

JAMAICA

POST
OFFICE
GUIDE

1977

ISSUED BY
THE POSTMASTER GENERAL

THE SERVICES AND CHARGES SET OUT IN THIS
VOLUME ARE LIABLE TO CHANGE
UP-TO-DATE INFORMATION CAN BE OBTAINED
AT ANY POST OFFICE

GENERAL INFORMATION

GENERAL INFORMATION**PREPARING CORRESPONDENCE FOR POSTING**

The address of every postal article should be:—

- (a) fully and clearly written in Roman characters and arabic figures on the plain side of the envelope;
- (b) it must be written parallel to the length of the letter or packet on the right-hand side on the plain side of the envelope which does not have the closing flap;
- (c) Sufficient space must be left above the address for the postage stamps which must always be affixed to the top right-hand corner as shown in the following example:—

<p>ADDRESS TO BE WRITTEN HERE</p>	<p>Stamp</p>
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Correspondence for places abroad should bear, in addition to the name of the town or city, postal code if known and the name of the country of destination written in **BLOCK** capitals.

It is desirable that every article should have on the outside the name and address of the sender, written in small characters, either at the top left-hand corner or on the back of the article. This will enable the article to be returned unopened in case of non-delivery. It is important, however, that the name and address of the sender should be so written that there is no chance of confusion with the address to which the article is being sent.

Service labels e.g., Air mail and Registered labels may be placed beneath the senders' address.

Thin envelopes should not be used for large packets as owing to frequent handling and pressure or friction during conveyance they are liable to burst open. Envelopes should be suitable to their contents.

The use of sealing wax on ordinary mail matter should be avoided as it causes letters to adhere to one another and addresses are sometimes rendered illegible in attempts to separate the letters. When sealing wax is used a piece of tissue paper should be laid over the wax before pressing it with a seal.

The word "Letter" should be placed on the address side of bulky items so as not to confuse them with "Printed Papers".

Senders of articles at reduced rates should indicate on the covers of the articles the class of correspondence to which they belong i.e. printed papers or blind literature. On articles which are required to be open for inspection the stamps should be so affixed as not to cause the contents to adhere to the covers.

SUGGESTIONS TO AVOID DELAY

Delay to correspondence and mistakes in delivery are mainly due to the use of incorrect or incomplete address or to bad or indistinct writing.

General Information: Preparing Correspondence for Posting

The Postmaster General appeals to members of the public to co-operate with the Post Office in preventing delay by:—

- (a) Displaying their own correct postal address on their notepaper, visiting cards, business communications, advertisements, etc.
- (b) Addressing all articles with the full address given by the person to whom they are writing. It should be noted, however, that in the case of letters etc., addressed to a Post Office Box number, the street address should not be included as this causes confusion. Such articles should bear only the name of the person or firm, the Post Office Box number and the name of the office and the parish of destination plus the postal code and the name of country of destination if necessary.
- (c) Typing or writing the address legibly on the lower part and towards the right-hand side of the front of the cover with a clear margin above (not less than 1½ inches deep) for the postage stamps and postmarks. This assists materially if BLOCK capital letters are used for the name of the Post Town.

The Post Office cannot undertake to correct or complete a wrong or an incomplete address. Full and correct postal addresses should be stated in all cases.

Examples:

- (a) Corporate Area (within areas delivered by postmen)
Name, with initials,
House No. (or Name), Street, Road, etc.
Kingston.....(Correct District Number)
- (b) Corporate Area (box renters)
Name, with all initials
P.O. Box.....(Number).
Kingston.....(Correct District Number)
(If Box No. not included, Post Office cannot be expected to sort letters into the box. *Do not include the street address as well as the Box number*)
- (c) Country (where box not rented)
Name, with all initials,
House No. (or Name), Street, Road, or Lane,
District (if any)
.....P.O./P.A. (of Delivery)
Parish.

Where there is no delivery by postmen and letters are called for at the Post Office, the full address as in (c) should be used. "John Brown Mandeville P.O." is insufficient to identify the addressee.
- (d) Country (Box renters)
Name, with all initials,
P.O. Box.....(number)
.....P.O.
Parish.

PACKING AND MAKE-UP

General Information

Letters and postal packets of every kind, especially parcels, must be packed and closed in a manner which is suitable to the weight and shape of the contents; 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 is warned that packets insecurely packed which are likely to injure other postal packets in course of conveyance or any officer of the Post Office must not be sent by post. A higher standard of packing is required for articles addressed to distant countries than in the inland post.

PERISHABLE ARTICLES

Eggs, Fish, Meat, Fruit and Vegetables are transmissible by Inland Parcel Post only. They must not be included in Parcels or Packets addressed to Oversea destinations.

All parcels containing food of any description or any other articles attractive to rats should be packed in receptacles which are rat-proof.

GENERAL INFORMATION

SPECIAL PACKING REGULATIONS

FOR CERTAIN ARTICLES

Any fragile article whether sent by registered or unregistered parcel post, or registered letter post must be packed in a container of sufficient strength and surrounded in that container with sufficient and suitable soft material or wadding to protect the article from the effects of concussion, pressure and knocks to which postal packets are ordinarily exposed in transmission, and the packet must bear the words "*Fragile with Care*" written conspicuously on the face of the cover above the address.

The following are the methods of packing recommended for the substances mentioned below:—

Articles of thin section moulded from plastic materials; wireless apparatus and so on: Articles consisting wholly or partly of bakelite or other plastic materials, moulded in thin section which are liable to damage on account of their shape, should be packed in rigid boxes of strong cardboard, wood, or metal or strong plastic material. Ample soft packing should be provided to prevent movement. Special care should be taken to protect adequately any projecting fragile parts in order to avoid damage through jolting or pressure. In the case of electrical or wireless goods additional support should be provided for heavy attached component parts. Valves, electric bulbs and so on should be sent separately packed in ample soft packing such as cotton-wool and enclosed in a rigid box of wood, fibreboard or strong corrugated cardboard.

