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JAMAICA

POST OFFICE GUIDE

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IMPERIAL AND
FOREIGN POST

IMPERIAL AND FOREIGN POST

The classes of postal packets admitted to the imperial and foreign post are: letters, postcards, small packets, printed papers, commercial papers, samples, "blind" literature and parcels.

LETTERS

RATE OF POSTAGE

IMPERIAL. The prepaid rate of postage for letters addressed to the British Empire generally, territories under British Mandate, Egypt, and the British Post Offices on Morocco, is 2d. not exceeding one ounce and 1d. for each additional ounce.

FOREIGN. For letters to all other places abroad, the rate is 3d. not exceeding one ounce and 2d. for each additional ounce.

WEIGHT AND SIZE

The limit of weight to all destinations is 4 lbs. 6 ozs.

The limits of size are:—**BRITISH EMPIRE, TERRITORIES UNDER BRITISH MANDATE, BRITISH POST OFFICE AT TANGIER, AND EGYPT,** 2 feet in length and 18 inches in width or depth.

ALL OTHER COUNTRIES — 3 feet in length, width and depth combined, the greatest dimension not to exceed 2 feet.

IN ALL CASES FOR LETTERS IN THE FORM OF A ROLL—The length and twice the diameter combined may not exceed 3 feet 3 inches nor the greatest dimension 2 feet 8 inches.

UNPAID LETTERS

An unregistered letter posted unpaid or underpaid is forwarded and charged on delivery with double the amount of the deficiency.

An unpaid or underpaid unregistered letter from abroad is charged on delivery with double the amount of the deficiency, the minimum surcharge being 1d.

POSTCARDS

RATE OF POSTAGE

The prepaid rate of postage for postcards for all destinations abroad, is:

Imperial	{ Single—1d.
	{ Reply paid 2d.
Foreign	{ Single 2d.
	{ Reply paid 4d.

SIZE

No card may exceed 5½ inches in length by 4½ inches in width, or be less than 4 inches in length by 2½ inches in width. The material for private cards to be used as postcards must be ordinary cardboard or paper not less than one-hundredth of an inch thick and not more flexible than that used for postcards issued and sold by the Post Office.

CONDITIONS

The right-hand half at least of the address side is reserved for the address of the recipient and any necessary postal service indications, for example *Registered Advice of Delivery*, and the postage stamps must be affixed in the top right-hand corner of this portion. The remaining space is available for the use of the sender for written communications.

An address label or a slip to fold back, completely adherent to the card and bearing the name and address of the person to whom the card is sent, may be affixed to the address side of the card, except in the case of postcards addressed to countries subject to postal censorship.

A sample of merchandise or other similar article may not be attached to a postcard.

Postcards must be sent unenclosed, that is without wrapper or envelope.

Any postcard which does not comply with the foregoing conditions is treated as a letter, except when the irregularity consists solely in the fixing of the postage stamp to the reverse side, in which case the card is considered as unprepaid and treated according to the category to which it belongs by reason of the text or dimensions.

Cards bearing the title "Post Cards", or its equivalent, are admitted at the rate for

printed matter, provided that they conform to the general regulations respecting printed papers.

UNPAID POSTCARDS

A single postcard posted unpaid or insufficiently prepaid is forwarded and charged on delivery with double the amount of the deficiency.

An unpaid or underpaid postcard from abroad is charged on delivery with double the amount of the deficiency, the minimum surcharge being 1d.

REPLY-PAID POSTCARDS

In addition to conforming with the foregoing regulations for postcards, reply-paid postcards of private manufacture must bear at the top of the face of the first half the words *Carte postale avec réponse payée* and in a similar position on the second half *Carte postale: réponse*. They should be made up in such a way that when one half is folded over the other, the fold forms the upper edge, and the address side of the reply half, which must bear the return postage stamp, is on the inside.

The sender may address the reply half to himself and may also print on the back of that half a questionnaire to be filled up by the addressee. A reply half is available only for transmission to the country of origin.

A reply-paid postcard of which the two halves are not fully prepaid at the time of posting is not forwarded.

SMALL PACKETS

RATE OF POSTAGE

The prepaid rate is 1d. per 2 ounces with a minimum charge of 5d. The postage must be fully prepaid.

WEIGHT AND SIZE

The limit of weight is 2lb.

The limits of size are 3 feet in length, width and depth combined, but the greatest dimension may not exceed 2 feet. For packets in the form of a roll, the length and twice the diameter combined may not exceed 3 feet 3 inches, nor the greatest dimension 2 feet 8 inches.

DEFINITION

The small packet post is specially provided for the transmission of goods, whether dutiable or not, in the same mails as printed papers, which as a rule travel more quickly than the parcel mails.

PACKING AND ADDRESS

Small packets must be sent in such a manner as to be easy of examination. The sender is required to show his name and address on the outside of the packet, and he is recommended to mark the packet conspicuously *Small Packet* in the top left-hand corner.

Articles likely to cause injury to officers of the Post Office or to damage other posts packets must be packed in accordance with the regulations.

POSTING

Small packets may be posted in a posting box or handed over the counter. They may be registered but not insured.

INADMISSIBLE ARTICLES

Articles which may not be sent by letter post are also excluded from transmission in small packets; and, in addition, the following may not be sent in small packets:

Coin; bank notes; currency notes; negotiable instruments payable to bearer; platinum, gold or silver; precious stones; jewels and other valuable articles; postage stamps whether obliterated or not, or any paper representing a monetary value; letters, notes or documents having the character of actual and personal correspondence, but an open invoice as well as a copy of the name and address of the sender and the addressee may be enclosed.

EXTENT OF THE SERVICE

Small packets may be sent to the places indicated on pages 54 to 98.

CUSTOMS DECLARATIONS

A green customs label must, without exception, be affixed to the address side of the packet, and, if the country of destination so requires, the packets must also be

accompanied by one or more white customs declarations enclosed in the packet. In some cases the country of destination requires that the customs declarations should be made out in a language other than English. Details of these requirements are shown on pages 54 to 98

PRINTED PAPERS

RATE OF POSTAGE

The prepaid rate is $\frac{1}{4}$ d. for every 2 ounces or fraction thereof. The postage must be fully prepaid.

WEIGHT AND SIZE

The limits of weight are:

BRITISH EMPIRE, TERRITORIES UNDER BRITISH MANDATE, AND THE BRITISH POST OFFICE AT TANGIER, 5 lb.

FOREIGN COUNTRIES (INCLUDING EGYPT) 4 lb. 6 oz.

A PRINTED VOLUME FOR ANY DESTINATION ABROAD if sent singly may weigh as much as 6 $\frac{1}{2}$ lb.

The limits of size are:

BRITISH EMPIRE, TERRITORIES UNDER BRITISH MANDATE, AND THE BRITISH POST OFFICE AT TANGIER, 2 feet in length and 18 inches in width or depth.

FOREIGN COUNTRIES (INCLUDING EGYPT.) 3 feet in length, width and depth combined, the maximum dimension in any one direction not to exceed 2 feet.

PACKETS IN THE FORM OF A ROLL. The length and twice the diameter combined must not exceed 3 feet 3 inches, and the greatest dimension must not exceed 2 feet 8 inches.

PRINTED MATTER SENT UNENCLOSED IN THE FORM OF A CARD. Whether folded or not, unenclosed cards may not measure less than 4 inches in length by 2 $\frac{1}{4}$ inches in width.

DEFINITION

A packet which is admissible at the printed paper rate in the inland post is not necessarily admissible at that rate in the imperial and foreign post. For example, receipts, invoices and statements of account, which are admissible at the printed paper rate if addressed to places in this country, are not admissible at that rate in the imperial and foreign service; such documents for places abroad fall into the category of commercial papers.

