

JAMAICA



POST OFFICE GUIDE

1962

ISSUED BY
THE POSTMASTER GENERAL

THE POST OFFICE

The Post and Telegraphs Services are under the control of the Postmaster General, Jamaica, with Headquarters in Kingston.

Correspondence should be addressed as follows:—

HEADQUARTERS

Postmaster General

Deputy Postmaster General

Chief Post Office Engineer

Chief Accountant

} Post and Telegraphs Department,
Kingston.

SENIOR REGIONAL INSPECTORS are located as follows:—

KINGSTON

MANDEVILLE

MORTEGO BAY

PORT ANTONIO

ST. ANN'S BAY

REGIONAL INSPECTORS are located as follows:—

BLACK RIVER

MAY PEN

MORANT BAY

PORT MARIA

SAVANNA-LA-MAR

SPANISH TOWN

All enquiries and complaints which cannot be dealt with by the local Postmaster should be addressed to the Inspector of the Region.

CONTENTS

	PAGE
Post OFFICES and Agencies in Jamaica	7
Hours of Business at Post OFFICES and Postal Agencies	19
Principal Rates of Postage	21
Other postal charges of general interest	23
Postage stamps and stamped stationery	24
Sale of stamps to Philatelists	25
Reply Coupons	25
Preparing correspondence for posting	25
Packing and make-up	26
Perishable articles	26
Special packing regulations for certain articles	27
Prohibitions	30
Categories of Dangerous articles	32
Import—Prohibitions (Special)	34
Postal Services:—	
Letters	35
Postcards	36
Small Packets	37
Printed Papers	39
News Papers	42
Commercial Papers	43
Samples	44
Registration	47
Insurance	49
Compensation	52
Express Delivery	53
Business Reply Service	54
Cash-on-Delivery	65
Parcels	62
Delivery of Correspondence	56
Redirection	58
Miscellaneous	59
Official Correspondence	61
Overseas Mail Services	66–211
Telecommunications	212
Money Orders and British Postal Orders	218
Savings Bank	231

POST OFFICES AND POSTAL AGENCIES IN JAMAICA

The following lists show all Post Offices and Postal Agencies in Jamaica at the time the Guide was revised together with the Parish in which each office or agency is situated. The abbreviations used in the column headed "class of office" denote:

Abbreviations

T. ..
Ry. T. ..
M.O. ..
S.B. ..
L. ..

Explanations

Telegraph Office
Railway Telegraph Office
Money Order Office
Savings Bank Office
Offices served by Foot Couriers.
Parcels may be subjected to delay.
Postal Agency
Postal Sub Agency (business normally restricted to sale of stamps and British Postal Orders, despatch and receipt of mails and delivery of unregistered correspondence)

Name of Office or Agency	Parish	Class of Office
Aberdeen ..	St. Elizabeth	L., T.
Aboukir ..	St. Ann	P.A.
Above Rocks ..	St. Catherine	T., S.B.
Adelphi ..	St. James	T., S.B.
Aenon Town ..	Clarendon	T.
Airy Castle ..	St. Thomas	T., S.B.
Airy Prospect ..	St. Andrew	P.S.A.
Albany ..	St. Mary	T., S.B.
Albert Town ..	Trelawny	T., S.B.
Albion ..	St. James	P.A., T.
Albion Mountain ..	St. Mary	P.A.
Alderton ..	St. Ann	P.A., T.
Alexandria ..	St. Ann	T., S.B.
Alley ..	Clarendon	T., S.B.
Alligator Pond ..	Manchester	T., S.B.
Allman Town ..	Kingston	T., S.B., M.O.
Aleppo ..	St. Mary	P.S.A.
Alps ..	Trelawny	P.S.A.
Alston ..	Clarendon	T., S.B.
Alva ..	St. Ann	P.A.
Anchovy ..	St. James	T., S.B.
Annotto Bay ..	St. Mary	T., S.B., M.O.
Arawak ..	St. Ann	T.
Ashley ..	Clarendon	P.A.
Ashton ..	Westmoreland	P.A.
Askenish ..	Hanover	T., S.B.
Auchtembeddie ..	Manchester	T.
Bailey's Vale ..	St. Mary	P.A.
Balaclava ..	St. Elizabeth	T., S.B.
Balcarres ..	Portland	L., T., S.B.
Bamboo ..	St. Ann	T., S.B.
Banana Ground ..	Manchester	L.
Banbury ..	St. Catherine	P.A.

Name of Office or Agency	Parish	Class of Office
Bangor Ridge	Portland	L.
Barking Lodge	St. Thomas	P.A.
Barnstaple	St. Ann	P.A.
Barrett Town	St. James	P.S.A.
Bartons	St. Catherine	S.B.
Bath	St. Thomas	T., S.B.
Beacon Hill	St. Catherine	P.S.A.
Beckford Kraal	Clarendon	L., T.
Beecher Town	St. Ann	P.A.
Beeston Spring	Westmoreland	L.
Belfield	St. Mary	T., S.B.
Belfield Works	St. Mary	P.S.A.
Bellas Gate	St. Catherine	S.B.
Benbow	St. Catherine	P.A.
Bensonton	St. Ann	L., T.
Berry Hill	St. Catherine	P.A.
Bethel Town	Westmoreland	L., T., S.B.
Bethsalem	St. Elizabeth	P.A.
Beverly	St. Ann	P.A.
Big Pear Tree	St. Andrew	P.A.
Bigwoods	Westmoreland	P.A.
Birds Hill	Clarendon	P.A.
Black Hill	Portland	P.A.
Black River	St. Elizabeth	T., S.B., M.O.
Blackstonedge	St. Ann	T., S.B.
Blackness	Westmoreland	P.A.
Blairs Hill	Hanover	P.A.
Bluefields	Westmoreland	T., S.B.
Bogue	St. Elizabeth	P.A.
Bog Hole	Clarendon	P.A.
Bog Walk	St. Catherine	T., S.B.
Bois Content	St. Catherine	P.A.
Bombay	Manchester	P.A.
Bonny Gate	St. Mary	L., T., S.B.
Border	St. Andrew	L.
Borobridge	St. Ann	T., S.B.
Boscobel	St. Mary	T., S.B.
Bottom Jackson	St. Catherine	P.S.A.
Boundbrook	Portland	P.A., T.
Bounty Hall	Trelawny	P.S.A.
Bowden	St. Thomas	L., T.
Brae Head	Clarendon	P.A.
Braes River	St. Elizabeth	T.
Braeton	St. Catherine	P.A.
Brainerd	St. Mary	L., T., S.B.
Brandon Hill	St. Andrew	P.A.
Brighton	St. Elizabeth	T.
Brixton Hill	Clarendon	P.A.
Broadleaf	Manchester	P.A.
Brown's Hall	St. Catherine	T., S.B.
Browns Town	St. Ann	T., S.B., M.O.
Buff Bay	Portland	T., S.B., M.O.
Bull Bay	St. Andrew	T., S.B.
Bull Head	Clarendon	P.A.
Bull Savannah	St. Elizabeth	P.A., T.
Bunka Tree	St. Mary	P.A.
Bunkers Hill	Trelawny	T., S.B.
Burnt Savannah	St. Elizabeth	P.A.
Bushy Park	St. Catherine	T.

Name of Office or Agency	Parish	Class of Office
Buxton Town	St. Catherine	P.A.
Bybrook	Portland	P.A.
Byndloss	St. Catherine	P.A., T.
Calabash Bay	St. Elizabeth	P.A.
Calderwood	St. Ann	L., T.
Caledonia	Westmoreland	P.A.
Camberwell	St. Mary	L.
Cambridge	St. James	T., S.B., M.O.
Canterbury-Mo. Bay	St. James	P.A.
Carisbrooke	St. Elizabeth	P.A.
Carmel	Westmoreland	P.A., T.
Carrick Foyle	Trelawny	P.A.
Carron Hall	St. Mary	T., S.B.
Cascade	Hanover	T., S.B.
Castleton	St. Mary	T., S.B.
Catadupa	St. James	T., S.B.
Cauldwell	Hanover	P.A.
Cavaliers	St. Andrew	P.A.
Cave	Westmoreland	T., S.B.
Cave Valley	St. Ann	T., S.B.
Cedar Valley	St. Thomas	T., S.B.
Central Village	St. Catherine	P.A.
Cessnock	Hanover	L.
Chalky Hill	St. Ann	L.
Chambers Pen	Hanover	P.A.
Chapelton	Clarendon	T., S.B., M.O.
Charles Town	St. Mary	P.A.
Chatham	St. James	P.A.
Cheltenham	St. Elizabeth	P.A.
Chester Castle	Hanover	T.
Chigwell	Hanover	P.S.A.
Christiana	Manchester	T., S.B., M.O.
Chudleigh	Manchester	P.A., T.
Church Pen	St. Catherine	P.S.A.
Claremont	St. Ann	T., S.B.
Clark's Town	Trelawny	T., S.B.
Claverty Cottage	Portland	P.A.
Cliffords	Clarendon	P.A.
Clonmel	St. Mary	T., S.B.
Clover Hill	St. Ann	P.A.
Clydesdale	St. Ann	P.A.
Colegate	St. Ann	P.A.
Coley Mountain	Manchester	P.A.
Coleyville	Manchester	T., S.B.
Colonel's Ridge	Clarendon	T., S.B.
Comfort Castle	Portland	L., T., S.B.
Comfort Hall	Manchester	L.
Constant Spring	St. Andrew	T., S.B., M.O.
Constitution Hill	St. Andrew	P.A.
Content Gap	St. Andrew	P.A.
Corletts Road	St. Catherine	P.S.A.
Cornwall Mountain	Westmoreland	L.
Copse	Hanover	P.A.
Cox Piece	St. Mary	P.S.A.
Craighead	Manchester	L., T., S.B.
Craigmill	Portland	P.A.
Crawle River	Clarendon	P.A.
Crescent	St. Catherine	P.S.A.
Croft's Hill	Clarendon	T., S.B.

Name of Office or Agency	Parish	Class of Office
Cromwell Lands	St. Mary	P.S.A.
Crooked River	Clarendon	T., S.B.
Cross Keys	Manchester	T., S.B.
Cross Roads	St. Andrew	T., S.B., M.O.
Croton	St. Thomas	P.A.
Dallas	St. Andrew	L.
Dalton	St. Elizabeth	P.A.
Dalvey	St. Thomas	L., S.B.
Daniel Town	Trelawny	P.A.
Danvers Pen	St. Mary	P.A.
Darliston	Westmoreland	T., S.B.
Darley	Portland	P.A.
Davyton	Manchester	P.A.
Dean Pen	St. Mary	P.A.
Deeside	Trelawny	T., S.B.
Delveland	Westmoreland	P.A.
Denham Town	Kingston	T., S.B.
Devon	Manchester	L., T., S.B.
Devon Pen	St. Mary	P.A.
Dias	Hanover	T., S.B.
Discovery Bay	St. Ann	T., S.B.
Drapers	Portland	P.A.
Dressikie	St. Mary	P.A., T.
Duan Vale	Trelawny	T., S.B.
Dumfries	St. James	P.A.
Duncans	Trelawny	T., S.B.
Dundee	Westmoreland	P.A.
Durham Gap	Portland	P.A.
Eglington	Manchester	P.S.A.
Elderslie	St. Elizabeth	T., S.B.
Elgin	Clarendon	P.A.
Ellen Street	Manchester	T.
Enfield	St. Mary	L., T., S.B.
Epsom	St. Mary	P.A.
Epworth	St. Ann	L.
Essex Hall	St. Andrew	P.A.
Ewarton	St. Catherine	T., S.B.
Fairy Hill	Portland	T., S.B.
Faith's Pen	St. Ann	P.A.
Falmouth	Trelawny	T., S.B., M.O.
Farm	Manchester	P.A.
Fellowship	Portland	L., T., S.B.
Flagaman	St. Elizabeth	P.A.
Flamstead Garden	St. James	P.A.
Flint River	St. Mary	P.A.
Flower Hill	Hanover	P.A.
Font Hill	St. Thomas	P.A.
Four Paths	Clarendon	T., S.B.
Frankfield	Clarendon	T., S.B.
Franklin Town	Kingston	T., S.B., M.O.
Freeman's Hall	Trelawny	P.A.
Free Hill	St. Mary	T., S.B.
Free Town	Clarendon	P.A.
Friendship	Westmoreland	L., T.
Frome	Westmoreland	T., S.B.
Fruitful Vale	Portland	L., T., S.B.
Fullersfield	Westmoreland	P.A.
Fustic	Hanover	P.S.A.
Fyffes Pen	St. Elizabeth	L., T., S.B.
Galina	St. Mary	P.A.

Name of Office or Agency	Parish	Class of Office
Gayle	St. Mary	T., S.B.
George's Valley	Manchester	P.A.
George's Plain	Westmoreland	P.A., T.
Gibraltar	St. Ann	L., T., S.B.
Giddy Hall	St. Elizabeth	L., T.
Ginger Hill	St. Elizabeth	T.
Ginger Ridge	St. Catherine	T., S.B.
Glengoffe	St. Catherine	T., S.B.
Glenislay	Westmoreland	L., T., S.B.
Gloucester	Clarendon	P.A.
Golden Grove	St. Thomas	T., S.B.
Golden Spring	St. Andrew	P.A., T.
Good Intent	Manchester	P.A.
Gordon's Crossing	St. James	P.A.
Gordon Town	St. Andrew	T., S.B.
Goshen	St. Elizabeth	P.A.
Grange Hill	Westmoreland	T., S.B.
Grantham	Clarendon	L., T.
Grant's Pen	St. Thomas	P.S.A.
Granville	St. James	P.A.
Great Valley	Hanover	T., S.B.
Green Hill	Portland	L.
Green Island	Hanover	T., S.B.
Greenwich Town	St. Andrew	P.A., T.
Greenwood	St. James	P.S.A.
Gregory Park	St. Catherine	Ry. T., S.B.
Grey Ground	Manchester	P.A.
Grove Town	Manchester	P.A., T.
Guanaboa Vale	St. Catherine	T., S.B.
Guy's Hill	St. Mary	T., S.B.
Haddington	Hanover	P.A.
Haddo	Westmoreland	P.A.
Hagley Gap	St. Thomas	L.
Hagley Park	St. Andrew	T., S.B., M.O.
Haining	Portland	P.A.
Halfway Tree	St. Andrew	T., S.B., M.O.
Hall's Delight	St. Andrew	P.A.
Hamilton Mountain	St. Mary	P.A.
Hampden	Trelawny	T., S.B.
Hampstead	St. Mary	T., S.B.
Harbour View	Kingston	T.
Harewood	St. Catherine	L., T., S.B.
Harker's Hall	St. Catherine	L., T., S.B.
Harmons	Manchester	L.
Harmony Hall	St. Mary	P.S.A.
Harmony Vale	St. Ann	P.A., T.
Harry Watch	Manchester	L., T.
Hartlands	St. Catherine	T.
Hatfield	Manchester	L., T.
Hayes	Clarendon	T.
Hermitage	Manchester	P.S.A.
Hector's River	Portland	T., S.B.
Heywood Hall	St. Mary	P.A.
Highgate	St. Mary	T., S.B.
Hope Bay	Portland	T., S.B.
Hopeton	St. James	P.O.
Hopewell	Hanover	T., S.B.
Hutchins' Hill	St. James	P.A.
Huntley	Manchester	P.A.
Innswood	St. Catherine	P.A., T., S.B.

Name of Office or Agency	Parish	Class of Office
Inverness	St. Ann	T.
Ipswich	St. Elizabeth	T., S.B.
Irish Town	St. Andrew	P.A., T.
Irons Mountain	St. Ann	P.A.
Islington	St. Mary	T., S.B.
Issa's	Kingston	P.S.A.
Jack's Hill	St. Andrew	P.A.
Jack's River	St. Mary	P.A.
Jackson Town	Trelawny	T., S.B.
James Hill	Clarendon	L., T., S.B.
Jeffrey Town	St. Mary	P.A.
Jericho	Hanover	T., S.B.
Joe Hut	Trelawny	P.A.
John's Hall	St. James	T., S.B.
Johnson Mountain	St. Thomas	P.A.
Jones Town	St. Andrew	T., S.B., M.O.
Joyland	St. Elizabeth	P.A.
Junction	St. Elizabeth	T., S.B.
Kalorama	St. Andrew	P.A.
Keith	St. Ann	L.
Kellits	Clarendon	T., S.B.
Kemnay	Portland	P.A.
Kensington	Portland	P.A.
Kentish	St. Catherine	P.A.
Kilmarnock	St. Elizabeth	P.A.
Kingston	Kingston	T., M.O.
Kingston North-West	Kingston	P.A., T.
King's Vale	Hanover	P.A.
King Weston	St. Andrew	P.A.
Kinloss	Trelawny	P.A.
Kirkvine	Manchester	T., S.B.
Kitson Town	St. Catherine	P.A.
Knockpatrick	Manchester	T.
Knollis	St. Catherine	P.S.A.
Labyrinth	St. Mary	T., L.
Lacovia	St. Elizabeth	T., S.B.
Lamb's River	Westmoreland	L., T., S.B.
Lancaster	Manchester	P.A.
Lances Bay	Hanover	P.A.
Lascelles	Kingston	T.
Latium	St. James	P.A.
Laughlands	St. Ann	T., S.B.
Lawrence Tavern	St. Andrew	P.A., T., S.B.
Lawson	St. James	P.S.A.
Leamington	Westmoreland	L., T.
Leeds	St. Elizabeth	P.A.
Lemon Hall	St. Catherine	P.A.
Liberty Valley	St. Ann	P.S.A.
Liguanea	St. Andrew	T., S.B.
Lime Tree Gardens	St. Ann	P.A.
Lime Hall	St. Ann	T., S.B.
Lincoln	Manchester	L.
Linstead	St. Catherine	T., S.B., M.O.
Linton Park	St. Ann	P.A.
Lionel Town	Clarendon	T., S.B.
Litchfield	Manchester	P.A.
Little London	Westmoreland	T., S.B.
Little River	St. James	T., S.B.
Llandewey	St. Thomas	L., T., S.B.

