or sides so as to admit of the contents being easily withdrawn for examination. The mere clipping of the corners or of the side of an envelope or other cover is insufficient. They must not contain any letter or communication of the nature of a letter.

If any letter or communication of the nature of a letter be found in a newspaper, circular book packet or parcel, the entire packet will be surcharged at the unpaid letter rate of postage.

"BLIND LITERATURE"

"BLIND LITERATURE."—Packets containing papers impressed for the use of the blind may be sent at the following special rate:—up to 2 lbs., 4d. 5 lbs., 1d. 8lbs. 1½d. 11 lbs., 2d.

REGISTRATION (INLAND)

No postal article addressed to initials or in pencil (other than copying pencil) may be registered.

Every article presented for registration shall be enclosed in a strong cover appropriate to its contents, and shall be securely fastened with wax, gum or other adhesive matter in such a manner as to render impossible the opening thereof without damage to the cover. A cover which has a transparent panel to show the address may be used if the panel is an integral part of the cover.

If in the opinion of any officer of the Post Office to whom an article is tendered for registration the packing is inadequate or objectionable, registration of the article may be refused.

The address shall be clearly written in English, but may be repeated in another language.

The following provisions shall apply to the registration of postal articles:—

- (1) the article shall be posted by delivery for registration at a post office to an officer on duty at such post office.
- (2) all sums chargeable on the registration of the article and all postage chargeable thereon, shall be prepaid.
- (3) on delivery of the article for registration, a certificate of posting, bearing thereon an acknowledgment that the registration fee has been paid, shall be filled up and signed by the officer of the Post Office receiving the article and handed to the poster.

For the registration of every inland postal article there shall be charged and paid the sum of threepence.

In the event of loss, damage or destruction in the course of transmission by post of a registered postal article in respect of which such sum has been paid, the limit of compensation payable shall be £2.

An additional sum of fourpence shall be charged and paid in respect of every such postal article on which the sender desires the limit of compensation to be £10 and an additional sum of one penny shall be charged and paid in respect of every additional £10 limit of compensation: Provided that the maximum compensation payable in respect of any registered postal article shall be £400.

TABLE OF FEES UP TO £400

Fee	Limit of Compensation	Fee	Limit of Compensation
3d.	£2	9d.	£60
4d.	£10	10d.	£70
5d.	£20	11d.	£80
6d.	£30	1/-	£90
7d.	£40	1/1d.	£100
8d.	£50		

and 1d. for each additional £10 up to £400

The sender should mark the packet in the bottom left-hand corner with the word *Registered*. If he desires to pay a higher fee than 3d. he must mark the packet thus: Registered 4d. and so on according to the amount for which he wishes to cover the packet.

The registration fee must be paid by postage stamps affixed to the cover, and the amount paid should be entered on the certificate of posting by the officer who accepts the packet. The sender should, in his own interest, satisfy himself that the entry is correct as soon as the certificate is handed to him.

When several packets are sent by the same person for registration, it is desirable that they should be accompanied by a list, in duplicate, of the addresses, one list to be retained at the post office, and the other, when signed, to be returned to the bearer.

Packets which contain *Money or Jewellery*, as defined on pages 12 and 13, and also all packets bearing the words *Registered*, or any other word, phrase or mark to the like effect, for example, any abbreviation of the word *Registered*, the letter *R* or a rectangular cross, and which are posted otherwise than in accordance with the regulations, are subjected to compulsory registration, and are charged on delivery with a registration fee of 6d. less any amount prepaid in excess of the postage.

No compensation is given in respect of any postal packet which has been compulsorily registered.

ADVICE OF DELIVERY OF REGISTERED POSTAL PACKETS:

The sender of any registered postal packet may arrange at the office of posting, either at the time of posting or subsequently, for an advice of its delivery to be sent to him. The fee of 2d., which is payable by means of stamps affixed by the sender to a form provided for the purpose, and is due even if the registered packet proves to be (or to have been) undeliverable.

COMPENSATION FOR LOSS

The Postmaster General is not legally liable for any loss or inconvenience which may arise from the loss, damage, delay, non-delivery or mis-delivery of anything sent by post and he does not in any circumstances pay compensation in respect of unregistered letters, post cards, printed matter, packets, newspapers or local parcels. But subject to the rules stated below he pays compensation voluntarily and as an act of grace in those cases and in those cases only in which there has been a total loss of the contents of correspondence of the following descriptions not being lost due to breakage or damage.