General Information: Special Packing Regulations For Certain Articles, contd.

Butter, cream, semi-liquids: These and greasy or strong smelling substances must be so packed that they will not soil or taint other packets. Where a tin is used, for example for cream, the lid must fit tightly, and the tin should be wrapped in greaseproof or corrugated paper and securely tied with string crossing the lid in two directions. Semi-liquids, butter and other greasy substances, if sent by letter post, must have a securely closed inner cover of greaseproof paper or some substance impervious to moisture and grease, in addition to an outer covering of strong corrugated cardboard, wood, metal or plastic material, sufficiently strong to prevent any risk of the contents escaping during transit. The container must be perfectly leakproof.

Celluloid: Letters or parcels containing thoroughly seasoned raw celluloid (including scrap celluloid), that is, celluloid which has been freed from all volatile solvents, or articles (other than cinematograph and photographic films) manufactured of celluloid which have been similarly seasoned, may be accepted for transmission by post if packed in cardboard boxes, corrugated cardboard cartons or wooden boxes, or completely enclosed in corrugated cardboard. Raw celluloid containing volatile solvent (that is, unseasoned), sometimes called xylonite cake, also liquid celluloid (celluloid solutions), may not be sent by post. Calendars and similar articles, in which, only a small quantity of thoroughly seasoned celluloid is used, may be accepted for transmission under the ordinary conditions. Flammable films, raw or manufactured celluloid must be provided on the address side with a large label with the words "*Celluloid. Keep away from fire and light*".

Coin, bullion and jewellery and other precious metals: These must be enclosed in a strong metal box case of wood of a minimum thickness of $\frac{1}{4}$ of an inch or two seamless bags forming a double wrapping. Cases made of plywood must be of a thickness of $\frac{3}{16}$ of an inch provided that the edges of the case are reinforced by metal angle strips. The address must be written on the covering. Seals must be placed along the edges of each join or loose flap, at distances of not more than 2 inches. Further in the case of jewellery exceeding \$200 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 perfectly leakproof metal box, placed inside a box of good quality corrugated cardboard, wood or strong plastic material with sawdust or any other appropriate absorbent and protective material between the two receptacles.

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 well-fitting lid; wrap each egg separately in newspaper or other soft material; place the eggs one each in a separate partition; put a layer of soft packing material in the box above and below the eggs; and fill up the vacant spaces with newspaper or other soft packing. The parcel should be marked "*Eggs*".

Fatty substances: which do not easily liquify such as ointments, soft-soap, resins and silk worm eggs must be enclosed in a first packing of bag, box, plastic etc., which must itself be placed in a box of wood, metal or any other material strong enough to prevent leakage.

Films (cinematograph and photographic)

1. Inflammable films, i.e., with a nitro-cellulose base: These must be packed in a tin case enclosed in either a strong wooden box or a vulcanized fibre container and around the tin suitable soft packing material must be provided so as to surround it entirely and to hold it firmly in position.

A white label bearing the word "*Films—Inflammable*" in plain black letters must be affixed to the packet.

General Information: Special Packing Regulations For Certain Articles, contd.

If a wooden box is used as the outside container, it must be made from boards not less than $\frac{1}{4}$ inch in thickness, 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.

If a vulcanized fibre container is used it must be manufactured from the toughest compressed and vulcanized fibreboard (at least $\frac{1}{20}$ inch in thickness and weighing not less than $3\frac{1}{2}$ oz per 100 square inches) and be provided with three flanges to tuck in after the tin container is inserted. The rivets used must be at least $\frac{3}{16}$ inch long with $\frac{5}{16}$ inch heads. The container must be fastened with a suitable gummed strip along the edge of the flap.

Fish, poultry and meat: These should be packed with sufficient internal waterproof wrapping or absorbent packing to prevent the contents from damaging or tainting the outer covering and thus making the parcels objectionable to handle as well as liable to cause damage to other parcels in the post. If boxes are used they should be of rigid material, and vacant spaces must be filled up with paper or other packing to keep the contents from moving about. Wrappers or boxes must be used for fish or meat or for poultry, which are gutted or partly dressed or which are not fresh and dry.

Each parcel must be marked, *Fish, Poultry, Meat* as is applicable. A strong address label must be securely attached, either sewn to the cover or tied on. A duplicate address label must be inserted in the parcel in case the wrappers or boxes become separated from the contents.

Flowers: Flowers, whether sent by letter or parcel post, should be enclosed in boxes of wood or metal, lined with waterproof material.

Fruit: Fruit must be so packed that the juice cannot exude, or serious damage to the mails may result. Metal boxes with tightly fitting lids should be used, securely tied with string crossing the lids in two directions. No parcel is admissible which contains soft fruit packed in a chip or wicker basket, or a cardboard box, or a tin box with a lid that is not both tightly fitting and securely tied. The parcel should be marked "*Fruit—With Care.*"

Glass, crockery and china: Such articles should be securely packed in rigid boxes of strong plastic material, metal, wood or stout fibreboard, or (if in very small packets) of strong rigid cardboard. Plenty of soft packing such as wadding, wood wool and so on should be used in between the articles and between the articles and the top, bottom and sides of the boxes; a depth of at least 2 inches of soft packing all round is recommended. Each article should be separately wrapped. There should be no movement of the contents when the parcel is shaken.

Perishable biological substances must be sent as registered letters only and by airmail. They may be exchanged only between officially recognized qualified laboratories. This exchange shall, be restricted to those countries who have declared their willingness to admit such items whether reciprocally or in one direction only.

General Information: Special Packing Regulations For Certain Articles, contd.