Name of Office or Agency	Parish	Class of Office
Lloyds	St. Thomas	P.A.
Lluidas Vale	St. Catherine	T., S.B.
Lodge	St. Ann	L., T., S.B.
Long Bay	Portland	T., S.B.
Long Road	St. Mary	L.
Look Out	Portland	P.A.
Lorrimers	Trelawny	T., S.B.
Lottery	St. James	L., T., S.B.
Lower Buxton	St. Ann	P.A.
Lower Cash Hill	Hanover	P.S.A.
Lucea	Hanover	T., S.B., M.O.
Lucky Hill	St. Mary	T., S.B.
Lucky Valley	St. Catherine	P.A.
Lumsden	St. Ann	P.A.
Lydford	St. Ann	P.A., T., S.B.
Lyssons	St. Thomas	P.A., T.
Madras	St. Ann	P.A.
Mahaga	St. Elizabeth	P.A.
Marlborough	St. Mary	P.A.
Maggotty	St. Elizabeth	T., S.B.
Maidstone	Manchester	T., S.B.
Main Ridge	Clarendon	P.A.
Malcolm Square	St. Elizabeth	P.A.
Malvern	St. Elizabeth	T., S.B., M.O.
Manchioneal	Portland	T., S.B.
Mandeville No. 1	Manchester	T., S.B., M.O.
Mandeville No. 2	Manchester	T., S.B., M.O.
Mango Valley	St. Mary	P.A.
Marley Hill	Manchester	P.A.
March Town	Hanover	L., T., S.B.
Mark Hill	St. Catherine	P.A.
Maroon Town	St. James	T., S.B.
Maryland	Hanover	L., T., S.B.
Mason Hall	St. Mary	P.A.
Maverley	St. Andrew	P.A.
Mavis Bank	St. Andrew	T., S.B.
May Pen	Clarendon	T., S.B., M.O.
McNie	Clarendon	P.A.
Mendez	St. Catherine	P.A.
Mercury House	Kingston	T.
Meylersfield Mountain	Westmoreland	P.A.
Middle Quarters	St. Elizabeth	T., S.B.
Middlesex	St. Elizabeth	P.A.
Mike Town	Manchester	P.A.
Mile Gully	Manchester	T., S.B.
Milk River	Clarendon	T., S.B.
Mitchell Town	Clarendon	P.A.
Mocho	Clarendon	T., S.B.
Moores	Clarendon	P.A.
Mona	St. Andrew	T., S.B.
Moneague	St. Ann	T., S.B.
Mongrave	St. Catherine	P.A.
Montego Bay No. 1	St. James	T., S.B., M.O.
Montego Bay No. 2	St. James	T., S.B., M.O.
Montpelier	St. James	T., S.B.
Montreal	St. Mary	P.A.
Moore Town	Portland	L., T., S.B.
Morant Bay	St. Thomas	T., S.B., M.O.
Moravia	Manchester	L.
Morgans Pass	Clarendon	P.A.

Name of Office or Agency	Parish	Class of Office
Mount Airy ..	Westmoreland	P.A.
✓ Mount Edgecombe ..	Westmoreland	P.S.A.
Mount Felix ..	St. Thomas	P.A.
Mount Horeb ..	St. James	L., T., S.B.
Mount Industry ..	St. Catherine	P.A.
Mount James ..	St. Andrew	T.
Mount Moreland ..	St. Catherine	P.A.
Mount Peace ..	Hanover	P.A.
Mount Peto ..	St. James	P.O.
Mount Pleasant ..	Portland	P.A.
Mount Regale ..	St. Mary	P.A.
Mount Rosser ..	St. Catherine	P.A.
Mount Salem ..	St. James	P.A., T.
Mount Salus ..	St. Andrew	P.A.
Mount Vernon ..	St. Thomas	P.A.
Mount Waddy ..	St. Ann	P.A.
Mount Zion ..	St. Ann	P.A.
Mountainside ..	St. Elizabeth	T., S.B.
Mulgrave ..	St. Elizabeth	P.A.
Munro College ..	St. Elizabeth	T., S.B.
Muir House ..	St. Ann	P.A.
Murray's Piece ..	Clarendon	P.A.
Myers Wharf ..	Kingston	T.
Myers Ville ..	St. Elizabeth	T., S.B.
Myrtle Bank ..	Kingston	T.
Nain ..	St. Elizabeth	T., S.B.
✕ Naggo Head ..	St. Catherine	P.S.A.
Negril ..	Westmoreland	T., S.B.
Newcastle ..	St. Andrew	T., S.B.
New Forest ..	Manchester	P.A.
Newgreen ..	Manchester	P.A.
✕ Newleigh ..	Manchester	P.S.A.
Newmarket ..	St. Elizabeth	T., S.B.
Newport ..	Manchester	T., S.B.
✕ New Roads ..	Westmoreland	P.S.A.
Newton ..	St. Elizabeth	P.A.
New Longville ..	Clarendon	P.A.
New Works ..	Westmoreland	P.A.
Niagara ..	St. James	P.A.
Nine Turns ..	Clarendon	P.A.
✕ Norris ..	St. Thomas	P.A.
✕ North Gully ..	St. James	P.S.A.
✓ Nutfield ..	St. Mary	P.A.
Ocho Rios ..	St. Ann	T., S.B.
Old Bottom ..	St. Elizabeth	P.A.
Old England ..	Manchester	T.
Old Harbour ..	St. Catherine	T., S.B., M.O.
Old Harbour Bay ..	St. Catherine	L.
Old Hope ..	Westmoreland	P.A.
Old Mountain ..	Trelawny	P.A.
Oracabessa ..	St. Mary	T., S.B.
Orange Bay ..	Portland	T.
✓ Osborne Store ..	Clarendon	L., T.
Oxford Street ..	Kingston	P.A.
Padmore ..	St. Andrew	P.A.
Palisadoes ..	St. Andrew	P.A., T.
Palmers Cross ..	Clarendon	P.A.
Parottee ..	St. Elizabeth	P.A.

Name of Office or Agency	Parish	Class of Office
Paul Mountain	St. Catherine	P.A.
Pear Tree Grove	St. Catherine	L., T., S.B.
✓ Pembroke Hall	St. Mary	T., S.B.
✓ Penlyne Castle	St. Thomas	P.A.
Pennants	Clarendon	P.A.
✓ Pepper	St. Elizabeth	T.
Perth Town	Trelawny	P.A.
Petersfield	Westmoreland	T., S.B.
Petersville	Westmoreland	P.A.
Philadelphia	St. Ann	P.A.
Pike	Manchester	P.A.
Pisgah	St. Elizabeth	P.A.
Pleasant Valley	Clarendon	P.A.
Plowden	Manchester	P.A., T.
✓ Point	St. James	T., S.B.,
Point Hill	St. Catherine	T., S.B.
Port Antonio	Portland	T., S.B., M.O.
Porters Mountain	Westmoreland	P.A.
Portland Cottage	Clarendon	P.A.
Port Maria	St. Mary	T., S.B., M.O.
Port Morant	St. Thomas	T., S.B.
Port Royal	Port Royal	T., S.B.
Porus	Manchester	T., S.B.
Pratville	Manchester	T., S.B.
Prickley Pole	St. Ann	P.A.
Priestman's River	Portland	T., S.B.
Prior Park	Portland	L.
✓ Priory	St. Ann	P.S.A.
Progressive	St. Andrew	P.A., T.
✓ Quickstep	St. Elizabeth	P.A.
Race Course	Clarendon	T., S.B.
Ramble	Hanover	T., S.B.
Reading	St. James	T., S.B.
Red Bank	St. Elizabeth	P.A.
Red Ground	St. Catherine	P.A.
Red Hills	St. Andrew	T., S.B.
Redwood	St. Catherine	L., T., S.B.
Refuge	Trelawny	P.A.
Retirement	St. Elizabeth	P.A., T.
Retreat	St. Mary	T., S.B.
Retrieve	Westmoreland	P.A.
Revival	Westmoreland	P.A.
Richmond	St. Mary	T., S.B.
Richmond Park	Clarendon	L., T.
✓ Rio Bueno	Trelawny	T., S.B.
Rio Grande	Portland	P.A.
Ritchies	Clarendon	P.A.
Riversdale	St. Catherine	T., S.B.
Robins Bay	St. Mary	P.A.
Robins Hall	Manchester	P.A.
Rock Hall	St. Andrew	P.A.
Rock River	Clarendon	T., S.B.
Rock Spring	Trelawny	P.A., T.
Rocky Point	Clarendon	P.A.
Roehampton	St. James	P.A.
Rose Hall	St. Elizabeth	L., T.
Rose Hill	Manchester	P.A.
Rose Town	Kingston	P.A., T.
✓ Rosend	St. Mary	P.S.A.

Name of Office or Agency	Parish	Class of Office
Roses Valley	St. Elizabeth	P.A.
Rosewell	Clarendon	P.A.
Rowlandsfield	St. Thomas	P.A.
Runaway Bay	St. Ann	T., S.B.
Russells	St. Elizabeth	P.A.
St. Ann's Bay	St. Ann	T., S.B., M.O.
St. D'Acre	St. Ann	P.A.
St. Faith's	St. Catherine	P.A.
St. Gregory	Clarendon	P.A.
St. John's Road	St. Catherine	P.A.
St. Leonard's	Westmoreland	P.O.
St. Margaret's Bay	Portland	T., S.B.
St. Paul's	Manchester	P.A.
St. Peter's	St. Andrew	L.
Salisbury	St. Ann	L.
Salisbury Plain	St. Andrew	P.A.
Salmon Town	Manchester	P.A.
Salt Marsh	Trelawny	P.A.
Salt River	Clarendon	L., T., S.B.
Salt Spring	St. James	P.A.
Samuels Prospect	Trelawny	P.A.
Sandy Bay	Hanover	T., S.B.
Sandy River	Clarendon	P.A.
Sanguinetti	Clarendon	P.A.
Santa Cruz	St. Elizabeth	T., S.B., M.O.
Santoy	Hanover	P.A.
Savanna-la-Mar	Westmoreland	T., S.B., M.O.
Sawyers	Trelawny	L., T.
Scarborough	St. Ann	P.A.
Schoolfield	St. Elizabeth	P.A.
Scotts Hall	St. Mary	P.A.
Scotts Pass	Clarendon	P.A.
Seafield	St. Mary	P.S.A.
Seaforth	St. Thomas	T., S.B.
Sedge Pond	Clarendon	P.S.A.
Seven Miles	St. Andrew	P.A.
Sheffield	Westmoreland	T., S.B.
Sherwood Content	Trelawny	T., S.B.
Shirley Castle	Portland	P.A.
Shooters Hill	Manchester	T., S.B.
Shortwood	St. Andrew	P.A., T.
Sign	St. James	T., S.B.
Silver Spring	Clarendon	P.A.
Siloah	St. Elizabeth	T., S.B.
Simons	St. Catherine	P.A.
Skibo	Portland	L., T., S.B.
Sligoville	St. Catherine	L., T., S.B.
Slipe	St. Elizabeth	P.A.
Smithville	Clarendon	T., S.B.
Snow Hill	Portland	P.S.A.
Somerset	St. Andrew	P.A.
Somerton	St. James	T., S.B.
Southfield	St. Elizabeth	T.
Spaldings	Clarendon	T., S.B.
Spanish Town	St. Catherine	T., S.B., M.O.
Spot Valley	St. James	P.A.
Springfield	St. Elizabeth	T., S.B.
Spring Garden	St. Thomas	S.B.

Name of Office or Agency	Parish	Class of Office
Spring Hill	Portland	L., T., S.B.
Springmount	St. James	P.S.A.
Springvale	St. Catherine	P.A.
Spur Tree	Manchester	T., S.B.
Steer Town	St. Ann	P.A.
Stewart Town	Trelawny	T., S.B.
Stonehenge	St. James	T., S.B.
Stony Hill	St. Andrew	T., S.B.
Strathbogie	Westmoreland	P.A.
✓ Sturge Town	St. Ann	P.A.
Success	Hanover	P.A.
Summerfield	Clarendon	P.S.A.
Sunning Hill	St. Thomas	T., S.B.
Swift River	Portland	L., T., S.B.
✓ Sydenham	St. Catherine	P.S.A.
✓ Thompson Town	Clarendon	T., S.B.
Time and Patience	St. Catherine	P.A.
Toll Gate	Clarendon	L., T., S.B.
Top Hill	St. Elizabeth	T.
✓ Tower Hill	St. James	P.A.
Tower Isle	St. Mary	T.
✓ Tranquility	Portland	P.A.
Treadways	St. Catherine	P.A., T.
Treasure Beach	St. Elizabeth	T.
Trinityville	St. Thomas	T., S.B.
Troja	St. Catherine	T., S.B.
Tropical Plaza	St. Andrew	P.A., T.
Trout Hall	Clarendon	T., S.B.
Troy	Trelawny	T., S.B.
✓ Tweedside	Clarendon	P.A.
Tydixon	St. Catherine	P.A.
Ulster Spring	Trelawny	T., S.B.
Union Hill	St. Mary	T., S.B.
Unity	St. Andrew	P.A.
✓ Victoria Crafts Market	Kingston	P.S.A.
Victoria Town	Manchester	L.
Vineyard Town	St. Andrew	T., S.B., M.O.
Wait-a-Bit	Trelawny	T., S.B.
Wakefield	Trelawny	T., S.B.
Walderston	Manchester	T., S.B.
Walkerswood	St. Ann	L., T., S.B.
Waltham Gardens	St. Andrew	P.A.
Wareika	Kingston	P.A.
Warsop	Trelawny	T., S.B.
Watchwell	St. Elizabeth	P.A.
✓ Water Lane	Clarendon	P.S.A.
Watermount	St. Catherine	T., S.B.
Waterworks	Westmoreland	P.A.
Watson Hill	Manchester	T., S.B.
Watt Town	St. Ann	L., T.
✓ Wayside	St. James	P.S.A.
Welcome Hall	St. James	T., S.B.
West Prospect	St. Catherine	P.A.
Westphalia	St. Andrew	P.A.
Whitehall	St. Thomas	P.A.
Whitehorses	St. Thomas	T., S.B.
Whitehouse	Westmoreland	T., S.B.
Whithorn	Westmoreland	P.A., T.
White River	St. Ann	P.A.

Name of Office or Agency	Parish	Class of Office
Whitesands Beach ..	St. James	T.
Whitfield Town ..	St. Andrew	T., S.B., M.O.
Wild Cane ..	St. Ann	P.O.
Williamsfield ..	Manchester	T., S.B.
Wilmington ..	St. Thomas	P.O.
Windsor Castle ..	Portland	T.
Windsor Forest ..	Portland	P.A.
Windward Road ..	Kingston	T., S.B., M.O.
Wirefence ..	Trelawny	P.S.A.
Woodford ..	St. Andrew	L.
Woodhall ..	Clarendon	L., T., S.B.
Woodlands ..	St. Elizabeth	P.A.
Yallahs ..	St. Thomas	T., S.B.
Yarmouth ..	Clarendon	P.A., T.
York Castle ..	St. Ann	P.A.
York Pen ..	Clarendon	P.A.

HOURS OF BUSINESS AT POST OFFICES AND POSTAL AGENCIES

The normal hours of business at Post Offices and Postal Agencies are:—

POST OFFICES: 8.0 a.m. to 5.0 p.m. daily except on Sundays and Public Holidays.

POSTAL AGENCIES: 5 hours daily except on Sundays and Public Holidays (the actual times during which the Agencies are open are arranged to suit local conditions). Agencies which transact Telegraph business are open all day on week-days. Postal Sub-Agencies are open during the Agent's ordinary business hours.

At the General Post Office, Kingston, the Parcel (acceptance and delivery) and the Money Order Counters are only open from 9.0 a.m. to 3.0 p.m. on week-days and from 9.0 a.m. to 1.0 p.m. on Saturdays. Registered and insured letters are not accepted or delivered after 4.0 p.m. daily.

On Sundays all Post Offices and Postal Agencies are closed.

On Public Holidays the counters at the General Post Office, Kingston, are opened from 9.0 a.m. till noon. All other offices are open from 8.0 a.m. till 10.0 a.m.

Telegrams are accepted at all Telegraph Offices after normal office hours and on Sundays and Public Holidays on payment of the special rates shown in the section of the guide headed "Telecommunications".

PRINCIPAL RATES OF POSTAGE

(SURFACE MAILS)

	Inland	Commonwealth Commonwealth Countries, territories under British Trustee- ship, British Post Offices in the Persian Gulf	Foreign All Other Countries
Letters	2d. for the 1st 2 oz and 1d. for each additional 2 oz or part thereof.	3d. for the 1st oz and 1½d. for each additional oz or part thereof.	6d. for the 1st oz and 4d. for each additional oz or part thereof.
Postcards	1d. each	2½d. each	4d. each
Reply Paid Postcards	2d. each	5d. each	8d. each

Small Packets

INLAND: No Service.

ALL OTHER COUNTRIES: 10d. for the first 10 oz (minimum charge)
2d. for each additional 2 oz

Printed Papers

INLAND: 1d. for the first 2 oz.
½d. for each additional 2 oz

ALL OTHER COUNTRIES: 2d. for the first 2 oz
1d. for each additional 2 oz.

Blind Literature

(Braille)

ALL DESTINATIONS: ½d. for the first 2 lb
½d. for each additional 3 lb up to 11 lb
2½d. up to 15 lb (maximum).

Newspapers

(published in Jamaica
or registered at the
General Post Office,
London).

INLAND: ½d. per copy.

ALL OTHER COUNTRIES: 2d. for the first 2 oz
1d. for each additional 2 oz.

Commercial Papers

INLAND: 1d. for the first 2 oz
½d. for each additional 2 oz.

ALL OTHER COUNTRIES: 6d. for the first 10 oz (minimum charge)
1d. for each additional 2 oz.

Samples

INLAND:	1d. for the first 4 oz ½d. for each additional 2 oz.
ALL OTHER COUNTRIES:	2d. for the first 2 oz 1d. for each additional 2 oz.

Parcels

INLAND:	4d. for the first lb 3d. for each additional lb.
---------------	---

GREAT BRITAIN AND
NORTHERN IRELAND:

3 lb	7 lb	11 lb	22 lb
5/6	7/6	12/-	15/6

CANADA: 8d. per lb (Limit 20 lb).

UNITED STATES OF AMERICA: 1/2d. per lb.

ALL OTHER COUNTRIES: (See section headed "Overseas Post".)

PRINCIPAL RATES OF POSTAGE

(AIR MAILS)

	Letters per ½ oz.	Air Letters	Postcards	Second class mail — per ½ oz.	Newspapers per ½ oz.
The West Indies, British Guiana and British Honduras	6d.	6d.	4d.	3d.	2d.
Bermuda, Cuba, Haiti, Dominican Republic, Puerto Rico, French and Netherland's West Indies	8d.	6d.	5d.	4d.	3d.
American continent including Alaska, Canada, Newfoundland, United States of America, Central and South American countries and Falkland Islands	8d.	6d.	5d.	4d.	3d.
Europe (except U.S.S.R. and Cyprus), Greenland and Turkey	1/6d.	6d.	9d.	9d.	6d.
Cyprus, Asia, Africa and Australia	3/-	9d.	1/6d.	1/6d.	1/-

PARCELS

Cayman Islands, Turks and Caicos Islands and British Honduras	2/- per half pound.
The West Indies and British Guiana	2/6d. per half pound.
United States of America	3/- per half pound.
Canada	3/6d. per half pound.

