

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

# **OVERSEA POST**

**POSTAGE RATES**

**Surface and Air Mail**

**OVERSEAS POST  
SURFACE MAIL  
POSTAGE RATES**

	Letters	Printed Papers	Small Packets	Post-cards
All Countries..	Up to 1 oz—18c	—9c	Up to 4 oz—20c	12c
	Over 1 oz to	{ —14c —20c —36c —65c —\$1.08 —\$1.50 = \$1.90 = \$2.65 = \$3.40 = \$4.20	Over 4 oz to	
	2 oz—30c		8 oz—36c	
	2 oz to		8 oz to	
	4 oz—40c		1 lb—65c	
	4 oz to		1 lb to	
	8 oz—90c		2 lb \$1.08	
	8 oz to			
	1 lb—\$1.70			
	1 lb to			
	2 lb—\$2.90			
	2 lb to			
	4 lb—\$4.60			
4 lb to				
5 lb—				
5 lb—7 lb				
7 lb—9 lb				
9 lb—11 lb				

PARCELS	Up to	Up to	Up to	Up to
	2 lb	7 lb	11 lb	22 lb
United Kingdom .. ..	\$4.90	\$6.50	\$8.50	\$11.30
Barbados, Bermuda, Trinidad and Tobago .. ..	\$1.70	\$2.40	\$3.40	\$ 5.00
Antigua, Belize, Dominica, Grenada, Montserrat, St. Kitts, St. Lucia, St. Vincent, Nevis .. ..	\$1.70	\$2.40	\$3.20	\$4.70
Guyana .. ..	\$2.20	\$3.15	\$4.35	\$6.30
Canada .. ..		65c per lb	(limit 22 lb	
United States of America .. ..		70c per lb	(limit 22 lb	

All other Countries see Rate Sheet R3 and fuller details see pages 94 to 254

**Overseas Post: Surface Mail, Postage Rates, contd.**

Principal Services and rates of postage (Oversea—Surface) (The minimum size for all postal items is  $5\frac{1}{2}$  inches x  $3\frac{1}{2}$  inches)

**LETTERS**

Charges:

**Surface:**

Up to 1 ounce .. ..	18c	Limit of weight: 4 lb.
Over 1 ounce up to 2 ounces .. ..	30c	
Over 2 ounces up to 4 ounces .. ..	40c	Limits of size: Other
Over 4 ounces up to 8 ounces .. ..	90c	than in the form
Over 8 ounces up to 1 lb .. ..	\$1.70	of a roll:—
Over 1 lb up to 2 lb .. ..	\$2.90	Maximum: 3ft. in
Over 2 lb up to 4 lb .. ..	\$4.60	length, breadth
		and depth com-
		bined.

Airmail: See Schedule of charges

Greatest dimension:  
2ft.

**Postcards**

Charges:

Single—12 each

Limit of size:  
Maximum:  $5\frac{1}{4}$  x  $4\frac{1}{4}$   
inches

Airmail: See Schedule of charges

**SMALL PACKETS**

Charges:

Limit of weight: 2 lb

**Surface:—**

Up to 4 ounces .. ..	20c	Limits of size:
Over 4 ounces up to 8 ounces .. ..	36c	Limits of size:
Over 8 ounces up to 1 lb .. ..	65c	
Over 1 lb up to 2 lb .. ..	\$1.08	Maximum: As for
		letters

Airmail: See Schedule of charges

**PRINTED PAPERS**

Charge:

**Surface:**

Up to 1 ounce .. ..	9c	Limit of weight: 4 lb
Over 1 ounce up to 2 ounces .. ..	14c	
Over 2 ounces up to 4 ounces .. ..	20c	Limits of size:
Over 4 ounces up to 8 ounces .. ..	36c	Maximum: As for
Over 8 ounces up to 1 lb .. ..	65c	letters
Over 1 lb up to 2 lb .. ..	\$1.08	
Over 2 lb up to 4 lb .. ..	\$1.50	

**For Books and Pamphlets—**

Up to 11lb in weight

Over 4 lb up to 5 lb .. ..	\$1.90
Over 5 lb up to 7 lb .. ..	\$2.65
Over 7 lb up to 9 lb .. ..	\$3.40
Over 9 lb up to 11 lb .. ..	\$4.20

**Overseas Post: Surface Mail, Postage Rates, contd.**

Airmail: See Schedule of charges

**LITERATURE FOR THE BLIND***Charges:*

Surface: Free

Airmail: 2c for each 2 ounces or fraction thereof

**Limit of weight:**  
15 lb**Limits of size:****Maximum:** As for  
letters**PARCELS***Charges:*Surface: See Schedules of Charges  
Air**Limits of weight:**See Schedule of  
charges**Limits of size:**  
Parcels other than in  
the form of a  
roll:—**Maximum:**  
6ft. 7 inches in length,  
breadth and depth combined  
(except to Canada where the  
maximum is 6ft.)**Greatest dimension:**  
3ft. 6 inches