No compensation is given in respect of correspondence compulsorily registered.

It must appear that the loss occurred in the post and did not arise wholly or in part by the fault of the sender as for instance from inadequate fastening.

The compensation given will not exceed the value of the article lost. The right is reserved of re-instating the contents of an envelope instead of giving pecuniary compensation.

In the case of loss of contents the envelope should be retained for inspection as nearly as possible in the state in which it was delivered. If complaint be made that the contents of an envelope has been abstracted the envelope must be produced.

In the case of bank notes, money and postal orders, cheques, bonds and similar documents particulars sufficient for their identification must be furnished.

No compensation for loss is given in respect of an envelope containing anything not legally transmissible by post or an envelope not posted in the manner prescribed; or in respect of glass, crockery, greases, liquids or semi-liquids, colouring, powders, eggs, fish, meat, fruit or vegetables sent by letter post.

No compensation is given for injury or damage consequential upon—i.e., indirectly arising from—the loss of anything sent by post.

Without prejudice to any of the preceding rules the Postmaster General will if he thinks fit refuse to give compensation for loss on any ground on which a common carrier might in like case claim exemption from legal liabilities.

The final decision upon all questions of compensation rests with the Postmaster General.

In these rules the term "*Money*" means—(a) coin and (b) paper money. The term "*Coin*" means coins of all kinds whether or not current in Jamaica or elsewhere. The term "*Paper Money*" means British Treasury notes, notes of Barclay's Bank, Bank of Nova Scotia, Canadian Bank of Commerce, Royal Bank of Canada, or of any bank of issue in Great Britain and notes current in any Foreign State or British Possession, money orders and postal orders, unobliterated postage and revenue stamps, exchequer

bills, bank post bills, bills of exchange, promissory notes, cheques, credit notes which entitle the holder to money or goods and all orders and authorities for the payment of money whether negotiable or not bonds coupons and securities for money whether negotiable or not.

The term "*Jewellery*" means and includes—

- (a) Gold or silver in a manufactured state; that is to say a state in which value is added to the raw material by skilled workmanship and in this definition are included any coins used or designed for purposes of ornament.
- (b) Diamonds and precious stones.
- (c) Watches the cases of which are entirely or mainly composed of gold or silver; and
- (d) Any article of a like nature which apart from workmanship has an intrinsic or marketable value.

OFFICIAL CORRESPONDENCE

The following is a list of officials who are authorized to receive correspondence through the inland post free of charge:

Bacteriologist	Government Savings Bank Manager.
Chief Commissioner under the Contagious Diseases of Animals (Inland) Law.	(Postage free including registration fee.)
Chief Inspector under the Agricultural Produce Law	Inspectors and Assistant Inspectors of Schools
Collector General	Medical Officers
Collector of Customs	Medical Officers (Health)
Collector of Taxes and Assistants	Meteorologist
(Postage free including registration fee.)	Senior Medical Officers, Kingston
Commissioner of Income Tax and Stamp Duties	Public Hospital and Mental Hospital,
Deputy Stamp Commissioner	Jubilee Maternity Hospital
Director of Agriculture	T. B. Sanatorium
Director of Education	Tuberculosis Officer
Director of Medical Services and Assistant Director of Medical Services (Health)	Senior Veterinary Officer and Veterinary Officer
	Treasurer
	Valuation Commission

A standard franking stamp consisting of the words "Official Free" with the Imperial Crown in the centre has been authorized for use by all persons authorized to send mail through the inland post free of charge.

Registered letters, posted by the general public and not franked with the standard franking stamp, addressed to the officials named above must be prepaid with the registration fee of 3d. except in the case of registered letters addressed to the Manager of the Government Savings Bank and to Collectors and Assistant Collectors of Taxes, which are wholly postage free.

RULES REGARDING FRANKING OF OFFICIAL CORRESPONDENCE

1. **SENDING**—The envelope or cover of the official letter or other packet must be "franked" under authority of His Excellency the Governor by impression of the approved official frank stamp. The envelope or cover must be superscribed with the words "On His Majesty's Service."

2. **RECEIVING**—The envelope or cover must be addressed to the head of the department or to a public officer or functionary who is entitled by the authority of His Excellency the Governor to receive official correspondence free of charge for postage, as named above.