Great Britain & Northern Ireland	.. 8/- per half pound.
European Countries except U.S.S.R., Cyprus and Turkey	.. 10/- per half pound.
All other countries (See section headed "Overseas Post".)	

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", "Commercial Papers", "Sample 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 a 6d. stamp, are obtainable at all Post Offices, price 6d. each. If they are despatched to countries to which the "Air Letter" postage is in excess of 6d., stamps to make up the additional postage must be affixed.

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.

OTHER POSTAL CHARGES OF GENERAL INTEREST

Registration Fee

INLAND:	.. 4d. to cover compensation up to £2 5d. to cover compensation up to £10 1d. for each additional £10 (maximum compensation £400).
ALL OTHER COUNTRIES:	4d. per article (maximum compensation £2 18/-).

Insurance Fee

INLAND:	.. No service.
OTHER COUNTRIES:	Letters 9d. for first £12 and 5d. for each additional £12 of insured value. Parcels: see section headed "Overseas Post".

The insurance service does not extend to all countries.

Customs Clearance Fee .. 6d. on each incoming parcel.

Cash-on-Delivery Fee .. 3d. on each incoming parcel in addition to the Customs Clearance Fee.

Money Order Commission

On orders drawn on	
Antigua, Bahamas, Barbados, Bermuda, British Guiana, British Honduras, Cayman Islands, Dominica, Grenada, Montserrat, Nevis St. Kitts, St. Lucia, St. Vincent, Tobago, Tortola, Trinidad and Turks Islands	6d. for the first £2 and 2d. for each additional £1 or part thereof.

All other places

6d. for the first
£1 and 3d. for each
additional £1 or
part thereof.

On Money Orders for countries to which there is no direct service an additional commission is deducted from the value of the order by the forwarding country.

Reply Coupons

	Sale Price	Surrender Value in Jamaica
Commonwealth	3d.	3d.
International	11d.	6d.
Private Boxes	Complete calendar year	12/-
Private Letter Bags	(conveyed by an employee of the holder of the bag)	£1 1 0
Private Letter Bags	(conveyed under arrangements with the Post and Telegraphs Department)	£2 2 0

Inland Telegrams

Ordinary	1/6d. for the first 12 words and 1d. for each additional word.
Priority	2/3d. for the first 12 words and 1d. for each additional word.

For other charges and more detailed information see the relative sections of the Guide.

POSTAGE STAMPS AND STAMPED STATIONERY

Postage stamps of the following denominations are on sale:—

½d., 1d., 2d., 2½d., 3d., 4d., 5d., 6d., 8d., 1/-, 1/6d., 2/-, 3/-, 5/-, 10/- and £1.

The following is a brief description of the stamps together with the dates of issue.

Denomination	Description	Colour	Date of Issue
½d.	Palms	Black and Orange	1.5.56
1d.	Sugar	Black and Green	1.5.56
2d.	Pineapple	Black and Rose	2.8.56
2½d.	Bananas	Black and Blue	2.8.56
3d.	Mahoe	Green and Brown	17.12.56
4d.	Breadfruit	Green and Blue	17.12.56
5d.	Ackee	Red and Green	17.12.56
6d.	Doctor Bird	Black and Red	3.9.56
8d.	Blue Mountain Peak	Blue and Orange	15.11.56
1/-	Royal Botanic Gardens, Hope	Green and Blue	15.11.56
1/6d.	Rafting on the Rio Grande	Blue and Purple	15.11.56
2/-	Fort Charles	Blue and Green	15.11.56
3/-	Arms of Jamaica	Black and Blue	2.8.56
5/-	Arms of Jamaica	Black and Red	15.8.56
10/-	Arms of Jamaica	Black and Green	15.8.56
£1	Arms of Jamaica	Black and Purple	15.8.56

Booklets containing six each of the following denomination stamps— $\frac{1}{2}$ d., 1d., 2d., $2\frac{1}{2}$ d., are issued, price 3/- each.

The following stamped stationery is on sale:—

Postcards impressed with a 1d. stamp for use on the inland services only	..	Single	1d.
Newspaper wrappers impressed with a $\frac{1}{2}$ d. stamp	..	Each	$\frac{1}{2}$ d.
Newspaper wrappers impressed with a 1d. stamp	..	Each	1d.
Light air letter forms impressed with a 6d. stamp	..	Each	6d.
Registered letter envelopes embossed with a stamp to cover 4d. Registration and 2d. Postage			
Size— $5\frac{1}{4}$ inches by $3\frac{1}{4}$ inches	..	Each	$6\frac{1}{2}$ d.
8 inches by 5 inches	..	Each	7d.

Judicial stamps of the values of 3d., 6d., 1/-, 2/-, 4/-, 5/-, 6/6d., 8/6d., 10/- and £1 are sold at all offices where there is a demand for them.

Title forms are on sale at all Post Offices except the General Post Office, Kingston.

SALE OF STAMPS TO PHILATELISTS

There is a stamp bureau at Headquarters. Orders by post should be addressed to the Postmaster General, Kingston, Jamaica, and should be accompanied by a remittance sufficient to cover the cost of the stamps plus return postage and registration fee. The remittance should be in the form of a bank draft, money order, postal order or certified cheque made payable to the Postmaster General.

REPLY COUPONS

Reply Coupons are only on sale at the Money Order Office, Kingston. They are intended to provide a means of prepayment of replies by post and are of two types:—

- Commonwealth Reply Coupons, price 3d. each, which may be exchanged at any Post Office in the Commonwealth or in a British Protectorate, for stamps to cover the postage on a single rate surface letter from that country to any other Commonwealth country.
- International Reply Coupons, price 11d., which may be exchanged at any Post Office in any country of the Universal Postal Union for stamps to cover the postage on a single rate surface letter to any foreign country.

Reply Coupons presented at any Post Office in Jamaica will be exchanged for stamps of the following values:—

- Commonwealth Reply Coupons 3d. each
- International Reply Coupons 6d. each.

PREPARING CORRESPONDENCE FOR POSTING

The address of every postal article should be fully and clearly written in Roman characters parallel to the length of the letter or packet and sufficient space should 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:—

ADDRESS TO BE WRITTEN HERE	Stamp
----------------------------------	-------

Correspondence for places abroad should bear, in addition to the name of the town or city, 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 left-hand bottom corner or on the back of the article. This will enable the article to be returned unopened in the 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.

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.

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.

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, commercial papers, samples 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 addresses or to bad or indistinct writing.

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 of destination plus the name of the 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. It assists materially if BLOCK capital letters are used for the name of the Post Town.

PACKING AND MAKE-UP

General Information

Letters and postal packets of every kind, especially parcels, must be so made up as not only to preserve the contents from loss or damage in the post, but also not to injure other packets or any officer of the Post Office. If insecurely packed they are liable to be stopped. The public 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 Overseas destinations.

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

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 wood or stout leatherboard. 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.

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 wood or metal sufficiently strong to prevent any risk of the contents escaping during transit.

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.

Coin, bullion and jewellery These must be enclosed in a strong box or case which must be sewn up or otherwise fastened in a wrapper of linen, canvas, strong paper or other substantial material. 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 3 inches. Further in the case of jewellery exceeding £100 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 stout metal box, placed inside a wooden box, with sawdust 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 a well-fitting lid; wrap each egg separately in newspaper or other soft material; place the eggs on end 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*.

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 vulcanised 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 words *Films—Inflammable* in plain black letters must be affixed to the packet.

If a wooden box is used as the outside container, it must be made from boards not less than $\frac{3}{8}$ 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 vulcanised fibre container is used it must be manufactured from the toughest compressed and vulcanised 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. The gross weight of a container and contents must not exceed 6 lb.

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 attached to the contents 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 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.

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 at 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 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.

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.

Certain parasites and destroyers of noxious insects intended for the control of such insects, are admissible if similarly packed, but only when sent by letter post between officially recognised institutions.

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 American 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, sample 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, sample 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 this 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 8 oz gross weight may be sent by parcel, letter or sample 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 larger 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 or cardboard. Cardboard boxes are not suitable, however, for quantities exceeding 3 lb in weight.

Racquets: Badminton, squash and tennis Badminton, squash and tennis racquets must be firmly 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 sides.

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; and 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 in course of conveyance or any mail bag in which the articles are conveyed.
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.
9. Any article containing coin or gold bullion exceeding five pounds 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 regulation 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 oiled 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.

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

CATEGORIES OF DANGEROUS ARTICLES: BRIEF DESCRIPTIONS 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 consist 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, phosphorus, pyroxylin plastics, etc.).
4. **Compressed gases.** Comprising all inflammable, non-inflammable, liquified, 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. **Oxydising substances.** Substances such as bichromates, chlorates, nitrates perchlorates, permanganates, peroxides which easily release oxygen and stimulate the combustion of other materials.
7. **Poisons.** These consist of liquids or solids giving off poisonous or irritating vapours 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 authorised.

8. **Radioactive substances.** Comprising all substances which have any significant alpha, beta, gamma or neutron radiation. Exceptionally small quantities of such materials are admitted if suitably packed and provided that when made up for the post the radiation measured at the outside surface of the packet does not exceed 10 millirads per 24 hours. Examples, luminous dials, radioactive isotopes, etc.
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 or 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 stamp, 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. The following are considered to be embarrassing packets:

Addresses. 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 the address.

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

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 top 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 portion of enclosures in envelopes with transparent or cut-out panels.

Envelopes

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

A packet enclosed in a *window* envelope, that is an envelope with a transparent panel which does not conform to the following conditions:

- (a) The panel must extend parallel to the length of the envelope, so that the address of the addressee appears in the same direction; it must be placed so as not to interfere with the application of the date-stamp;
- (b) The panel must be sufficiently transparent for the address to be perfectly legible, even in artificial light, and must take writing. Panels which reflect artificial light are not admissible;
- (c) Only the name and address of the addressee must show through the panel, and the enclosures must be so folded that they cannot move about in the envelope and thus cause the address to be hidden;
- (d) 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.

(e) A packet enclosed in an envelope of which the address portion has been divided into separate sections for the insertion of successive addresses.

"Trap" Packets. A packet having an opening large enough to entrap small letters or postcards. Envelopes with ordinary tuck-in flaps up to the following limits of size may be used.

Not over $3\frac{1}{2}$ inches in depth	—	opening not over 6 inches wide
Not over 4 inches in depth	—	opening not over $5\frac{1}{2}$ inches wide
Over 4 inches in depth	—	opening not over $4\frac{1}{2}$ inches wide.

If a larger envelope is necessary, senders should adopt a pattern having a special kind of flap which can be adjusted so as not to leave a large opening; or the packet can be fastened with string; provided that it can be easily untied. If metal paper fasteners are used they must be blunt and must be well pressed down to obviate risk of injury to the hands of the Post Office staff. Paper clips must not be used.

The maximum size for a folder is 6 inches in length by $3\frac{1}{2}$ inches in width.

Dimensions. A card, envelope or folder which is less than 4 inches in length by $2\frac{1}{2}$ inches in width or a packet of such small dimensions as to be likely to impede the officers of the Post Office in dealing with it.

Re-use of 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 Director 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 Director 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.

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 a 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.

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 *Tuberculozyne* or any other alleged cure for consumption, unless under licence.

LETTERS

POSTAGE—

Inland Rate

To destinations within the island of Jamaica		
Not over 2 oz in weight	..	2d.
Each additional 2 oz	..	1d.

SURFACE MAIL—

British Commonwealth Rate

To all countries in the British Commonwealth, territories under British Trusteeship and British Post Offices in the Persian Gulf

Not over 1 oz in weight	..	3d.
Each additional oz	..	1½d.

Foreign

To all other countries		
Not over 1 oz in weight	..	6d.
Each additional oz	..	4d.

INSUFFICIENTLY PREPAID LETTERS

Letters which are wholly unpaid or insufficiently prepaid are charged on delivery with double the deficiency.

LIMITS OF SIZE

Letters other than in the form of a roll:

Maximum:

- (a) If addressed to anywhere in Jamaica or to any country in the Commonwealth:

2 ft. in length and 18 inches in breadth or depth.

- (b) If addressed to any other country:

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

Minimum:

All destinations:

4 inches by 2¼ inches unless provided with a strong address label the dimensions of which are not less than 4 inches by 2¼ inches.

Letters in the form of a roll:

All destinations:

Maximum:

Length and twice the diameter 3 ft. 3 inches, the greatest dimension not to exceed 2 ft. 8 inches.

Minimum:

Length and twice the diameter $6\frac{3}{4}$ inches, the greatest dimension not to be less than 4 inches. Smaller items must have a strong address label attached the dimensions of which are not less than 4 inches by $2\frac{3}{4}$ inches.

LIMITS OF WEIGHT

All destinations outside Jamaica:

4 lb, 6 oz.

There is no limit of weight for a letter addressed to a destination within the island.

DUTIABLE ARTICLES BY LETTER POST

Dutiable articles may be sent to certain countries in packets prepaid at the letter rate of postage. A green label giving precise particulars of the weight and 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 in the section headed "Overseas Post". 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 confers no title to compensation in the event of loss, damage or delay.

POSTCARDS**POSTAGE—****Inland Rate**

To destinations within the island of Jamaica

Single	1d.
Reply Paid	2d.

SURFACE MAIL—**British Commonwealth Rate**

To all countries in the British Commonwealth, territories under British Trusteeship and British Post Offices in the Persian Gulf

Single	2½d.
Reply Paid	5d.

Foreign

To all other countries

Single	4d.
Reply Paid	8d.

INSUFFICIENTLY PREPAID POSTCARDS

Postcards posted totally unpaid or insufficiently prepaid are forwarded but are charged on delivery with double the deficiency. (For air mail postcards see Overseas Services.)

SIZE

No card may exceed $5\frac{7}{8}$ inches in length by $4\frac{1}{8}$ inches in width nor be less than 4 inches in length by $2\frac{3}{4}$ 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.

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.

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 4 inches by $2\frac{3}{4}$ 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.

REPLY-PAID POSTCARDS

In addition to each part conforming with the foregoing regulations for postcards, reply-paid postcards (whether officially issued or privately produced) must bear on the front of the first or *request* half the heading *Carte Postale Avec Réponse Payée* and, in a similar position, on the second or *reply* half, *Carte Postale-réponse*. They should be made up in such a way that when one half is folded over the other, the fold forms the upper edge, and the address side of the *reply* half is on the inside. The two halves must not be closed in any way.

The sender may address the reply half to himself and may also add on the back of that half a questionnaire to be filled up by the addressee.

A reply-paid postcard is not forwarded unless both halves are fully prepaid with Jamaican postage stamps for surface transmission at the time of posting.

The sender of the original card may not prepay supplementary fees (registration, express and so on) for the *reply* half.

The *reply* half of an incoming reply-paid postcard is available for surface transmission to the country of origin only, without the need for additional postage. If the addressee so wishes, he may send back the *request* half attached to the *reply* half, in which case the address on the *request* half must be struck through and must be on the inside.

A reply-paid postcard will only be forwarded by air mail if the postage on the outward half is made up to the air mail postcard rate applicable to the country of destination and an air mail label is affixed close to the address. The sender cannot pay for the return of the *reply* half by air mail. It will be returned by surface route unless the person returning it similarly makes up the postage on that half to the air mail postcard rate applicable in the reverse direction.

SMALL PACKETS

Extent of Service

Small packets may be sent only to the countries participating in the service as shown in the section of the Guide headed "Overseas Post".

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 to which the service extends	..	10d. (minimum charge)
Not over 10 oz in weight	..	
Each additional 2 oz	..	2d.
The postage must be fully prepaid.		

Weight and size

The limit of weight is 2 lb.
The limits of size are:

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:

4 inches by $2\frac{3}{4}$ inches unless provided with a strong address label the dimensions of which are not less than 4 inches by $2\frac{3}{4}$ inches.

Packets in the form of a roll:

Maximum:

Length and twice the diameter 3 ft. 3 inches the greatest dimension not to exceed 2 ft. 8 inches.

Minimum:

Length and twice the diameter $6\frac{3}{4}$ inches, the greatest dimension not less than 4 inches. Smaller items must have a strong address label attached the dimensions of which are not less than 4 inches by $2\frac{3}{4}$ inches.

Packing and Address:

Small packets must be packed so that they may be easily examined without breaking any seal. The sender is required to show his name and address on the outside of the packet and must mark the packet conspicuously **SMALL PACKET** 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; 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.

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 white customs declarations. 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 in the section of the Guide headed "Overseas Post".

PRINTED PAPERS

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 recognisable 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 accounts 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; when filled in, such documents for places abroad fall into the category of Commercial Papers.

POSTAGE—

Inland Rate

To destinations within Jamaica	1d.
Not over 2 oz in weight	1d.
Each additional 2 oz	$\frac{1}{2}$ d.

SURFACE MAIL

Foreign

To all other countries	2d.
Not over 2 oz in weight	1d.
Each additional 2 oz	1d.

Limits of size

Packets other than in the form of a roll:

Maximum:

- (a) If addressed to anywhere in Jamaica
2 ft. in length and 1 foot in breadth or depth.
- (b) If addressed to a Commonwealth country
2 ft. in length and 18 inches in breadth or depth
- (c) If addressed to any other country
3 ft. in length, breadth and depth combined, the greatest dimension not to exceed 2 ft.

Minimum:

All destinations:

4 inches by $2\frac{3}{4}$ inches unless provided with a strong address label the dimensions of which are not less than 4 inches by $2\frac{3}{4}$ inches.

Packets in the form of a roll:

Maximum:

All destinations:

Length and twice the diameter 3 ft. 3 inches, the greatest dimension not to exceed 2 ft. 8 inches.

Minimum:

Length and twice the diameter $6\frac{1}{2}$ inches, the greatest dimension not to be less than 4 inches. Smaller items must have a strong address label attached the dimensions of which are not less than 4 inches by $2\frac{3}{4}$ inches.

Limits of weight

Inland	3 lb
All other destinations	$6\frac{1}{2}$ lb
A printed volume sent singly to any destination will be accepted up to 11 lb in weight.			

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 or documents are transmissible as printed papers in the British Commonwealth and foreign post:

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

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.

"Carbon" copies of the typewritten original (but not the top copy) are admissible at the printed paper rate under the same conditions as the foregoing, if addressed to any place in Jamaica.

ADDITIONS AND ALTERATIONS

The sender may, either outside or inside a packet of printed papers:

Indicate by hand or by a mechanical process, the name or business name, status, profession and address of the sender and of the addressee; the date of despatch, the signature, telephone exchange and number, telegraphic address and code, the current postal or banking account of the sender; 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 correspondence.