They shall be subject to the following special packing conditions:—

- (a) perishable biological substances consisting of living pathogenic micro-organisms or of living pathogenic viruses shall be enclosed in a bottle or tube of glass or plastic material with thick sides, well stoppered, or in a sealed phial.

This container shall be non-porous, and hermetically sealed. It shall be surrounded with a thick and absorbent material (medicated cotton wool, swan's down cloth or flannelette) wrapped round the container several times and bound both above and below it so as to form a sort of cocoon. The container so wrapped shall be placed in a solid, well-fastened, metal box. The absorbent material placed between the inner container and the metal box shall be of sufficient quantity to absorb, in case of a breakage, all the liquid contained, or capable of being formed, in the inner container. The metal box shall be made and fastened in such a way as to make any contamination of the outside of the box impossible. The metal box itself shall be wrapped in cotton or spongy material and enclosed in its turn in a protective box in such a way as to prevent any movement. This outer protective box shall be hollowed out from a block of solid wood, or shall be of metal, or may be of material and construction of equivalent strength, and furnished with a well-fitting lid fastened so that it cannot open in course of transmission. Special provision such as drying by freezing or packing in ice, shall be made to ensure the preservation of substances sensitive to high temperatures. Air transmission, which entails changes in atmospheric pressure, makes it necessary that the packing be strong enough to withstand these variations in pressure. Moreover, the outer box (as well as the outer wrapping if there is any) shall be furnished on the side which bears the addresses of the officially recognised laboratories sending and receiving the item, with a VIOLET colour label with the following text and symbol;

Perishable Biological Substances
MATIÈRES BIOLOGIQUES PÉRISSABLES



(Dimensions 62 x 44 mm)
(2½" x 1½")

- (b) perishable biological substances which contain neither living pathogenic micro-organisms nor living pathogenic viruses shall be packed in an inner non-porous container with an outer protective container and with absorbent material placed either in the inner container or between the outer and inner container; this material shall be of sufficient quantity to absorb, in the case of breakage, all the liquid contained, or capable of being formed, in the inner container. Moreover, the contents of the

General Information: Special Packing Regulations For Certain Articles, contd.

inner as well as of the outer container shall be packed in such a way as to prevent any movement. Special provision, such as drying by freezing and packing in ice, shall be made to ensure the preservation of substances sensitive to high temperatures. Air transmission, which entails changes of atmospheric pressure, makes it necessary, if the substances are packed in sealed phials or well-stoppered bottles, that these containers be strong enough to withstand variations in pressure. The outer container, as well as the outer wrapping of the item, shall be furnished, on the side which bears the addresses of the laboratories sending and receiving it, with a VIOLET coloured label with the text and symbol shown above.

Radio-active Substances: Must be sent only by duly authorised senders and their exchange is restricted to countries which admit such items. They must be sent by registered letter and by air mail. The contents and make up of these items must comply with the regulations of the International Atomic Energy Agency and are admitted subject to the prior consent of the Competent Authority in this country. They must be provided with a special white label bearing the words "Radioactive materials" (Matières radioactives) as well as the name and address of the sender on the outside of the wrapper and inside the item; and a request in bold letters for the return of the item in case of non-delivery. See also page 59.

Gramophone Records:

1. **SHELLAC:** These should be enclosed in their envelopes and sorted in sets according to size. Each set should be cross-tied to form a compact bundle. The bundle or bundles should then be firmly embedded in sufficient soft packing material in a rigid box of wood (or of stout fibreboard, preferably with a lid extending about two-thirds of the depth of the box) of sufficient size to permit at least one inch of packing above, below and around the records.

2. **LONG PLAYING (PLASTIC):** These should be enclosed in their envelopes and sorted in sets according to size. Each set should be placed between corrugated cardboard fillers in a separate rigid box of stout cardboard or fibreboard (preferably with a lid extending about two-thirds of the depth of the box so that the records cannot move about in the box. Where it is desired to send more than one size of record in the same box, any empty spaces around the edges of the smaller records should be filled with soft packing.

Hats, Millinery: These and similar articles should be packed in rigid boxes of wood or other material, or in stout leatherboard or fibreboard boxes with lids extending at least two-thirds of the depth of the box, or in strong cardboard boxes protected externally at the top, bottom and sides by light cross-bars of wood consisting of two rectangular frames placed at right angles to one another and fastened together where they cross the top and bottom. If a square box is used the corners should be strengthened by light wooden uprights firmly fastened to the inside of the box. The contents should be surrounded in the box with sufficient crumpled tissue paper or other suitable soft packing to prevent movement. Strawboard boxes are unsuitable.

Liquids: These may be sent in tins or bottles. The tins or bottles must be securely sealed. Tins containing a pint or more should be enclosed in fibreboard or wooden boxes or wicker cases. Bottles should be wrapped separately, special attention being paid to the packing around the shoulders. The bottle or bottles should be packed securely in a rigid box of fibreboard, wood or metal, or if in small packets sent by parcel post, in strong corrugated cardboard; in either case with plenty of soft packing between the bottle or bottles and the top, bottom and the sides of the box. Liquids sent by letter or sample post must be in firmly sealed containers with a packing of sawdust or some other absorbent substance in sufficient quantity to absorb all the liquid contents in the event of breakage, and the whole contained in a box open at one end only with a tightly fitted lid.

General Information: Special Packing Regulations For Certain Articles, contd.

Maps, drawings and so on: These should be enclosed in strong cardboard tubes with rigid support in the form of a wooden rod inside the roll, or stout strips of wood on the outside as recommended for umbrellas and so on.

Live bees, leeches, silkworms and certain parasites: Live bees, leeches and silkworms must be enclosed in boxes so constructed as to avoid all risk of injury to officers of the Post Office and to allow the contents to be ascertained. The parcel should bear a label with the words "Live Animals" written in bold letters.