In general, the printed paper rate in the imperial and foreign post applies to all impressions or copies obtained upon paper or other similar material, parchment or cardboard, by means of printing, engraving, lithography, mimeography, or other mechanical process easy to recognise, except the typewriter, the copying-press and hand stamps with or without movable type.

Printed matter which bears any marks whatever capable of constituting a conventional language, or, with the exceptions mentioned on page 34 under the heading *Additions and Alterations*, of which the text has been modified after printing is not admissible at the printed rate in the imperial and foreign service.

MAKE-UP

Packets of printed papers should be clearly marked in the upper left-hand corner *Printed Papers*. They are subject to examination in the post, and must be made up in such a way as to be easily examined. They may be placed in a wrapper, upon a roller, between boards, in an open case or in an unenclosed envelope furnished with a blunt fastening easy to raise and replace; or they may be secured with a string easy to untie. Printed matter of the form and substance of a card may be sent unenclosed without band, envelope, or fastening, and must then conform to the conditions for post-cards except as regards postage rates and maximum dimensions. Similarly printed papers may be sent unenclosed if they are folded in such a way that they cannot become unfolded during transmission and that there is no risk of their entrapping other articles.

ADMISSIBLE DOCUMENTS

The undermentioned articles or documents are transmissible as printed papers in the imperial and foreign post.

Address cards
Advertisements
Albums containing photographs
Books, sewn or bound
Catalogues

Periodical works
Photographs
Pictures
Plans
Prospectuses

Drawings	Proofs of printing, <i>corrected or uncorrected</i> ,
Engravings	with or without relative manuscript
Maps	Sheets of music (but not perforated
Newspapers	sheets intended for use with automatic
Notices of various kinds, printed	musical instruments)
engraved, lithographed, or mimeographed	Visiting cards
Pamphlets	
Paper patterns for cutting out	

A card bearing the heading *Postcard* or the equivalent thereof in any language, if it conforms to the general conditions relating to printed papers.

Reproductions of manuscript or typewritten original. Such reproductions, when obtained by a mechanical manifolding process, hectography, and so on, are accepted for transmission as printed papers, if they are handed in at a Post Office;

Special attention is drawn to the fact that they are reproductions of the kind specified; At least 20 packets containing precisely identical copies are handed in at the same time. Carbon copies of manuscript or typewritten originals are not accepted.

The same regulation applies to circulars printed in imitation of typewriting.

ADDITIONS AND ALTERATIONS

The sender may, either outside or inside a packet of printed papers:

Indicate by hand or by a mechanical process, the name, position, profession, style and address of the sender and of the addressee; the date of despatch, the signature, telephone number, telegraphic address and code, the postal cheque or banking account of the sender; a serial or identity number referring solely to the packet;

Correct errors in printing;

Strike out, underline or enclose by marks certain words or certain parts of a printed text, unless this is done with the object of constituting correspondence.

The undermentioned documents and so on may bear additions and alterations, made by hand or by a mechanical process, to the extent indicated in each case:

SHIPS' DEPARTURE AND ARRIVAL. The dates and times of departures and arrivals, as well as the names of the ships and the ports of departure, call and arrival.

TRAVELLERS' ADVICES. The traveller's name, the date, time and place of his intended visit, and the address at which he is staying.

ORDER FORMS. Order forms or subscription forms or forms of offer for publications, books, news papers, engravings and pieces of music may bear the names of the works and number of copies required or offered; the price and notes representing essential elements of the price; the method of payment, the edition and names of the authors and publishers; the catalogue number and the words *Paper covers*, *Stiff covers* or *Bound*.

FORMS USED BY LENDING LIBRARIES. The titles of the books, the number of copies asked for or sent, the names of the authors and publishers, the catalogue numbers, the number of days allowed for reading, the name of the person wishing to consult the book, and other brief notes referring to the books in question.

PRINTED CARD. Pictorial cards, printed visiting cards, Christmas and New Year cards may bear good wishes, congratulations, thanks, condolences or other formulae of courtesy, expressed in five words or by means of five conventional initials.

PROOFS OF PRINTING. Alterations and additions concerned with corrections, form and printing, and also such notes as *Passed for Press*, or similar notes concerned with the execution of the work. In case of want of space, these additions may be made on separate sheets.

FASHION PLATES AND MAPS.

PRICE-LISTS. Price-lists, tenders for advertisement, stock and share lists, market quotations, trade circulars and prospectuses may bear figures and any other notes representing essential elements of the price.

BOOKS. Books, pamphlets, newspapers, photographs, engravings, sheets of music and all literary or artistic productions, whether printed, engraved, lithographed or mimeographed, may bear a dedication consisting simply of an expression of regard, and on photographs or engravings, a very concise description or note referring to the photograph or engraving.

CUTTINGS FROM NEWSPAPERS AND PERIODICALS. The title, date, number and address of the publication from which the article is extracted.

NOTICE OF CHANGE OF ADDRESS. The new address of the sender and the date from which the change takes place, or the old address and the date when the change was made.

ENCLOSURES

The sender may enclose in a packet of printed papers, a card, envelope or wrapper bearing his address and having a postage stamp of the country of destination affixed for the prepayment of the return postage. In the case of articles falling under the category of the paragraph *Books* above, the relative invoice may be enclosed and with proofs of printing, whether corrected or not (see *Proofs of printing* above), the copy itself may be sent.

INADMISSIBLE ARTICLES

The following articles are not admissible:

Postage stamps or forms of prepayment, whether obliterated or not, or any paper representing a monetary value;

Receipts, invoices and statements of account; pupils' exercises;

Blank paper, note paper or envelopes (with or without printed address) and all articles of stationery pure and simple; exceptionally, blank forms not exceeding three of a kind or three of each kind of dissimilar forms may be admitted;

Gramophone records and cinematograph and photographic films.

LIABILITY TO CUSTOMS DUTY ABROAD

Advertising matter is subject to customs duty on entry into certain countries, notably Australia, Newfoundland, New Zealand and South Africa. In some cases books also are liable to duty.

Printed matter is not however debarred from transmission at the printed paper rate on account of liability to customs duty.

COMMERCIAL PAPERS**RATE OF POSTAGE**

The prepaid rate is:

12 oz., 3d., each additional 2 oz., $\frac{1}{2}$ d. A Commercial paper for an Empire destination not exceeding 1 oz. in weight may be sent at letter rate, namely: 2d.

The postage must be fully prepaid.

WEIGHT AND SIZE

The limits of weight are:

BRITISH EMPIRE, TERRITORIES UNDER BRITISH MANDATE, AND THE BRITISH POST OFFICE AT TANGIER, 5 lb.

FOREIGN COUNTRIES (INCLUDING EGYPT), 4 lb. 6 oz.

The limits of size are:

BRITISH EMPIRE, TERRITORIES UNDER BRITISH MANDATE, AND THE BRITISH POST OFFICE AT TANGIERS. 2 feet in length and 18 inches in width or depth.

FOREIGN COUNTRIES (INCLUDING EGYPT). 3 feet in length, width and depth combined; maximum dimension in any one direction, 2 feet.

PACKET IN THE FORM OF A ROLL. The length and twice the diameter combined must not exceed 3 feet 3 inches, and the greatest dimension must not exceed 2 feet 8 inches.

DEFINITION

Commercial papers comprise all papers and all documents wholly or partly written or drawn, not having the character of current and personal correspondence.