The following and similar documents and so on, may bear additions and alterations made by hand or by a mechanical process, to the extent indicated in each case:

Advices of the departures and arrivals of ships or aircraft The dates and time of departures and arrivals, as well as the names of the ships or aircraft and the port of departure, call and arrival.

Travellers' advices The traveller's name, the date, time and place of his intended visit, and the address at which he is staying.

Order forms Order forms or subscription forms or forms of offer for publications, books, newspapers, engravings and pieces of music 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, and other brief notes referring to the works 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.

Proofs of printing Alterations and additions concerned with corrections, form and printing, 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, and the "copy" may also be enclosed.

Fashion plates and maps Colours.

Price-lists and so on Price-lists, tenders for advertisements, stock and share lists, market quotations, trade circulars and prospectuses may bear figures and any other notes representing essential elements of the price. The figures which price-lists may bear may represent dates, percentage, quantities available and so on.

Books Books, pamphlets, newspapers, photographs, engravings, sheets of music and in general all literary or artistic productions, whether printed, engraved lithographed or mimeographed, may bear a dedication consisting of a simple expression of regard, and, on photographs or engravings, a very brief explanatory caption and other short notes referring to the photograph or engraving.

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 address and having a postage stamp of the country of destination affixed for prepayment of the return postage. The invoice may be enclosed with articles listed in the paragraph "Books" above.

Inadmissible articles

Cinematograph films, gramophone records, stationery, postage stamps or forms of prepayment whether obliterated or not, or any paper representing a monetary value, or printed papers of which the text has been modified after printing or which bear any marks whatever of such kind as to constitute a conventional language or any blank paper, note paper or envelope (with or without printed address) or all other articles of stationery, pure or simple.

Surcharges

Printed papers wholly unpaid or insufficiently prepaid, if addressed to any place in Jamaica are forwarded and taxed with double the deficiency.

If addressed elsewhere they are, where possible, returned to the sender.

Literature for the Blind

Books or papers impressed or intended to be impressed in "Braille" or other special type or any articles specially adopted for the use of the blind are accepted for conveyance to all destinations by surface mail at the following rates of postage:

Up to 2lb in weight	½d.
" 5 lb "	1d.
" 8 lb "	1½d.
" 11 lb "	2d.
" 15 lb "	2½d.

Books or papers impressed in Braille or other special type and any articles specially adapted for the use of the blind, plates for embossing blind literature and voice recordings intended solely for the use of the blind may be sent by air mail to any destination at the special rate of threepence for every two ounces or fraction thereof.

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

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

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 Blind Literature 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 'Blind Literature'.

NEWSPAPERS**Definition**

The following are accepted for conveyance as Newspapers.

- (a) Any newspaper or magazine printed and published in the island at intervals of not more than 31 days.
- (b) Any British publication registered as a newspaper at the G.P.O., London.

POSTAGE—**Inland Rate**

To destinations within Jamaica—½d. per copy irrespective of weight.

SURFACE MAIL**Foreign**

To all other countries

Not over 2 oz in weight	2d.
Each additional 2 oz	1d.

SUPPLEMENTS

Any supplement issued with a newspaper must consist wholly or mainly of matter like that of the newspaper, or of advertisements, printed on paper, or wholly or partly of pictorial matter illustrative of articles in the newspaper; it must in every case be published with the newspaper, and have the whole or part of the title of the newspaper printed at the top of every page, or at the top of every sheet or side on which any such pictorial matter appears. All sheets of the supplement must be put together in some one part of the newspaper, whether gummed or stitched up with the newspaper or not. The supplement or supplements issued with any number of a registered newspaper may not exceed the newspaper itself in size or weight.

The Post Office cannot regard a document as a supplement merely because it is printed under that title. A separate document intended to be used for separate purposes is not a supplement to a newspaper. For example, documents of the following descriptions if enclosed in copies of registered newspapers render them inadmissible at the newspaper rate of postage:

1. Any document not printed by the responsible printer of the paper, such as an advertisement sheet printed for an advertiser and sent to the publisher of a newspaper for distribution with it;
2. A contents bill, an advertisement sheet with an order form attached, a prospectus with an application form attached, or a proposal or inquiry form; or
3. Any document drawn up in the form of a direct personal communication to the recipients, such as a printed circular in the form of a letter purporting to be addressed by an advertiser to the person by whom the newspaper in which it is enclosed is received.

Make up

A newspaper should be so folded and secured, if posted in a cover, as to admit of ready inspection of the title. The cover should be open at both ends and be easily removable for examination of the contents.

Insufficiently prepaid Newspapers

Newspapers posted wholly unpaid or insufficiently prepaid if addressed to places within Jamaica are forwarded charged with double the deficiency. If addressed elsewhere they are not forwarded.

COMMERCIAL PAPERS

Definition

Commercial Papers comprise all papers and all documents, wholly or partly written or drawn, not having the character of current and personal correspondence such as:

Bills of lading
 Copies of or extracts from deeds under private seal written on stamped or unstamped paper
 Documents of all kinds drawn up by public officials
 Invoices
 Manuscripts of works or for newspapers sent unaccompanied
 Musical scores or sheets of music in manuscript
 Out-of-date correspondence (unclosed letters and postcards) which has already fulfilled its original purpose, and copies thereof

Papers of legal proceedings

Proposals and policies of insurance and formal papers necessarily incident to insurance
 Pupils' exercises in original or with corrections, but without any note which does not relate directly to the performance of the work

Receipts

Statements of accounts

Way bills

POSTAGE—

Inland Rate

To destinations within Jamaica			
Not over 2 oz in weight	1d.
Each additional 2 oz	$\frac{1}{2}$ d.

SURFACE MAIL—

Foreign

To all other countries			
Not over 10 oz in weight (minimum charge)	6d.
Each additional 2 oz	1d.

Limits of size

Packets other than in the form of a roll:

Maximum:

- (a) If addressed to anywhere in Jamaica
2 ft in length and 1 foot in breadth or depth
- (b) If addressed to a Commonwealth country
2 ft in length and 18 inches in breadth or depth
- (c) If addressed to any other country
3 ft in length, breadth and depth combined, the greatest dimension not to exceed 2 ft.

Minimum:

All destinations:

4 inches by $2\frac{3}{4}$ inches unless provided with a strong address label the dimensions of which are not less than 4 inches by $2\frac{3}{4}$ inches.

Packets in the form of a roll:

All destinations:

Maximum:

Length and twice the diameter 3 ft 3 inches, the greatest dimension not to exceed 2 ft 8 inches.

Minimum:

Length and twice the diameter $6\frac{1}{2}$ inches, the greatest dimension not to be less than 4 inches. Smaller items must have a strong address label attached the dimensions of which are not less than 4 inches by $2\frac{3}{4}$ inches.

Limits of weight

Inland	3 lb
To Commonwealth countries	5 lb
To all other countries	4 lb 6 oz.

Make up

Packets of commercial papers should be clearly marked in the upper left-hand corner of the address side *Commercial Papers*. They are subject to examination in the post, and must be made up in such a way that they can be easily examined. They may be placed in a wrapper, upon a roller, between boards, in an open container, or in an unclosed envelope, furnished with blunt clips easy to unfasten and refasten or they may be secured with a string easy to untie.

Inadmissible Articles

Postage stamps or forms of prepayment, whether obliterated or not or any paper representing a monetary value, are inadmissible; but out-of-date correspondence may bear cancelled postage stamps or franking impressions which served to prepay the original postage.

Insufficiently prepaid Articles

Totally unpaid or insufficiently prepaid commercial papers if addressed to places within Jamaica are forwarded charged with double the deficiency. If addressed elsewhere they are not forwarded.

SAMPLES**Definition**

The use of the sample post is restricted to genuine trade samples or patterns of merchandise without saleable value. Exceptionally, the following articles are regarded as eligible for transmission by sample post:

Printers' blocks, cut-out patterns sent singly, keys sent singly, cut fresh flowers, articles of natural history (dried or preserved animals or plants, geological specimens, and so on) tubes of serum and vaccine, and pathological objects rendered innocuous by the mode of preparation and packing.

These articles, except tubes of serum and vaccine sent in the general interest by laboratories or institutions officially recognised may not be sent for a commercial purpose.

POSTAGE—

Inland Rate

To destinations within Jamaica			
Not over 4 oz in weight	1d.
Each additional 2 oz	$\frac{1}{2}$ d.

SURFACE MAIL—

Foreign

To all other countries			
Not over 2 oz in weight	2d.
Each additional 2 oz	1d.

Limits of size

Packets other than in the form of a roll:

Maximum:

- (a) If addressed to anywhere in Jamaica or any Commonwealth country
2 ft in length and 1 foot in breadth or depth.
- (b) If addressed to any other country 3 ft in length, breadth and depth combined, the greatest dimension not to exceed 2 ft.

Minimum:

All destinations:
4 inches by $2\frac{3}{4}$ inches unless provided with a strong address label the dimensions of which are not less than 4 inches by $2\frac{3}{4}$ inches.

Packets in the form of a roll:

All destinations:

Maximum:

Length and twice the diameter 3 ft 3 inches, the greatest dimension not to exceed 2 ft 8 inches.

Minimum:

Length and twice the diameter $6\frac{3}{4}$ inches, the greatest dimension not to be less than 4 inches. Smaller items must have a strong address label attached the dimensions of which are not less than 4 inches by $2\frac{3}{4}$ inches.

Limits of weight

Inland	8 oz
To Commonwealth countries	5 lb
To all other countries	1 lb 2 oz.

Packing and Address

Every sample should be indelibly marked *Sample Not for Sale*, or otherwise de-faced in such a way as to render the article unsaleable in the ordinary way of trading.

Samples must be sent in such a manner as to be easy of examination and, when practicable, must be sent in covers open at the end. The upper left-hand corner of the packet should be clearly marked *Sample*.

Packing is not obligatory for articles consisting of one piece, such as pieces of wood or metal, which it is not the custom of the trade to pack.

The address of the addressee must be indicated, as far as possible, on the packing or on the article itself. If the packing or the article itself is not suitable for the inscription of the address and service indications or for affixing the postage stamps, a tie-on label, preferably of parchment, must be securely attached. The same applies when the date stamping is likely to injure the article.

A sample enclosed in a linen or paper envelope of little strength must have a label preferably of parchment attached with the address of the addressee and the postage stamps in prepayment. The address should if possible be repeated on the article itself.

In order to secure the return of a packet which cannot be delivered the name and address of the sender should be printed or written outside the packet.

Permissible Additions

The sender may indicate by hand or by a mechanical process outside or inside the packet in the letter case on the sample itself or on a special sheet or paper referring to it: the name, position, profession, style and address of the sender and of the addressee; the date of despatch, the signature, telephone number, telegraphic address and code, the postal cheque or banking account of the sender; a manufacturer's or trade mark, a brief note relating to the manufacturer or supplier of the goods or to the person for whom the sample is intended, serial or identity numbers, prizes and notes representing essential elements of the price; particulars relating to weight, measurement and size, or the quantity to be disposed of, and such as are necessary to determine the origin and the character of the goods.

Special Packing Regulations for Certain Articles

DRY COLOURING POWDERS (FOR EXAMPLE, ANILINE BLUE). These are admissible only if enclosed in a stout tin box placed inside a wooden box with sawdust between the two covers.

DRY NON-COLOURING POWDERS. These must be placed in a box of metal, wood or cardboard, the box itself being enclosed in a bag of linen or parchment.

FATTY SUBSTANCES WHICH DO NOT EASILY LIQUEFY; SILKWORM EGGS. Such articles must be enclosed in an inner cover (box, linen or parchment bag and so on) which must itself be placed in a second box of wood, metal or stout thick leather.

GLASS OR OTHER FRAGILE MATERIAL. Articles of glass or other fragile material must be securely packed in a box of metal, wood or strong corrugated cardboard in such a way as to prevent all risk of injury to other postal packets or to postal officers.

LIQUIDS, OILS OR SEMI-LIQUIDS. These must be enclosed in a receptacle hermetically sealed; and the receptacle must be placed in a special box of metal, strong wood or strong corrugated cardboard containing sawdust or spongy material (not cotton) in sufficient quantity to absorb the liquid if the receptacle becomes broken. The lid of the box must be fixed in such a manner that it cannot easily become detached.

LIVE BEES; LEECHES; PARASITES. Live bees or leeches must be enclosed in a box so constructed as to avoid all danger and to allow the contents to be ascertained. Parasites and destroyers of noxious insects exchanged between officially recognised institutions must be similarly packed.

SHARP INSTRUMENTS, PIECES OF METAL OR ORE. Articles of this description must be packed and guarded in so secure a manner as to involve no risk to the contents of the mail bags or to officers of the Post Office.

TINNED FOOD; INDUSTRIAL AND VEGETABLE PRODUCTS. Articles such as tinned food which would be spoilt if otherwise packed may be admitted in a cover hermetically sealed. Samples of industrial or vegetable products may also be posted in covers closed by the manufacturers or sealed by an inspecting authority of the country of origin. In these cases the sender or the addressee may be required to assist in the check of the contents.

Inadmissible Articles

The following articles are not admissible:

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

Customs Treatment Abroad

Particulars of the countries which admit packets containing articles liable to customs duty under the Green Label system, are given in the section of the Guide headed "Overseas Post". Sample packets containing dutiable articles sent to other countries may be returned, subjected to fines, or confiscated according to the laws of the country of destination.

Samples Insufficiently Prepaid

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

PACKETS CONTAINING PRINTED MATTER, COMMERCIAL PAPERS AND SAMPLES

It is permissible to enclose in the same packet printed matter (except literature for the blind), commercial papers and samples, provided that each article taken singly is within the limits applicable to it as regards weight and size, and that the total weight does not exceed 5 pounds if the packet is addressed to a place in the British Empire, or 4 pounds 6 ounces, if addressed to a foreign country.

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

REGISTRATION

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

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

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

Foreign

Each article	4d.
--------------	-----

Compensation

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

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

No indemnity is payable in the case of:

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

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 initialled 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.

Small packets, commercial papers, printed papers and samples intended for registration must be made up in the manner prescribed for unregistered articles in these categories.

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.

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.

Advice of Delivery

The sender of a registered article may obtain an advice of its delivery by prepaying in stamps either at the time of posting or subsequently, the sum of 2d. which must be affixed by the sender to the form provided for the purpose.

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 4d. 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 is compulsorily registered and taxed as follows:

- (a) if addressed to any place in the island—8d. less any amount prepaid in excess of the postage,
- (b) if addressed to any place abroad—taxed with double the amount of any insufficient prepayment,
- (c) any uninsured article (other than a parcel) which may contain coin, bank notes, currency notes, negotiable instruments payable to bearer, platinum, gold or silver, whether manufactured or not, precious stones, jewels or other precious articles must be registered and, if it is posted without registration, will be compulsorily registered and taxed with double the deficiency of the postage and registration fee.

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

INSURANCE

The insurance service is not universal, but it extends to most overseas countries. The maximum which can be covered is £400 but in some countries lower limits are in force, as shown under each country in the section of the Guide headed "Overseas Post".

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.

Insurance Fees (additional to postage).

Letters:

To cover compensation up to a maximum of £12 9d.
Each additional £12 5d.

The fees for insurance, *including registration fee of 4d. but in addition to postage*, are as follows:

Fee	Limit of Compensation	Fee	Limit of Compensation	Fee	Limit of Compensation
s. d.	£	s. d.	£	s. d.	£
0 9	12	5 9	156	10 4	288
1 2	24	6 2	168	10 9	300
1 7	36	6 7	180	11 2	312
2 0	48	7 0	192	11 7	324
2 5	60	7 5	204	12 0	336
2 10	72	7 10	216	12 5	348
3 3	84	8 3	228	12 10	360
3 8	96	8 8	240	13 3	372
4 1	108	9 1	252	13 8	384
4 6	120	9 6	264	14 1	396
4 11	132	9 11	276	14 6	400
5 4	144				

Parcels:

Rate varies according to country of destination.
See section of the Guide headed "Overseas Post".

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, fulfill 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 by the sender both in words and in figures, at the top of the address side of the cover, thus: *Insured for Fifteen Pounds (£15)*. In the case of a parcel, the amount must also be entered in the appropriate space on the despatch note, if one is used. No alteration or erasure of the inscription on the letter or parcel or on the despatch note is allowed. 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.

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. No article addressed to initials only will be accepted.

Seals

All seals on an 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 shows 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 on application at the office of posting, either at the time of posting or within a year afterwards. When the application is made at the time of posting, the sender must indicate his name and address on the outside of the article.

A fee of 2d. must be paid by stamps affixed by the sender to a form provided for the purpose. Inquiry as to the loss or non-delivery of an insured letter, or parcel, made subsequently to posting, must be accompanied by a fee of 4d., unless the sender has already paid the special fee for an advice of delivery. If it is found that the postal service is in fault, the inquiry fee is refunded.

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 and securities, 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, printed papers commercial papers and samples cannot be insured.

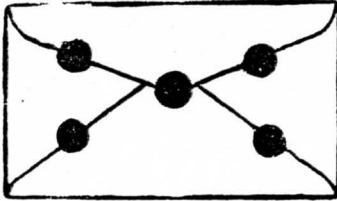
Make up

An insured letter must be enclosed in a strong cover made up in one piece, which must be securely fastened by means of identical seals in fine wax, 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 black or coloured border or a transparent panel 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 postal labels, if any, so that they cannot serve to hide injuries to the envelope. Postage stamps or labels must not be folded over the two sides of the envelopes so as to cover the edge.

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.

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 £400 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.

Packing and Make up

Packing. Every insured parcel must be substantially packed with due regard to the nature of the contents and the length of the journey.

Sealing. Every insured parcel must be sealed, 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.

When 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 the 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 seals must be placed along the edges of each join or loose flap at distances 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.

Compulsory Insurance

A parcel liable to insurance under the regulations and posted uninsured will, if it otherwise complies with the requirements for an insured parcel and is addressed to a country to which the insurance system extends, be compulsorily insured, taxed with double the appropriate insurance fee and forwarded to destination.

If the parcel for any reason cannot be forwarded it will normally be returned to the sender.

In neither case is compensation payable in respect of the loss of or damage to the parcel or its contents.

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.

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 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 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 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, or where a packet cannot be accounted for in consequence of the loss of official documents from any such cause. No compensation will be paid for any loss or damage due to force majeure, restraint of princes or act of the Queen's enemies.

EXPRESS DELIVERY

Extent of Service

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

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

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

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

Linstead

May Pen

Mandeville

Montego Bay

Old Harbour

Port Antonio

Port Maria

St. Ann's Bay

Savanna-la-Mar

Spanish Town

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

Charges:

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

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

Distinctive Marking and Posting

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

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

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

Limits of weight

Letters and parcels: 7 lb

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

Delivery

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

BUSINESS REPLY SERVICE

DESCRIPTION

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

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

CONDITIONS

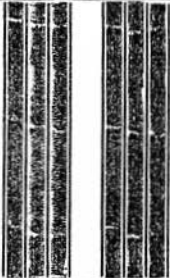
Licence: Before any person uses business reply cards and so on, a licence must be obtained from the Postmaster General.

