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JAMAICA

POST OFFICE GUIDE

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MONEY ORDERS

POSTAL ORDERS

TELEGRAMS

MONEY ORDERS

British and foreign money orders shall be issued and paid at the following Post Offices: Kingston, Black River, Falmouth, Luces, Mandeville, May Pen, Montego Bay, Morant Bay, Port Antonio, Port Maria, St. Ann's Bay, Savanna-la-Mar and Spanish Town, and at such other Post Offices as the Postmaster General may deem advisable.

The rates of commission to be charged for the issue of money orders and the other charges leviable shall be as follows—

- (a) on money orders drawn on Antigua, Bahamas, Barbados, Bermuda, British Guiana, British Honduras, Cayman Islands, Dominica, Grenada, Montserrat, Nevis, St. Kitts, St. Lucia, Tobago, Tortola, Trinidad, and Turks Island, sixpence for the first two pounds in value and twopence for each additional pound or fractional part thereof;
- (b) on money orders drawn on any other country sixpence for the first pound in value and three pence for each additional pound or fractional part thereof.

ISSUE OF FOREIGN MONEY ORDERS

(1) The maximum amount for which a single money order may be drawn on—

- (a) Great Britain and Northern Ireland, Eire, Antigua, Bahamas, Barbados, Bermuda, British Guiana, British Honduras, Cayman Islands, Dominica, Grenada, Montserrat, Nevis, St. Kitts, St. Lucia, Tobago, Tortola, Trinidad and Turks Island, shall be forty pounds;
- (b) Canada, Newfoundland, the United States of America and Canal Zone, shall be one hundred dollars.

(2) The maximum amount in other cases shall be as shown in the Post Office Guide issued by His Majesty's Postmaster General.

(1) All money orders shall be expressed in sterling except those drawn upon Canada, Newfoundland, the United States of America and Canal Zone, which shall be expressed in dollars and cents.

(2) No money order may be cashed for an amount including a fractional part of a penny.

A person applying for a money order payable abroad shall fill in the special requisition form supplied for the purpose. The amount of the money order, the office of payment, the name and full address of the payee and the name and full address of the remitter shall be stated clearly.

The Postmaster General shall not be responsible for any wrong delivery or payment resulting from, or facilitated by indistinctness, inaccuracy or incompleteness of name or address or any other defect in any application for a money order.

The issuing Postmaster shall hand to the remitter either—

- (1) a money order to be forwarded by post to the payee for presentation at the office of payment; or
- (2) in cases where arrangements have been made for the payee to receive a money order through the chief office of the country of payment, a certificate of issue

An additional commission of twopence for each pound or fraction of a pound with a minimum of fourpence upon money orders for all countries sent through the intermediary of the United Kingdom shall be deducted from the amount of the order before it is re-advised from London.

The payment of a money order drawn on an office abroad shall be subject to the regulations of the country of payment. The payee may be required to produce documentary evidence of his identity before payment.

Where money orders are being used by persons for the transmission of large sums of money, or to profit by an advance in the rate of exchange, or in other circumstances causing abuses or acting injuriously to the postal revenue, the Postmaster General on the direction of the Governor may increase the prescribed rates of commission, or suspend the issue of such money orders.

Orders issued in the Island for payment abroad shall be valid for twelve months after the month of issue, except orders payable in the Belgian Congo, which are valid for eight months only, and in Brazil, India, the Netherland West Indies, and Uruguay, which are valid for six months only, after the month of issue.

PAYMENT OF MONEY ORDERS (BRITISH OR FOREIGN)

No money order shall be paid unless—

- (a) The corresponding advice has been previously received; except in the case of Canada, the United States of America and the Canal Zone; or
- (b) The advice bears the date stamp of the office at which the order purports to have been issued; or
- (c) the identity of the person presenting the money order is established to the satisfaction of the paying officer.

(1) Subject to the provisions of these Regulations, the paying officer shall make payment of every order presented (otherwise than through a Bank) when it is properly receipted, if the name of the remitter as furnished by the applicant is in agreement with the advice, or appears on the order, unless the paying officer has good reason for believing that the applicant is neither the payee nor his agent.

(2) A money order payable to a limited liability company corporation or society shall be completed by the insertion of the name of the company corporation or society in the receipt space, together with the signature of a responsible officer such as the secretary, manager, director, treasurer or accountant, and the description of his official position.