MAKE-UP

Packets of commercial papers should be clearly marked in the upper left-hand corner *Commercial Papers*. They are subject to examination in the post, and must be made up in such a way that they can be easily examined. They may be placed in a wrapper, upon a roller, between boards, in an open case, or in an unenclosed envelope furnished with a blunt fastening easy to raise and replace; or they may be secured with a string easy to untie.

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.

ADMISSIBLE DOCUMENTS

Bills of lading

Copies of or extracts from deeds under private seal written on stamped or unstamped paper

Open letters and postcards which are out of date and have already fulfilled their original purpose, and copies thereof

Papers of legal procedure

Documents of all kinds drawn up by public functionaries

Invoices
Manuscript of works or of newspapers forwarded separately

Musical scores or sheets of music in manuscript

Pupils' exercises in original or with corrections, but without any note which does not relate directly to the execution of the work.

Receipts

Statements of accounts

Way bills

INADMISSIBLE ARTICLES

Postage stamps or forms of prepayment, whether obliterated or not, or any paper representing a monetary value, are inadmissible; but out-of-date correspondence may bear cancelled postage stamps or franking impressions which served to prepay the original postage.

SAMPLES

RATE OF POSTAGE

The prepaid rate is:

4 oz., 1d.; each additional 2 oz., $\frac{1}{2}$ d.

The postage must be fully prepaid.

WEIGHT AND SIZE

The limits of weight are:

BRITISH EMPIRE, TERRITORIES UNDER BRITISH MANDATE, AND THE BRITISH POST OFFICE AT TANGIER. 5 lb.

FOREIGN COUNTRIES. 1 lb., 2 oz.

The limits of size are:

BRITISH EMPIRE, TERRITORIES UNDER BRITISH MANDATE, AND THE BRITISH POST OFFICE AT TANGIER. 2 feet in length and 1 foot in width or depth.

FOREIGN COUNTRIES. 3 feet in length, width and depth combined; maximum dimension in any one direction, 2 feet.

Packets in the form of a roll. The length and twice the diameter must not exceed 3 feet 3 inches, and the greatest dimension must not exceed 2 feet 8 inches.

DEFINITION

The use of the sample post is restricted to genuine trade samples or patterns of merchandise without saleable value. Exceptionally, the following articles are regarded as eligible for transmission by sample post:

Printers' blocks, cut-out patterns sent singly keys sent singly, cut fresh flowers, articles of natural history (dried or preserved animals or plants, geological specimens, and so on), tubes of serum and vaccine, and pathological objects rendered innocuous by the mode of preparation and packing.

These articles, except tubes of serum and vaccine sent in the general interest by laboratories or institutions officially recognised, may not be sent for a commercial purpose.

PACKING AND ADDRESS

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.

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*.

Packing is not obligatory for articles consisting of one piece, such as pieces of wood or metal, which it is not the customs 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 itself 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.

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 and the postage

stamps in prepayment. The address should if possible be repeated on the article itself.

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 the packet.

PERMISSIBLE ADDITIONS

The sender may indicate by hand or by a mechanical process outside or inside the packet in the letter case on the sample itself or on a special sheet or paper referring to it: the name, position, profession, style and address of the sender and of the addressee; the date of despatch, the signature, telephone number, telegraphic address and code, the postal cheque or banking account of the sender; a manufacturer's or trade mark, a brief note relating to the manufacturer or supplier of the goods or to the person for whom the sample is intended, serial or identity numbers, prices and notes representing essential elements of the price; particulars relating to weight, measurement and size, or the quantity to be disposed of, and such as are necessary to determine the origin and the character of the goods.

SPECIAL PACKING REGULATIONS FOR CERTAIN ARTICLES

DRY COLOURING POWDERS (FOR EXAMPLE, ANILINE BLUE). These are admissible only if enclosed in a stout tin box placed inside a wooden box with sawdust between the two covers.

DRY NON-COLOURING POWDERS. These must be placed in a box of metal, wood or cardboard, the box itself being enclosed in a bag of linen or parchment.

FATTY SUBSTANCES WHICH DO NOT EASILY LIQUEFY; SILKWORM EGGS. Such articles must be enclosed in an inner cover (box lined or parchment bag and so on) which must itself be placed in a second box of wood, metal or stout thick leather.

GLASS OR OTHER FRAGILE MATERIAL. Articles 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.

LIQUIDS, OILS OR SEMI-LIQUIDS. These 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 receptacle becomes broken. The lid of the box must be fixed in such a manner that it cannot easily become detached.

LIVE BEES; LEECHES; PARASITES. 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. Parasites and destroyers of noxious insects exchanged between officially recognised institutions must be similarly packed.

SHARP INSTRUMENTS, PIECES OF METAL OR ORE. Articles of this description should be packed and guarded in so secure a manner as to involve no risk to the contents of the mail bags or to officers of the Post Office.

TINNED FOOD; INDUSTRIAL AND VEGETABLE PRODUCTS. Articles such as tinned food which would be spoilt if otherwise packed may be admitted in a cover hermetically sealed. Samples of industrial or vegetable products may also be posted in covers closed by the manufacturers or sealed by an inspecting authority of the country of origin. In these cases the sender or the addressee may be required to assist in the check of the contents.

ARTICLES FOR MEDICAL EXAMINATION OR ANALYSIS. Deleterious liquids or substances though otherwise prohibited from transmission by post may be sent for medical examination or analysis to a recognised medical laboratory or institute under the following conditions:

1. Any such liquid or substance must be enclosed in a receptacle hermetically sealed or otherwise securely closed and this receptacle must itself be placed in a strong wooden, leather or metal case in such a way that it cannot shift about and with a sufficient quantity of some absorbent material (such as sawdust or cotton-wool) so packed about the receptacle as absolutely to prevent any possible leakage from the package in the event of damage to the receptacle. The packet so made up must be conspicuously marked *Fragile with care* and bear the words *Pathological specimen*.

2. Any packet of the kind found in the parcel post or found in the letter post not packed and marked as directed will be at once stopped and destroyed with all its wrappings and enclosures.

INADMISSIBLE ARTICLES

The following articles are not admissible:

- Goods for sale or consigned in execution of an order, however small the quantity;
- Samples of tea exceeding 8 ounces gross weight;
- Postage stamps or forms of prepayment, whether obliterated or not, or any paper representing a monetary value.

CUSTOMS TREATMENT ABROAD

Particulars of the countries which admit sample packets containing articles liable to customs duty under the Green Label system, are given on pages 51 to 98. Sample packets containing dutiable articles sent to other countries may be returned, subjected to fines, or confiscated according to the Laws of the country of destination.

CUSTOMS TREATMENT IN UNITED KINGDOM OF DUTIABLE GOODS SENT BY SAMPLE POST

Genuine trade samples of certain classes of dutiable goods are allowed to be imported into the United Kingdom by sample post as specified below:

(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 7/2 each packet, provided that each package is distinctly marked "Spirit (not perfumed)".

(b) Tea may be imported in packages each not exceeding 8 ounces 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.
- (ii) if the gross weight of the sample is 3 oz. or more but does not exceed 8 oz.—A flat rate of 2d. per package

(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 12/9d. 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.

Packets containing the undermentioned dutiable articles are also admitted by sample post subject to compliance with the conditions shown in each instance:

(a) Bees. Each packet containing live bees must be marked c/o The Officer of Customs and Excise in addition to bearing the full name and address of the addressee.

(b) Printers' blocks. Each packet must be plainly marked Printers' Blocks and also c/o The Officer of Customs and Excise in addition to bearing the full name and address of the addressee.