Metal castings, tiles and similar articles: These should be packed in rigid boxes of wood or fibreboard with plenty of soft material, such as straw roping, hay roping or wood wool to prevent movement within the box. The boxes should be tied securely with strong string.

Musical instruments: These should be enclosed in stout wooden cases with sufficient soft packing to prevent movement and damage through jolting. Leather or cloth cases do not afford adequate protection, especially to stringed instruments. The bridges of stringed instruments should be removed and packed separately.

Nuts, bolts, small machine parts and so on: Because of their very heavy weight, nuts, bolts, small machine parts and so on, are liable to burst all but the strongest packing. Such articles should be wrapped in hessian, sacking or similar stout material with sufficient soft packing to prevent movement and be tied securely with strong string.

Paint, varnish, enamel and kindred substances: Those with flashpoints of 150°F. and over may be sent by letter or parcel post subject to compliance with the packing conditions for liquids. Those with flashpoints between 90°F and 150°F. may be sent by letter or parcel post provided not more than *one quart* is enclosed in a single postal packet and the following special packing conditions are complied with:-

The substance must be in a metal container hermetically sealed or, if in a lever top tin, with the lid fastened down to the body of the tin by means of solder. (Tins with lids affixed to the body solely by means of wire clips must not be used). An air space of not less than 7½ per cent of the container's total cubic content must be left in each tin.

The tin containing the substance itself must be packed in a stout metal or wooden box with the lid fixed in such a manner that it cannot easily become detached. Between the box and in the space there must be packed sufficient sawdust or other absorbent material to prevent movement of the inner container and to absorb all the liquid contents in the event of breakage. Exceptionally, small packets not exceeding 8oz gross weight may be sent by parcel or letter post under the packing conditions laid down for liquids (see above).

Paints and so on with flashpoints *lower than 90°F.* are totally prohibited from transmission by post.

Pictures in frames: Pictures in frames should be protected at the front and back by stout wooden boards each rather longer than the frame. Soft packing should be placed firmly between the corners of the frame and the boards, but not so as to press on the glass.

Powders and fine grains: These must be so packed that the contents will not soil or taint other packets. They must have an inner covering, securely closed and a strong outer covering of metal, wood, fibreboard, cardboard or strong plastic material. Cardboard boxes are not suitable, however, for quantities exceeding 3 lb in weight.

General Information: Special Packing Regulations For Certain Articles, Prohibitions

Racquets: Badminton, squash and tennis: Badminton, squash and tennis racquets must firmly be tied to a wooden board or wooden cross slightly larger than the racquet and stout enough to give adequate protection both to the frame and the handle. The strings must be fully protected on both sides by some rigid material.

Sharp instruments: These may be sent by post only if the edges or points are carefully covered so as to prevent risk of injury to any officer of the Post Office or damage to other packets.

Suit, attache, dressing and similar cases: These should be protected by wooden boards covering the side.

Umbrellas, walking-sticks, fishing rods: These and similar articles should be protected by two stout strips of wood, each strip being as long as and slightly wider than the article protected.

PROHIBITIONS

It is prohibited to send by post:

1. Dangerous articles (including explosives), inflammable, noxious, filthy, deleterious or otherwise harmful substances; sharp instruments, not properly protected; Matches. See list of dangerous articles below.
2. Any indecent or obscene print, painting, photograph, lithograph, engraving cinematograph film, book, card, written communication, or any indecent or obscene article.
3. Any article having thereon or on the cover thereof any words, marks or designs of an indecent, obscene, seditious, scurrilous, threatening or grossly offensive character.
4. Any article consisting of or containing opium, morphia, cocaine or other narcotics except those forwarded for medical or scientific purposes to countries which permit them to be so sent.
5. Any article containing medicine of any kind unless the formula or the content is printed clearly on the container in English or French. Medicaments intended for external or internal treatment of venereal disease are not permitted even if they comply with this condition.
6. Living animals except bees, silkworms and leeches packed in accordance with the regulations.
7. Articles which from their nature or packing may expose postal officials or any other person to danger or may soil or damage other articles or postal equipment in course of conveyance.
8. Any article containing or bearing any fictitious postage stamp or any counterfeit impression of a stamping machine; purporting to be prepaid with any postage stamp which has been previously used to prepay any other postal article or any other revenue duty or tax; or 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 Government Service.

General Information: Prohibitions, contd.

9. Any article containing coin or gold bullion exceeding ten dollars in value except coins used or designed for ornamental purposes and declared as such.
10. 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 it is addressed or through which it must pass.
11. Carbon or soiled paper, liquid celluloid, oilskins and similar oiled goods.
12. Soil.
13. Perishable articles except when addressed to a destination within the island or when enclosed in a hermetically sealed tin.
14. Liquids unless packed as provided in the section of the Guide headed "Special Packing Regulations for Certain Articles".
15. Articles composed wholly or partly of raw celluloid roll film and cinematograph films unless packed as provided in the section of the Guide headed "Special Packing Regulations for Certain Articles".
16. Articles consisting of or containing two or more postal articles (of the same or different inscriptions) addressed to different persons who are at different addresses.
17. Articles infringing trade mark or copyright laws.
18. Articles having anything written, printed or otherwise impressed across the postage stamps thereon before posting.

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 interest 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.
- (f) lottery tickets.
- (g) intoxicating liquors.

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 a parcel through the failure of the sender or addressee to comply with the necessary formalities.