**OVERSEAS POST**  
**AIR MAIL**  
**POSTAGE RATES**

	Letters per $\frac{1}{2}$ oz	Air Letter Forms	Post- cards	Second- Class per $\frac{1}{2}$ oz	News- papers per $\frac{1}{2}$ oz	Parcels per $\frac{1}{2}$ lb
United Kingdom ..	25c	18c	12c	12c	6c	\$2.50
Europe (except Cyprus and U.S.S.R.) ..	25c	18c	12c	12c	6c	Enquire at P.O.
U.S.A. ..	20c	18c	10c	10c	5c	80c
Canada ..	20c	18c	10c	10c	5c	80c
Antigua, Barbados, Belize, Bermuda, Cay- man Islands, Domin- ica, Guyana, Grenada Montserrat, Nevis, St. Kitts, St. Lucia, St. Vincent, Trinidad and Tobago ..	20c	18c	10c	10c	5c	70c*
Turks and Caicos Islands ..	20c	18c	10c	10c	5c	\$1.10
Bahamas ..	20c	18c	10c	10c	5c	\$1.00
Central and South America, and other Caribbean Islands (except those above)	20c	18c	10c	10c	5c	See Rate Sheet R1
Africa, Asia, Austra- lia, Cyprus, Far East, New Zealand, U.S.S.R. ..	30c	18c	18c	18c	0	

\*Air parcel rate to Cayman Islands: 60c per  $\frac{1}{2}$  lb

*Definition of Second Class Mail:*

- Greeting cards (unsealed)
- Small Packets (maximum weight 2 lb)
- Printed Matter All countries maximum weight—4 lb  
Exceptionally, printed volumes and pamphlets sent singly  
will be accepted up to 11 lb

Mails intended for transmission by Second Class Air Mail (except small packets) must NOT be sealed.

**Overseas Post: Air Mail, Surface Mail—Letters, *contd.***

A blue air mail label must be affixed to each article and in the case of second-class mail each article must be clearly and appropriately superscribed on the address side of the cover to show the particular service for which it is intended namely, "Printed Packet", "Small Packet" or "Literature for the Blind", as the case may be.

**Air Letters**

These must be written on special Air Letter forms weighing not more than one-tenth of an ounce.

These forms, bearing 18c stamp, are obtainable at all Post Office, price 18c each.

Enclosures are not permitted.

Air mail correspondence to all destinations may be registered. Insured articles may be forwarded by air to most countries to which the insurance service extends.

For fuller particulars see pages 94 to 254

**OVERSEAS POST****DETAILED INFORMATION**

All member countries of the Universal Postal Union have agreed to abide by the provisions of the Universal Postal Union Convention for the control of the international letter post. The general regulations governing the letter post to countries abroad are based on the provisions of the Convention and have been adopted as part of the international obligations of the Jamaica Post Office. The Universal Postal Union Parcel Agreement which is the parcel counterpart of the letter Convention has not been accepted by several countries. The service between Jamaica and non-signatories of the Parcel Agreement is governed by separate agreements with the countries concerned.

Items which are admitted to the international post are classified as follows:—

- Letters
- Postcards
- Small Packets
- Printed Papers
- Literature for the Blind
- Parcels.

**SURFACE MAIL****LETTERS****RATE OF POSTAGE**

ALL COUNTRIES—Letters up to 1 oz	18c
Over 1 oz to 2 oz	30c
Over 2 oz to 4 oz	40c
Over 4 oz to 8 oz	90c
Over 8 oz to 1 lb	\$1.70
Over 1 lb to 2 lb	\$2.90
Over 2 lb to 4 lb	\$4.60

**Overseas Post: Surface Mail—Letters, Postcards, contd.****LIMIT OF WEIGHT**

4 lb

**LIMITS OF SIZE**

Letters other than in the form of a roll.

Maximum to all Countries:

3 feet in length, breadth and depth combined, the greatest dimension not to exceed 2 feet.

Minimum to all Countries:

5½ inches by 3½ inches

Letters in form of a roll: to all Countries:

Maximum:

Length and twice the diameter 3 feet 5 inches, the greater dimension not to exceed 2 feet 11 inches.

Minimum:

Length and twice the diameter 6¼ inches, the greatest dimension not to be less than 4 inches.

**UNDERPAID ORDINARY LETTERS AND POSTCARDS**

Which are intended for transmission by airmail are given airmail conveyance provided up to 50% of the required postage has been paid; in which case the item is taxed with the deficiency of the amount prepaid.

If less than 50% of the required postage has been paid the item is forwarded by surface mail. If there is a deficiency in the postage which has been prepaid it is taxed with this deficiency.

**DUTIABLE ARTICLES BY LETTER POST**

Dutiable articles may be sent to certain countries in letters or packets prepaid at the letter rate of postage. A green label giving precise particulars of the weight and the value of the articles must be affixed to the address side of each packet. These labels may be obtained at any Post Office. If the country of destination so requires, one or more customs declarations, as required for parcels, must be enclosed in or securely fastened to the packet. Details of these requirements are shown on pages 94 to 254. Any letters sent in contravention of the regulations may be returned, subjected to fines or confiscated according to the laws of the country of destination. The affixing of the Green Customs Label to a letter does not entitle it to compensation in the event of loss, damage or delay.

**POSTCARDS****RATE OF POSTAGE**

To all countries

12c

**LIMITS OF SIZE**

No card may exceed 5½ inches in length by 4¼ inches in width nor be less than 5¼ inches in length by 3½ inches in width. The material for private cards to be used as postcards must be ordinary cardboard or paper not less than one-hundredth of an inch thick and not more flexible than the postcards sold by the Post Office.

Postcards must be rectangular and must not have projecting or raised relief parts. Samples of merchandise or similar articles must not be affixed or attached to them, nor must they be embellished with cloth, embroidery, spangles or similar materials. Such cards may be sent only in closed envelopes.

**Overseas Post: Postcards: Small Packets, *contd.*****INSUFFICIENTLY PREPAID POSTCARDS**

Postcards posted totally unpaid or insufficiently prepaid are forwarded but are charged on delivery with single the deficiency plus the handling charge imposed by the country of destination.