(c) Serum. Serum (in glass ampoules) rendered harmless by the method of preparation and packing. Each packet must be plainly marked c/o The Officer of Customs and Excise in addition to bearing the full name and address of the addressee. Customs duty at the appropriate rate will be charged. A post Office fee of 6d. for clearance through the Customs will be charged on each packet on which customs duty is levied.

PACKETS CONTAINING PRINTED MATTER, COMMERCIAL PAPERS AND SAMPLES:

It is permissible to enclose in the same packet printed matter (except literature for the blind), commercial papers and samples, provided that each article taken singly is within the limits applicable to it as regards weight and size, and that the total weight does not exceed 5 pounds if the packet is addressed to a place in the British Empire, or 4 pounds 6 ounces, if addressed to a foreign country.

The minimum charge for such a packet is 3d. if it contains commercial papers and 1d. if it consists of printed matter and samples.

LITERATURE FOR THE BLIND**RATE OF POSTAGE**

The prepaid rate is:

2 lb.	$\frac{1}{2}$ d.;	11 lb.	2d.;
5 lb.	1d.;	15 lb.	2½d.
8 lb.	1½d.;		

The postage must be fully prepaid.

WEIGHT:

The limit of weight is 15 lb.

DEFINITION:

Papers of any kind, periodicals, and books, impressed in Braille or other special type for the use of the blind, may be sent.

MAKE-UP:

The packets should be clearly marked in the upper left-hand corner *Blind Literature*. In all other respects the regulations regarding printed papers apply.

ADMISSIBLE ARTICLES

The following articles are also admitted at the rate of postage for blind literature: Plates for embossing blind literature; and

Voice records intended solely for the use of the blind provided that they are sent by or addressed to an officially recognised institution for the blind.

ARTICLES LIABLE TO CUSTOMS DUTY**LETTER POST: OUTGOING PACKETS**

The facilities for sending dutiable articles abroad in the letter mails vary according to the country of destination.

The general regulations which apply to letters, samples and printed paper packets are given below; but where additional regulations apply these are given on pages 54 to 98.

Before posting a packet for abroad containing dutiable articles, the sender should make sure that the regulations are complied with, as failure in this respect may lead to the return or confiscation of the packet, or the payment of a fine in addition to the duty as a condition of delivery, according to the laws of the country of destination. The Post Office abroad may charge a postal fee for customs clearance in addition to the customs duty.

GREEN LABEL LETTERS:

Under the regulations of the Postal Union, articles liable to customs duty may be sent in packets prepaid at the letter rate of postage to those countries which have agreed to admit them. A green customs label, obtainable at any post office, must be affixed to the address side of each packet. These letters are known as green label letters and the countries participating in the service are indicated on pages 54 to 98.

If the country of destination so requires, one or more ordinary white customs declaration forms must be enclosed in the packet, and in some cases the country of destination requires the customs declarations to be made out in a language other than English. Details of these requirements are shown on pages 54 to 98.

SAMPLE PACKETS:

Certain countries admit dutiable articles in sample packets under the regulations applicable to green label letters. Particulars of these countries, including those which have fixed special limits of weight for certain articles, are shown on pages 54 to 98.

PRINTED PAPERS:

Printed matter liable to customs duty is not debarred on that account from transmission by printed paper post, and except in certain cases, no customs declaration is necessary.

In the case of printed matter sent to Australia, Canada, Newfoundland, New Zealand and South Africa, the following special requirements apply:

Australia. Advertising matter is dutiable.

The following are, however, exempt from duty: Trade catalogues and price lists not designed to advertise the sale of goods by any person, firm or company in Australia when sent into Australia in single copies addressed to merchants, firms or companies therein and not exceeding one copy to each merchant, firm or company and not being for distribution.

Canada. Printed matter must be conspicuously and indelibly marked with an indication of the country of origin, and should be plainly superscribed *By direct Canadian Ship only* if advantage of the British preferential customs tariff is desired.

Newfoundland. Advertising matter is subject to customs duty at the rate of 18 cents per lb.

New Zealand. Advertising matter is subject to customs duty under the New Zealand customs tariff; but trade catalogues and price lists relative to the goods of firms or persons having no established business in New Zealand are not liable to duty.

South Africa. Advertising matter is subject to customs duty.

SMALL PACKETS POST:

Dutiable articles may be sent by small packets post, see pages 30, 31 and 54 to 98.

LETTER POST: INCOMING PACKETS:

Dutiable articles can be sent to this country in green label letters, samples and small packets as well as by parcel post.

A postal fee of 6d. for customs clearance is charged on delivery on each incoming green label letter, sample, and small packet, on which customs duty is levied, irrespective of the amount of the duty.

Duty on goods imported by post is calculated in accordance with the Jamaica customs tariff for the time being in force, and any inquiry regarding the customs charges, raised on a packet from abroad should be addressed to the Collector of Customs, Kingston.

Every letter, sample, or small packet received from abroad suspected to contain articles liable to customs duty, not having affixed thereto the green label or bearing endorsement authorizing examination by the Customs, may be detained and notice of such detention issued on the appropriate form to the addressee.

REGISTRATION

Any postal packet may be registered, except: a light weight air letter and a parcel.

The registration fee is 3d. and must be prepaid in addition to the postage.

Parcels for planes abroad cannot be registered,* although in many cases they may be insured, see pages 54 to 98.

INSTRUCTIONS FOR REGISTERING:

A packet to be registered must be handed to an officer of the Post Office and a receipt obtained for it; it must not be dropped into a letter box.

A letter or letter packet intended for registration must be made up in the manner laid down on page 8 for inland letters or letter packets, and must not show any trace of having been opened and refastened before posting.

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

A small postal packet addressed to initials or in pencil cannot be registered; but the address may be written in copying-ink pencil unless a panel envelope is used.

It is recommended that the name and address of the sender be written on the outside of each registered article. Registered articles must be fully prepaid as regards both postage and registration fee.

ADVICE OF DELIVERY:

The sender of a registered postal packet may obtain an advice of its delivery on application at the office of posting, either at the time of posting or subsequently.

When the application is made at the time of posting, the sender must indicate his name and address on the outside of the packet. A fee of 2d. must be paid by stamps affixed by the sender to a form provided for the purpose. The weight of the form is not taken into account in assessing the postage on the packet.

INQUIRIES REGARDING LOSS OR NON-DELIVERY:

Inquiry regarding the loss or non-delivery of a registered packet must also be accompanied by a fee of 4d. unless the sender has already paid the special fee for an advice of delivery. If it is found that the postal service is at fault the inquiry fee will be refunded. One fee of 4d. covers inquiries concerning several packets posted at the same time by the same sender to the same addressee.

PAYMENT FOR LOSS:

The Post Office pays compensation not exceeding £2 to the sender of a letter or packet duly admitted to registration which has been entirely lost whilst in its custody, except in the case of:

* Exceptionally parcels for the United States of America and Canal Zone (only) may be registered.

Any packet which has been lost through a cause beyond control, generally speaking where no question of negligence arises. No compensation will be paid for any loss due to the act of the King's enemies;

Any packet which the Post Office cannot account for in consequence of the loss of official documents through a cause beyond control;

Any packet containing a prohibited article; and

Any packet in respect of which a claim is not made within a year of the date of posting.

Subject to the same conditions, which are prescribed by the Postal Union Convention, the postal administrations of all countries included in the Postal Union accept responsibility in respect of registered letters or packets lost whilst in their custody.

Under international regulations, compensation is not paid for the loss or damage of the contents of a registered packet as distinct from the loss of the entire packet; and if it is desired to obtain compensation in the case of damage or loss of the contents of a letter, or to provide for a higher maximum than £2, the insurance service should be used.

