



JAMAICA

**POST
OFFICE
GUIDE**

JANUARY, 1952

*Issued by the
Postmaster-General*

PRICE 2/6

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1952

INLAND POST

LETTERS	Not exceeding 2 oz.	2d.
	For every additional 2 oz. or fraction of 2 oz.	1d.
POSTCARDS	Single	1d.
	Reply-paid	2d.
LOCAL NEWSPAPERS	Per copy	½d.
PRINTED PAPERS	Not exceeding 2 oz.	1d.
	For every additional 2 oz. or fraction of 2 oz.	½d.
SAMPLES	Not exceeding 4 oz.	1d.
	Not exceeding 6 oz.	1½d.
	Not exceeding 8 oz. (maximum)	2d.
PARCEL POST PARCELS	For 1st lb.	4d.
	Each additional lb.	3d.
REGISTRATION FEE	Per article	4d.

Letters

No letter for delivery in Jamaica, except it be sent to or from a Government Office, may exceed 2 feet in length 1 foot in width or 1 foot in depth, or if in the form of a roll 2 feet 6 inches in length and 4 inches in diameter. There is no limit of weight.

Letters sent in open Envelopes are not admitted at rate for "Printed Paper"

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

Post Cards

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

They must not exceed 5½ by 4½ inches nor be less than 4 by 2¼ inches. The right hand half of the face is reserved for the postal directions and address; the left hand half is available for the purposes of the sender, subject to the following restrictions—In addition to stamps for prepayment post cards may bear small labels showing the names and address of the sender and the addressee; and engravings and photographs on very thin paper may be affixed to the back and left hand half of the address side, provided that they are *completely* adherent. Newspaper cuttings may also be attached to the back and left hand half of the address side. A postcard must not be enclosed in a cover of any kind.

Cards bearing the title "Post card," or its equivalent, are admitted at the rate for printed matter, provided that they conform to the general regulations respecting printed papers; if they do not conform either to these regulations or to the rules applicable to postcards *they are treated as letters*.

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

Newspapers and Magazines

Newspapers printed and published in Jamaica are admitted in the *inland* mail at ½d. per copy, irrespective of weight. In addition to these any publication printed and published in Great Britain, or in any British possession, which is *registered as a newspaper* at the General Post Office, London, is admitted to the *inland* mail at ½d. per copy. All other newspapers are subject to the rate for Printed Papers, i.e., 1d. for first 2 oz. and ½d. for each additional 2 oz. of weight. In the case of British periodicals the words "Registered at the General Post Office as a Newspaper" will usually be found on the cover, or in the absence of a cover on the top of the first page.

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

Printed Papers:

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

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

EXAMPLES OF ADMISSIBLE DOCUMENTS**1. Commercial or Business Papers of a formal character**

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

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

Examples:

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

2. Legal Papers

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

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

3. Circulars

(a) Ordinary type characters, that is notices and letters printed, handstamped, hctographed or cyclostyled in characters not resembling those of the typewriter. Nothing may appear in writing in the document except:

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

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

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

If they are handed in at a Post Office;
 If special attention is drawn to the fact that they are printed or reproduced in imitation of typewriting.

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

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

4. Printed Christmas, New Year, Easter Birthday, Picture, Greeting and Visiting Cards

Nothing may appear in writing except:

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

Formulae of courtesy or of a conventional character not exceeding five words or initials. For example *Kind Regards, Best Wishes* and other greetings and so on, not conveying any specific information or making an enquiry or request, are admissible. Phrases such as *Arrived Safely, See you on Monday*, and so on, are not admissible.

5. Manuscripts for Press and Printed proofs including information for insertion in directories and similar publications with corrections and instructions.

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

6. Educational Exercises and, Examination Papers with comments, corrections and instructions.

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

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

No paper money (as defined on page 13), may be posted or conveyed or delivered by post in a printed paper. But a stamped proxy paper, or a stamped and addressed card, wrapper, label, or envelope, forwarded in order that such card, wrapper, label, or envelope may be returned through the post is permitted.

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

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

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

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

SAMPLES

The use of the Sample Post is restricted to genuine trade samples and no article is admissible unless it be in fact a specimen of goods for sale. The sample post may not be used for the conveyance of goods for sale or in execution of an order; such goods must be sent by parcel-post or at letter rate of postage. The rate of postage is 1d. for first 4 oz., 1½d. for 6 oz., and 2d. for 8 oz. (maximum.)

PARCEL POST

Parcel-Post Parcels embrace all mailable matter, merchandize, etc., not classified above. Certificates of mailing are issued for all Parcel Post Parcels. Limit of weight 11 lb. The rate of postage is 4d. for first lb. and 3d. for every other lb.

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

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

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

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

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

Liquids, Oils, etc. Tins containing liquid must be securely sealed. Packed tins containing a pint or more in wooden boxes or wicker cases. Bottles containing liquids must be firmly sealed. Wrap each bottle separately, and pay special attention to the packing round the shoulders of the bottle. Pack the bottle or bottles securely in a rigid box of wood or metal (or in the case of very small packets, strong corrugated cardboard) *with plenty of soft packing between the bottles, and the top, bottom and sides of the box.*

Liquids sent by Letter Post must be in firmly sealed bottles, and the *soft packing must be sawdust or some spongy substance in sufficient quantity to absorb all the liquid contents in case of breakage*, and the box used must open at one end only and have a tightly-fitting or screw lid.