**CONDITIONS**

The right-hand half at least of the address side is reserved for the address and any necessary postal service indications. The postage stamps should be affixed to the top right-hand corner of this portion. The remaining space is for the use of the sender.

All postcards, other than picture postcards of private manufacture must bear on their face the word "POSTCARD" or its equivalent in another language.

Nothing may be attached to a postcard except:—

- (1) Stamps in payment of postage.
- (2) A label or strip of paper completely adherent to the card, and bearing the name and address of the addressee.
- (3) A similar label (not to exceed 2 inches long and  $\frac{3}{4}$  inch wide) bearing the name and address of the sender of the card; and
- (4) Engravings, drawings, photographs, and printed matter on very thin paper and completely adherent to the card.

A postcard may not be folded, nor may it be cut or altered in such a way as to reduce the size below  $5\frac{1}{2}$  inches by  $3\frac{1}{2}$  inches. A postcard may not be enclosed in a cover of any kind.

If these conditions are not fulfilled the card will be treated as a letter.

The articles specified in (3) and (4) above, may be affixed either to the back of the card or to the left-hand half of the address side.

**SMALL PACKETS****Extent of Service**

Small packets may be sent to all countries. The following countries do not accept small packets above a maximum weight of 1 lb, viz: Australia, Bolivia, Burma, Canada, Chile, Colombia, Cuba

**Definition**

The small packet post is specially provided for the transmission of goods, whether dutiable or not, in the same mails as printed papers, which as a rule, travel more quickly than the parcel mails. Nothing other than the goods, an open invoice reduced to its simplest form and the name and address of the sender and addressee may be enclosed.

**Postage—Surface Mail**

To all destinations:—

Up to 4 ounces	..	20c
Over 4 ounces up to 8 ounces	..	36c
Over 8 ounces up to 1 lb	..	65c
Over 1 lb up to 2 lb	..	\$1.08

Limit of weight: 2 lb

**Overseas Post: Small Packets, Printed Papers, *contd.***

**Limits of size:**

Packets other than in the form of a roll:

**Maximum:**

3 ft. in length, breadth and depth combined, the greatest dimension not to exceed 2 ft.

**Minimum:**

5½ inches by 3½ inches

Packets in the form of a roll:

**Maximum:**

Length and twice the diameter 3 feet 5 inches, the greatest dimension not to exceed 2 feet 11 inches.

**Minimum:**

Length and twice the diameter 6½ inches, the greatest dimension not less than 4 inches.

**Address**

The sender is required to show his name and address on the outside of the packet and must mark the packet conspicuously **SMALL PACKET** or the equivalent of such words in a language of the country of destination in the top left-hand corner.

**Posting**

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

**Inadmissible Articles**

Articles which may not be sent by letter post are also excluded from transmission in small packets; and, in addition, the following may not be sent in small packets: Coin, bank notes, currency notes; negotiable instruments payable to bearer, platinum, gold or silver; precious stones; jewels and other valuable articles; postage stamps whether obliterated or not, or any paper representing a monetary value; traveller's cheques, letters, notes or documents having the character of actual and personal correspondence, but an open invoice reduced to its essential elements, as well as a copy of the name and address of the sender and the addressee may be enclosed, gramophone records, tapes and wires bearing sound or video recording, A.D.P. (automatic data processing) and Q.S.L. cards, magnetic tapes.

**Customs Declarations**

A green customs label must, without exception, be affixed to the address side of the packet, and, if the country of destination so requires, the packets must also be accompanied by one or more customs declaration forms C2/CP3. In some cases the country of destination requires that the customs declarations should be made out in a language other than English. Details of these requirements are shown under each country at pages 94 to 254.

**OVERSEAS POST: PAPERS****Printed Papers****RATE OF POSTAGE**

To all countries:

Up to 1 oz	..	..	9c
Over 1 oz up to 2 oz	..	..	14c
Over 2 oz up to 4 oz	..	..	20c
Over 4 oz up to 8 oz	..	..	36c
Over 8 oz up to 1 lb	..	..	65c
Over 1 lb up to 2 lb	..	..	\$1.08
Over 2 lb up to 4 lb	..	..	\$1.50

For: Books and pamphlets—

Over 4 lb up to 5 lb	..	..	\$1.90
Over 5 lb up to 7 lb	..	..	\$2.65
Over 7 lb up to 9 lb	..	..	\$3.40
Over 9 lb up to 11 lb	..	..	\$4.20

**LIMIT OF WEIGHT=4 lb**

Exceptionally printed volumes sent singly and pamphlets will be accepted up to 11 lb.

**LIMITS OF SIZE**

Printed papers other than in the form of a roll:

To all countries:

Maximum:

3 ft. in length, breadth and depth combined, the greatest dimension not to exceed 2 feet.

Minimum:

5½ inches by 3½ inches

Printed Papers in the form of a roll:

To all Countries:

Maximum:

Length and twice the diameter 3 feet 5 inches, the greatest dimension not to exceed 2 feet 11 inches.

Minimum:

Length and twice the diameter 6¾ inches, the greatest dimension not to be less than 4 inches.

**SURCHARGE**

Printed papers wholly unpaid or insufficiently prepaid if addressed to any place outside Jamaica will not be forwarded but will be returned to sender, where possible.