The Postmaster General is not legally liable either personally or in his official capacity to pay compensation in respect of any packet for which a registration fee has been paid. The final decision upon the question of payment rests with the postal administration of the country in which the loss has taken place.

INSURANCE

GENERAL INFORMATION:

The insurance service is not universal, but it extends to most countries. The maximum which can be covered is £400, but in some countries lower limits are in force, as indicated in the letter and parcel post summary on pages 54 to 98.

The service is governed by international regulations which prescribe the manner in which insured packets must be made up, addressed, sealed and so on; and it is essential that these regulations should be complied with in order to avoid disputes about claims or delays in transmission.

Any insurance effected contrary to the following regulations is invalid.

Two kinds of packets are recognised in the insurance service: insured letters and insured parcels. A letter or parcel intended for insurance must be presented at the counter of a post office.

Insured letters may not be sent by air mail.

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.

CERTIFICATE OF POSTING:

The certificate of posting which is given for an insured packet shows the amount for which the letter or parcel is insured, and the sender should see that the amount is correctly stated.

SEALS:

All seals on an insured letter or parcel must be of the same kind of wax (or lead or steel in the case of parcels), 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 prescribed 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.

INSURED VALUE:

The amount for which an article is insured must be written in ink 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)*. In the case of a parcel, the amount must also be entered in the appropriate space on the despatch note, if one is used. No alteration or erasure of the inscription on the letter or parcel or on the despatch note is allowed. If the amount is entered on the despatch note in the wrong place, a fresh despatch note must be prepared.

No letter or parcel can be insured for more than the actual value of the contents and packing, or for more than the sum entered in the letter and parcel post summary on pages 53 to 97 against the name of the country to which it is addressed; but it may be insured for part of its value, and a letter or parcel of which the contents have no pecuniary value may be insured for a normal sum in order to obtain the safe guards of the system. An insured letter containing documents which are of value because of the cost of preparation, for example plans, estimates, or contracts, may not be insured for an amount exceeding the cost of replacing them in case of loss. Over-insurance is an obstacle to compensation.

INSURANCE FEES (Letters)

The fees for insurance, including registration fee of 3d., but in addition to postage, are as follows:

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

ADVICE OF DELIVERY:

The sender of an insured letter, box or parcel may obtain in advice of its delivery on application at the office of posting, either at the time of posting or subsequently. In the case of an insured letter or box, when the application is made at the time of posting, the sender must indicate his name and address on the outside of the packet. A fee of 2d. must be paid by stamps affixed by the sender to a form provided for the purpose. The weight of the form is not taken into account in assessing the postage on the packet. Inquiry as to the loss or non-delivery of an insured letter or parcel, made subsequently to posting, must also be accompanied by a fee of 4d., unless the sender has already paid the special fee for an advice of delivery. If it is found that the postal service is in fault, the inquiry fee is refunded. One fee of 4d. covers inquiries concerning several packets of the same category (insured letter or parcel) posted at the same time by the same sender to the same addressee.

INSURED LETTERS: SPECIAL CONDITIONS

Insured letters may be sent to the countries shown as participating in the service on pages 54 to 98 insured up to the maximum indicated.

In addition to ordinary correspondence, they may contain paper valuables such as bank-notes, currency notes, bonds and securities, also valuable documents of any kind such as plans, estimates and so on; but if the contents are dutiable in the country of destination they can only be sent to countries which admit dutiable articles by letter post, see pages 49 to 93. Letters containing articles other than those mentioned above, postcards, small packets, printed papers, commercial papers and samples cannot be insured. An object of value which cannot be sent in an insured letter may generally be sent in an insured parcel.

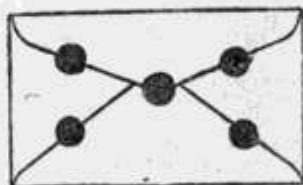
MAKE-UP

An insured letter 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

folde 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 on it and between the postal labels, if any, so that they cannot serve to hid 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 a 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 3 inches apart.

INSURED PARCELS: SPECIAL CONDITIONS

Parcels can be insured for transmission to the countries against the names of which a limit of insured value is shown on pages 54 to 98. The general limit of insurance is £100, but in some countries lower limits are in force and these are specially indicated in the summary together with any other limitations of the service.

PACKING AND MAKE-UP:

Packing. Every insured parcel must be substantially packed with due regard to the nature of the contents and the length of the journey.

Sealing. Every insured parcel must be sealed, in such a way that cannot be opened without either breaking the seal or leaving obvious traces of violation. Each join or loose flap of the covering of a parcel must be sealed; and, if string be used in packing, a seal must be placed on the ends of the string where they are tied.

It is recommended that when possible the impression of the seal used on a parcel should be made on the counterfoil of the despatch note if one is used. Labels of any kind and postage stamps must be so spaced that they cannot conceal injuries to the cover; they must not be folded over two sides of the parcel so as to hide the edge.

PARCELS CONTAINING COIN, BULLION OR JEWELLERY. A parcel containing coin, bullion or jewellery sent to any place, to which the insurance service extends, must be insured for at least part of its value. Every such parcel must be enclosed in a strong box or case (measuring, if the contents are jewellery exceeding £100 in value, at least 3 feet 6 inches in length and girth combined), must be sewn up or otherwise fastened in a wrapper of linen, canvas, strong paper or other substantial material and must have the address written on its actual covering. The seals must be placed along the edges of each join or loose flap at distances of not more than 3 inches.

DEFINITION OF JEWELLERY. For the purpose of these regulations the term *jewellery* means:

Gold, silver, platinum and other precious metals in a manufactured state, that is 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; Diamonds and precious stones;

Watches, the cases of which are entirely or mainly composed of gold, silver, platinum or other precious metals; and

Any article of like nature which, apart from workmanship, has an intrinsic or marketable value.

COMPULSORY INSURANCE:

A parcel liable to insurance under the regulations and posted uninsured, is usually despatched abroad as an insured parcel, but compensation is not payable in respect of it.

COMPENSATION

INSURED LETTERS AND PARCELS:

GENERAL CONDITIONS GOVERNING PAYMENT OF COMPENSATION. The Post Office pays to the sender compensation for the loss or damage of an insured packet (letter or parcel) or its contents, if it is established that the loss or damage has occurred while the packet was in the custody of the Jamaica Post Office.

On the transfer of an insured packet to another administration, the responsibility of the Jamaica Post Office ceases, and the final decision as to the payment of compensation rests with that administration.

Compensation will not exceed the value at the time of posting of the article lost or the amount of the damage sustained. Indirect loss or loss of profits will not be taken into consideration.

In any claim for damage or loss of contents, the packet should be retained for inspection as nearly as possible in the condition in which it was delivered.

The sender of a parcel may waive his claim in favour of the addressee.

The Postmaster General is under no legal liability either personally or in his official capacity to pay compensation in respect of any packet for which an insurance fee has been paid.

CASES IN WHICH COMPENSATION IS NOT PAYABLE. Under international regulations, no compensation will be paid in respect of:

Any packet containing a prohibited article;

Any packet which has been duly delivered and accepted without reserve;

Any damage or loss caused by the fault or negligence of the sender, such as failure to provide adequate packing, having regard to the nature of the contents;

Any damage to an exceptionally fragile article which from its nature cannot reasonably be expected to travel safely by post, such as a clay figure, a soapstone or alabaster model, a collection of butterflies or moths, a vacuum flask, and so on;

Any parcel containing jewellery exceeding £100 in value not packed in accordance with the special regulations, see page 43.

Any parcel containing an article of a type specified on pages 53 to 97 as one for which compensation will not be paid; or

Any packet in respect of which a claim is not made within a year of the date of posting.