3. No public officer will be permitted to make use of any stamp for franking letters or to frank letters without the authority of the Governor.

4. *Heads of Departments and all postmasters must exercise vigilance to prevent any abuse of the franking privilege, and any evasion or attempt to abuse the privilege, and any departure from the rules must be reported, with full particulars, to the Colonial Secretary or to the Postmaster General.*

5. The franking of envelopes, etc., is strictly forbidden, unless the envelopes contain at the time of franking the official correspondence or matter to be transmitted through the post, subject to the following exception, namely—

That any written or printed matter properly issued in a franked envelope or covering for circulation among members of a board or any body of individuals, and for ultimate return to the office of issue, may be passed from one member of such board or body to another in an envelope or covering provided for the purpose and duly franked in advance by a duly authorised officer.

Letters addressed to places abroad cannot be franked but should be prepaid.

SPECIAL REGULATIONS

The following are permitted to pass through the Post Office free of postage:—

1. Printed notices ("consignee's undelivered goods"), posted in open official envelopes by railway station agents, and bearing the stamp "Jamaica Government Railway" or "Jamaica Railway Company".

2. Letters headed "Infectious Diseases Notification," bearing the signature of the medical practitioner and addressed to a Medical Officer of Health or the Central Board of Health or a Local Board of Health.

3. Parcels containing artificial limbs sent by ex-service men of the B.W.I.R., addressed to the military authorities at Up-Park-Camp or to the Technical School, Hanover Street, Kingston.

4. Reading matter for the blind printed in Braille or similar script, posted by the Territorial Commander of the Salvation Army, on the following conditions:—

- (a) The cover of each such packet to bear the signature and designation of the Territorial Commander.
- (b) To be endorsed, "Literature for the Blind".
- (c) Each packet of such literature to be returned to Kingston to bear a label addressed "The Territorial Commander, Salvation Army, Kingston," duly signed and endorsed as above.

PROHIBITIONS (INLAND)

There shall not be posted or conveyed or delivered by the inland post, any postal article:—

- (1) consisting of or containing any indecent or obscene print, painting, photograph, lithograph, engraving, cinematograph film, book, card, or written communication, or any indecent or obscene article, whether similar to the above or not;
- (2) having thereon or on the cover thereof any words, marks, or designs, which are grossly offensive or of an indecent or obscene character
- (3) consisting of or containing:—
 - (a) any explosive substance;
 - (b) any dangerous substance;
 - (c) any filth;
 - (d) any noxious or deleterious substance;
 - (e) any sharp instrument not properly protected;
 - (f) any living animals except bees, silk worms, and leeches packed in accordance with these regulations;
 - (g) any article or thing whatsoever which is likely to injure any other postal article in course of conveyance or any mail bag in which the same is conveyed, or an officer of the Post Office or any other person who may deal with such article;
- (4) containing or bearing any fictitious postage stamp, or any counterfeit impression of a stamping machine used under the direction or by the permission of the Postmaster General;
- (5) purporting to be prepaid with any stamp or impression of a stamping machine which has been previously used to prepay any other postal article or any other revenue duty or tax;
- (6) containing or consisting of any of the following articles:—
 - (a) perishable articles or anything liable to become offensive or injurious through decay during the time ordinarily occupied in transmission unless enclosed in a hermetically sealed tin;
 - (b) liquids unless packed as provided in these regulations;

- (7) The cover whereof is entirely transparent or has thereon any open panel: Provided that there may be a transparent panel in the cover for the purpose of showing the address of the addressee if—
- (a) the transparent panel is parallel to the longest side, so that the address of the addressee appears in the same direction, and is placed so as not to interfere with the application of the date stamp; and
 - (b) only the name and address of the addressee shows through the panel, and the contents are secured or folded so that the address is not obscured, wholly or partly through slipping; and
 - (c) the address is legibly indicated in ink or typescript, the use of copying-ink pencil or lead pencil being prohibited;
- (8) the cover whereof or the part thereof reserved for the address is divided into separate sections for the insertion of successive addresses;
- (9) having thereon or on the cover thereof any words, letters, or marks (used without due authority) which signify or imply, or may reasonably lead the recipient thereof to believe, that the postal article is sent on His Majesty's Service;
- (10) having anything written, printed, or otherwise impressed upon or attached to any part of that side or a postal article which contains the address at which the article is to be delivered which, either by tending to prevent the easy and quick reading of the address of the article or by inconvenient proximity to the stamp or stamps used in the payment of postage, or in any other way, is in itself, or in the matter to which it is written, printed, impressed, or attached, likely in the opinion of the Postmaster General to embarrass the officers of the Post Office in dealing with such postal article;
- (11) having anything written, printed or otherwise impressed across the postage stamp thereon;
- (12) consisting of or containing two or more postal articles (of the same or of different descriptions) addressed to different persons who are at different addresses.