**Definition**

In general the printed paper rate applies to all impressions or copies obtained upon paper or similar material, parchment or cardboard, by means of printing, engraving, lithography, mimeography, photography, or other readily recognizable mechanical process, except those obtained by means of the typewriter, tracing and hand stamps with or without movable types. Certain items, however, such as receipts, invoices and statements of account which can be forwarded at the printed paper rate on the inland service are only admissible on the overseas services if they are in blank. The Postmaster General reserves the right to decide whether the material and the process used are admissible.

**Overseas Post: Printed Papers, *contd.*****Make-up**

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

**ADMISSIBLE DOCUMENTS**

The following articles are transmissible as printed papers in the international post:

Address cards	Pamphlets
Advertisements	Paper patterns to be cut out
Albums containing photographs	Periodical works
Books, sewn or bound	Photographs
Catalogues	Pictures
Drawings	Photocopies
Engravings	Plans
Greetings and visiting cards	Prospectuses
Maps	Proofs of printing, corrected or uncorrected with or without the relative manuscript
Newspapers	Sheets of music (but not perforated sheets intended for use with automatic musical instruments)
Notices of various kinds printed, engraved, lithographed, mimeographed or photographed	

Letters and Postcards exchanged between pupils of schools provided that these items are sent through the principals of the schools concerned.

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

Manuscripts of works or for newspapers.

Musical scores in manuscript.

**REPRODUCTIONS OF MANUSCRIPT OR TYPEWRITTEN ORIGINAL (CIRCULARS)**

Such reproductions, when obtained by a mechanical manifold process are accepted for transmission as printed papers if:

- (1) they are handed in at a Post Office
- (2) special attention is drawn to the fact that they are a reproduction of the kind specified
- (3) at least 20 items containing precisely identical copies are handed in at the same time.

**Overseas Post: Printed Papers, contd.****ADDITIONS AND ALTERATIONS**

The sender may, either outside or inside a packet of printed papers: Indicate by any process, the name or business name, status, profession and address of the sender and of the addressee, the place and the date of despatch, the signature, a serial or registration number referring solely to the packet;

Correct errors in printing;

Strike out, underline or ring round certain words or certain parts of a printed text unless this is done with the object of constituting a code.

The following and similar documents and so on, may bear additions and alterations made by any process, to the extent indicated in each case.

**Order forms:** Order forms or subscription forms or forms of offer for publications, books, pamphlets, newspapers, engravings and musical scores may bear the names of the works and number of copies asked for or offered; the price and notes representing essential elements of the price; the method of payment; the edition and names of the authors and publishers; the catalogue number and the words *Paper Covered*, *Stiff Covered* or *Bound*.

**Forms used by the lending services of libraries:** The titles of the works, the number of copies asked for or sent, the names of the authors and publishers, the catalogue numbers, the number of days allowed for reading, the name of the person wishing to consult the work in question.

**Printed cards:** Pictorial cards, printed visiting cards, Christmas and New Year cards may bear good wishes, greetings, congratulations, thanks, condolences or other formulae of courtesy expressed in not more than five words or by means of not more than five conventional initials for example: Kind regards, Best Wishes and other greetings and so on, not conveying 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.

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

**Fashion papers:** Cut out patterns which bear indications that they form an integral part of the paper with which they are sent.

**Books:** (Printed literary and artistic productions) Books, pamphlets, newspapers, photographs, engravings, sheets of music and in general all literary or artistic productions, whether printed, or engraved, lithographed or mimeographed, may bear a dedication consisting of a simple expression of regard.

**Cuttings from newspapers and periodicals:** The title, date, number and address of the publication from which the article is taken.

**Notices of change of address:** The old and the new address of the sender and the date of the change.

**Enclosures**

The sender may enclose in a packet of printed papers a card, envelope or wrapper bearing his printed address or that of his agent and having a postage stamp of the country of destination affixed for prepayment of the return postage. The relative open invoice, reduced to its essential elements together with copies of the invoice deposit notes, may be enclosed with articles listed in the paragraph "Books" above.

**Overseas Post: Printed Papers—Customs Treatment Abroad, Combined  
Packets, Literature for the Blind.**

**Inadmissible articles:**

No printed paper articles shall consist of or contain:—

- (a) any documents produced on a typewriter of any type;
- (b) any copies obtained by means of tracing, or any handwritten or type-written copies;
- (c) any copies obtained by means of stamps with or without movable type;
- (d) any articles of stationery proper, bearing reproductions, when it is clearly shown that the printed part is not the essential part of the article;
- (e) any films or sound recordings;
- (f) any punched paper tapes and automatic data processing cards bearing any perforations, marks or signs which can be regarded as notes, (acknowledgement of radio contact) & SL Cards.
- (g) articles sent from one private individual to another;
- (h) postage stamps or forms or prepayment, whether obliterated or not, or any paper representing a monetary value;
- (i) 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 at pages 94 to 254.

### COMBINED PACKETS

It is permissible to enclose in the same packet articles on which different charges are payable (except literature for the blind), 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 4 lb.

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

### LITERATURE FOR THE BLIND

Books or papers impressed or intended to be impressed in "Braille" or other special type and any articles used specially by the blind posted unsealed and accepted for conveyance to all destinations by *surface* mail as follows:

Up to 15 lb in weight (maximum)—Postage free.

Books or papers impressed in Braille or other special type and any articles used specially by the blind, plates for embossing literature for the Blind and sound records intended solely for the use of the blind posted unsealed may be sent by *air mail* to any destination at the special rate of two cents for every two ounces or fraction thereof.