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

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

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

SPECIMEN BUSINESS REPLY CARD

Postage will be paid by Licensee	$1\frac{1}{2}$ ins. minimum	No postage stamp necessary if posted in Jamaica
BUSINESS REPLY SERVICE LICENCE NO.		
NAME:		
ADDRESS:		

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

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

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

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 ft 6 inches and 4 ft 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, Hagley Park, Halfway Tree, Jones Town, Liguanea, Linstead, Mandeville, May Pen, Mona, Montego Bay, Port Antonio, Port Maria, St. Ann's Bay, Savanna-la-Mar, Spanish Town, Vineyard Town, 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 articles 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 weekdays 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.

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 post-card 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 at a specific address or care of a Post Office Box* are however 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, Alley, Anchovy, Allman Town, motto Bay, Balaclava, Bamboo, Black River, Bog Walk, Brown's Town, Buff Bay, Chapelton, Christiana, Claremont, Constant Spring, Cross Roads, Denham Town, Discovery Bay, Duncans, Ewarton, Falmouth, Frankfield, Franklin Town, Golden Grove, Green Island, Guys Hill, Hagley Park, Halfway Tree, Highgate, Hopewell, Jones Town, Liguanea, Linstead, Lionel Town, Lucea, Maggoty, Manchineal, Mandeville, May Pen, Middle Quarters, Mona, Moneague, Montego Bay, Mountainside, Myers Wharf, Negril, Newmarket, Ocho Rios, Old Harbour, Port Antonio, Port Maria, Porus, Race Course, Reading, Retreat, Richmond, Unaway Bay, Santa Cruz, Savanna-la-Mar, Spanish Town, Stony Hill, Ulster Spring, Vineyard Town, Wakefield, Windward Road, Whitfield Town, Williamsfield.

The annual rental, payable in advance on the 1st April each year, is 12/-.

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 12/6 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 12/- the renter of a 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) one guinea when the bag is conveyed by an employee of the holder of the bag;
- (b) two guineas 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 month, a broken period of the first month being reckoned as a full month.

RE-DIRECTION

1. By the Public. Unless the sender has forbidden re-direction by a note to 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 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 or 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 can 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 agent.

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. Thus a 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.

A letter originally posted unpaid, or a packet of any kind posted insufficiently paid, and subsequently re-directed, though not chargeable for re-direction, is subject to surcharge on delivery. 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.

MISCELLANEOUS**Payment of Postage in Cash:**

Senders of large quantities of correspondence may prepay postage charges in cash or by means of certified cheques at the General Post Office, Kingston.

All postal articles except registered and insured articles and parcels will be accepted provided the total charge on each posting which must be paid before or at the time of posting, is not less than 10/- in value.

Each posting must be handed in at the General Post Office between 10.00 a.m. and 4.00 p.m. and must consist of the same category of correspondence i.e. solely of letters, newspapers or circulars and each article must be liable to the same rate of postage.

Letters and circulars must be tied up in bundles of 50 with the addresses arranged in the same direction and bulky articles and newspapers in bundles of 10.

At the time of posting the sender will present a statement certifying that the articles are tied in bundles of 50 or 10 and that they all consist of the same category of correspondence subject to the same postage charge.

On the special authority of the Postmaster General in each case, newspaper offices may be allowed to send their newspaper wrappers for stamping as "paid" 24 hours before the time of posting subject to the name of the newspaper being clearly printed on the wrappers.

Prepayment of Postage by Franking Machine Impressions:**Franking (Postage Meter) Machines**

Users of these machines must conform to the following conditions:—

1. They must obtain the Postmaster General's permission for their use.
2. Payments in advance in respect of postage must be made from time to time at a specified Post Office where the machine must be presented for meter setting.
3. The correspondence franked by the machine must be faced, securely tied in bundles and handed in at a specified office, not necessarily that at which the machine is periodically taken for control.
4. Franking dies and machines must be maintained in good condition, and any necessary replacements and repairs made, at the user's expense to ensure clear and distinct franking impressions and absolute accuracy in recording.
5. The user of the machine must on no account remove or otherwise interfere with the seal placed on the machine by the Post Office.
6. No repairs required to the machine can be carried out without the express permission of the Postmaster General in writing.
7. No machine may be sold, loaned to another person or otherwise disposed of without the prior consent of the Postmaster General in writing.

Currency Notes of West Indian territories

Currency notes which are legal tender in Antigua, Barbados, British Guiana, Dominica, Grenada, Montserrat, St. Kitts, Nevis, St. Lucia, St. Vincent and Trinidad and Tobago, will be accepted at any Post Office in Jamaica in payment for a postal transaction. The Post Office however does not undertake to change these notes into Jamaican currency.

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.

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 Jamaican 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.

Redelivery to the Sender of Postal Articles in the Course of Transmission by Post

An article posted in Jamaica and not yet despatched may only be returned to the sender on the authority of The Minister of Communications and Works.

Disposal of Undeliverable Correspondence

Undeliverable postal articles posted in Jamaica other than parcels are returned unopened direct to the sender if his 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 indicates 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 in the section of the Guide headed "Parcels".

OFFICIAL CORRESPONDENCE

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

Accountant General
Bacteriologist
Chief Inspector under the Agricultural Produce Law
Chief Medical Officer
Chief Technical Officer, Agriculture
Chief Veterinary Officer
Collector General
Collector of Customs and Shipping Master
Collectors of Taxes
Commissioner of Income Tax
Commissioner of Stamp Duties and Estate Duties
Government Savings Bank, Manager
Medical Officers
Medical Officers (Health)
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, T.B. Sanitarium and Victoria Jubilee Maternity Hospital
Senior Veterinary Officer and Veterinary Officers
Tuberculosis Officer
Valuation Commissioner

Free registration is only permitted in the case of correspondence addressed to:
Collector of Taxes
Government Savings Bank, Manager.

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.
4. Reading matter for the blind printed in Braille or similar script, posted by the Territorial Commander of the Salvation Army, on the following conditions:—
 - (a) The cover of each such packet to bear the signature and designation of Territorial Commander.
 - (b) To be endorsed—"Literature for the Blind".
 - (c) Each packet of such literature to be returned to Kingston to bear a label addressed "The Territorial Commander, Salvation Army, Kingston", duly signed and endorsed as above.

PARCELS

POSTAGE—

Inland Rate:

To destinations within Jamaica

Not over 1 lb	4d.
Each additional 1 lb	3d.

SURFACE MAIL

Foreign:

All other countries:

See section of the Guide headed "Overseas Post".

Limits of size

All destinations.

Parcels other than in the form of a roll:

Maximum:

6 ft in length, breadth and depth combined, the greatest dimension not to exceed 3 ft 6 inches.

Minimum:

4 inches by $2\frac{3}{4}$ inches unless provided with a strong address label the dimensions of which are not less than 4 inches by $2\frac{3}{4}$ inches.

Parcels in the form of a roll:

Maximum:

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

Minimum:

Length 4 inches; length and greatest circumference measured in a direction other than the length must not be less than $6\frac{3}{4}$ inches. Smaller items must have a strong address label attached the dimensions of which are not less than 4 inches by $2\frac{3}{4}$ inches.

Limits of weight

Inland	11 lb
Foreign	Normally 22 lb

Certain countries have a lower limit of weight. These are shown in the section of the Guide headed "Overseas Post".

Posting

A parcel must not be posted in a letter box but must be handed in at a Post Office and a certificate of posting obtained.

Address

Each parcel must be clearly addressed in Roman characters written in ink. A parcel otherwise addressed will not be accepted unless a translation is added. The address should be written on the cover of the parcel or on a label which is securely gummed to the cover of the parcel. Addresses written on tie-on labels are not satisfactory. The words "Parcel Post" should appear on the upper left hand corner. It is also desirable that the sender's name and address should appear either inside the parcel or on the cover. In the latter case it must be kept distinct from the address to which the parcel is directed.

It is essential that the name of the Post Town should appear in the address in order to ensure delivery as speedily as possible. The name of the Post Town should be written or typed in BLOCK letters.

Example:

John Brown, Esq.,
Pera,
BOWDEN P.O.

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 sterling 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.

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 white customs declaration 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 Commonwealth countries or the United States of America) and a white form (No. 3923) for most foreign countries and for India.

Two or more copies of the latter form may be required; see under the relative entry in the section headed "Overseas Post". The white declaration forms must not be pasted on the parcel. When a white form of declaration is used the sender must also fill up a despatch note. 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 regulations to which the contents of the parcel are subject.

PREPAYMENT OF CUSTOMS DUTIES AND OTHER CHARGES

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 Office. The following are the conditions:—

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

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 Parcels Post Branch at Kingston.

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 1/- 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 1/- will be refunded to the sender.

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 1/- 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 undervaluation 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 deliverable from the same Post Office 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 is used the instructions as to disposal must be written conspicuously on the cover of the parcel as well as on the Despatch Note.

If no Despatch Note is used the instructions must be written on the Customs declaration 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".

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 the Republic of Columbia, the Dominican Republic, Spain and certain other countries the customs charges are not cancelled and must be paid on delivery, in addition to the other charges due.

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 is added to the proceeds.

CASH-ON-DELIVERY SERVICE

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

3d. for each £1 or fraction of £1 of the trade charge plus a despatch fee of 3d.

On incoming parcels

3d. in addition to the Customs Clearance Fee, Customs Duty etc.

Conditions

Parcels from Jamaica to Great Britain may only be posted at the General Post Office, Kingston, but parcels may be sent from Great Britain to any address in Jamaica. The amount to be collected may not exceed £40 and may not include a fraction of a penny.

The sender of a Cash-on-Delivery parcel must write, in ink, on the cover of the parcel the word "Remboursement" 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 charge 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.

Jamaica PO Guide 1962
OVERSEAS POST

Pages 66 to 210 lists rates for each country, example available on next page.

YEN (including Kamaran Island and Mukalla).

Letter Post

Surface	Letters	First oz	3d., each oz after 1½d.
	Postcards	Single	2½d.
Air Mail	Letters	Each ½ oz	3/-
	Aerogrammes	Each	9d.
	Postcards	Single	1/6d.

Dutiable articles may be sent by letter, sample and small packet post. Green label and one white declaration required.

Insurance—Limit £200 (Insurance services are available at Aden, Aden-Camp, Little Aden, Maalla, Mukalla, Sheikh Othman and Kamaran only).

Prohibitions. Arms and parts thereof (including imitation and toy pistols and revolvers) and sulphur.

Parcel Post

Surface	Up to 2 lb	3 lb	7 lb	11 lb	22 lb
	3/7	3/7	6/11	10/3	17/2

Air Mail Each ½ lb 12/-.

Customs declaration. Yellow form.

Insurance. Limit £200. Fee 9d. for each £12 of value.

Prohibitions. Letters, except one for the addressee; arms and parts thereof (including imitation and toy pistols and revolvers) and sulphur, labels or woven goods bearing designs in imitation of paper money; quinine coloured pink.

Restrictions apply to the importation of plants. Certain articles may only be imported under licence from the Controller of Civil Supplies, Aden.

Route. Parcels for Mukalla should be addressed Via Aden.

Compensation is not payable for damage to porcelain, glassware and other exceptionally fragile articles if the damage occurs after the parcel reaches Aden.

AEGEAN ISLANDS (Same as Greece).

AFGHANISTAN

Letter Post

Surface	Letters	First oz	6d., each oz after 4d.
	Postcards	Single	4d.
Airmail	Letters	Each ½ oz	3/-
	Aerogrammes	Each	9d.
	Postcards	Single	1/6d.

Dutiable articles may be sent by letter and sample post. Green label required.

Insurance. No service.

Prohibitions. Bank-notes, coin, currency notes, documents payable to bearer; gold, jewellery, platinum, precious stones, silver and other precious articles.

The importation of many classes of goods is prohibited. Further information should be obtained from the addressee.

TELECOMMUNICATIONS

In the list of Post Offices and Postal Agencies in Jamaica at the beginning of the Guide the letter "T" is used to indicate the offices and agencies which accept and deliver telegrams. The symbol "Ry.T" denotes a Railway Station which provides limited telegraph facilities.

TELEGRAMS—(INLAND)

RATES:

Ordinary: The charge for a telegram other than a Priority or Press telegram is 1/6d. for the first 12 words and a 1d. for each additional word.

Priority: The charge for a Priority telegram is 2/3d. for the first 12 words and 1d. for each additional word. The word "Priority" for which no charge is made, must be written before the address of the telegram.

Press: The charge for Press messages is 6d. for the first 12 words and ½d. for every additional two words.

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

Counting of words for charging: The rules governing the counting of words for inland telegrams are substantially the same as those for overseas telegrams. See below.

PORTERAGE:

I. Telegrams will be delivered from the Terminal Office by Messenger *without charge* if the addressee resides *within one mile* of such Office, or if in Kingston within the Postal delivery.

II. Beyond these limits they are delivered specially as under, if the requisite portorage fees are pre-paid—

- (a) if the whole distance be under 3 miles at a charge of 6d. per mile, counting from the boundary of free delivery.
- (b) if the distance be over three miles at a charge of 1/- per mile, counting from the office.
- (c) The above rates will be maintained, provided the Department can obtain delivery at the prices quoted, otherwise the best possible arrangement for delivery will be made and the charges shall be paid by the sender.

III. If the required portorage fees are not pre-paid, or if a sufficient deposit be not made to meet such charges (where the exact distance is not known) this Telegram will be delivered in ordinary course by post as a letter, from the Terminal Office.

IV. In the event of any payment or deposit on account of portorage fees being insufficient the sender of this Telegram will be liable for the ascertained deficiency if not paid by the addressee on delivery.

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

OFFICE HOURS:

The office hours are from 8 a.m. to 5 p.m. daily—Sundays and Public Holidays excepted. From 5 p.m. until 6 p.m. or as long as office is actually engaged in Telegraph work double rate is charged but no additional fees.

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

- (a) After 6 p.m. until 8 p.m., double rate for telegram plus a fee of 1/- for each office opened and 6d. for the messenger.
- (b) After 8 p.m. until 6 a.m., double rate for the telegram plus a fee of 2/- for each office opened and 1/- for the messenger.

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

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

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

Inland telegrams are retained on file for 3 months, and foreign telegrams for 10 months.

Abbreviated telegraphic addresses (inland) for use at any office, may be registered with the Postmaster General at a cost of £2 per annum.

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

- (a) If the words "By Post" with name of a telegraph station be written on a message it will be telegraphed to such station and forwarded from thence to its postal address by first post.
- (b) If a letter marked "On Post Office Telegraph Business" be sent by post to the telegraph clerk at any station the message enclosed will be promptly forwarded by telegraph from such station. In this case the letter may be registered and the cost of the message enclosed in stamps or coin.

Telegrams may also be handed to a mail courier on his way to a telegraph office, but the Department does not take any liability for miscarriage.

- (c) No charge will be made in either case for postage or registration.

TELEGRAMS—(OVERSEAS)

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

For table of rates apply to any Telegraph Office or at the Office of Cable and Wireless (West Indies) Limited, Mercury House, 9 East Parade, Kingston.

The various classes of message available are:

Ordinary Telegrams

Ordinary telegrams may be written in plain or secret (code or cipher) language or any combination of these.

The text of an ordinary telegram may contain a mixture of plain and secret (code and/or cipher) language and the total charge is arrived at by adding the charge for each individual word reckoned in accordance with the rules for counting.

The minimum charge is as for seven words.

Urgent Telegrams

The urgent telegram provides a specially accelerated service to most countries.

Such telegrams have priority in transmission and the rates are double the ordinary rates. The word "Urgent" must be included as the first word in the address and charged for. The minimum charge is as for seven words.

Letter Telegrams

The letter telegram services (LT) provide facilities at half the rate for ordinary telegrams for communications in plain language of a lengthy though less urgent character than those provided by the ordinary or urgent services. The minimum charge is as for 22 words. Prefix LT is charged for as one word.

Letter Telegrams are normally delivered during the day following the day of handing in.

Commonwealth Social Telegrams

Commonwealth social telegrams (GLT) may be sent to most places in the British Commonwealth, and territories under British Trusteeship. They must be in plain language and may be used for greetings, family news or non-commercial personal affairs.

Commonwealth social telegrams are normally delivered during the day following the day of handing in. They should contain the full postal address of the addressee. The only accessory service allowed is the prepaid reply. The rates are one-half the ordinary rates based on a minimum of 10 words. No charge is made for the prefix GLT. No other accessory services such as the multiple address facility are admissible.

Press Telegrams

Press telegrams for publication in the newspapers may be sent at reduced rates by only authorised press correspondents. The minimum charge for press telegrams is as for 10 words.

Multiple Address Telegrams

A telegram addressed to several persons in the same town or to the same firm at different addresses in the same town may be sent to practically all destinations at rates which give a reduction on all copies after the first.

The addresses of a telegram to be sent to several persons in the same town or to the same firm at different localities in the same town, should be prefaced by the indicator =TM= followed by the number of addresses, for example, =TM=4=. The telegram including the addresses is charged for as a single telegram, but a copy is prepared for each address. The copying fee is 1/1d. per copy not exceeding 50 chargeable words and 6½d. for every additional 50 words or portion thereof.

Telegrams to Members of H.M. Army and R.A.F. abroad:

Telegrams may be sent by means of any of the public services (ordinary, LT or GLT) which may be available to the address concerned, subject to the usual conditions as regards charges, and so on.

Telegramms addressed to any of the *Forces* addresses are chargeable at current rates.

The urgent service at double the ordinary rate is available for the overseas transmission of telegrams to these *Forces* addresses (except B.A.O.R.) but urgent delivery facilities are not available.

Telegramms addressed to members of the *Forces* overseas are given telegraphic transmission abroad, but final delivery is normally effected by Service postal channels.

Prepaid Replies

A reply may be prepaid to the majority of overseas telegrams.

When prepayment of a reply is desired the sender should write the letters =RP= followed by the amount to be prepaid, for example, =RP 10/6= before the address. This prefix is counted and charged for as one word.

A voucher is issued to the addressee by the office of delivery and is valid for a period of three months for payment, or partial payment of any telegram.

If the reply-paid telegram cannot be delivered to the addressee, the value of the voucher is refunded to the sender on application being made within a period of four months.

If the addressee does not use the voucher its value will be refunded to the sender if he makes application and returns the voucher within a period of four months.