CATEGORIES OF DANGEROUS ARTICLES: BRIEF DESCRIPTION AND EXAMPLES

- 1. Explosives:** Comprising all compounds, mixtures, or appliances which might provoke an explosion or an explosive effect. This covers all detonators, explosive or otherwise, ammunition, fireworks or similar articles which could explode following a collision, from friction or because of a rise in temperature e.g. cartridges, detonators, ammonium nitrate, fireworks, fuses, gun cotton, gun powder, explosives however weak the effect, lighter fuel, etc.
- 2. Inflammable Liquids:** These consists of liquids having a flash point below 150°F. Exceptions are made for liquids such as paints, varnishes, etc., having flashpoints between 90°F. and 150°F., subject to certain restrictions on quantity and packing.
- 3. Inflammable Solids:** These consist of substances not classed as explosive and which under certain conditions might in transit involve the risk of causing or encouraging fires either by friction, absorption of moisture or by spontaneous chemical changes (e.g. celluloid (raw unseasoned or liquid), matches, metallic potassium, certain metallic powders, metallic sodium) oiled tissues not having been properly dried, phosphorous, pyroxylin, plastics, etc.)
- 4. Compressed Gases:** Comprising all inflammable, non-inflammable, liquefied, dissolved and poisonous gases under pressure (e.g. acetylene, carbonic acid, chlorine, fluorine, hydrogen, e.g. liquid petrol, oxygen, etc.)
- 5. Corrosive Liquids:** All substances, such as acids, caustic liquids, alkaline and other corrosive liquids which when they come into contact with living tissues, gravely endanger those tissues by chemical action; or which in case of leakage would bleach ordinary writing ink and entail the risk of damage or destruction of other mail (e.g. solution with a bromine base, potassium lye, caustic soda, calcium chloride, chromic acid, hydrochloric, hydrofluoric, nitric and sulphuric acids).
- 6. Oxydizing substances:** Substances such as bichromates, chlorates, nitrates perchlorates, permanganates, peroxides which easily releases oxygen and stimulate the combustion of other materials.
- 7. Poisons:** These consist of liquids or solids giving off poisonous or irritating vapour or gases, or of substances which could be dangerous when they come into contact with the skin or if they were absorbed (e.g. alkaloids, aniline, arsenical compounds, powdered metallic beryllium, cyanides, mercury compounds, weedkillers, etc.). Certain exceptions are made, but they have to be specially authorized.
- 8. Radioactive materials:** Items containing radioactive materials, whose contents and make-up comply with the regulations of the International Atomic Energy Agency providing special exemptions for certain categories of items, may be accepted subject to prior consent of the competent authorities. The sender must affix a special white label bearing the words "Materieres radioactive" (Radioactive materials), which label shall be officially crossed out should the packing be returned to the place of origin. These items must also bear in addition to the name and address of the sender, a request in bold letters for the return of the parcels in the event of non-delivery. The sender must give his name and address and the contents of the parcel on the inner wrapping. Examples: Luminous dials, radioactive isotopes.

**General Information: Categories of Dangerous Articles:
Brief Description and Examples, Embarrassing Packets, *contd.***

9. **Other dangerous articles:** Comprising those articles which although not in the above categories have noxious or irritant properties; solids which dampness renders corrosive; or again substances having other inherent properties which could endanger human life or damage other mails (e.g. acetaldehyde of ammonia, sulphate, ammonia, brewers' yeast, non-pressurised liquid gases, potassium and sodium hydroxide, etc.).

EMBARRASSING PACKETS

Packets embarrassing to the Post Office staff are also prohibited. Embarrassment may be caused by the method of addressing and the affixing of the stamps, the colour, type, shape and dimensions of the envelope, packet or card; and by the use of a badly reconditioned envelope which has already passed through the post.

An envelope of which the whole or part of the address side, has been divided into several sections to provide for successive addresses.

The following are considered to be embarrassing packets:—

Addresses: A packet having its address parallel to the breadth instead of to the length of the envelope.

A packet having anything printed or otherwise impressed upon or attached to the address side which, either by tending to prevent the easy and quick reading of the address, or by inconvenient proximity to the postage stamps or in any other way, is likely to impede the officers of the Post Office in dealing with it. Cards, envelopes, folders, labels and wrappers are however, admitted if the writing or printing is confined to the left-hand half of the address side, the right-hand half being reserved exclusively for the postage stamps and address.

Stamps: A packet bearing on its address side an adhesive label or printed design either resembling a postage stamp in shape or size or in the form of a frame for a postage stamp.

A packet having a postage stamp affixed elsewhere than at the right-hand corner of the address side.

Colour: Red packets or envelopes of any other colour likely to cause strain on the eyes of the officers of the Post Office. Cards, folders, labels or envelopes should be white, but there is no objection to pale shades of buff, yellow green or blue. It is essential, however, that the ink used on coloured paper should be in sharp contrast with the tint of the paper. The foregoing also applies to the visible portions of enclosures in envelopes with transparent or cut-out panels.

Transparent or Open Panel Envelopes

A packet enclosed in a wholly transparent envelope, or an *aperture* envelope that is an envelope with an open (cut-out) panel.

Ordinary Envelopes: Are divided into 2 categories; Standardised and Non-Standardised.

Standardised Items: The Post Office considers as standardised:

Envelopes with the following dimensions:—

- Minimum dimensions: 90 x 140 mm (3½" x 5½")
- Maximum dimension: 120 x 235 mm (4¾" x 9¼")
- Maximum weight : 20 grams
- Maximum thickness: 5mm

General Information: Embarrassing Packets, contd.

A rectangular area situated at least:—

- 1½" from the top edge of the envelope
- ½" from the right-hand edge
- ½" from the bottom edge

and not more than 5½" from the right-hand edge be reserved for the address.

Non-Standardised Envelopes: which do not comply with the above conditions as well as:—

- (i) folded cards
- (ii) items closed by means of staples,
- (iii) punched cards sent unenclosed
(without an envelope)

are not considered standardised and may attract a postage equivalent to the second weight step instead of the first.