When an order is crossed for payment through a bank, payment shall be made to a duly accredited representative of the bank, if the order bears a legible imprint of the bank's stamp.

Money orders shall be paid subject to the possession by the Postmaster of the paying office of sufficient funds, and the Postmaster General shall not be responsible for any delay in payment owing to insufficient funds being available.

If a payee is unable to write, he shall sign the receipt by making his mark, which shall be witnessed in writing. The witness shall sign his name and write his address in the presence of the paying officer. The paying officer shall not himself act as witness. The witness need not be personally acquainted with the payee.

Money orders issued in Canada and payable in this Island shall be paid at the rate of conversion indicated on the order by the issuing officer in Canada.

The rates of conversion for money orders issued in the United States of America and Canal Zone and payable in this Island and *vice versa*, and the rate of conversion for money orders issued in this Island and payable in Canada shall be fixed by the Postmaster General on the basis of the prevailing local rate of exchange as advised daily by Barclays (Dominion Colonial Overseas) Bank the Post Office selling rate not to be lower than five points below the selling rate of the local banks, and the Post Office buying rate not to exceed the local banks' buying rate by more than five points.

After once paying a money order by whomsoever presented the Postmaster General shall not be liable to any further claim, nor to pay compensation for the loss or injury arising out of delay in payment of a money order or out of any other irregularity in connection with a money order.

Where the remitter of a money order desires to be advised of the date of payment of the order, he may apply to the office of issue either at the time of issue of the money order or subsequently, and pay a fee of threepence. The issuing Postmaster shall then arrange for an advice of payment to be sent to the remitter.

If the payee of a money order desires to receive payment in the Island at some other office than that upon which the order has been drawn, such transfer may be granted free of charge.

In case of a miscarriage or loss of a money order in transmission through the post a duplicate order shall be issued free of charge upon written application containing the necessary particulars being made to the Postmaster General.

Where a duplicate order is required to replace a missing order application should be made by the remitter to the post office of the country of issue. The payee may also make application for a duplicate order through the Postmaster General of Jamaica, provided he can furnish particulars of the number, etc., of the original.

Before a duplicate order is paid in this Island, the payee must sign an indemnity form prescribed by Law.

Repayment of the amount of an original a void or duplicate money order shall not be made to the remitter until an authorisation for such repayment shall first have been obtained from the country where such orders are payable.

Every money order issued in another country and payable in the Island which has not been paid within twelve months of the month in which it was issued shall be void.

TELEGRAPH MONEY ORDERS

The Postmaster General may issue and pay Post Office telegraph money orders for sums not exceeding forty pounds to and from the United Kingdom respectively.

The charges for telegraph money orders issued in this Island shall be—

- (a) commission at the ordinary rate for money orders issued for payment in the United Kingdom; and
- (b) a charge for the telegram of advice at the ordinary or deferred rate for telegrams addressed to the United Kingdom.

On paying for the additional words required the remitter of a telegraph money order may add to the telegram of advice any short communication, in English, which he may wish to send to the payee, and may also if he so desires prepay the cost of a telegraphic reply to such communication.

The remitter of a telegraph money order shall defray all expenses and bear all losses resulting from the address of the telegram of advice or that of the payee being incorrect or insufficient to ensure due payment to the proper person.

If the remitter intends that a money order shall be called for at a post office, the words *Poste Restante* shall be written instead of an address after the payee's name. In the absence of these words, it shall be assumed that the order is to be sent out for delivery.

The Postmaster General shall supply the remitter with an advice of payment on payment of a fee of threepence. If the remitter desires that a request for an advice of payment be communicated to the office of payment in the telegram of advice, he shall also pay the cost of including the words "advise payment".

Telegraph money orders may be sent from the General Post Office, Kingston, or from any other Money Order Office in the Island through the medium of the General Post Office, Kingston.

Telegraph money orders may be paid at any money order office in the Island.

The provisions of these Regulations relating to foreign money orders shall apply (so far as they are applicable) to telegraph money orders exchanged with the United Kingdom.

The Postmaster General shall not be liable for any loss or damage which may be incurred or sustained by reason or on account of any mistake or default in the transmission or delivery of a telegraph money order.

POSTAL ORDERS

AMOUNTS OF POUNDAGE: Postal Orders are sold and cashed at all Post Offices in Jamaica, and in the British Empire, except Australia and Canada. These orders are printed on a paper bearing an "all-over" water mark consisting of the Royal Cipher—a crown and the letters G. V. R., and they measure slightly less than 7 ins. in length.