The Post Office reserves the right to refuse compensation where the damage or loss is due to a cause beyond control, or where a packet cannot be accounted for in consequence of the loss of official documents from any such cause. No compensation will be paid for any loss or damage due to the act of the King's enemies.

REDIRECTION

LETTER POST:

Letters, postcards, small packets, printed papers, commercial papers and samples may be redirected to the same addressee at another address by an officer of the Post Office or by an agent of the addressee after delivery under the following conditions:

Redirection is free provided that the redirection is made not later than the day after delivery, not counting Sundays and public holidays. This does not exempt from additional postage a postal packet which, though fully prepaid for the first transmission is redirected to a country to which the postage is higher than that originally prepaid. Thus a letter or packet prepaid at the inland rate sent from one place to another in the Island and afterwards redirected to a place abroad, should have additional stamps affixed to it representing the difference between the inland and the foreign rate of postage, otherwise the difference will be charged on delivery.

The same treatment would be applied to a letter or packet fully prepaid for the inland service of a foreign country or colony and redirected to this country. On a letter from abroad redirected from this country, the postage has to be brought up to what it would have been if the letter had been sent direct to its final destination in the first instance. A letter originally posted unpaid, or a packet of any kind posted insufficiently paid, and subsequently redirected, though not chargeable for redirection, is subject to surcharge on delivery.

PACKETS UPON WHICH FRESH POSTAGE IS PAYABLE. A packet which appears to have been opened or tampered with will be chargeable as freshly posted and unpaid.

A packet returned to the sender that he may rectify or complete the address is not, when reposted, treated as redirected, but is liable to fresh postage.

SENDER'S RESTRICTION UPON REDIRECTION. Redirection cannot be undertaken if the sender has forbidden redirection by means of a note on the address side of the packet, in a language known in the country of destination.

AIR MAIL PACKETS. In the case of air mail packets for which retransmission by air is desired, the appropriate air postage for the second transmission must be prepaid.

REGISTERED OR INSURED ARTICLES. Registered or insured articles on being redirected may not be dropped into a letter box, but must be taken to a post office to be dealt with. No additional registration or insurance fee will be charged if the packet is presented for re-registration or re-insurance not later than the day after delivery.

An insured letter cannot be redirected to a place abroad unless there is an insured letter service to the country concerned, with a sufficiently high limit of value.

POSTS RESTANTE:

The rules applicable to postal packets arriving from places abroad and addressed to a *poste restante* will be found on page 18.

In accordance with the international regulations, the address of any outgoing postal packet addressed *poste restante* must give the names of the addressee; the use of initials, figures, Christian names without surnames, fictitious names or conventional marks of any kind are not allowed.

In some foreign countries the addressee is charged a special fee on postal packets addressed *poste restante*.

PREPAYMENT IN MONEY:

Postage on postal packets (except parcels) addressed to places abroad may be prepaid in money under arrangements similar to those shown on page 7 for inland packets.

PARCEL POST PARCELS

IMPERIAL AND FOREIGN:

Parcel post parcels are accepted for transmission to the countries against which parcel-post rates of postage etc. are shown in pages 54 to 98.

GENERAL REGULATIONS

WEIGHT AND SIZE:

The maximum weight as a rule is 22 pounds; but in some countries the limit is lower, see pages 54 to 98.

The maximum dimensions are: Length, 3 feet 6 inches; Length and girth combined, 6 feet.

RATES OF POSTAGE:

See individual entries, pages 54 to 98.

INSURANCE:

See above, "Insured Parcels", pages 43 and 44.

ADDRESSING:

The address on a parcel must be as complete as for a letter, and should appear on the parcel itself as well as on the label, if one is used; but the use of labels is not recommended where this can possibly be avoided. The name and address of the sender as well as of the addressee should be given inside the parcel.

CUSTOMS DECLARATION AND DESPATCH NOTE:

PREPARATION OF CUSTOMS DECLARATION. All parcels for places abroad are liable to be opened for examination in the country of destination and the contents are subject to the Customs, assay, trade mark and other legal requirements of the country of destination. The sender of a parcel is accordingly required to make an accurate declaration of the nature and value of the contents. Customs declaration forms for this purpose can be obtained beforehand at any post office. The forms should be filled up

in ink, and senders are recommended to avoid the use of abbreviations, ditto marks, and so on, which may not be intelligible in the country of destination. The impression of a rubber stamp is not sufficient signature for such declarations, and in the case of a parcel sent by a firm, if the declaration is not signed by a responsible member of the firm it must be signed thus: *A. B., clerk to.....*

If the contents are not fully described or are undervalued the parcel is liable to seizure and penalties may be incurred.

TYPES OF CUSTOMS DECLARATION FORMS. Two kinds of customs declaration forms are in use, namely:

A yellow form, to be pasted on the parcel (mainly for Empire use and for U.S.A.); and
A white form (No. 741.) for most foreign countries and for India and Australia.

Two or more copies of the latter form may be required, see pages 54 to 98. The white declaration forms must not be pasted on to the parcel.

PREPARATION OF DESPATCH NOTE. With a white form of declaration a despatch note is also required. The address on the despatch note should always be as complete as the address on the parcel.

DETAILS TO BE SHOWN. The value of the contents of the parcel must be shown in sterling on the customs declaration, and the net weight or quantity and the value of the different kinds of articles enclosed should be shown in detail with such other particulars as are likely to facilitate the customs clearance of the parcel, for instance, the material of which clothing is made, and whether it is new or not. If an article is being returned to its country of origin this should be stated.

If a consular invoice, a certificate of origin, or other similar document accompanies a parcel, this should be stated on the relative customs declaration under the list of contents, and also on the cover of the parcel if the white customs declaration is used.

DISPOSAL INSTRUCTIONS IN THE EVENT OF NON-DELIVERY. It is desirable in all cases that directions should be given as to what is to be done with a parcel if it cannot be delivered. The instructions as to disposal should be written conspicuously on the cover of the parcel.

PACKING AND MAKE-UP

GENERAL INFORMATION:

The packing used for parcels for abroad should be determined by the weight and nature of the contents, the length of the journey, conditions of transit, climate, and so on.

Light and bulky articles should preferably be packed in strong wooden cases; while a parcel sent to a tropical country during the rainy season should be protected by a tin-lined case or other good damp-proof packing.

For some countries special kinds of packing are required by the Post Offices of transit or of destination,

PACKING REGULATIONS FOR CERTAIN ARTICLES:

CELLULOID AND CINEMATOGRAPH AND PHOTOGRAPHIC FILMS. Seasoned raw celluloid (that is celluloid which has been freed from all volatile solvent) and inflammable films with a nitro-cellulose base must be packed in a tin case which must be enclosed in a strong wooden box constructed as described in the next paragraph.

Any other article composed wholly or partly of celluloid must be enclosed in a strong wooden box which must be made from boards of a minimum thickness of $\frac{1}{2}$ inch. The sides must be dovetailed together and the bottom and the lid must be firmly screwed to the sides; and if any part of the box is composed of more than one piece of wood the pieces must be jointed together by means of tongues and grooves. No gap must appear at any joint. The inner container must be completely surrounded by suitable packing material. A white label bearing the word *Films* or *Celluloid*, as the case may be in plain black letters, must be affixed to the parcel and to the despatch note when one is required.

Senders of parcels must ascertain and comply with any special conditions concerning the importation of celluloid or films into particular countries, see pages 50 to 98.

CHINA, CROCKERY OR GLASS. Articles of this nature should be packed in a strong wooden case, with plenty of soft packing between the article and the top, bottom and sides of the case.