METHOD OF ADDRESS

The address of a telegram should contain sufficient particulars to enable it to be delivered without inquiry or reference to directories. It must contain at least two words, the first designating the addressee by name or an abbreviated telegraphic address registered at the telegraph office of destination, and the second, the telegraph office of destination. Telegrams addressed to a Post Office Box number must also contain the name of the addressee. The sender should, in his own interests, include the name of the street and the number of the house. If, however, these particulars are not known to the sender, the inclusion of the trade or profession of the addressee will facilitate delivery. Telegrams addressed to persons at the address of another must contain, immediately after the name of the actual addressee the word *chez*, *care of* or other equivalent expression.

In telegrams for places where English is not the recognised language, the address should be in French or in the language of the country to which the telegram is sent. In order that the destination of the telegram can be seen easily at all stages of transmission, the name of the telegraph office from which the telegram is to be delivered should always come last in the address. In telegrams for large towns a district indicator may be added to the name of the town, for example, *Paris 15*.

Telegrams for delivery at the Urgent, Letter, or Commonwealth Social Telegram rates should have the appropriate indication in front of the address thus:

URGENT Urgent telegram; LT= Letter Telegram; GLT= Commonwealth Social Telegram.

TELEPHONIC ADDRESSES

The sender may request that telegrams be delivered by telephone. In such telegrams the indication =TF= should be written before the address and the name of the exchange and the telephone number should be followed by the addressee's name and place of destination, for example, =TF *Passy 5074* = *Pauli Paris*. If the addressee is not the telephone subscriber the word *chez*, *care of* or other equivalent expression must be included in the address.

TELEX ADDRESSES

The sender may request that telegrams, except Commonwealth Social Telegrams, be delivered by telex. In such telegrams the indication =TLX= should be written before the address and the telex number should be followed by the addressee's name and place of destination, for example, =TLX 20074 = *Pauli Paris*.

TELEGRAMS WHICH ARE TO BE CALLED FOR

The address of telegrams to be retained until called for at a telegraph or post office should be preceded by one of the following indications according to the facility required:

=TR= Telegram to be called for at a telegraph office: =GP= Telegram to be called for at a *Poste Restante*: =GPR= Telegram to be called for at a post office, registered. The supplementary charge for the service GPR= is 7d. These services are not available on Commonwealth Social Telegrams.

Telegrams follow the Addressee

When the sender of a telegram is not certain that the addressee will be found at the address given and desires the telegram to be sent on, the indicator =FS= should be inserted before the address. This service is not available on Commonwealth social telegrams and is charged for as one word.

Sender's Name and Address:

The name and address of the sender must be written on the back of the form in the space provided and it is desirable that the sender's telephone number should be added.

COUNTING FOR CHARGING

Addresses

Words in the address of a telegram, other than the name of the office of destination, are counted at the rate of 15 letters to a word.

Subject to this limit: (1) personal names, names of ships and so on may be combined by the sender to form single expressions, for example, *Delarue*; and (2) the names of streets, squares, boulevards and other public thoroughfares may be combined to form single expressions and are counted as single words if written without a break. House numbers, for example *30/A* or *30/BIS* are counted at the rate of five characters to the word, but the oblique stroke is not charged for.

A telephone number and the name of the exchange, together with the indicator =TF=, is counted in the address as one word, for example =TF *Passy* 5074= counts as one word. Similarly, a telex number together with the indicator—=TELEX= is counted in the address as one word, for example =TELEX= 20 074 counts as one word.

The name of the office of destination is charged for as one word whatever its length. When the name of the country or district is necessary to distinguish the office from others of the same name it is not charged for. Similarly in telegrams for large towns a district indicator added to the name of the town is not charged for.

Groups of initials in common use may be combined in a group without the stops and are counted as five letters to the word. If, however, the sender desires that the letters should be transmitted as isolated letters, each letter is counted as one word.

In all telegrams, words comprising the name and address of the sender, if to be transmitted separately from the text, are counted at the rate of fifteen letters to the word, but an arbitrary expression which is not a registered address is counted at the rate of five letters to the word. *Telegrams without text are not admitted.*

PLAIN LANGUAGE

Definition:

Plain language is that which presents an intelligible meaning, each word and each expression having the meaning normally assigned to it in the language to which it belongs.

Plain language telegrams may be drawn up in most languages but they must be written in letters of the English alphabet.

Counting:

Each plain language word up to 15 letters ranks as one chargeable word, any letters in excess of 15 being charged at the rate of 15 letters to the word. Exceptionally, however, the following are counted at 15 letters to a word if written without break:

- Ordinary compound words;
- Names of towns, provinces, countries and so on;
- Family names and names of ships;
- Designations of aircraft, railway trains and so on;
- Only applicable in address as one word;
- Whole numbers, fractions, decimals or fractional numbers written in words.

The following may also be included in a plain language telegram but are charged at the rate of five characters to the word, any excess (where permitted) being charged at the same rate:

- A single check word or check number not exceeding five letters or five figures placed at the beginning of the text;
- Groups of letters and figures forming ordinal numbers, such as 17th;
- Commercial expressions or commercial marks;
- Groups of letters, of figures or of signs provided they have no secret meaning. (Oblique strokes, decimal points, and stops used in the formation of such groups are counted as figures).

Except in the case of groups of figures, signs of punctuation are transmitted only at the special request of the sender and they are then charged for as separate words. However, an oblique stroke in the number of a house, for example, 30/A, 30BIS, is not counted for the purpose of charging. If compound words, joined by a hyphen or separated by an apostrophe, appear in a standard dictionary, they are normally charged and transmitted as a single word (that is, with hyphens or apostrophes deleted). If they do not appear in a standard dictionary, they are treated as separate words.

Every isolated letter and figure is charged for as a word, but groups of initials in common use such as *HMS*, *RAF*, *BOAC*, *YMCA*, *YWCA*, *PAA*, are counted as five letters to a word if stops are omitted.

Words incorrectly spelt so as to bring the number of letters within the maximum, or incorrectly joined together contrary to the use of the language are not permitted in plain language telegrams.

Figures may be used in the text, but the chargeable number of such figures or groups of figures must not exceed one-third of the chargeable number of words in the telegram exclusive of the address.

SECRET LANGUAGE

Definition:

By secret language (code or cipher) is meant:

- (1) artificial words (which need not be pronounceable) composed exclusively of letters;
- (2) figures or groups or series of figures having a secret meaning;
- (3) words, names, expressions or combinations of letters not fulfilling the conditions applicable to plain language;
- (4) a mixture of the words and expressions mentioned above. Words in secret language must not contain any accented letter. Groups composed of letters and figures, letters or figures and signs having a secret meaning are not permitted.

Counting:

Artificial words are counted at the rate of five letters to the word. Real words not used with the meaning normally assigned to them in the language to which they belong are counted at the rate of 15 letters to the word.

**MONEY ORDERS
AND
BRITISH POSTAL ORDERS**

MONEY ORDERS

There is no inland Money Order Service in Jamaica. British and Foreign Money Orders are issued and paid at the following Post Offices:—

Kingston, Alexandria, Allman Town, Annotto Bay, Black River, Bog Walk, Brown's Town, Buff Bay, Bull Bay, Cambridge, Chapelton, Claremont, Christiana, Constant Spring, Cross Roads, Ewarton, Falmouth, Frankfield, Franklin Town, Goldengrove, Guys Hill, Hagley Park, Halfway Tree, Highgate, Jones Town, Lionel Town, Linstead, Lucea, Malvern, Manchioneal, Mandeville, May Pen, Montego Bay No. 1, Montego Bay No. 2, Morant Bay, Ocho Rios, Old Harbour, Port Antonio, Port Maria, St. Ann's Bay, Santa Cruz, Savanna-la-Mar, Spanish Town, Vineyard Town, Whitfield Town, Windward Road, Yallahs.

Money Orders are issued for payment in any of the countries or places named in the Money Order and Postal Order Schedules of this Guide.

Rates of Commission:

The rates of commission are:—

(a) On orders drawn on Antigua, Bahamas, — Up to £2 in value . . 6d.
Bermuda, British Guiana, British Honduras, Cayman Islands, Dominica, Grenada, Montserrat, Nevis, St. Kitts, St. Lucia, St. Vincent, Tobago, Tortola, Trinidad and Turks Islands. Each additional £1 or fraction thereof . . 2d.

(b) On orders drawn on all other countries — Up to £1 in value . . 6d.
Each additional £1 or fraction thereof . . 3d.

An additional commission of twopence for each pound or fraction of a pound with a minimum charge of fourpence is deducted by London on all orders sent through the intermediary of the United Kingdom. (Money Orders drawn on the Irish Free State (Eire) are treated as "through orders".)

Restrictions:

The maximum amount for a single order is as shown against the country of payment in column 3 of the Money Order and Postal Order Schedules.

All money orders are expressed in sterling except those for Canada, Newfoundland, the U.S.A. and the Canal Zone which are expressed in dollars and cents.

No money order may contain a fraction of a penny or cent.

Money Orders for places outside the sterling area can only be accepted if they are accompanied by a permit from the Exchange Control Authority.

Money Order Application Form:

The remitter of a money order must enter in ink, or in copying-ink pencil, on a Money Order application form, obtainable at any money order office, the particulars required. No alteration or erasure in respect of the amount or name and address of the payee is permitted on the application form. The names of the remitter and payee must include the surname and at least the initial of one Christian name. If the remitter is unable to furnish the required Christian name or initial he should make a note on the application form to this effect and the money order will be issued at his risk.

The Postmaster General accepts no responsibility for wrong delivery or payment resulting from, or facilitated by, indistinctness, inaccuracy or incompleteness of the particulars furnished on the application form.

Documents Handed to Remitter:

The issuing Postmaster will hand to the remitter either:—

- (a) a money order to be forwarded by post to the payee for presentation at the office of payment; or
- (b) a certificate of issue. In cases where certificates of issue are used the money order will be sent to the payee from the chief office of the country of payment.

Period of Validity of Money Orders:

Money Orders issued in Jamaica for payment abroad remain valid for twelve months from the last day of the month of issue and in Austria, Burma, Ceylon, India, Kenya and Uganda, the Netherlands Antilles, Pakistan, Poland and Tanganyika territory which are valid for six months only.

Money Orders issued abroad for payment in Jamaica remain valid for a period of six months except for those issued in the United Kingdom which remain valid for a year and those issued in the United States of America which remain valid for twenty years.

Orders presented after expiry of the period of validity can only be paid after special authority has been obtained from the country of issue.

Advice of Payment:

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

Payment:

Orders are paid in the currency of the country of payment and payment is subject to the regulations of that country.

The rates of conversion of the amounts of money orders issued in or drawn for payment in countries where the currency is other than sterling are liable to variation.

Before an order can be paid it must be signed by the payee as named by the remitter and the payee must give the remitter's name correctly. He must also furnish proof of his identity if he is unknown to the paying officer.

A money order payable to a limited liability company, corporation or society must have the name of the company, corporation or society entered in the receipt space, together with the signature of a responsible officer such as the Secretary, Manager, Director, Treasurer or Accountant and the description of his official position.

A crossed order may be paid only through a bank. If the name of a bank is inserted, payment can only be made through that bank.

If a payee is unable to write, he may sign the receipt by making his mark which must be certified by a witness in the presence of the paying officer. The address of the witness should also be furnished. The paying officer is not permitted to act as witness.

Wrong or Delayed Payment

After a money order has been paid the Post Office is not liable to meet any claim in connection with it, nor can any claim be entertained for loss or injury arising out of delay in payment or any other irregularity.

Duplicate Orders:

When a duplicate order is required to replace a missing order, application should be made by the remitter to the Post Office of the country of origin. Applications for duplicates for orders issued in Jamaica should be made to the Postmaster General.

Abuse of System:

Should it appear that money orders are being used for the transmission of large sums of money or that the system is being otherwise abused, the Post Office may increase the prescribed rates of commission or refuse to issue orders.

TELEGRAPH MONEY ORDERS

Money Orders for sums not exceeding forty pounds may be advised by telegram from any money order office in Jamaica to any money order office in the United Kingdom or in Cayman or Turks Islands.

Similar amounts may also be forwarded by telegraph money order from the United Kingdom or Cayman or Turks Islands to any money order office in Jamaica.

General:

Telegraph Money Orders are governed by the same conditions as ordinary money orders subject to the following exceptions:—

Charges:

The charges are as follows:—

- (a) The amount of the order
- (b) Commission at the same rate as for an ordinary order
- (c) The charge for the telegram of advice at the ordinary or "letter telegram" rate.

Address:

The remitter must furnish an address of the payee sufficient to ensure delivery. If he intends that the order should be called for at a Post Office the words "Poste Restante" should be written instead of the address after the payee's name, and he should inform the payee of the despatch of the order and the name of the Post Office to which it is addressed unless this is already known to the payee. The remitter must defray all expenses and bear all losses resulting from the particulars in the telegram of advice being incorrect or insufficient to ensure payment to the proper person.

Private Communication to the Addressee:

The remitter is allowed, on paying for the additional words required, to add to the official telegram of advice, any short communication in English which he may wish to send to the payee. He may also, if he so desires prepay the cost of a telegraphic reply to such communication. The full rate per word is charged for the reply.

Advice of Payment:

If the remitter requires an advice of payment he must pay a fee of 3d. and the cost of including the words "advise payment" in the telegram of advice. The advice of payment will be sent by post.

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

POSTAL ORDERS

British Postal Orders are sold and cashed at all Post Offices in Jamaica. They are valid in most countries in the British Commonwealth (except Australia and Canada) and in certain other countries. The countries concerned are indicated by the letters P.O. in the fifth column of the Money Order and Postal Order Schedules which follows this section of the Guide.

The following denominations are normally stocked; the sale price shown includes commission.

Denomination	Sale Price	Denomination	Sale Price
6d.	8d.	4/-	4/3½.
1/-	1/2½d.	4/6d.	4/9½d.
1/6d.	1/9½d.	5/-	5/3½d.
2/-	2/3½d.	8/-	8/4d.
2/6d.	2/9½d.	10/-	10/4d.
3/-	3/3½d.	20/-	20/6d.
3/6d.	3/9½d.		

Postage Stamps on Postal Orders:

The sender of a British Postal Order may increase its value up to the amount of:—

- (a) 5d. in the case of orders of denominations not exceeding 4/6d. and
- (b) 11d. in the case of orders of denominations above 4/6d. by affixing to the face of the order local stamps not exceeding two in number.

No payment can be made for stamps not affixed in the spaces provided or for odd halfpence.

The value of the stamps of those countries which do not use sterling currency are shown in the following list:—

Country	Currency	Equivalent of										
		1d.	2d.	3d.	4d.	5d.	6d.	7d.	8d.	9d.	10d.	11d.
Barbados British Guiana British Honduras Dominica Grenada Leeward Islands St. Lucia St. Vincent Trinidad & Tobago	Cents of a dollar	2	4	6	8	10	12	14	16	18	20	22
British Post Office Agencies, Persian Gulf (Awali, Bahrain, Dubai, Muscat, Qatar & Sharjah)	Naye Paise of a rupee	6	12	18	24	29	34	40	45	50	56	62
Kuwait	Naye Paise of a rupee	10	15	20	25	30	35	40	45	50	55	60
Cyprus	Mils	5	8	13	17	20	25	30	33	38	42	45
Hong Kong	Cents of a dollar	10	15	20	30	35	40	50	55	60	70	75
Aden, Kenya Uganda and Tanganyika Territory Somaliland Protectorate, Zanzibar	Cents of a shilling	10	15	25	35	40	50	60	65	75	85	90
Malaya (Federation of) Singapore, Brunei	Cents Sen (Malaya) of a dollar	4	7	11	14	18	22	25	29	32	36	40

Country	Currency	Equivalent of										
		1d.	2d.	3d.	4d.	5d.	6d.	7d.	8d.	9d.	10d.	11d.
North Borneo Sarawak	Cents of a dollar	4	7	11	14	18	21	25	29	32	36	39
Mauritius Seychelles	Cents of a rupee	6 6	12 12	18 18	24 24	30 30	34 33	39 39	45 44	51 50	56 56	62 61
South Africa	Cents of a Rand	1	2	..	3	4	5	6	7	..	8	9

No credit will be given for stamps in excess of the number allowed or affixed elsewhere than in the space provided. Stamps perforated with initials or marks, or embossed or impressed stamps cut out of envelopes, postcards, etc., cannot be used for this purpose.

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

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

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

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

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

Payment to the Public: Before a Postal Order is paid the name of the payee and the name of the office of payment must have been filled in and the order be properly receipted. Any person presenting an order for payment may be required to sign his own name thereto notwithstanding that it may have been already signed by the payee.

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

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

Erasures, Alterations, &c.: If any erasure or alteration is made or if the order has not been signed or stamped by the issuing officer or if it has been cut, defaced or mutilated, payment may be refused.

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

MONEY ORDER AND POSTAL ORDER SCHEDULES

The following schedules show details of the Foreign Money Order service and also indicate in which countries British Postal Orders are issued and paid.

- O —Order (to be sent to the payee for presentation at the office of payment).
 C —Certificate of Issue (to be retained by the sender as a receipt, payment being made on an order issued by the Postal Administration abroad).
 P.O.—British Postal Orders are issued and paid in these countries.
 A.P.—Advice of Payment may be obtained on payment of the necessary fee.
 T —Telegraph Money Orders may be sent.

Twopence for each pound or fraction of a pound with a minimum charge of fourpence is deducted by Great Britain on all orders shown in Column 2 as routed via London.