Window Envelopes

A packet enclosed in a *Window* envelope, that is an envelope with a transparent panel which does not conform to the following conditions as well as to the dimensions set out under "Ordinary Envelopes":—

- (a) the transparent panel must be at least:—
 - 1½" from the top of the envelope
 - ½" from the right-hand edge
 - ½" from the left-hand edge
 - ½" from the bottom edge

and the panel may not be bordered by a coloured band or frame.

- (b) the panel is situated on the plain side of the envelope, that is to say, the side that is not provided with the closing flap;
- (c) the panel is made of such material and in such manner that the address is easily legible through it;
- (d) the panel is rectangular and its greatest dimension is parallel to the length of the envelope, so that the address of the addressee appears in same direction and adequate space is left for the application of the date stamp;
- (e) there is adequate space between the side and bottom edges of the envelope and those of the panel so that the edges of the panel adhere firmly to the inside edges of the opening in the envelope;
- (f) only the address of the addressee is visible, or stands out clearly through the panel;
- (g) the contents of the envelope are folded in such manner that the address of the addressee is at all times visible through the panel, whether or not the contents shift in the envelope.
- (h) the address must be legibly indicated in ink, by typewriting, or by a printing process in a deep colour. Articles addressed in copying-ink pencil or lead pencil are not admitted.
- (i) a packet enclosed in an envelope of which the address portion has been divided into separate sections for the insertion of successive addresses.

General Information: Embarrassing Packets, Import—Prohibitions
(Special) *contd.*

“Trap” Packets: A packet having an opening large enough to entrap small letters or postcards.

Dimensions: A card, envelope or folder which is less than 5 inches in length by 3½ inches in width or a packet of such small dimension as to be likely to impede the officers of the Post Office in dealing with it.

Used envelopes: An envelope which has previously been used for postal purposes unless it has been suitably reconditioned by completely covering all the old postage stamps, stamp impressions and addresses (including the address of the sender if no longer relevant) with gummed white slips which must be well stuck down. Used registered envelopes must not be re-used for the unregistered post unless they are covered both back and front with suitable adhesive paper in such a way as to hide effectively all marks. Stamps in prepayment of fresh postage must always be affixed along the top of the reconditioned envelope at the right-hand corner on the same side as the new address in a position convenient for date-stamping.

IMPORT—PROHIBITIONS (Special)

Unless previous written permission has been obtained from the Minister of Agriculture of Jamaica, it is prohibited to import into Jamaica by post 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 Minister 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.

Import licences are required for many items and these should be obtained in advance by the addressees.

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 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 labelled 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.

**General Information: Import—Prohibitions (Special),
Delivery of Correspondence**

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 a 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 licence.

DELIVERY OF CORRESPONDENCE

GENERAL

A letter box should be affixed to the gate of every private house to which letters are delivered; this saves trouble to all concerned. It is recommended that the aperture should be not less than 8 inches by 1½ inches, should have no rough edges and should be fitted between 2 feet 6 inches and 4 feet 9 inches from the ground.

House-to-house deliveries by postmen are only in operation from the following offices:—

The General Post Office, Kingston, Allman Town, Constant Spring, Cross Roads, Falmouth, Franklin Town, Gregory Park, Hagley Park, Halfway Tree, Jones Town, Liguanea, Linstead, Mandeville, May Pen, Meadowbridge, Mona, Montego Bay, Port Antonio, Port Maria, Reading, St. Ann's Bay, Savanna-la-Mar, Spanish Town, Morant Bay, Ocho Rios, Old Harbour, Vineyard Town, Western District Office, Whitfield Town, Windward Road.

At all other offices correspondence must be called for and will be regarded as *Poste Restante* correspondence.

The delivery of a postal article at the house or office of the addressee or to the addressee (or to his servant or agent or other person considered to be authorised to receive the article) according to the usual manner of delivering postal article to the addressee and, where the addressee is a guest or is resident at an hotel or guest house, delivery to the proprietor or manager thereof or his agent shall be deemed to be delivery to the addressee.

No registered article, insured article or parcel will be delivered to the addressee until he or his representative shall have signed with ink or copying pencil a receipt on the prescribed form together with the relative "Advice of Delivery" if there is one.

Correspondence can only be delivered as addressed, or in accordance with general instructions for re-direction. Applications that letters addressed to private individuals at their business houses may be delivered at their private addresses before or after business hours on week-days or on Sundays and holidays cannot be entertained.

Postmen are forbidden to deliver any article on which any sum of money is due whether on account of postage or any other account, without receiving immediate payment of the amount due. They are also forbidden to deviate from their prescribed beats and therefore cannot be required to call again to receive payment of sums due. They are not bound to give change.

General Information: Delivery of Correspondence, contd.

The addressee is not bound to accept any unpaid or insufficiently prepaid postal article but if he accepts it he is bound to pay the amount due thereon. Any postcard on which postage is due is not allowed to be read by the addressee unless he first pays the amount due thereon. If an unpaid or insufficiently prepaid postal article is refused by the addressee it is sent to the Dead Letter Office for return to the sender who is legally bound to pay the charges due thereon.

If the Postmaster General is satisfied that an article has been maliciously sent for the purpose of annoying the person to whom it is addressed he may remit any sum due by way of insufficient postage on it.

Poste Restante

No person living within a district where there is a daily delivery by Postman can obtain his letters, etc., at the Post Office unless he rents a private box or bag.

Persons living outside the normal delivery areas are entitled to receive their correspondence at a Post Office counter in the same manner as strangers and travellers who, however, are only permitted to avail themselves of the privilege for a period not exceeding three months.

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

A person applying for correspondence addressed Poste Restante may be required to produce evidence of his identity.

Postal articles are retained in the Poste Restante for the following periods after which they are treated as undeliverable:

- (a) If originating in the island, one calendar month
- (b) If originating abroad, two calendar months.

