

JAMAICA



POST OFFICE  
GUIDE

1962

ISSUED BY  
THE POSTMASTER GENERAL

Page 35	Letters
Page 36	Postcards
Page 37	Small packets
Page 38	Printed Papers
Page 42	News Papers
Page 43	Commercial Papers
Page 44	Samples

**Inadmissible Articles**

The following articles are not admissible:

- Goods for sale or consigned in execution of an order, however small the quantity;
- Articles sent from one private individual to another;
- Postage stamps or forms of prepayment, whether obliterated or not, or any paper representing a monetary value;
- Personal correspondence.

**Customs Treatment Abroad**

Particulars of the countries which admit packets containing articles liable to customs duty under the Green Label system, are given in the section of the Guide headed "Overseas Post". 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.

**Samples Insufficiently Prepaid**

Sample packets posted totally unpaid or insufficiently prepaid if addressed to places within Jamaica are forwarded taxed with double the deficiency; if addressed elsewhere they are not forwarded.

## 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 postage payable is that applicable to the class of enclosure subject to the highest rate of postage.

### REGISTRATION

Subject to the limitations shown in the section of the Guide headed "Overseas Post" any article, other than a parcel may be registered.

**Registration Fees** (additional to postage).**Inland**

To cover compensation up to a maximum of £2	4d.
Up to a maximum of £10	5d.
Each additional £10	1d.

**Foreign**

Each article	4d.
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**Compensation**

The maximum amount for which an article may be registered in the Inland Service is £400.

The registration fee on an article addressed to anywhere outside Jamaica covers compensation up to a maximum of £2 18/- . If it is desired to provide for a higher maximum the insurance service should be used.

No indemnity is payable in the case of:

- (1) Force Majeure i.e. tempest, shipwreck, earthquake, war, etc.
- (2) Any packet containing a prohibited article
- (3) Any packet in respect of which a claim is not made within a year of the date of posting
- (4) Any packet which the Post Office cannot account for in consequence of the loss of official documents through a cause beyond control
- (5) Any packet confiscated under the internal legislation of the country to which it is addressed.

P48 to 52

Insurance & Compensation

Any article for 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 force majeure, restraint of princes or act of the Queen's enemies.

## EXPRESS DELIVERY

### Extent of Service

The express delivery service provides for delivery of postal articles by special messenger immediately after they are received at the office of destination.

Express articles are forwarded from the office of origin to the office of destination by the same mails as ordinary correspondence and therefore the time taken for transmission between offices is not reduced.

The service at present only extends to articles addressed to persons residing in the delivery areas of the following Post Offices:—

All offices in the Corporate Area of Kingston and St. Andrew

Linstead

May Pen

Mandeville

Montego Bay

Old Harbour

Port Antonio

Port Maria

St. Ann's Bay

Savanna-la-Mar

Spanish Town

But articles addressed to anyone in these areas may be posted at any Post Office in Jamaica.

### Charges:

- (1) If the addressee resides within one mile of the delivery office;  
The normal postage plus 6d.
- (2) If the addressee resides more than one mile but within three miles of the delivery office;  
The normal postage plus 6d. plus 6d. extra for every mile beyond the first mile from the Post Office to the address at which the article is to be delivered;
- (3) If the addressee resides more than three miles from the delivery office;  
The normal postage plus 6d. plus 1/- extra for each mile from the Post Office to the address at which the article is to be delivered.

The normal postage plus the minimum express fee of 6d. must be prepaid and the additional charges shown in (2) and (3) above should be prepaid whenever possible. Any amount insufficiently prepaid will be collected from the addressee on delivery or, should he refuse to take delivery, from the sender to whom the article would be returned in case of non-delivery.

#### **Distinctive Marking and Posting**

Registered articles and parcels intended for Express Delivery must be handed in at a Post Office counter and a receipt obtained. All other articles may be similarly handed in or may be posted in a letter box.

In all cases the word "Express" must be boldly and legibly written above the address on the left-hand side of the cover.

The Post Office does not undertake to ensure the special delivery of an article which is not marked in the prescribed manner.