COIN BULLION AND JEWELLERY. These must be enclosed in a strong box or case which must be sewn up or otherwise fastened in a wrapper of linen, canvas, strong paper or other substantial material. The address must be written on the covering. Seals must be placed along the edges of each joint or loose flap, at distances of not more than 3 inches. Further, in the case of jewellery exceeding £100 in value, the box must measure at least 3 feet 6 inches in length and girth combined.

DYES AND SIMILAR SUBSTANCES. These must be enclosed in a stout metal box, placed inside a wooden box, with sawdust between the two receptacles.

FOOD AND OTHER ARTICLES ATTRACTIVE TO RATS. Such articles must be packed in receptacles which are rat-proof and do not allow the smell of their contents to escape.

LIQUIDS, OILS, ETC. For liquids and substances which liquify easily two receptacles must be used. The outer receptacle must be of strong wood or metal. Between this and the inner receptacle containing the liquid, space must be left all round which must be filled with bran, sawdust, or other absorbent material in sufficient quantity to absorb all the liquid in the event of breakage.

LIVE BEES OR LERCHES. These must be enclosed in a box so constructed as to avoid all danger and to allow the contents to be ascertained.

UMBRELLAS AND SIMILAR ARTICLES. These should be enclosed in stout cases made of wood at least $\frac{1}{4}$ inch thick; but the two small ends of such cases may be of three-ply wood. Plenty of soft interior packing should be used for the protection of any brittle or fragile part, such as a handle.

SPECIAL REGULATIONS WITH UNITED KINGDOM

CASH AND DELIVERY SYSTEM. A Cash on Delivery System of parcels in the existence between this Colony and Great Britain.

Parcels up to the value of £40 each may be sent either way, and the value collected from the addressee, and remitted to the sender.

In addition to the 6d. Customs clearance fee, a further service fee of 3d. is collected on each C. O. D. parcel.

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. This fact is emphasized because certain firms abroad represent that C.O.D. parcels are retained for a longer period before being returned. Requests for longer detentions will not be entertained, nor will part payment be accepted from the addressee; the full amount of duty, trade charges, and all other fees must be remitted to the head office before the parcel can be forwarded.

PREPAYMENT OF CUSTOMS DUTIES AND OTHER CHARGES. Persons sending parcels to the United Kingdom 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:—

Parcels to be sent under this arrangement must be handed in at the Parcels Post Branch at Kingston.

The cover must be marked by the sender "To be delivered free of charge."

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 Parcel Post Branch at Kingston.

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.

A fee of 1s. per parcel is charged for the cost of the service in addition to the postage and deposit for duty. If the parcel prove duty-free in Great Britain the sum of 1s. will be refunded to the sender.

The sender must make such deposit on account of the charges for which he desires to provide as the clerk in charge of the Parcel Post Branch at Kingston or the district postmaster may, in each case, decide.

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 1s. for each parcel.

The following are the articles liable to duty under the British 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*:—

Tobacco, manufactured, viz.:	£	s.	d.
Cigars	2	1	1½
Cigarettes	1	18	2½
Cavendish or Negrohead	1	16	0½
Other manufactured tobacco	1	16	0½
Tobacco, unmanufactured, containing 10% or more of moisture			
If stemmed or stripped	1	13	11½
If unstemmed or unstripped	1	13	11½
Tobacco, unmanufactured containing less than 10% of moisture			
If stemmed or stripped	1	14	9½
If unstemmed or unstripped	1	14	9½
RUM, IF WAREHOUSED FOR 3 YEARS			
per proof gallon	7	18	10
DO. IF WAREHOUSED OVER 2 AND UNDER 3 YEARS			
"	7	19	10
DO. IF WAREHOUSED UNDER 2 YEARS			
"	8	0	4

Parcels will be accepted in Great Britain 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.

Compensation for loss or damage of uninsured parcels between Great Britain and Jamaica. The Postmaster General 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 parcel post between Great Britain 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.

The compensation paid will in no case exceed £1 12s. for a parcel exceeding 11lbs. or £1 for a parcel not exceeding 11 lbs.

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

INCOMING PARCELS

Parcels received from places abroad are subject to examination by the Jamaica Customs; and those containing dutiable articles are liable to charges calculated in accordance with the Jamaica customs tariff for the time being. The charges due to be collected by the Post Office on delivery must be paid before the parcel is handed over.

A Post Office fee of 6d. for clearance through the Customs is charged on every parcel post parcel received in the island, whether dutiable or not.

Any application in regard to Jamaica customs charges on a parcel from a place abroad should be addressed to the Collector of Customs, Kingston, and should be accompanied by that portion of the cover which bears the address and the charge label.

PREFERENTIAL TARIFFS WITHIN THE EMPIRE

An *ad valorem* duty is levied on the majority of articles imported into the island by the medium of the parcel-post. The general rate of *ad valorem* duty is 20, 25, and 30% and the preferential rate is 15%. Shoes and articles of apparel from non-preference countries are also subject to a specific duty—shoes, 1/- to 3/6 per pair; apparel, 1/- to 12/- per doz. articles. The preference of 15% is given to goods which are the produce and manufacture of the following countries of the British Empire which is held to mean and include—the United Kingdom, the British Dominions, territories administered by or under the authority of a Dominion Government including territories administered under a Mandate, India, Southern Rhodesia, all Colonies and Protectorates, the mandated territory of Tanganyika, the Cameroons under British Mandate, and Togoland under British Mandate.

Goods imported from the above named countries *must be accompanied by a certificate of origin and of British manufacture.* In order to secure the preferential rate of duty. If desired, the certificate may be enclosed in the parcel, and a note to this effect made on the Customs declaration. It must be distinctly understood that goods mailed by parcel post in any of the above named countries, which are not accompanied by the necessary certificate of British manufacture, will be assessed at the general 20, 25, 30% and not the preferential rate (15%) of duty. The following is the form of certificate of British manufacture required on parcels for Jamaica:—

"I, the undersigned do hereby declare that, to the best of my knowledge and belief, the contents of this parcel are—

(a) (if not a manufactured article) the growth or produce of*

(b) (if a manufactured article) to the extent of at least one-fourth of the present value of the goods *bona-fide* the manufacture of*.....and that the final process of manufacture has been performed at.....aforesaid

Dated the.....day of.....194.....

Witness Sender.

In addition to this tariff there is a specific or rated tariff which is levied on certain articles, and also a list on which no duty is collected *if the goods are from the countries named above* and on which 5% duty is levied if otherwise; and an unreserved free list. For further information concerning rated, partially free, and wholly free articles reference should be made to a schedule of Customs Tariffs.

DUTY PAYABLE ON REPAIRS, ETC.:

Articles of any description may be sent away from the island and re-admitted on payment of the duty on the cost, if any, of repairs, dyeing or cleaning, or other alteration or adjustment, on the following conditions being complied with:—

The exporter shall furnish the chief officer of Customs with notice, and with a sufficient description in writing of the articles it is intended to send away, and if the chief officer of Customs shall think it expedient, the article shall then be inspected by and shipped under the supervision of the proper officer of Customs.

On the return of the article so exported, or on the return of an article not so exported but in respect of which it shall be established to the satisfaction of the chief officer that it is an article which had been exported from this island, such article may be delivered upon the passing of the necessary entries, and payment of duty, on the cost of repair, etc., if any, which must be verified by the production of an account or in some other way to the satisfaction of the chief officer provided in every case that the identity of the article is established to the satisfaction of the chief officer.

The parcel post being in the majority of cases the medium through which articles are returned to the island, Collectors at outports must furnish to the Collector of Customs at Kingston a list of articles sent away to be returned as well as the description of any articles which have undergone examination before being sent away in order that such description may be recorded in a register kept at the Post Office with a view to the identification and admission duty free or on payment of the duty on the cost of repairs, etc., if any, on their return to this island.