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

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

These Rules must be Strictly adhered to in every detail

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

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

"BLIND LITERATURE"

"Blind Literature"—Packets containing papers impressed for the use of the blind ("*Braille*") may be sent at the following special rate:—up to 2 lb., $\frac{1}{2}$ d. 5 lb., 1d. 8lb. 1 $\frac{1}{2}$ d. 11 lb., 2d.

REGISTRATION (Inland)

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

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

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

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

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

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

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

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

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

TABLE OF FEES UP TO £400

Fee	Limit of Compensation	Fee	Limit of Compensation
4d.	£2	10d.	£60
5d.	£10	11d.	£70
6d.	£20	1/-	£80
7d.	£30	1/1d.	£90
8d.	£40	1/2	£100
9d.	£50	and 1d. for each additional £10 up to £400	

The sender should mark the packet in the bottom left-hand corner with the word *Registered*. If he desires to pay a higher fee than 4d. he must mark the packet thus: Registered 5d. and so on according to the amount for which he wishes to cover the packet.

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

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

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

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

Advice of Delivery of Registered Postal Packets

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

Compensation for Loss

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

No compensation is given in respect of correspondence compulsorily registered.

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

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

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

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

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

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

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

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

In these rules the term "*Money*" means—(a) coin and (b) paper money. The term "*Coin*" means coins of all kinds whether or not current in Jamaica or elsewhere. The term "*Paper Money*", means British Treasury notes, notes of Barclay's Bank, Bank of Nova Scotia, Canadian Bank of Commerce, Royal Bank of Canada, or of any bank of issue in Great Britain and notes current in any Foreign State or British Possession, money orders and postal orders, unobliterated postage and revenue stamps, exchequer bills, bank post bills, bills of exchange, promissory notes, cheques, credit notes which entitle the holder to money or goods and all orders and authorities for the payment of money whether negotiable or not, bonds coupons and securities for money whether negotiable or not.

The term "*Jewellery*" means and includes—

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

OFFICIAL CORRESPONDENCE

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

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

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

Registered letters, posted by the general public and not franked with the standard franking stamp, addressed to the officials named above must be prepaid with the registration fee of 2d. except in the case of registered letters addressed to the Manager of the Government Savings Bank and to Collectors and Assistant Collectors of Taxes, which are wholly postage free.

Rules regarding Franking of Official Correspondence

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

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

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

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

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

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

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

Special Regulations

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

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

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

3. Parcels containing artificial limbs sent by Ex-service men of the B.W.I.R., addressed to the military authorities at Up-Park-Camp.

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

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

PROHIBITIONS (Inland)

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

- (1) consisting of or containing any indecent or obscene print, painting, photograph, lithograph, engraving, cinematograph film, book, card, or written communication, or any indecent or obscene article, whether similar to the above or not;
- (2) having thereon or on the cover thereof any words, marks, or designs, which are grossly offensive or of an indecent or obscene character;
- (3) consisting of or containing:—
 - (a) any explosive substance;
 - (b) any dangerous substance;
 - (c) any filth;
 - (d) any noxious or deleterious substance;
 - (e) any sharp instrument not properly protected;
 - (f) any living animals except bees, silk worms, and leeches packed in accordance with these Regulations;
 - (g) any article or thing whatsoever which is likely to injure any other postal article in course of conveyance or any mail bag in which the same is conveyed, or an officer of the Post Office or any other person who may deal with such article.
- (4) containing or bearing any fictitious postage stamp, or any counterfeit impression of a stamping machine used under the direction or by the permission of the Postmaster General;
- (5) purporting to be prepaid with any stamp or impression of a stamping machine which has been previously used to prepay any other postal article or any other revenue duty or tax;
- (6) containing or consisting of any of the following articles:—
 - (a) perishable articles or anything liable to become offensive or injurious through decay during the time ordinarily occupied in transmission unless enclosed in a hermetically sealed tin;
 - (b) liquid; unless packed as provided in these Regulations;
- (7) The cover whereof is entirely transparent or has thereon any open panel: Provided that there may be a transparent panel in the cover for the purpose of showing the address of the addressee if—
 - (a) the transparent panel is parallel to the longest side, so that the address of the addressee appears in the same direction, and is placed so as not to interfere with the application of the date stamp; and
 - (b) only the name and address of the addressee shows through the panel and the contents are secured or folded so that the address is not obscured, wholly or partly, through slipping; and
 - (c) the address is legibly indicated in ink or typescript, the use of copying-ink pencil or lead pencil being prohibited;
- (8) the cover whereof or the part thereof reserved for the address is divided into separate sections for the insertion of successive addresses;
- (9) having thereon or on the cover thereof any words, letters, or marks (used without due authority) which signify or imply, or may reasonably lead the recipient thereof to believe, that the postal article is sent on His Majesty's Service;
- (10) having anything written, printed, or otherwise impressed upon or attached to any part of that side or a postal article which contains the address at which the article is to be delivered which, either by tending to prevent the easy and quick reading of the address of the article or by inconvenient proximity to the stamp or stamps

used in the payment of postage, or in any other way, is in itself, or in the matter to which it is written, printed, impressed, or attached, likely in the opinion of the Postmaster General to embarrass the officers of the Post Office in dealing with such postal article;

- (11) having anything written, printed or otherwise impressed across the postage stamp thereon;
- (12) consisting of or containing two or more postal articles (of the same or of different descriptions) addressed to different persons who are at different addresses.