POSTAGE STAMPS, POSTCARDS, ETC.

POSTAGE STAMPS of the following denominations are sold:—

$\frac{1}{2}$ d., 1d., $1\frac{1}{2}$ d., 2d., $2\frac{1}{2}$ d., 3d., 4d., 6d., 9d., 1s., 2s., 5s., 10s.,

Books containing eighteen 1d. and twelve $\frac{1}{2}$ d. stamps are issued, price 2s.

INLAND AND IMPERIAL POST CARDS are sold at 1d. each. Reply paid at 2d.; *International* POST CARDS at 2d. Reply paid 4d.

NEWSPAPER WRAPPERS are sold at $\frac{1}{2}$ d. each.

REGISTERED LETTER ENVELOPES (linden-lined) bearing a $\frac{1}{2}$ d. stamp embossed on the flap for the payment of registration fee 3d. and postage $1\frac{1}{2}$ d. are of two sizes and are sold at 5d. and 5 $\frac{1}{2}$ d. each.

JUDICIAL STAMPS of the values 6d., 1s., 2s., 5s., 8s., and 6d., 10s., and £1 are sold at all Post Offices where there is a demand for them.

IMPRESSED STAMPS title deeds and blank slips are on sale at all Post Offices.

QUININE is also sold at all Post Offices in $\frac{1}{2}$ d. and 1d. packages.

The following is a description together with the dates of issue of all postage stamps in circulation.

Denomination	Description	Colour	Date of Issue
½d.	Head of King George VI	Green	October 10th 1938
1d.	Ditto	Carmine	Ditto
1½d.	Ditto	Chocolate	Ditto
2d.	Columbus Cove and head of Sovereign	Grey and Green	December 10th 1938
3d.	Banana Plantation	Blue and Green	Ditto
4d.	Citrus Grove	Brown and Green	Ditto
6d.	Priestman's River and head of Sovereign	Grey Purple and Black	Ditto
9d.	Kingston Harbour (aerial view)	Lake	Ditto
1/-	Sugar Industry	Green and Brown	Ditto
2/-	Bamboo Walk	Blue and Brown	Ditto
5/-	Symbolic design ("Wood and Water") and head of Sovereign	Blue and Orange	Ditto
10/-	Head of King George VI	Green	Ditto

All stamps are printed on paper water-marked C A in script.
Cost of a full set £1 0s. 3d.

STAMP VENDORS

The following is a list of licensed vendors of stamps:—

Mrs. M. Chai, 179½ Orange Street
C. G. Evans, West Queen Street
Mrs. M. R. Marshall, S.W. corner Duke Street and Water Lane
N. A. and A. F. Institute, Up Park Camp
Tourist Trade Development Board, 78 Harbour Street
Mrs. C. Touzalin, Airport Harbour Head
Miss M. Williams, 1 Kent Lane
J. E. Wilson, 123 Manchester Square

HOUSE DELIVERY

There are four house-to-house deliveries of letters on week-days from the General Post Office, Kingston; and two deliveries from the Post Offices of Cross Roads, Half-way Tree, Constant Spring, Liguanea, Vineyard Town, Windward Road, Jones Town, Whitefield Town, Spanish Town, Montego Bay. At all other offices letters must be called for. (See Poste Restante, p. 18).

TRAIN POST OFFICE SERVICE

Limited train Post Offices are maintained on the through line between Kingston and Montego Bay and Port Antonio where postage stamps, etc., may be bought and telegraph forms obtained.

REDIRECTION

Any kind of postal packet may be redirected to the same addressee at another address, either by an officer of the Post Office, or at the original address after delivery.