In order to be eligible for this special rate the article must either be posted by *air mail* to a recognized institution for the blind in Jamaica or be addressed to a recognized institution for the blind in another country.

Packets of Literature for the Blind whether intended for conveyance by *surface* mail or *air mail* must not exceed 15 lb in weight.

## OVERSEAS POST (PARCELS)

The maximum and minimum dimensions are the same as for printed papers.

No communication either in writing or printed in ordinary type may be enclosed in a packet of Literature for the Blind except the title, date of publication, serial number names and addresses of the manufacturer, printer or publisher, price and table of contents of the articles and any key to, or instructions for, the use of the special type, or any enclosure except a label for the return of the articles.

Articles should be clearly marked in the upper left-hand corner "*Literature for the Blind*".

## PARCELS

### RATES OF POSTAGE

These are closely related to the actual cost of handling and conveyance and vary considerably for the various parts of the world. The rates to the various countries are shown in Rate Sheet R3.

### WEIGHT AND SIZE

The maximum weight is 22 lb.

### LIMITS OF SIZE

Parcels other than in the form of a roll:

Maximum:

6 feet 7 inches in length, breadth and depth combined, the greatest dimension not to exceed 3 feet 6 inches. The maximum length for parcels to CANADA is 6 feet.

Minimum:

5½ inches by 3½ inches.

Parcels in the form of a roll:

Maximum:

Length 3 feet 6 inches; length and greatest circumference combined not to exceed 6 feet 7 inches.

Minimum:

Length 4 inches; length and greatest circumference measured in a direction other than the length must not be less than 6½ inches.

### Registration

Parcels may be registered to the United States of America only; Registration fee of 40c per parcel in addition to postage charge.

### CUSTOMS DECLARATION AND DESPATCH NOTES

All parcels posted to destinations outside Jamaica must be accompanied by a declaration of the contents (on the prescribed form which is obtainable at every Post Office), bearing the address of the parcel to which it relates and a declaration of the contents as well as the signature and address of the sender. The value of the contents of the parcel must be shown in Jamaican dollars on the customs declaration and the net weight or quantity and the value of the different articles enclosed should be shown in detail with such other particulars as are likely to facilitate the customs clearance of the parcel; for instance, the material of which clothing is made, and whether it is new or not. If an article is being returned to its country of origin this should be stated.

**Overseas Post: Parcels, contd.**

If a consular invoice, a certificate of origin, or other similar document accompanies a parcel, this should be stated on the relative customs declaration under the list of contents, and also on the cover of the parcel if the customs declaration form C2/CP3 is used. Declarations written on any but the prescribed form cannot be accepted.

Two kinds of customs declaration forms are in use namely:—

A yellow form (No. 741) to be pasted on the parcel (mainly for parcels addressed to British Commonwealth countries and the United States of America) and a form C2/CP3 for most foreign countries and for India. Two or more copies of the latter form may be required; see under the relative country. The declaration forms C2/CP3 must not be pasted on the parcel. When a C2/CP3 form of declaration is used the sender must also fill up a despatch note CP2. The address on the despatch note should always be as complete as the address on the parcel.

Customs declarations for parcels addressed to foreign countries should, when possible, be completed in English and French.

When the contents are liable to duty, an incorrect declaration may result in seizure of the parcel or in the imposition of a heavy fine which will not be remitted even if the parcel is returned to the sender.

All parcels are liable to be opened for Customs examination and their contents are subject to Customs duty according to the laws of the country of destination.

Except in the case of a parcel referred to in the following paragraph, such duty cannot be prepaid but it is collected from the addressee on delivery. The Post Office can give no information as to the customs tariff or procedure of any particular country; nor does it accept any responsibility for loss, delay or charges arising from the Customs or other regulation to which the contents of the parcel are subject.

#### **PREPAYMENT OF CUSTOMS DUTIES AND OTHER CHARGES (F.D.P. PARCELS (FREE OF CHARGES AND FEES))**

Persons sending parcels to the United Kingdom may, if they so desire, take upon themselves the prepayment of the Customs duty and other charges which in ordinary cases are leviable on the addressee. The sender will be required to pay a deposit of the amount estimated to cover these charges. A settlement will subsequently be made when a statement of the total amount of the charges has been received from the British Post Office. The following are the conditions:—

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

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

The sender must fill up and sign a formal undertaking to pay on demand the amount of the charges due. Forms for this declaration may be had on application to the Kingston Post Office.

Parcels for free delivery will only be accepted from persons permanently resident in Jamaica or a person approved by the Postmaster General and having a duly appointed agent permanently resident in the island.

A fee of 20c per parcel is charged for the cost of the service in addition to the postage and deposit for duty. If the parcel proves duty-free in Great Britain the sum of 20c will be refunded to the sender.

**Overseas Post: Parcels, contd.**

One form of undertaking will suffice for two or three (but not more) parcels posted together by the same sender to the same addressee. In such cases the fees will be 20c for each parcel.

Parcels will be accepted in Great Britain for delivery in Jamaica free of Customs duty on conditions similar to the foregoing. Such parcels are liable to examination on arrival for Customs purposes, and all pains and penalties attaching for under-valuation or misrepresentation of contents or to prohibited goods will be enforced against the goods themselves or against the parties assuming the charge, as may be decided by the proper authorities.

The Post Office cannot undertake to make any enquiry respecting the charges levied by the United Kingdom customs on parcels forwarded under this arrangement.