Country	Route	Money Order Service		Other Services	Remarks
		Maximum amount for Single Order	Document handed to remitter of Money Order	See Heading	
Aden (including Kamaran)	via London	£40	C	PO, AP	
Algeria ..	via London	£10	C	..	
Andaman Islands	via London	£40	C	PO, AP	See India.
Anguilla ..	Direct	£40	O	PO, T, AP	
Antigua ..	Direct	£40	O	PO, T, AP	
Argentine Republic	via London	£10	C	AP	
Ascension	PO	There is no money order service. Ascension postage stamps cannot be used for increasing the value of Postal Orders.
Australia ..	via London	£40	C	AP	
Austria ..	via London	£10	C	AP	
Azores	See Portugal.
Bahamas ..	Direct	£40	O	PO, T, AP	
Bahrein	See Persian Gulf, British Post Office Agencies.
Barbados ..	Direct	£40	O	PO, T, AP	

Country	Route	Money Order Service		Other Services	Remarks
		Maximum amount for Single Order	Document handed to remitter of Money Order	See Heading	
Belgium ..	via London	£10	C	AP	See Somaliland Protectorate.
Bermuda ..	Direct	£40	O	PO, T, AP	
British Guiana ..	Direct	£40	O	PO, T, AP	
British Honduras ..	Direct	£40	O	PO, T, AP	
British Somaliland	
Brunei ..	via London	£40	C	PO, AP	London remits money orders through Malaya where an additional commission is deducted
Burma ..	via London	£40	C	PO, AP	The issue of British Postal Orders in Burma is suspended.
Cameroons (British Sphere) ..	via London	£40	C	PO, AP	London remits the order through France where an additional commission is deducted.
Cameroons (French Sphere) ..	via London	£10	C	AP	
Canada ..	Direct	\$100	O	AP	London remits the order through France where an additional commission is deducted.
Caroline Islands ..	via London	£10	C	..	
Cayman Islands ..	Direct	£40	O	PO, T, AP	
Central African Republic (formerly Oubangi Chari) ..	via London	£10	C	AP	
Ceylon ..	via London	£40	C	PO, AP	
Chad (Republic of) ..	via London	£10	C	AP	London remits the order through France where an additional commission is deducted.
Chatham Islands ..	via London	£40	C	PO, AP	..
Chile ..	via London	£10	C	AP	
Colombia ..	via London	£10	C	PO, AP	

Country	Route	Money Order Service		Other Services		Remarks	
		Maximum amount for Single Order	Document handed to remitter of Money Order	See Heading			
Congo (Republic of)	via London	£10	C	AP		London remits the order through France where an additional commission is deducted.	
Cook Islands	via London	£40	C	AP		See France.	
Corsica		
Costa Rica	via London	£10	C	AP		See Netherlands Antilles	
Curacao		
Cyprus	via London	£40	C	PO, AP		London remits the order through France where an additional commission is deducted.	
Czechoslovakia	via London	£10	C	AP			
Dahomey	via London	£10	C	AP			
Denmark	via London	£10	C	AP			
Dodecanese Islands	via London	£10	C	AP		See Persian Gulf, British Post Office Agencies.	
Dominica	Direct	£40	O	PO, T, AP			
Dubai	See Surinam.	
Dutch Guiana	See Netherlands Antilles	
Dutch West Indies	Service suspended.	
Egypt		
Eire	via London	£40	C	PO, AP		London remits the order through France where an additional commission is deducted.	
El Salvador	via London	£10	C	AP			
Falkland Islands	via London	£40	C	AP			
Faroe Islands	via London	£10	C	AP			
Fiji Islands	via London	£40	C	PO, AP			
France (including Monaco & Corsica)	via London	£10	C	AP			
French Guiana	via London	£10	C	..			
French Polynesia							
French Somali Coast							
French West Indies							
French Sudan	via London	£40	C	PO, AP			See Sudanese Republic.
Friendly Islands							
Gambia							
Gabon (Republic of)							
German Federal Republic (including the Western Sectors of Berlin and Saac)	via London	£10	C	AP		London remits the order through France where an additional commission is deducted.	

Country	Route	Money Order Service		Other Services	Remarks
		Maximum amount for Single Order	Document handed to remitter of Money Order	See Heading	
Ghana ..	via London	£40	C	PO, AP	London remits money order through New South Wales where an additional commission is deducted. Postage stamps cannot be used for extending the value of postal orders issued in these islands.
Gibraltar ..	via London	£40	C	PO, AP	
Gilbert and Ellice Islands }	via London	£40	C	PO, AP	
Greece (including Crete) ..	via London	£10	C	AP	See French West Indies.
Grenada ..	Direct	£40	O	PO, T, AP	
Guadeloupe	
Guam ..	via London	£10	C	..	
Hawaii ..	via London	£10	C	..	See Netherlands.
Holland	
Hong Kong ..	via London	£40	C	PO, AP	
Hungary ..	via London	£10	C	AP	
Iceland ..	via London	£40	C	AP	British Postal Orders are cashed but not issued in India. The Money Order service to Portuguese India is suspended.
India ..	via London	£40	C	PO, AP	
Iraq ..	via London	£10	C	AP	See Eire. The christian name of the payee must appear in full, otherwise the order can only be sent at remitter's risk.
Irish Republic	
Italy (including Republic of San Marino) }	via London	£10	C	AP	
Ivory Coast ..	via London	£10	C	AP	London remits the money order through France where an additional commission is deducted
Japan ..	via London	£10	C	AP	
Kenya & Uganda ..	via London	£40	C	PO, AP	
Kuwait (including Ahmadi) ..	via London	£40	C	PO, AP	
Labrador	See Canada.
Lebanon ..	via London	£10	C	..	
(Republic of)	
Luxembourg (Grand Duchy) ..	via London	£10	C	AP	

Country	Route	Money Order Service		Other Services	Remarks
		Maximum amount for Single Order	Document handed to remitter of Money Order	See Heading	
Madagascar ..	via London	£10	C	AP	London remits the order through France where an additional commission is deducted.
Madeira	See Portugal.
Malaya (Federation of)	} via London	£40	C	PO, AP	Advised in sterling to Kuala Lumpur and there converted into local currency (\$1 = 2/4d.)
Johore, Kedah, Kelantan, Malacca, Negri Sembilan, Pahang, Perak, Perlis, Selangor, Trengganu, Penang, Province Wellesley, Singapore and Christmas Island (Indian Ocean)					
Malta ..					
Martinique ..					
Mauritania ..					
(Islamic Republic of)					
Mauritius ..					
Monaco	See French West Indies.
Montserrat ..	Direct	£40	O	PO, T, AP	London remits the order through France where an additional commission is deducted.
Morocco ..	via London	£10	C	AP	
(including Tangier)					
Muscat	See Persian Gulf, British Post Office Agencies.
Nauru (Pleasant Island)	via London	£20	C	AP	London remits money orders through New South Wales where an additional commission is deducted.
Netherlands ..	via London	£10	C	AP	
Netherlands Antilles (Curacao, Aruba, Bonaire, St. Maarten, St. Eustatious, Saba)	} via London	£10	C	AP	

Country	Route	Money Order Service		Other Services	Remarks
		Maximum amount for Single Order	Document handed to remitter of Money Order	See Heading	
Nevis ..	Direct	£40	O	PO, T, AP	London remits the order through New South Wales where an additional commission is deducted.
New Caledonia ..	via London	£10	C	..	
Newfoundland	See Canada.
New Guinea	See Papua-New Guinea.
Territory	
New Zealand ..	via London	£40	C	PO, AP	See India.
Nicobar Islands	London remits the order through France where an additional commission is deducted.
Niger (Republic of) ..	via London	£10	C	AP	
Nigeria ..	via London	£40	C	PO, AP	London remits the order through New South Wales where an additional commission is deducted.
Norfolk Island ..	via London	£40	C	AP	
North Borneo ..	via London	£40	C	PO, AP	See Rhodesia and Nyasaland (Federation of)
Northern Rhodesia	
Norway ..	via London	£10	C	AP	See Rhodesia and Nyasaland (Federation of)
Nyasaland	
Pakistan ..	via London	£40	C	PO, AP	British Postal Orders are cashed but not issued in Pakistan.
Panama Canal Zone ..	Direct	\$100	O	AP	London remits the order through New South Wales where an additional commission is deducted.
Papua—New Guinea ..	via London	£40	C	AP	
Penrhyn Island ..	via London	£40	C	PO, AP	See Iran.
Persia	
Persian Gulf (British Post Offices) ..	via London	£40	C	PO, AP	No money order service.
Awali, Bahrain, Doha, Dubai, Muscat, Umm Said)	
Pitcairn Island	PO	
Poland ..	via London	£10	C	AP	

Country	Route	Money Order Service		Other Services	Remarks
		Maximum amount for Single Order	Document handed to remitter of Money Order	See Heading	
Portugal including the Azores and Madeira	via London	£10	C	AP	London remits the order through France where an additional commission is deducted.
Puerto Rico ..	via London	£10	C	..	
Reunion ..	via London	£10	C	AP	
Rhodesia and Nyasaland (Federation of)	} via London	£40	C	PO, AP	-
Rodriguez Island		£40	C	AP	
Saar Territory	See German Federal Republic.
St. Helena ..	via London	£40	C	PO, AP	London remits the order through France where an additional commission is deducted.
St. Kitts ..	Direct	£40	O	PO, T, AP	
St. Lucia ..	Direct	£40	O	PO, T, AP	
St. Pierre and Miquelon ..	via London	£10	C	AP	
St. Vincent ..	Direct	£40	O	PO, T, AP	
Samoa, Western ..	via London	£40	C	PO, AP	London remits the order through France where an additional commission is deducted.
Sarawak ..	via London	£40	C	PO, AP	
Senegal ..	via London	£10	C	AP	
Seychelles ..	via London	£40	C	PO, AP	
Sierra Leone ..	via London	£40	C	PO, AP	See Malaya (Federation of)
Singapore	
Solomon Islands	via London	£40	C	PO, AP	London remits money orders through New South Wales where an additional commission is deducted. British Postal Orders are cashed but not issued.
Somaliland Protectorate	via London	£40	C	PO, AP	
South Africa (Republic of) and Basutoland, Bechuanaland Protectorate, and Swaziland	} via London	£40	C	PO, AP	

Country	Route	Money Order Service		Other Services	Remarks
		Maximum amount for Single Order	Document handed to remitter of Money Order	See Heading	
Sudan (Republic of the)	via London	£10	C	AP	London remits the order through France where an additional commission is deducted.
Sudanese Republic (formerly French Sudan)	via London	£10	C	AP	
Surinam	via London	£10	C	AP	
Sweden	via London	£10	C	AP	See Ghana.
Switzerland (including Liechtenstein)	} via London	£10	C	AP	
Tanganyika Territory	} via London	£40	C	PO, AP	
Tobago	Direct	£40	C	PO, T, AP	
Togo (British Sphere)	via London	
Togo (Republic of)	via London	£10	C	AP	
Tonga (Friendly Islands)	via London	£40	C	PO	
Tortola (British Virgin Islands)	via London	£40	C	PO, AP	
Trinidad	Direct	£40	O	PO, T, AP	
Tristan da Cunha	via London	PO	
Tunisia	via London	£10	C	AP	No money order service.
Turks and Caicos Islands	Direct	£40	O	PO, T, AP	
Uganda	See Kenya and Uganda
United States of America	Direct	\$100	O	..	
Virgin Islands of the United States	via London	£10	C	..	
Yugoslavia	via London	£10	C	AP	
Zanzibar	via London	£40	C	PO, AP	

GOVERNMENT SAVINGS BANK

Head Office:

The Head Office of the Bank is in Kingston at the corner of Tower Street and Peters Lane.

Branches:

There are 238 Branches at Post Offices throughout the Island. Accounts may be opened and operated at any of these Branches or at the Head Office in Kingston.

Security:

The repayment of moneys deposited in the Savings Bank together with interest thereon is guaranteed by the Government of Jamaica.

Secrecy:

Strict secrecy is observed and all employees of the Bank are forbidden by law to make any disclosures concerning depositors accounts.

Types of Accounts:

The following types of accounts may be opened—

- Single Account* —may be opened in the name of anyone seven years of age upwards, withdrawals being made on the signature of the individual. Such a depositor may also be a party to a joint account or a trust account.
- Infant Account* —may be opened in the name of any person on behalf of and in the name of an infant under seven years of age. Withdrawals are made on the signature of the person opening the account until the infant attains the age of 21 years; thereafter, the person referred to as the infant shall operate the account.
- Joint Account* —may be opened in the names of not more than three persons, with arrangements for the account to be operated on the signature of all or any number of the parties, or by one of the parties named, during life.
- Trust Account* —may be opened in the name of:—
- (i) Societies registered under the Friendly, the Industrial and Provident and the Co-operative Societies Laws;
 - (ii) Firms, clubs, institutions, organisations and other bodies, also in the name of one or more persons in trust for another person or persons;
 - (iii) Executors, Administrators and Trustees under the Attorneys, Executors and Trustees (Accounts and General) Law;
 - (iv) Any Government Department or Fund.

Withdrawals must be on the signatures of the person or persons specified from time to time to operate the account.

Not more than one account of the same type may be opened in the same name or names.

Opening an Account:

An account may be opened with a deposit of not less than one shilling and any future deposits must not be less than one shilling. The method of opening an account is very simple. The depositor fills up a lodgment form and furnishes a specimen signature which should be duly witnessed by a Justice of the Peace, Minister of Religion, Postmaster, or some other responsible person.

Accounts can be readily opened and operated by persons residing abroad by making written application to the Manager.

Passbooks:

A passbook, showing the amount deposited, is issued immediately at the Bank's headquarters, or within a few days of the deposit made at a Branch.

The passbook must be presented with every subsequent transaction for the amount to be recorded therein. Depositors are requested to see that every transaction, deposit or withdrawal is correctly entered in the passbook and also to ensure the safe keeping of pass books, the number of which should be privately noted for reference.

If a passbook is lost, the loss should be reported immediately to Head Office and the number of the book quoted. A charge of two shillings will be made for advertising the loss of the passbook. A charge of sixpence is also made for replacing a mutilated passbook. Pass-books should be sent to Head Office as soon after the 31st March and the 30th September in each year, as is possible, in order that interest may be entered therein.

Deposits:

Deposits (and withdrawals) may be made at the Head Office or any branch of the Bank irrespective of where the account was opened. The balance that may be held to the credit of any one account is limited to £2,500 except in the case of Industrial and Provident, Friendly and Co-operative Societies, Executors, Administrators, and Trustees and Government Accounts. Deposits may be sent to Head Office by free registered post; the passbook must accompany all such deposits. Deposits may be transferred from one account to another, and to or from the Post Office Savings Bank in the United Kingdom.

Form in which Deposits are Accepted:

Deposits are accepted in cash or other legal tender including British Postal Orders, Money Orders, Drafts and Cheques, or Dollar Bills (United States, Canadian and West Indian). Cheques, Drafts or Money Orders should be made out in the name of the depositor or the Manager of the Government Savings Bank.

Stamp Saving Cards:

This system is for the use of those persons, primarily children, who are only able to save few pence at a time. With these amounts penny stamps may be purchased from time to time, which may be affixed to the 12 squares on the stamp saving cards obtainable at any Branch or at the Head Office of the Bank. As soon as a card is complete, it will be accepted for deposit to an account, at any Branch of the Bank. Depositors having amounts of one shilling or more for deposit should not use the stamp saving card.

Withdrawals:

- | | |
|-----------------------|---|
| <i>At Head Office</i> | —A depositor, may, on demand, withdraw a part or the whole of his deposit, subject however to the right of the Manager to demand from any depositor fifteen days notice of any withdrawal. |
| <i>At Branches</i> | —Depositors may on demand, withdraw up to £10 0s. 0d. in any one Bank day. A depositor wishing to withdraw more than £10 0s. 0d. must inform the Clerk in Charge, who will communicate with Head Office by telegram, with a view to payment being made at the earliest possible time. |

A depositor who resides at a place where there is no Branch of the Bank can make a withdrawal through the post by sending his passbook to Head Office with a withdrawal form, signed for the amount required. Depositors resident abroad can also make withdrawals in this manner. If the depositor is unable to obtain a withdrawal form, a letter signed by the depositor stating the amount required, will be accepted.

Interest:

Interest on the minimum monthly balance at the rate of $2\frac{1}{2}\%$ per annum up to £500, and 3% from £501 up to £2,500, is added to accounts half-yearly on the 31st March and 30th September.

Interest is payable on amounts of £1 or multiples thereof, but not on fractions of £1.

Money deposited bears interest for each complete calendar month of deposit. Money withdrawn ceases to bear interest for the month of withdrawal unless withdrawn on the last day of the month or the last working day thereof.

Alteration in Names of Accounts:

If any alteration in or any addition to the name of an account is necessary, the passbook should be sent to Head Office with the necessary instructions. No alterations of any nature should be made to a passbook by any depositor.

Marriage of Woman Depositor:

The passbook and Marriage Certificate, together with a specimen signature executed in the married name on the appropriate form, should be sent to Head Office for the change of name to be noted. The passbook and Marriage Certificate will be returned to the depositor.

Address:

Depositors should notify the Bank of any change of their address as noted in their passbooks, unless otherwise informed passbooks will be sent to the address noted therein.

Information:

Any inquiries in connection with an account should be addressed to the Manager, Government Savings Bank, Kingston. Information concerning any matters relating to the Bank will be readily given on application to the Manager.

GOVERNMENT SAVINGS BANK**List of Branches**

KINGSTON	DAYS OPERATED	ST. THOMAS	DAYS OPERATED
Allman Town	Daily	Morant Bay	Daily
Denham Town	Daily	Bath	Daily
Franklin Town	Daily	Golden Grove	Daily
Port Royal	Daily	Cedar Valley	Tues. Thurs. Sat.
Windward Road	Daily	Dalvey	Mon. Tues. Fri.
		Port Morant	Mon. Wed. Fri.
		Seaforth	Mon. Wed. Fri.
		Trinity Ville	Tues. Thurs. Sat.
		Airy Castle	Tues. Fri.
		Llandewey	Mon. Fri.
		Spring Garden	Tues. Fri.
		Sunning Hill	Tues. Thurs.
		Whitehorses	Tues. Fri.
		Yallahs	Mon. Thurs.
ST. ANDREW		PORTLAND	
Halfway Tree	Daily	Port Antonio	Daily
Constant Spring	Daily	Buff Bay	Daily
Cross Roads	Daily	Balcarres	Mon. Wed. Fri.
Hagley Park	Daily	Fellowship	Mon. Wed. Fri.
Jones Town	Daily	Hope Bay	Tues. Thurs. Sat.
Liguanea	Daily	Skibo	Mon. Wed. Sat.
Mona	Daily	Comfort Castle	Tues. Fri.
Vineyard Town	Daily		
Whitfield Town	Daily		
Red Hills	Mon. Wed. Fri.		
Stony Hill	Tues. Wed. Sat.		
Bull Bay	Tues. Fri.		
Gordon Town	Tues. Thurs.		
Lawrence Tavern	Tues. Fri.		
Mavis Bank	Tues. Fri.		
Newcastle	Tues. Fri.		