REFUND OF DUTY:

Goods, wares and merchandise upon which any duty under Law 4 of 1925, shall have been paid, on its being proved to the satisfaction of the proper officer of Customs that a mistake has been made and that such goods are not the goods ordered by the importer and that such goods have been returned to the exporter, if duly exported within three months of their first importation, shall receive a drawback of the full duties paid on importation.

The following are the regulations made by the Governor in Privy Council, for granting of such drawback on goods imported by Parcels Post and re-exported by Parcels Post:

- (a) Submission of goods intended to be exported to a Collector or sub-Collector of Customs or a Collector or Assistant Collector of Taxes (or in Kingston to the Parcels Post Clerk), for examination shall be considered the equivalent of entry.

* Insert name of part of British Empire.

- (b) Certificates of examination shall be made by such officer, and recorded in a book at his office kept according to Rule 17.
- (c) If the original Parcels Post Declaration is produced, it may be accepted in lieu of the original invoice.
- (d) The receipt of the Post Office shall be accepted as equivalent to a certificate of shipment.
- (e) The exporter shall notify his intention to export any goods on drawback by Parcels Post on the form D, and such form shall also serve as the voucher for the refund of the duties paid on importation.

Application for refund of duty should be made on the form provided for the purpose, which may be had from the Postmaster or Collector.

Application for refund of duty must be accompanied by that portion of the cover which bears the address, the duty label and the declaration.

PROHIBITIONS

It is prohibited to send by 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) opium, morphine, cocaine and other narcotics: provided that such narcotics may be sent for medical or scientific purposes to countries which admit them when so sent;
 - (b) any explosive substance;
 - (c) any dangerous substance;
 - (d) any filth;
 - (e) any noxious or deleterious substance;
 - (f) any sharp substance not properly protected;
 - (g) any living animals, except bees, silk-worms and leeches packed in accordance with these regulations; or
 - (h) 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 of 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) Any article prohibited by the postal, customs or other laws or regulations of the country or place in which the article is posted, or to which the article is addressed or through which it must pass;
 - (b) articles infringing trade mark or copyright laws;
 - (c) oiled paper;
 - (d) liquid celluloid;
 - (e) articles composed wholly or partly of raw celluloid, roll film and cinematograph films, unless completely enclosed in a strong metal case which shall in turn be enclosed in a strong wooden box. If the lid or bottom or any of the sides of the box is composed of more than one piece of wood, the pieces shall be joined together by means of tongues and grooves. A lining of suitable material shall be placed between the upper edge of the box and the lid; and the lid shall be firmly screwed down. A white label bearing the words "Films" or "Celluloid", as the case may be, in plain black letters shall be affixed to the parcel and to the despatch note, when one is used;
 - (f) oil-skins and similar oil goods;
 - (g) perishable articles or any thing liable to become offensive or injurious through decay during the time ordinarily occupied in transmission unless enclosed in a hermetically sealed tin;
 - (h) soil;

- (i) liquids unless packed as provided in these Regulations.
 - (j) coin exceeding five pounds in value, except [coins used or designed for ornamental purposes and declared as such;
 - (k) gold bullion exceeding five pounds in value; silver bullion exceeding twenty pounds in value;
- (7) the cover whereof is entirely transparent or has thereon an 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, on in any other way, is in itself or in the manner in 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) posted in any place outside the Island and addressed to the person resident or carrying on business in the Island by or on behalf of any person also so resident or carrying on business, if the equivalent amount in sterling of the postage paid or payable is less than the amount of postage which would have been payable had the article been sent as an inland postal article and if in the opinion of the Postmaster General the article was so posted with the object of evading payment of inland postage; or
- (13) 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.

Apart from the prohibitions mentioned above, many countries abroad, for various reasons, impose restrictions on the importation of certain articles. Thus, the importation of:

- (a) Arms, may be restricted in the interest of public security;
- (b) Pharmaceutical preparations, fresh meat and other foodstuffs, soiled clothing in the interests of public health.
- (c) Plants and parts of plants, including fruit, especially the vine in the case of vine-growing countries, usually for the prevention of the spread of phylloxera;
- (d) Hides, skins, wool and other external parts of animals, for the protection of animals, against contagious disease;
- (e) Tobacco, playing cards, salt, as subject to State monopoly.

Articles so restricted can, as a rule, be sent if they comply with certain conditions and in some cases a sanitary certificate in a prescribed form is necessary. In general, plants must be packed securely in such a way that they can be easily examined and where a phylloxera or other sanitary certificate is required, the despatch note, customs declaration and the cover of the parcel should be noted, for example, *Phylloxera certificate annexed*.

Parcels containing articles known to be prohibited from importation into the country of destination are not forwarded but are returned to the senders. Parcels declared to contain articles of which the importation is permitted only under certain

conditions will, generally speaking, be accepted and despatched. The onus of ensuring compliance with these conditions rests with the sender; and the Jamaica Post Office accepts no responsibility for the return or seizure of any parcel through the failure of the sender or addressee to comply with the necessary formalities.

SPECIAL PROHIBITIONS (IMPORTS)

Unless previous written permission has been obtained from the Director of Agriculture of Jamaica, it is prohibited to import into Jamaica by letter or parcel post mail the following:—

Bees, honey and material used by bee raisers; boots used previously by workmen on banana plantations; cotton and all plants of the cotton plant; all plants and varieties of gossypium; and all other plants originating in any country other than Great Britain.

The written permit of the Director of Agriculture which takes the form of a label bearing particulars of the permit and the seal of the Department, must be forwarded by the importer to the supplier who shall attach it to the package containing the plant to which the permit relates.

Contagious abortion vaccine, live or dead (organisms of the Brucella group), rabies vaccine, foot and mouth disease and contagious bovine pleuro-pneumonia vaccine or antigen.

All specific organisms or agents (of a bacterial, protozoan and virus nature), except rat viruses, which are known to cause infectious animal disease, save and except in the form of substances commonly known as vaccines, sera, toxins, antitoxins, and antigens intended for use in the practice of human or veterinary medicine, provided the said substances (vaccines, sera, toxins, antitoxins and antigens) are imported in a package labeled or marked distinctly on the outside of the package, "Biological Products" and enclosing in the said package a Declaration from the Exporter or Supplier stating fully the contents of the said package with a description of the nature of the substances therein and an indication of the maker, place and country in which they were prepared.

Fruits and vegetables (except dried or processed fruits and vegetables, grains, seeds, and Irish potatoes) are prohibited in the mails to Jamaica from the United States, unless accompanied by a certificate issued by a representative of the United States Department of Agriculture attesting that the products are home grown and are the products of the State in which the Mediterranean fly (*Ceratitis capitata*), does not exist.

The following articles are absolutely prohibited:—Coffee, rum; shaving brushes manufactured in Eastern countries, as well as those exported from those countries; citrus fruits. It is also prohibited to import *Tuberculozine* or any other alleged cure for consumption, unless under license granted by the Governor and subject to the conditions of such license.

Medicaments of any nature, the formula or composition of which is not clearly printed in the English, Spanish or French language on the container.

Medicaments to be used externally or internally for the treatment of venereal diseases which bear or to which are affixed any printed matter relating to its use or application.

*The entry of the approved plants and plant products of any nature is permitted only on the condition that the articles concerned are found to be, or can be rendered apparently, free from injurious insects and diseases. Plant quarantine inspectors in the United States are permitted to destroy immediately any plants or plant products deemed injurious to plant life.