REDIRECTION BY THE PUBLIC

Letters, postcards, printed papers, samples and newspapers are retransmitted by post without additional charge, provided that the packet is reposted not later than the day after delivery, Sundays and Public holidays not being counted and that it has not, previous to redirection, been opened or tampered with. If an adhesive label be used for the purpose of indicating the new address, the name of the original addressee must not be obscured, otherwise the packet will be liable to surcharge as unpaid.

Redirected packets reposted later than the day after delivery will be liable to charge at the prepaid rate. Any packet which appears to have been opened or tampered with will be chargeable as freshly posted and unpaid.

Any registered packet on being redirected must not be dropped into a letter box, but must be taken to a post office, to be dealt with as registered. No additional registration fee will be charged if the packet is presented for re-registration not later than the day after delivery; but if it is presented after that time it will be treated as freshly posted, and a fresh registration fee will be payable. As regards postage, the rules given in the preceding paragraphs apply.

If an inland registered packet is redirected to an address abroad, it becomes liable to the regulations and limitations in force in the international service.

If any registered packet when redirected, instead of being given back to the Post Office to be dealt with as registered, is dropped into a letter box, it is treated in all respects as a letter intended for registration but irregularly posted.

REDIRECTION BY THE POST OFFICE

Notices of removal and applications for redirection must be signed by the persons to whom any postal packets to be redirected are addressed, and should be sent to the local delivery office serving the old address or handed to the postman. When possible the printed forms which can be obtained from any post office should be used and the Post Office may require this to be done in any case.

The Post Office does not undertake to redirect postal packets which can be redirected at the place of address. It does not, for example, redirect postal packets addressed to a person who has temporarily left his house, unless the house is left uninhabited; or addressed to clubs, hotels, boarding houses, or lodgings; or addressed to any premises occupied by two or more persons where the letters are delivered by postmen into a common letter box or to a common agent.

A notice of redirection holds good for 3 months.

APPLICATIONS FOR RECALL OF LETTERS

No letter, parcel or other postal packet can, when once it has been posted in a Post Office receivable or accepted for transmission at a Post Office, be taken out of the post, even if application be made for it by a person who can prove that he is the sender, without the authority of the Governor. Nor can it be detained or delayed at the sender's request; must be forwarded to its address and cannot be diverted to any other address.

PRIVATE LETTER BOXES AND BAGS

Private letter boxes, available for the subscribers' use from 8 a.m. till 5.30 p.m. on week days (and also for two or three hours in Kingston after the arrival of important oversea mails) may be rented for 12s. a year at the Post Offices of Kingston, Port Antonio, Montego Bay, Mandeville, Savanna-la-Mar and May Pen. Letters addressed to the *house address* of a person renting a letter box will be delivered as addressed. Only letters specifically addressed to the letter box or business address of the rentor of the box will be assorted in the box.

Private Bags—By permission of the Postmaster General any person may have his letters conveyed by his bearer to and from the Post Office in a private bag upon payment of an annual fee of one guinea, the bag to be locked, one key being kept by the Postmaster and one by the owner of the bag; the bag to be provided by the owner.

When a private letter bag is conveyed by a mail contractor a further annual fee of one guinea is to be paid. These fees must be paid in advance through the Postmaster General.

On payment of an additional annual fee of 12/- a year the persons renting a private box or bag shall be entitled to receive a serially numbered registered advice list, containing particulars of the number and place or origin of the registered articles delivered.

POSTE RESTANTE

Postal articles which are addressed to places in this Island *at which there is no delivery by letter carrier* will be regarded as intended for the "Poste Restante" and dealt with accordingly.

The Poste Restante shall be used solely for the accommodation of strangers and travellers, who may use it for not more than three months, at those offices at which there is a delivery of postal articles by letter carrier. (See p. 16).

Postal articles addressed to initials or to fictitious names, or to a Christian name without a surname shall not be taken to the Poste Restante, but shall be treated as undeliverable postal articles. Postal articles addressed to initials, etc., *and at a specific address or care of a Post Office Box* are however accepted.

Every person applying to a Poste Restante if unknown must produce such evidence of his identity as the proper officer of the Post Office may require.

- (1) Subject to the provisions of these Regulations, postal articles shall be retained in the Poste Restante as follows—

If originating in the Island for one calendar month from the date of receipt;

If originating from abroad, two calendar months from the date of receipt.

Provided that postal articles addressed to ships may be retained for three calendar months.

- (2) At the expiry of the above-mentioned periods, postal articles may be treated as undeliverable.
-