PORTLAND	DAYS OPERATED	TRELAWNY	DAYS OPERATED
Fairy Hill	Tues. Thurs.	Sherwood Content	Mon. Wed. Fri.
Fruitful Vale	Tues. Sat.	Albert Town	Tues. Fri.
Hectors River	Tues. Sat.	Deeside	Mon. Fri.
Long Bay	Tues. Sat.	Duanvale	Tues. Fri.
Manchioneal	Wed. Sat.	Jackson Town	Wed. Sat.
Moore Town	Tues. Thurs.	Lorrimers	Wed. Sat.
Priestman's River	Tues. Fri.	Stewart Town	Mon. Fri.
St. Margaret's Bay	Mon. Sat.	Troy	Tues. Fri.
Spring Hill	Mon. Thurs.	Warsop	Tues. Fri.
Swift River	Tues. Thurs.	Wait-a-bit	Tues. Fri.
ST. MARY		Wakefield	Wed. Sat.
Port Maria	Daily	ST. JAMES	
Annotto Bay	Daily	Montego Bay No. 1	Daily
Guy's Hill	Daily	Montego Bay No. 2	Daily
Highgate	Daily	Reading	Daily
Richmond	Daily	Adelphi	Mon. Wed. Sat.
Albany	Mon. Tues. Fri.	Cambridge	Mon. Wed. Sat.
Boscobel	Mon. Wed. Fri.	Sign	Mon. Wed. Fri.
Brainerd	Mon. Wed. Fri.	Stonehenge	Mon. Wed. Fri.
Gayle	Tues. Thurs. Sat.	Anchovy	Wed. Sat.
Oracabessa	Mon. Wed. Fri.	Catadupa	Tues. Fri.
Belfield	Tues. Sat.	Hampden	Wed. Sat.
Bonny Gate	Tues. Sat.	Johns Hall	Mon. Fri.
Carron Hall	Tues. Sat.	Little River	Tues. Fri.
Castleton	Tues. Fri.	Lottery	Tues. Fri.
Clonmel	Tues. Sat.	Maroon Town	Tues. Sat.
Enfield	Wed. Sat.	Montpelier	Tues. Sat.
Free Hill	Wed. Sat.	Mount Horeb	Tues. Fri.
Hampstead	Tues. Sat.	Point	Tues. Sat.
Islington	Tues. Fri.	Somerton	Tues. Thurs.
Lucky Hill	Tues. Fri.	Welcome Hall	Tues. Fri.
Pembroke Hall	Tues. Fri.	HANOVER	
Retreat	Tues. Sat.	Lucea	Daily
Union Hill	Tues. Sat.	Green Island	Mon. Wed. Sat.
ST. ANN		Hopewell	Mon. Tues. Thurs.
St. Ann's Bay	Daily	Jericho	Mon. Wed. Sat.
Alexandria	Daily	March Town	Mon. Wed. Fri.
Browns Town	Daily	Maryland	Mon. Wed. Fri.
Claremont	Daily	Ramble	Tues. Thurs. Sat.
Ocho Rios	Daily	Sandy Bay	Mon. Wed. Fri.
Bamboo	Tues. Thurs. Fri.	Askenish	Tues. Fri.
Cave Valley	Mon. Wed. Fri.	Cascade	Mon. Thurs.
Blackstonedged	Wed. Sat.	Dias	Wed. Sat.
Borobridge	Tues. Sat.	Great Valley	Tues. Thurs.
Discovery Bay	Tues. Fri.	WESTMORELAND	
Gibraltar	Tues. Sat.	Savanna-la-Mar	Daily
Laughlands	Wed. Sat.	Petersfield	Daily
Lime Hall	Wed. Sat.	Bethel Town	Mon. Wed. Sat.
Lodge	Wed. Sat.	Cave	Mon. Wed. Sat.
Lydford	Mon. Wed. Fri.	Frome	Wed. Thurs. Sat.
Moneague	Tues. Fri.	Grange Hill	Mon. Wed. Fri.
Runaway Bay	Mon. Fri.	Little London	Mon. Wed. Sat.
Walkerswood	Tues. Fri.	Negril	Mon. Tues. Fri.
TRELAWNY		Sheffield	Mon. Wed. Fri.
Bunker's Hill	Tues. Thurs. Sat.	Whitehouse	Mon. Wed. Sat.
Falmouth	Daily	Bluefields	Wed. Fri.
Duncans	Daily	Darliston	Tues. Fri.
Ulster Spring	Daily	Glenislav	Wed. Sat.
Clark's Town	Mon. Wed. Fri.	Lamb's River	Mon. Sat.
Rio Bueno	Mon. Fri. Sat.		

ST. ELIZABETH

	<u>DAYS OPERATED</u>
Black River	Daily
Balacava	Mon. Wed. Fri. Sat.
Malvern	Tues. Thurs. Sat.
Middle Quarters	Mon. Wed. Fri.
Munro College	Tues. Thurs. Sat.
Newmarket	Mon. Wed. Fri.
Santa Cruz	Tues. Thurs. Sat.
Siloah	Mon. Wed. Sat.
Elderslie	Tues. Fri.
Fyffes Pen	Tues. Fri.
Ipswich	Tues. Fri.
Junction	Tues. Thurs.
Lacovia	Tues. Fri.
Maggotty	Tues. Sat.
Mountainside	Mon. Fri.
Nain	Tues. Sat.
Springfield	Mon. Thurs.

MANCHESTER

Mandeville	Daily
Christiana	Daily
Kirkvine	Daily
Porus	Daily
Coleyville	Mon. Wed. Sat.
Devon	Mon. Wed. Sat.
Newport	Mon. Wed. Fri.
Walderston	Mon. Thurs. Fri.
Watson's Hill	Mon. Wed. Fri.
Williamsfield	Tues. Thurs. Sat.
Alligator Pond	Tues. Fri.
Craighead	Tues. Fri.
Cross Keys	Wed. Sat.
Maidstone	Tues. Thurs.
Mile Gully	Tues. Thurs.
Myersville	Mon. Wed. Fri.
Pratville	Wed. Fri.
Shooters Hill	Tues. Fri.
Spur Tree	Tues. Fri.

CLARENDON

May Pen	Daily
Alley	Daily
Chapelton	Daily
Lionel Town	Daily

CLARENDON

Colonel's Ridge	Tues. Wed. Fri.
Croft's Hill	Mon. Wed. Fri.
Crooked River	Mon. Wed. Sat.
Frankfield	Tues. Thurs. Sat.
Kellits	Mon. Wed. Fri.
Mochó	Mon. Wed. Fri.
Race Course	Tues. Thurs. Sat.
Salt River	Tues. Fri. Sat.
Spaldings	Tues. Thurs. Sat.
Alston	Tues. Sat.
Four Paths	Wed. Fri.
James Hill	Wed. Sat.
Milk River	Tues. Fri.
Rock River	Tues. Sat.
Smithville	Mon. Wed. Fri.
Thompson Town	Tues. Fri.
Toll Gate	Tues. Fri.
Trout Hall	Mon. Thurs. Fri.
Wood Hall	Wed. Sat.

ST. CATHERINE

Spanish Town	Daily
Innswood	Daily
Linstead	Daily
Old Harbour	Daily
Bog Walk	Tues. Thurs. Sat.
Ewarton	Mon. Wed. Sat.
Gregory Park	Mon. Wed. Sat.
Lluidas Vale	Mon. Wed. Sat.
Redwood	Mon. Wed. Fri.
Riversdale	Mon. Wed. Sat.
Sligoville	Mon. Thurs. Sat.
Troja	Mon. Thurs. Sat.
Above Rocks	Mon. Tues. Fri.
Bartons	Tues. Fri.
Bellas Gate	Mon. Wed.
Brown's Hall	Tues. Thurs.
Ginger Ridge	Tues. Fri.
Glengoffe	Mon. Wed. Fri.
Guanaboa Vale	Tues. Fri.
Harewood	Wed. Sat.
Harkers Hall	Mon. Fri.
Pear Tree Grove	Tues. Thurs.
Point Hill	Tues. Fri.
Watermount	Mon. Thurs.

INDEX

A	Page	C, <i>contd.</i>	Page
Address, postal		Charges—	
Box holders ..	57	Customs Clearance ..	23, 63
Change of ..	58	Money Orders ..	219-221
Correspondence ..	25	Parcels ..	22, 62
Parcels ..	62	Postal Orders ..	221
Postcards ..	37	Christmas cards by Printed	
Sender's address ..	26	Papers Post ..	41
Addresses, telegraphic—		Cinematograph films ..	28
Code addresses ..	216	Circulars ..	59
Manner of addressing ..	216	Clearance fee, customs ..	23
Sender's address ..	215	Code addresses, telegraphic ..	216
Advice of delivery of registered or insured article ..	48, 50	Coins, posting of ..	27, 31, 51
Advice of Payment—Money Orders ..	220	Commercial papers ..	43
Aerogramme Forms ..	23, 25	Commonwealth Reply ..	
Air-mail services ..	22, 23	Coupons ..	25
Air-mail articles insufficiently prepaid ..	59	Compensation—	
Arms by post ..	31	Insured articles ..	49, 52
Articles bearing fictitious stamps ..	33	Parcels ..	52
Articles for use of the Blind ..	42	Registered articles ..	47
Articles liable to Custom Duty —prohibited ..	36, 47	Customs—	
Attendance—		Clearance fee ..	23, 63
At public counters ..	19	Declarations ..	63
Holidays ..	19	Individual countries, conditions as to ..	67-211
Week-days and Sundays ..	19	Payment of duty by sender ..	63-64
B		D	
Bags—locked for posting and delivery ..	24, 58	Dangerous articles—	
Bank notes, posting of ..	48, 50, 67-211	Categories of ..	32-33
Bank—Government Savings ..	233	Posting of ..	30
Bees ..	29	Dead Letter Office ..	60
Blind literature ..	42	Declarations—Customs ..	63
Books (printed papers) ..	41	Delayed Payment of Money	
Boxes—private ..	57	Orders ..	220
British Commonwealth countries ..	67-211	Delivery—	
(See Summary Overseas Services)		Correspondence ..	56-58
British postal-orders ..	221	Parcels ..	56, 65
Bullion ..	51	Telegrams ..	213
Business Reply Service ..	54	Demand, Withdrawals—	
C		Savings Bank ..	234
Cash on delivery Service ..	65	Deposits—Savings Bank ..	234
Certificates of Posting—		Despatch Notes ..	63
Insured article ..	50	Dimensions—	
Parcel ..	62	Commercial Papers ..	44
Registered article ..	48	Letters ..	35
Change of address ..	58	Parcels ..	62
		Postcards ..	36
		Printed Papers ..	39
		Samples ..	45
		Small Packets ..	38
		Disposal of undelivered articles ..	60
		Dutiable articles by Letter	
		Post ..	36

	Page		Page
E		I, contd.	
Eggs by Post	27-28	Initials—articles addressed to ..	48
Enclosing of addressed letter, etc., within another article ..	31	Injurious things ..	30
Envelopes—		Insurance of postal articles—	
Bearing printed stamps ..	33	Advice of delivery ..	50
Colour	33	Compulsory ..	52
Registered letter ..	25, 48	General remarks ..	49
Window	33	Rates for individual countries	67-211
Tuck in flap	34	Special conditions ..	50
Explosives prohibited ..	30	Interception of articles in the Post	60
Exports, prohibited or con- trolled	30, 31	Interest on Savings Bank Deposit	233
Individual countries, con- ditions as to	67-211	International Reply Coupons ..	25
Exports, Prohibited, contd.		J	
List of articles or com- modities	30, 31	Joint Savings Bank Accounts ..	233
Parcels to be covered by licence	67-211	L	
Express Delivery Service ..	53	Letters—	
F		Addressing of	25, 26
Films (make up and packing) ..	28	Dimensions	35
Fish	28	Dutiable articles enclosed in	36
Flowers	28	Green Label System applied to	36
Fragile articles	27	Insufficiently prepaid ..	35
Free of charge parcels ..	64	Insurance of	49
Fruit—		Postage Rates	35
Exportation of	35	Recall from Post	60
Importation of	35	Registration of	47
G		Return to sender	60
Glassware	28	Weights, limits of	36
Gold	51	Liability of Post Office	60
Greasy Substance	27	Licences—see under "Permits"	
Green Label System	36, 38	Liquids	29, 32
Greeting Cards by Printed Papers Post	41	Liquors, intoxicating ..	35
H		Living Creatures—	
Headquarters	3	Packing	29
Holidays, attendance ..	19	Prohibition as to exports and imports	30-32
Hotels, redirection of corres- pondence	56	Prohibitions, general ..	30-32
Hours of business at Post Offices	19	Locked bags	24, 58
I		Loss—	
Imitation typewritten docu- ments by Printed Papers Post	40	Insured article	52
Imports, prohibited or con- trolled	31, 34	Parcel	52
Incorrect declarations—parcels ..	63	Registered article	47
Indecent articles, posting of ..	31	M	
Inflammable articles	30, 32	Make-up and packing of postal articles	26, 27
		(See also commercial papers, packets, etc.)	
		Manuscripts by Post	40
		Matches	30
		Modes of Payment of Postage ..	59
		Money by Post	48, 60

<i>M, contd.</i>	<i>Page</i>
Money order—	
Limits of amount ..	224
Payment ..	220
Period of validity ..	220
Rates of commission ..	23, 24, 219
Telegraphic Money Orders ..	221
Money, posting of—	
Need for registration or insurance ..	48, 60
Restrictions on export or import ..	67-211
(See also bank-notes and coins)	
Morphine ..	31
Music sheets by Printed Papers	
Post ..	40
N	
Newspapers ..	42
O	
Offensive markings on postal articles ..	31
Offensive things, posting of ..	31
Offices, list of ..	7-18
Official Free correspondence	61
On demand withdrawals from Savings Bank ..	234
Opium ..	31
P	
Packing for posting ..	26, 27
(See also commercial papers, parcels, etc.)	
Parcels—	
Address ..	62
Air Mail services ..	22-23, 67-211
Cash on delivery ..	65
Compensation ..	52
Customs Charge ..	63-64
Customs declaration ..	63
Delivery ..	65
Despatch notes ..	63
Dimensions permissible ..	62
Free of charge ..	64
Inland postage on ..	22
Insurance ..	49
Make-up ..	27
Non-delivery ..	64
Prohibited articles ..	30
Oversea—general ..	22
Oversea—individual countries ..	67-211
Packing ..	27
Redirection ..	64
Pathological specimens ..	34
Perishables ..	31

<i>P, contd.</i>	<i>Page</i>
Permits—	
Money Orders ..	219
Parcels—incoming ..	34, 35
Parcels—outgoing ..	67-211
Plants ..	31, 67-211
Poisons ..	32
Postage—	
Payable in cash ..	59
Franking machines ..	59
Principal rates of ..	21, 22
Postage stamps—	
Affixing of ..	25
Booklets ..	25
Cut from letters, cards, etc. ..	31
Defaced ..	31
Postage rates—	
Blind literature ..	42
Commercial Papers ..	43
Letters ..	35
Newspapers ..	42
Parcels—inland ..	22, 62
Parcels—foreign ..	67-211
Postcards ..	36
Printed papers ..	39
Samples ..	45
Small packets ..	38
Postal orders, British ..	221
Postcards—	
Inland postage, etc. ..	36
Oversea postage, etc. ..	36
By Printed Papers Post ..	41
Poste Restante ..	56
Prepayment of postage in cash ..	59
Principal rates of postage ..	21, 22
Printed papers—	
Cards as printed papers ..	40, 41
Inland postage, etc. ..	21, 39
Private Boxes ..	24, 57
Private mail-bags ..	24, 58
Prohibitions or restrictions	
Postal—	
Exports ..	30
General ..	30
Imports ..	31, 34
Prohibitions, telegraphic ..	217
R	
Radioactive substances ..	67-211
(See Summary of Overseas Services)	
Redirection of postal articles ..	58
Redirection of telegrams ..	216
Refusal to pay postage due ..	56
Registration of postal articles ..	47
Registration envelopes ..	25
Re-opening of office for telegrams ..	213

	Page		Page
R, contd.		T	
Reply coupons	24, 25	Telegrams, inland—	
Restrictions, postal—see prohibitions	30	Charges, principal ..	24, 213
Return of postal article to sender ..	60	Code addresses ..	214
Rods, as parcels	30	Copy of telegram ..	214
		Counting of words, signs, etc. ..	213, 216-218
S		Delivery	213
Sample packets	44	Holiday charges ..	213
Samples with printed papers ..	47	Late telegrams ..	213, 214
Savings Bank—		Multiple telegram ..	215
Acknowledgement of deposits	234	Payment	213
Classification of accounts ..	233	Press telegrams ..	213, 215
Deposits	234	Prohibited telegrams ..	218
General regulations	233	Punctuation	218
Interest	235	Rates, principal ..	213
Limits of deposit	234	Redirection	214
Loss of Pass Book	234	Re-opening of office ..	213
Payment on demand	234	Repetition	215
Opening of account	233	Reply-paid telegrams ..	213, 215
Pass-books	234	Sender's name and address ..	216
Person acting for depositor ..	233	Urgent telegrams— (See priority)	
Postage, exemptions from ..	234	Words, counting of ..	216, 218
Stamp savings cards	234	Writing, mode of ..	214, 217
Transfer of account	234	Telegrams—Oversea—	
Withdrawals	234	Addresses	216
Sender's liability for postage ..	56, 60	Charges, principal ..	217
Sender's name and address—		Code addresses	218
Postal article	26	Collation	216, 217
Telegram	216	Commonwealth social telegrams ..	215
Sharp instruments	30	Copy of telegram ..	215
Ships—telegrams to	217	Counting of words, signs, etc. ..	216-218
Size, limits of:—		Delivery of inward telegrams ..	213
Blind literature	42	Delivery of outward telegrams ..	214
Commercial papers	44	Language	214, 217
Letters	35	Money-order telegrams ..	221
Newspapers	42	Multiple telegrams ..	215
Parcels	62	Press telegrams ..	215
Postcards	36	Rates, principal ..	217
Printed papers	39	Refunds	215
Samples	45	Repetition	215
Small packets	38	Reply-paid telegrams ..	215
Stamps—		Service Indications ..	214, 215
Affixed to Postal Orders ..	222	Ships at sea, telegrams to ..	217
Denominations sold	24	Stoppage of telegram ..	216
Fictitious	33	To follow (reforwarding) ..	216
Stamped stationery	25	Urgent telegrams ..	214
Stationery, postal	25	Words, counting of ..	216, 217
Summary of Commonwealth and Foreign Mail Service ..	67-211	Writing, mode of ..	217
Surcharge, postal	35, 36, 41, 43, 44, 47	Telegraph Money Orders ..	221
		Trade Charges—Cash on delivery Service ..	65
		Trap packets	34

U

Page

Undeliverable—	
Cash-on-delivery parcels	66
Parcels	64
Correspondence ..	60
Unpaid or insufficiently prepaid—	
Air Mail correspondence	59
Commercial papers ..	44
Letters	35
Newspapers	43
Postcards	36
Printed Papers ..	41
Samples	47
Small packets ..	38

V

Value, limits of—	
Registered letters ..	47
Insured letters ..	67-211

V, *contd.*

Page

Value, limits of— <i>Contd.</i>	
(See Summary Overseas Services)	
Insured parcels ..	67-211
(See Summary Overseas Services)	
Money Orders ..	224
Valuables, posting of ..	60

W

Weights, limits of—	
Blind literature ..	42
Commercial papers ..	44
Letters	36
Newspapers	42
Parcels	62
Postcards	37
Printed papers ..	39
Samples	45
Small packets ..	38
Window envelopes ..	33
Withdrawals—Savings Bank	234
Wrappers with printed stamps	25