The commissions charged on orders issued are as follows:—

At 5s.	1d.
At 1/-	1½d.
At 1/6, 2/6, 3/-, 3/6, 4/-, 4/6, 5/-	2d.
At 7/6, 8/-, 10/-	3d.
At 20/-	4½d.

POSTAGE STAMPS AFFIXED TO POSTAL ORDERS: Postage stamps of the following Dominions, Colonies, etc. are recognised when properly affixed by the senders to the face of British Postal Order issued in the respective territories, provided that the stamps do not exceed two in number and (a) 5d. in total value on an order of denominations up to and including 4/6; (b) 11d. in total value on an order of denominations above 4/6:—

Aden, Antigua, Bahamas, Barbados, Basutoland, Bechuanaland Protectorate, Bermuda, British Guiana, British Honduras, Brunei, Burma, Cayman Islands, Ceylon, Cyprus, Dominica, Falkland Islands, Fiji, Gambia, Gibraltar, Gold Coast, Grenada, Hong Kong, India (including Indian Post Offices on the Persian Gulf and in Tibet), Iraq, Jamaica, Kenya, Uganda and Tanganyika, Malay States, Malta, Mauritius, Montserrat, Morocco (British Agencies at Tangier and Tetuan), Newfoundland, New Zealand, also Cook Islands and Samoa, Nigeria, North Borneo (State of), Northern Rhodesia, Nyasaland Protectorate, Palestine, St. Kitts-Nevis, St. Lucia, St. Vincent, Sarawak, Seychelles, Sierra Leone, Southern Rhodesia, South Africa, Union of South West Africa, Swaziland, Tonga Islands, Tortola (British Virgin Islands), Transjordan, Trinidad and Tobago, Turks and Caicos Islands, Zanzibar.

The value of the postage stamps of those Colonies, etc., which do not use Sterling currency is given in the following list:—

Country	Currency	Equivalent of											
		1d.	2d.	3d.	4d.	5d.	6d.	7d.	8d.	9d.	10d.	11d.	
British Guiana	Cents of a dollar	..	2	4	6	8	10	12	14	16	18	20	22
British Honduras		..	2	4	6	8	10	11	13	15	17	19	21
Trinidad		..	2	4	6	8	10	11	13	15	17	19	21
Newfoundland	Cents of a dollar	..	2	4	6	8	10	11	13	15	17	19	21
Aden	Annas (1 anna = 12 pies)	..	1	2	3	4	5	6	7	8	9	10	11
Burma	Piastres	..	1	2	3	4	5	6	7	8	9	10	11
India		..	1	2	3	4	5	6	7	8	9	10	11
Cyprus		..	1	2	3	4	5	6	7	8	9	10	11
Hong Kong	Cents of a dollar	..	7	15	20	30	35	45	50	55	65	70	80
Iraq	Fils of a dinar	..	5	9	13	17	21	25	30	34	38	42	45
Kenya, Uganda and Tanganyika	Cents of a Shilling	..	10	15	25	35	40	50	60	65	75	85	90
Territory, Zanzibar		..	10	15	25	35	40	50	60	65	75	85	90
Malaya		..	10	15	25	35	40	50	60	65	75	85	90
Federated Malay States	Cents of a dollar	..	4	7	11	14	18	22	25	29	32	36	40
Straits Settlements		..	4	7	11	14	18	22	25	29	32	36	40
Brunei		..	4	7	11	14	18	22	25	29	32	36	40
North Borneo	Cents of a dollar	..	4	7	11	14	18	21	25	29	32	36	39
Sarawak		..	4	7	11	14	18	21	25	29	32	36	39
Ceylon		..	4	7	11	14	18	21	25	29	32	36	39
Mauritius	Cents of a Rupee	..	6	11	17	23	28	35	40	45	52	56	65
Seychelles	Cents of a Rupee	..	6	12	18	24	30	34	39	45	41	56	62
Palestine	Cents of a Rupee	..	6	12	18	24	30	33	39	44	50	56	61
Trans-Jordan	Mils	..	4	8	12	17	21	25	29	33	37	42	46

NOTE:—Morocco Agencies—British postage stamps overprinted "Tangier" may be used on Postal Orders, but not those overprinted "Morocco Agencies" with values in Spanish currency (centimos).