**Re-direction**

A parcel may be re-directed to any place participating in a Parcel Post Service on prepayment of the postage to that place or on receipt of an undertaking to pay the postage if the addressee refuses to pay it, provided that the parcel conforms to the regulations applicable to parcels sent by post to the country or place to which it is re-directed.

Parcels re-directed from other countries are not delivered until the postage, if any, due by the addressee has been paid.

Any parcel sent by post incurs fresh postage at the ordinary rate for re-direction, except where the parcel is or would be delivered from the same Post Offices both at the original address and at the address to which the parcel is re-directed.

**Undeliverable Parcels**

The sender of a parcel may request at the time of posting that if the parcel cannot be delivered as addressed it may be treated as abandoned or delivered at a second address in the country of destination.

If a Despatch Note CP2 is used the instructions as to disposal must be written conspicuously on the cover of the parcel as well as on the Despatch Note CP2.

If no Despatch Note CP2 is used the instructions must be written on the Customs declaration forms CP3 or C2/CP3 and must be in one of the following forms:—

- “If not delivered as addressed—abandon”, or
- “If not delivered as addressed deliver to or re-direct to:—
- “If delivery is not possible return to me”.

The sender may reproduce or have printed only one of the permitted instructions on the back of the dispatch note CP2. The instructions marked by the cross on the despatch note CP2 must be reproduced on the parcel itself. It shall be in French or in a language known in the country of destination.

In the absence of a definite request for abandonment or for delivery to an alternative address a parcel which is undeliverable at the original address is returned to the sender without previous notification and at his expense.

The cost of returning the parcel includes postage generally equivalent to the outward charge and in many cases charges levied abroad for warehousing and so on.

Customs duty assessed on the parcel abroad is generally cancelled if the parcel is returned but on parcels sent back from certain other countries the customs charges are not cancelled and must be paid on delivery, in addition to the other charges due.

### CASH-ON-DELIVERY SERVICE

If the sender refuses to pay the charges or does not claim the parcel within six months from the date of return the parcel is sold and the amount recovered out of the proceeds.

Under the *Cash-on-Delivery service* which is in operation between Jamaica and Great Britain, the value of goods sent by parcel post may, under certain conditions be collected from the addressee by the Post Office and remitted to the sender by Money Order.

#### Fees

In addition to postage and any other charges:—

On outgoing parcels:

10c for each \$2 or fraction of \$2 of the trade charge plus a despatch fee of 10c.

On incoming parcels:

10c in addition to the Presentation to Customs charge of 50c, Customs Duty, etc.

#### Conditions

Parcels from Jamaica to Great Britain may only be posted at the General Post Office, Kingston, and Mon.ego Bay, but parcels may be sent from Great Britain to any address in Jamaica. The amount to be collected may not exceed \$80 and may not include a fraction of a cent.

The sender of a Cash-on-Delivery parcel must write, in ink, on the cover of the parcel the word "*Rembursement*" or the letters "C.O.D." followed by the amount of trade charge which is the sum of money to be collected from the addressee on delivery of the parcel. The trade charge may not exceed the amount of the declared value plus the postage and fees payable in connection with the Cash-on-Delivery service. The name and address of the sender should be shown on the parcel as well as the name and address of the addressee.

The sender must fill up a special trade card giving all the particulars required on the card except the number of the parcel and those particulars in the space headed "Service Instructions".

No alteration of the amount of trade charge entered on the parcel is allowed. An incorrect entry must be completely obliterated and a fresh entry made.

If an incorrect entry of the amount is made on a trade charge form or card the sender must make out a fresh form or card.

The trade charge on a cash-on-delivery parcel may not be altered or cancelled after the parcel has been posted.

Before a trade charge in respect of a cash-on-delivery parcel posted in Jamaica is paid, the production of the posting receipt for the parcel may be required.

A Cash-on-Delivery parcel may only be retained at the office of destination for 15 days from the date of arrival after which if unclaimed, it is forthwith returned to origin. Requests for longer detentions cannot be entertained, nor will part payment be accepted from the addressee; the full amount of duty, trade charges, and all other fees must be remitted to the head office before the parcel can be forwarded.

No application as to the disposal of the amount of a trade charge can be entertained unless made within one year of the date the parcel was posted.

## REGISTRATION

Subject to the limitation shown on pages 94 to 254 any letter, parcel or postal packet may be registered.

Registration Fee (additional to postage):  
Each article .. .. . 40c

### Compensation

The registration fee on an article addressed to anywhere outside Jamaica covers compensation up to a maximum of \$14.33. If it is desired to provide for a higher maximum the insurance service should be used. There is no insured service with the United States of America.

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.

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

### Instructions for Registering

An article to be registered must be handed in at a Post Office and a receipt obtained for it, it must not be dropped into a letter-box.

Every letter presented for registration must be enclosed in a strong cover appropriate to its contents and securely fastened with wax, gum or other adhesive substance in such a manner as to render impossible the opening thereof without damage to the cover. It will not be accepted if it shows any sign of having been opened and refastened before posting.

If a letter is fastened by means of adhesive paper or tape, each strip must bear some word or mark distinctive of the sender, such as his name or initials or must be initialed by the person who tenders the article for registration. Letter packets not fastened with any adhesive matter but tied with string will be accepted provided the ends or knots of the string are sealed with wax or by means of a lead seal crushed with a press.

The above instructions regarding fastening and sealing do not apply to packets containing literature for the blind, and printed papers intended for registration as these must be open to inspection whether registered or not.

A postal article addressed to initials cannot be registered.

The address must be clearly written in English but can be repeated in another language. It must be written in ink or copying pencil.