#### **Limits of weight**

Letters and parcels: 7 lb

All other articles: The normal limit according to the appropriate class of article.

#### **Delivery**

Delivery of express articles will be restricted to those contained in mails received at the delivery office between 8.0 in the morning and 8.0 in the evening on week days and on Public Holidays to the hours the office is open to deal with incoming mails.

## **BUSINESS REPLY SERVICE**

### **DESCRIPTION**

Under this service a person who wishes to obtain a reply from a client without putting him to the expense of paying postage, may enclose in his communication an unstamped reply card, envelope, folder or gummed label of the special design shown below. He may also incorporate in his advertisements in newspapers and other publications a special design to be used as an address label adhering completely to cards or envelopes or as a folder suitable for transmission by post under Post Office Regulations. The client can post the card and so on, in the ordinary way, but without a stamp; and the addressee will pay the charges on all the replies he receives. Delivery will be effected once daily, by the second distribution.

This service is available only for articles posted and delivered within the island of Jamaica.

### **CONDITIONS**

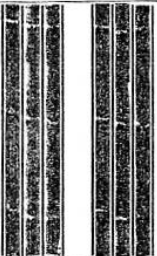
**Licence:** Before any person uses business reply cards and so on, a licence must be obtained from the Postmaster General.

**Deposit:** The licensee will be required to pay in advance such sum of money (not less than one pound) as the Postmaster General shall think sufficient in respect of the charges likely to be incurred on postal articles transmitted and shall from time to time whilst his licence is in force pay on demand such further sum as the Postmaster General may think necessary.

**Design of cards and so on:** Specimens of all cards, envelopes, folders and labels proposed to be issued to correspondents and of the advertisements in which the design is proposed to be incorporated for use as aforesaid must be forwarded by the licensee to the Postmaster General for approval and no card, envelope, folder or label for issue to correspondents, and no advertisement incorporating the said design may be used until a specimen thereof has been approved by the Postmaster General in writing.

The Postmaster General's approval is required not only for initial supplies of business reply cards and so on, but also for subsequent supplies where the layout differs in any way from the original supply.

## SPECIMEN BUSINESS REPLY CARD

Postage will be paid by Licensee	1½ ins. minimum	No postage stamp necessary if posted in Jamaica
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 60%;">           BUSINESS REPLY SERVICE            LICENCE No.         </div>		
NAME:  ADDRESS:		

1. The design must be not less than 4 inches long by 2½ inches wide;
2. The name and full postal address of the licensee must be printed parallel to the length below the panel containing the licence number;
3. A space of not less than 1½ inches must be left between the top edge and the top of the licence number panel;
4. The words *No postage stamp necessary if posted in Jamaica* must be printed in the top right-hand corner;
5. The words *Postage will be paid by Licensee* must be printed in the top left-hand corner. The name of the licensee may be used instead of the word Licensee;
6. There must be two wide vertical lines near the right-hand edge. Nothing other than the design, licence number and address may appear on the address side;
7. The design and address should preferably be printed in black but any deep colour (for example, green, blue or brown) except red, orange or yellow, will be accepted provided that the printing is in strong contrast with the colour of the card or paper.
8. The printing on cards and so on for transmission at the printed paper rate must not be in imitation of typewriting;
9. Cards must be of material not less than one-hundredth of an inch thick and not more flexible than the postcards issued and sold by the Post Office;
10. Labels must be printed on paper which will readily take an adhesive substance and which is not too thick to admit of the label being securely pasted down;
11. Folders must, where possible, be so arranged that there are folds above and to the right of the top right-hand corner of the address side.  
Flimsy paper is not suitable for folders.

**Miscellaneous conditions:** In other respects business reply cards and so on will be subject to the general regulations relating to the inland letter, postcard, printed papers and sample posts, except that they cannot be redirected after delivery at the business reply address, and, if re-transmitted, must be enclosed in a cover and postage prepaid.

**Fees:** A fee of 1d. in addition to the normal postage will be charged on each card and so on returned by post to the licensee, for example, a 2d. letter will be charged 3d; and a 1d. postcard will be charged 2d.