Cook Islands.—The postage stamps to be recognised as Cook Islands stamps bear the inscription "Rarotonga."

Iraq.—The postage stamps used at the Agency of the Iraq Post Office at Kuwait (Koweit) on the Persian Gulf are Indian Postage Stamps overprinted "Kuwait."

PERIOD DURING WHICH ORDERS ARE PAYABLE: If an order be not paid within six months from the last day of the month of issue, a commission equal to the original poundage will be charged. The commission thus paid must be affixed in postage stamps to the back of the order. Postal orders which are not presented for payment within six months from the last day of the month of issue are not paid until reference has been made to the Postmaster for Jamaica.

FILLING IN OF ORDER: The purchaser of a postal order must, before parting with it, fill in the name of the person to whom the amount is to be paid, and is recommended to fill in the name of the office of payment as a precaution in case the order should be lost or stolen. If the purchaser does not know which Post Office is most convenient to the payee he should insert the name of the town, village or district where the payee reside. The order will then be paid at any Post Office in the place named.

COUNTERFOILS: Every person to whom a postal order is issued should tear off and retain the counterfoil. Its production will facilitate inquiry if the order should be lost.

MISCARRIAGE OR LOSS: The Postmaster cannot undertake to consider any application respecting a postal order which has miscarried, or which has been lost or destroyed, unless the counterfoil be produced; and unless proof be given to his satisfaction that the name of the payee was inserted in the order before the holder parted with it.

After a Postal Order has once been paid, to whomsoever it is paid, the Postmaster will not be liable to any further claim.

PAYMENT TO THE PUBLIC: Before a Postal Order is paid the name of the payee and the name of the office of payment must have been filled in and the order be properly receipted.

PAYMENT THROUGH BANKERS: If a postal order be crossed, payment will only be made through a bank; and if the name of a bank be added, payment will only be made through that bank.

REPAYMENT TO SENDER: The sender of a postal order can obtain repayment of the amount (but not the postage) on presenting the order and the counterfoil at the issuing office. If the order has been crossed for payment through a bank the sender must first cancel the crossing by writing across the face of the order the words "please pay cash" adding his initials.

ERASURES, ALTERATIONS, &c: If any erasure or alteration is made or if the order is cut, defaced, or mutilated, payment may be refused.

POSTAL ORDERS NOT NEGOTIABLE: Postal orders do not, like Bank of England notes, represent value in themselves. If an order is lost or stolen no person into whose hands it may fall, though himself innocent, is entitled to receive the amount of the order. The rightful owner is alone entitled to cash the order.

REPLY COUPONS

International Reply Coupons are sold at the Money Order Office, Kingston, at 6d. each, and Imperial Reply Coupons at 3d. each. The former represent the postage on a single-rate letter mailed in any country of the Postal Union, and the latter the postage on a single-rate letter mailed in any country of the British Empire. Coupons are cashed at the rate of 3d. for a 50-centime, and 2d. for an Imperial coupon.

Not more than ten coupons may be sold to or exchanged by the same person on any one day.

TELEGRAMS—(INLAND)

The Post Offices to which telegrams may be sent are indicated by the letters T or Tel. in list of Post Offices on pages 17 to 25.

RATES:

ORDINARY: The charge for a telegram other than a Priority or Press telegram is 9d. for the first 12 words and a 1d. for each additional word.

PRIORITY: The charge for a Priority telegram is 1/3d. for the first 12 words and 1/4d. for each additional word. The word "Priority" for which no charge is made, must be written before the address of the telegram.

PRESS: The charge for Press messages is 6d. for the first 12 words and 1/4d. for every additional two words.

REPLY-PAID: The sender of a telegram may prepay a reply. The word "Reply-paid" and the amount of prepayment must be written before the address, and counts as one word.

PORTERAGE: If the addressee resides within one mile of the terminal office the telegram is delivered by messenger without any additional charge; but if beyond that limit the following portorage fee must be prepaid.—

At the rate of 6d. per mile (one way) counting from boundary of free delivery.

The above rates are maintained whenever practicable. If messengers cannot be obtained at these rates, the Postmistress is authorised to make the most reasonable arrangement possible.

The charge for the transmission and for portorage of telegrams must be prepaid.