Exceptionally, correspondence addressed to ships is held for three calendar months.

Private Letter Boxes

Private Letter Boxes may be rented at the following Post Offices:—

The General Post Office, Kingston; Albert Town, Alexandria, Alley, Allman Town, Anchovy, Annotto Bay, Balaclava, Bamboo, Black River, Bog Walk, Browns Town, Buff Bay, Cambridge, Cave Valley, Chapelton, Christiana, Claremont, Coleyville, Constant Spring, Cross Roads, Darliston, Denham Town, Discovery Bay, Duncans, Ewarton, Fairy Hill, Falmouth, Frankfield, Franklin Town, Glengoffe, Golden Grove, Gordon Town, Grange Hill, Granville, Green Island, Guy's Hill, Hagley Park, Halfway Tree, Hayes, Highgate, Hopewell, Ipswich, Jones Town, Knockpatrick, Lacovia, Laughlands, Liguanea, Linstead, Lionel Town, Lluidas Vale, Lodge, Long Bay, Lucea, Maggoty, Manchioneal, Mandeville, Mavis Bank, May Pen, Meadowbridge, Middle Quarters, Mile Gully, Mona, Moneague, Montpelier, Montego Bay 1, Montego Bay 2, Morant Bay, Mountainside, Myers Wharf, Negril, Newmarket, Newport, Ocho Rios, Old Harbour, Oracabessa, Orange Bay, Port Antonio, Port Maria, Port Morant, Porus, Race Course, Ramble, Reading, Retreat, Richmond, Runaway Bay, St. Ann's Bay, St. Margaret's Bay, Santa Cruz, Savanna-la-Mar, Seaforth, Shooter's Hill, Spaldings, Spanish Town, Springfield, Stony Hill, Troy, Ulster Spring, Vineyard Town, Wakefield, Wait-a-Bit, Western District Office, Whitfield Town, Windward Road, Williamsfield, Yallahs.

The annual rental, payable in advance on the 1st April each year is \$8.

General Information: Delivery of Correspondence, contd.

A private box may not be rented or used by more than one person, firm or corporation except that correspondence addressed to employees of the renter or to any person care of the renter may be placed in the box.

The box number should form part of the address of correspondence addressed to a boxholder.

No person may rent a box under an assumed name or for an improper purpose.

A boxholder may not cede or transfer his box to any other person.

If the key of a box is lost a charge of \$2.50 is made for a new key.

Delivery into a box is in all respects deemed equivalent to personal delivery to the addressee.

Any mail matter erroneously delivered, or which through wrong address is sorted into a private box must be returned immediately to the Post Office with the words "Not for Box No." written thereon.

The Postmaster General may in his absolute discretion, refuse to allot a box to an applicant without assigning any reason for so doing, or may withdraw the privilege of renting a box by giving to the renter a month's notice of his intention to do so.

Advice Lists

On payment of an additional annual fee of \$4 the renter of private letter box shall be entitled to receive a serially numbered registered advice list containing particulars of the number and place of origin of registered articles delivered to him.

Private Letter Bags

By permission of the Postmaster General any person may have his letters conveyed to and from the Post Office in a private bag on payment of an annual fee of:—

- (a) Eight dollars when the bag is conveyed by an employee of the holder of the bag;
- (b) Ten dollars when it is conveyed by a mail contractor, a mail Courier or other employee of the Post and Telegraphs Department.

The fees are payable in advance.

The bag, to be provided by the person requiring the service should be fitted with a lock, one key of which is kept by the Post Office and the other by the owner of the bag.

Where a private letter box, advice list or private letter bag service is introduced after the 1st April of any year the rental up to the 31st March of the following year is calculated at the rate of one-twelfth for each month, part of a month, a broken period of the first month being reckoned as a full month.

GENERAL INFORMATION

RE-DIRECTION

1. By the Public: Unless the sender has forbidden re-direction by a note that effect on the address side of the article, any postal article, (other than a parcel) may be re-directed from its original address to the same addressee at any other address in the island without payment of additional postage under the following conditions:—

- (a) It must be re-posted not later than the day after delivery (Sundays and Holidays not being counted).
- (b) Previous to re-posting it must not have been opened or tampered with in any way.
- (c) If an adhesive label is used for the purpose of indicating the new address the name of the original addressee must not be obscured.

A re-directed article which does not comply with these conditions will be treated as a freshly posted article and liable to fresh postage.

An inland parcel re-directed under the conditions quoted in (a), (b) and (c) above may be forwarded without charge only to the same addressee at another address served by the same Post Office as the original address. If it is re-directed to an address in another town in Jamaica fresh postage must be paid. Fresh postage is always required on a Foreign parcel i.e. a parcel which was originally posted outside the island.

A re-directed overseas parcel or registered article must be handed in at a Post Office counter and a receipt obtained. A re-directed parcel or registered article posted otherwise will be treated in accordance with regulations covering irregularly posted articles.

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

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

A notice of re-direction holds good for 3 months.

(General)

The principle of free re-direction does not exempt from additional postage a postal packet which though fully prepaid for the first transmission is re-directed to a country to which the postage is higher than that originally prepaid. The letter or packet prepaid at the inland rate sent from one place to another in the Island and afterwards re-directed 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.

General Information: Re-direction, Official Correspondence

A letter or postcard originally posted unpaid, or insufficiently pre-paid, and subsequently re-directed, though not chargeable for re-direction, is subject to a charge plus a handling fee on delivery if it originated outside of Jamaica and a surcharge of double the deficiency if it originated in the island. In the case of air mail articles for which re-transmission by air is desired, the appropriate air postage for the second transmission must be prepaid.