The full postage and registration fee must be prepaid at the time of posting.

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

**Overseas Post: Registration, Advice of Delivery, Insurance, contd.**

Money sent by registered post should be enclosed in one of the registered letter envelopes sold by the Post Office. Coins must be packed in such a way that they cannot move about inside the envelope.

**Inquiries regarding loss or non-delivery**

Inquiry as to the alleged loss or non-delivery of a registered article addressed to a place abroad must be accompanied by a fee of 6c. This fee is refunded if it is found that the inquiry has been rendered necessary by a fault of the postal service.

**Articles Irregularly Posted**

An article marked in any way to indicate that it should be registered which is found posted amongst ordinary correspondence will not be registered but will be treated as an ordinary item and despatched to destination by ordinary or airmail, depending on the amount of postage with which it has been prepaid.

In the event of loss or damage no compensation is paid on an irregularly posted article.

Undeliverable registered and insured articles and unregistered articles found to contain anything of value which cannot be returned to sender 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.

**Advice of Delivery**

The sender of a registered article addressed to an oversea destination may obtain an advice of its delivery by prepaying in stamps at the time of posting, the sum of 20c.

- (a) Stamps denoting payment of such Advice of Delivery fee shall be affixed to the registered article together with the stamps in payment of the postage on the article.
- (b) The article must bear on the front the letters "A.R."
- (c) The sender's name and address must appear on every article of which an application is made for obtaining advice of delivery.

The advice of delivery form for an airmail registered article shall be attached to the article when it is being weighed.

The forms must be returned to the sender by airmail at no additional cost to the addressee and must have a blue airmail label affixed to it.

**OVERSEAS POST: INSURANCE**

The insurance service is not universal, but it extends to most oversea countries. The maximum which can be covered is \$800 but in some countries lower limits are in force, as shown under each country set out on pages 94 to 254.

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

OVERSEAS POST: INSURANCE, *contd.*

## Insurance Fees (additional to postage).

## Letters:

To cover compensation up to a maximum of \$36 .. 10c

Each additional \$36 .. .. 10c

The fees for insurance, including registration fee of 40c but in addition to postage, are as follows:—

Fee	Limit of Compensation	Fee	Limit of Compensation	Fee	Limit of Compensation
.50c ..	\$36	\$1.30	\$324	\$2.10	\$612
.60c ..	\$72	\$1.40	\$360	\$2.20	\$648
.70c ..	\$108	\$1.50	\$396	\$2.30	\$684
.80c ..	\$144	\$1.60	\$432	\$2.40	\$720
.90c ..	\$180	\$1.70	\$468	\$2.50	\$756
\$1.00 ..	\$216	\$1.80	\$504	\$2.60	\$792
\$1.10 ..	\$252	\$1.90	\$540	\$2.70	\$800
\$1.20 ..	\$288	\$2.00	\$576	..	..

## Parcels: (M addition to postage)

To cover compensation up to a maximum of \$36 .. .. 10c

Each additional \$36 .. .. 10c

(See pages 91, 94 to 204 for available services and limits of liability)

## Posting

An item intended for insurance must be handed in at the counter of a Post Office and a receipt obtained for it. It must not be posted in a letter box. If an article tendered for insurance does not, in the opinion of the officer of the Post Office to whom it is tendered, fulfil the prescribed conditions as to packing and sealing, it will not be accepted. Nevertheless, the onus of properly enclosing, packing and sealing the article lies upon the sender; and the Post Office assumes no liability for loss or damage arising from defects which may not have been observed at the time of posting.

## Insured Value

The amount for which an article is insured must be written in ink without erasure or alteration by the sender or his representative both in Roman words and in Arabic figures, at the top of the address side of the cover, thus: Insured for Thirty Dollars (\$30). In the case of a parcel, the amount must also be entered in the appropriate space on the despatch note CP2 if one is used. No alteration or erasure of the inscription on the letter or parcel or on the despatch note is allowed even if certified. If the amount is entered on the despatch note in the wrong place, a fresh despatch note must be prepared.

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

**Overseas Post: Insurance, contd.****Address**

The address on an insured article must be in English but it may be repeated in another language.

The writing must be in ink and no alteration or erasure is permitted even if certified. No article addressed to initials only will be accepted.

**Seals**

All seals on a insured letter or parcel must be of the same kind of wax (or lead in the case of parcels) and must bear distinct impressions of the same private device. A coin may not be used for sealing; and the device may not consist merely of straight, crossed, or curved lines which could readily be imitated.

**Certificate of Posting**

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

**Advice of Delivery**

The sender of an insured letter or parcel may obtain an Advice of its Delivery by prepaying in stamps at the time of posting, the sum of 20c.

The Advice of Delivery form must be returned by air mail:—

- (a) stamps denoting payment of such Advice of Delivery fee shall be affixed to the insured article together with the stamps in payment of the postage on the article;
- (b) the article must bear on the front the words "A.R."
- (c) the sender's name and address must appear on every article in respect of which an application is made for obtaining advice of delivery;
- (d) the advice of delivery form for an airmail insured article shall be attached to the article when it is being weighed.

**Insured Letters: Special Conditions**

Insured letters up to the maximum value indicated may be sent to the countries shown as participating in the service in the section of the Guide headed "Overseas Post".