OFFICE HOURS:

The office hours are from 8 a.m. to 5 p.m., daily—Sundays and Public Holidays excepted. From 5 p.m. until 5.30 p.m. or as long as office is actually engaged in Telegraph work double rate is charged but no additional fees.

Night, Sunday and Holiday services may be obtained at the following rates:—

- (a) After 6 p.m. until 8 p.m., double rate for telegram plus a fee of 1/- to each clerk handling the telegram and 6d. for the messenger.
- (b) After 8 p.m. until 6 a.m., double rate for the telegram plus a fee of 2/- to each clerk handling the telegram and 1/- for the messenger.
- (c) The charges of 6d. and 1/- respectively, for messengers refer only to telegram for delivery up to one mile from the office.
- (d) On public Holidays all offices are open from 8 a.m. to 10 a.m. and telegrams are accepted at the ordinary week day rates during these hours.

GENERAL: A receipt for a telegram may be obtained on the prescribed form on payment of a 1d. for each receipt.

A certified copy of a telegram may be obtained on application to the Postmaster General on payment of a fee of 6d. If special search is necessary the cost incurred will be charged in addition.

Inland telegrams are retained on file for 3 months, and foreign telegrams for 6 months. Abbreviated telegraphic addresses (inland) for use at any office, may be registered with the Postmaster General at a cost of 5/- per annum, or upon payment of £2 for a permanent address.

Local telegrams from authorized Government officials, members of the House of Representatives, the Legislative Council and other authorized, persons on public business are transmitted free of charge.

Persons resident at a place to which the island telegraph line has not been extended can benefit by its use on the following conditions—

- (a) If the words "By Post" with name of a telegraph station be written on a message it will be telegraphed to such station and forwarded from thence to its postal address by first post.
- (b) If a letter marked "On Post Office Telegraph Business" be sent by post to the telegraph clerk at any station the message enclosed will be promptly forwarded by telegraph from such station. In this case the letter by be registered and the cost of the message enclosed in stamps or coin. Telegrams may also be handed to a mail courier on his way to a telegraph office, but the Department does not take any liability for miscarriage.
- (c) No charge will be made in either case for postage or registration.

TELEGRAMS—(OVERSEA)

CABLEGRAMS: Cablegrams for all parts of the world may be handed in at any Telegraph Office on payment of the inland charge in addition to the amount charged by Cable and Wireless (West Indies) Ltd., in accordance with their Tariff. *No inland rate is charged for telegrams for the British Empire.*

The various classes of message available are:—

- (a) *Ordinary Telegrams*—for immediate transmission may be written in plain language, code or cypher. (Reduced rate for CDE telegrams, i.e., telegram containing Code in which no code word exceeds five letters in length).
- (b) *Urgent Telegrams*—Urgent and Urgent Code (CDE) telegrams at double the ordinary rate and CDE are accepted for transmission to all countries. The word URGENT must be inserted before the address and paid for as an extra word.
- (c) *Deferred Telegrams*—for non-urgent plain language messages only at reduced rates. Prefix "LC" before the address (counts as one word). Minimum charge 5 words.
- (d) *Night Letter Telegrams*—for plain language messages only, subject to minimum charge as for 25 words. Prefix "NLT" before the address (counts as one word) for delivery on the morning following the date of filing. Subject to the same rule for counting as Deferred Telegrams.
- (e) *Empire Social Telegrams*—for non urgent plain language messages of purely social nature. Must bear full postal address. Prefix "GLT" before the address is not charged for. Minimum charge 12 words (Service restricted to the British Empire).
- (f) *Reply-Paid Telegrams*—the indicator "RP" followed by the amount paid for the reply is written before the address and counts as one word.
- (g) *Wireless Telegrams to Ships*—for transmission through Cable and Wireless (West Indies) Ltd.'s Wireless Station at Kingston to vessels within range at a rate of 10d. per word.
- (h) *Expeditionary Force Telegrams*—for social messages in plain language filed by Members of His Majesty's Navy, Army or Air Force, or addressed to members of Army or Air Force (but not Navy). Must bear full address including Rank or number, Name, Squadron, Battery or Company, Unit and destination. Prefix "EFM". Prefix and address transmitted free.

Vessels out of range may often be reached by relay through another ship and messages passed at an additional charge of 4d. per word.

For Table of rates apply at any Telegraph Office or at the Office of Cable and Wireless (West Indies) Limited, 8 Port Royal Street, Kingston.