OFFICIAL CORRESPONDENCE

Members of the public are not required to pay postage on correspondence addressed to any of the following:—

Accountant General
 Chief Inspector under the Agricultural Produce Act
 Chief Medical Officer
 Chief Technical Officer, Agriculture
 Chief Veterinary Officer
 Collector General
 Collector of Customs and Shipping Master
 Collectors of Taxes and Assistant Collectors of Taxes
 Commissioner of Income Tax
 Commissioner of Stamp Duties and Estate Duties
 Government Bacteriologist
 Medical Officers
 Medical Officers (Health)
 Meteorologist
 Permanent Secretary, Ministry of Education
 Principal Education Officer, Senior Education Officers, Education Officers and Assistant Education Officers
 Principal Medical Officer
 Senior Medical Officers, Bellevue, Kingston Public Hospital, National Chest Hospital and Victoria Jubilee Maternity Hospital
 Senior Veterinary Officer and Veterinary Officers
 Tuberculosis Officer
 Valuation Commissioner
 The Workers Savings and Loan Bank.

Free registration is only permitted in the case of correspondence addressed to:—

Collectors of Taxes and Assistant Collectors of Taxes

The Workers Savings and Loan Bank

If a member of the public wishes to register a letter addressed to any other officer listed above he or she must pay the registration fee.

Additionally, the following are allowed 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 Corporation".
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.

General Information: Office Correspondence, Miscellaneous

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:—
- The cover of each such packet to bear the signature and designation of Territorial Commander.
 - To be endorsed—"Literature for the Blind"
 - 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.

Postal Packets addressed to Government Departments, Members of Parliament and Postmasters.

A letter or other postal packet addressed to a Government Department other than those listed above, or a member of either House of Parliament, the Postmaster General, a Postmaster or Postal Agent should be prepaid just as if it were addressed to a private person.

MISCELLANEOUS**Secrecy of the Post**

Postmasters have no discretionary power to supply information about letters or any kind of postal packet to persons other than those to whom they are addressed. They are not allowed to make public any official information of private character.

Re-delivery to the Sender of Postal Articles in the course of Transmission by Post

No letter, parcel or other postal packet once it has been posted in a post office receptacle or handed to any officer of the post office in the course of his duty may be returned to the sender without the authority of the Minister of Public Utilities and Transport.

Detention or Diversion of Postal Packets

No letter, parcel or other postal packet once it has been posted or handed to any officer at the post office in the course of his duty may be detained or delayed even if a request to that effect appears on the cover. It must be forwarded to its address and cannot be diverted to any other address at the request of the sender. Similarly applications to enclose articles inadvertently omitted from a postal packet cannot be entertained nor can search be made for a letter, postcard or printed paper on which postage has not been fully paid.

Evasion of Postage

Nothing sent through the post may contain an enclosure which is directed to a name and address different from the name and address borne on the cover and which is enclosed with the intention of evading postage. Any such forbidden enclosure, if observed, is liable to be taken out and forwarded to the addressee and charged with separate postage at the rate properly prepaid.

Change

Postmasters are not bound to give change when receiving a payment, nor are they authorised to demand it when making a payment. When money is paid at a Post Office, whether as change or otherwise, no question as to its correctness can be entertained after the customer has left the counter.

General Information: Miscellaneous, *contd.*

Cheques

Cheques will be accepted for Savings Bank deposits, or in payment of rentals for private letter boxes, private bags and abbreviated telegraphic addresses.

Cheques can only be accepted for the purchase of stamps, money orders and postal orders or for the payment of customs duties or other services if they are drawn on a Jamaica bank and certified by the bank on which they are drawn.

Enquiries and Complaints

Normal enquiries and complaints can usually be dealt with by the Postmaster of the district in which the applicant resides or carries on his business. If it appears that the local Postmaster is unable to give satisfaction the enquiry or complaint should be addressed to the Regional Inspector of the region at the address given in the front of the Guide.

Responsibility for loss, etc.

The Government does not incur any liability consequent upon the loss, misdelivery, delay of or damage to any postal article in the course of transmission by post. No officer of the Post and Telegraphs Department incurs any liability by reason of such loss, misdelivery, delay or damage unless that person shall knowingly cause the same fraudulently or maliciously or by his wilful act or default.

Articles of Value

Articles of considerable value should not be sent by post unless registered or insured. Any person who sends such articles otherwise not only runs the risk of losing his property without compensation but exposes to temptation everyone through whose hands the articles pass. See also page 40.

Disposal of Undeliverable Correspondence

Undeliverable postal articles posted in Jamaica other than parcels are returned unopened direct to the sender if the name and address are shown on the outside; otherwise they are sent to the Dead Letter Office where they are opened to ascertain if there is any enclosure which would indicate by whom the article was forwarded.

Undeliverable registered and insured articles and unregistered articles found to contain anything of value which cannot be returned to the senders are retained in the Dead Letter Office for a fixed period in case they are claimed by either the sender or the addressee. If not claimed they are disposed of in accordance with regulations.

Undeliverable articles, other than parcels, posted in any other country are returned to the country of origin for disposal.

Undeliverable printed matter of no value is not returned to the sender unless there is a note on the outside of the packet asking for its return.

The conditions governing the return of undelivered parcels are given at pages 85 and 86.

General Information: Miscellaneous, *contd.*

Methods of Preparing Postage

Postage may be prepaid:—

- (a) by adhesive postage stamps,
- (b) by impressions of stamping machines licensed by the Postmaster General,
- (c) by the use of a stamped envelope, cover, postcard, or other postal form,
- (d) by the use of an embossed or impressed stamp cut out of or otherwise detached from an envelope, cover, postcard, or other postal form,
- (e) on a printed packet, by a printed impression, or other printing or stamping process authorised by the Postmaster General.

A Stamp or stamps cut from a Post Office registered letter envelope may only be used to prepay postage and registration on a registered item.