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

**Make-up**

An insured letter must be enclosed in a strong cover made up in one piece which shall permit the seals to adhere completely, and which must be securely fastened by means of identical seals in lead, fine wax, or another effective means, with spaces between, reproducing a private mark, and affixed in sufficient number to hold down all the folds of the envelope. An envelope with a transparent panel or which is wholly transparent must not be used. The make-up of every letter must be such that its contents cannot be tampered with without external and visible damage to the envelope or the seals.

Spaces must be left between the postage stamps used and between the postmarks and other official labels, if any, so that they cannot serve to hide injuries to the envelope or packing. Postage stamps or labels must not be folded over the two sides of the envelope so as to cover an edge.

**Overseas Post: Insurance, contd.**

No labels may be affixed except those of the postal service. If the packet is tied round with a string or tape, a seal must be placed on each knot. However, if the packet is tied with a string and sealed as in paragraph 1, the string itself need not be sealed.

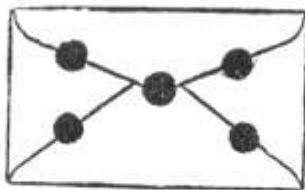
Insured letters which have the exterior appearance of a box must fulfil the following additional conditions:

- (a) they shall be of wood, metal or plastic and sufficiently strong;
- (b) the walls of wooden boxes shall have a minimum thickness of 8 millimetres; (5/16 of an inch);
- (c) the top and bottom shall be covered with white paper to take the address of the addressee, the declaration of the insured value and the impression of the official stamps; they shall be sealed on the four sides; if required for ensuring inviolability, the boxes shall be tied round crosswise with strong string without knots, the two ends being joined under a wax seal bearing a private mark of the sender.

In addition, the following provisions shall apply;

- (a) the postage may be represented by the amount (in figures) of the sum collected, as for example: (Charge collected: S. . . . c. . . .); this amount shall be written at the top right-hand corner of the address side and an impression of the date-stamp of the office of origin placed beside it;
- (b) items addressed to initials or the address of which is shown in pencil and those which have erasures or corrections in their address will not be accepted.

The seals on an ordinary envelope should be placed as shown below:



In the case of a long envelope with a seam down the centre, the seam should be secured with seals placed not more than 3 inches apart.

**INSURED PARCELS: SPECIAL CONDITIONS**

Parcels can be insured for transmission to the countries against the names of which a limit of insured value is shown in the section of the Guide headed "Overseas Post". The general limit of insurance is \$800 but in some countries lower limits are in force and these are specially indicated in the summary together with any other limitations of the service. There are certain countries which do not pay compensation for damage: to fragile items etc. posted in insured parcels e.g. Australia, Canada.

**Packing and make-up**

**Packing:** Every insured parcel must be substantially packed with due regard to the nature of the contents and to withstand the risks of oversea travel.

**Overseas Post: Insurance, Compensation**

**Sealing:** Every insured parcel must be sealed, by one or more lead seals or identical wax seals or by some other effective means in such a way that it cannot be opened without either breaking the seal or leaving obvious traces of violation. Each join or loose flap of the covering of a parcel must be sealed; and if string be used in packing, a seal must be placed on every knot.

On any one parcel only one uniform design or mark may be used. Where possible the impression of the seal used on a parcel should be made on the counterfoil of the despatch note if one is used.

Adhesive sealing tape or gummed paper are not regarded as adequate substitutes for wax or lead seals, but may be used to supplement them, provided that wax seals are also placed partly on the tape or gummed paper and partly on the cover of the parcel, in such a way that the tape or gummed paper could not be removed without breaking the seals. Labels of any kind and postage stamps must be so spaced that they cannot conceal injuries to the cover; they must not be folded over two sides of the parcel so as to hide an edge.

**Parcels Containing Coin, Bullion or Jewellery:** A parcel containing coin, bullion or jewellery sent to any place, to which the insurance service extends must be insured for at least part of its value. Every such parcel must be enclosed in a strong box or case, must be sewn up or otherwise fastened in a wrapper of linen, canvas, strong paper or other substantial material and must have the address written on its actual covering. The address may be written on a label which is gummed to the packing itself PROVIDED:

- (a) that the insured value of the parcel does not exceed \$350
- (b) the label does not exceed 6 inches by 4 and one-quarter inches.

The seals must be placed along the edges of each join or loose flap at distance of not more than 3 inches.

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

Gold, silver, platinum and other precious metals in a manufactured state, that is a state in which value is added to the raw material by skilled workmanship; and in this definition are included any coins used or designed for purposes of ornament; diamonds and precious stones;

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

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

**COMPENSATION****General Conditions Governing Payment of Compensation**

If any object of pecuniary value enclosed in an insured letter or parcel is lost or damaged whilst in the course of conveyance by post, the Postmaster General may pay to the sender such sum as he may think just provided the loss or damage has occurred whilst the letter or parcel was in the custody of the Jamaica Post Office.

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

**Overseas Post: Compensation, contd.**

Compensation will in no case exceed the value at the time of posting of the article lost or the amount of the damage sustained. Indirect loss or loss of profits will not be taken into consideration.

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

The sender of a parcel may waive his claim in favour of the addressee. The sender or addressee may authorise a third party to receive the compensation.

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

**Cases in which Compensation is not Payable:** Under international regulations, no compensation will be paid in respect of:

Any article destroyed through force majeure;

Any article which infringes postal regulations;

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

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

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

Any article fraudulently insured for a sum greater than the actual value of the contents;

Any article confiscated under the internal legislation of the country to which it is addressed;

Any parcel containing an article of a type specified in section of the Guide headed "Overseas Post" as one for which compensation will not be paid; or

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, (e.g. force majeure) 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.

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.