

POST AND COMMUNICATION.

THE POST OFFICE LAW.

(CAP. 281.)

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POST OFFICE (COLLECTION OF TRADE CHARGES ON POSTAL PACKETS) (PARCELS) REGULATIONS.

1. These regulations may be cited as the Post Office (Collection of Trade Charges on Postal Packets) (Parcels) Regulations.
2. These regulations shall apply to the collection of Trade Charges on parcels (insured or otherwise) carried by post between the Colony and all parts of the British Commonwealth, all Territories under British trusteeship, the British Post Office at Tangier, and such Foreign Countries as have adopted the "Remboursement" system, and to parcels posted at any Money Order Office within the Colony for delivery at any Money Order Office within the Colony.
3. The "Remboursement" system is designed to meet the requirements of persons who wish to pay for articles sent to them at the time of receipt of the articles and also to meet the requirements of traders and others who wish to recover through the agency of the Post Office the value of articles supplied by them.
4. Throughout these regulations the amount to be collected under "Remboursement" system is called the "Trade Charge".
5. The amount of Trade Charge shall not exceed the limits accepted by the country of destination and the maximum shall in no case exceed £40 including the fees payable at the Office of Origin and Postage.
6. Every "Remboursement Parcel" posted or delivered in Cyprus shall be chargeable with such special fees as may be prescribed for that purpose.
7. The fees payable at the office of origin will be collected at the time of posting; and should be included by the sender in the amount required to be collected from the addressee. The full amount so collected is remitted to the sender of the parcel by means of Trade Charge Money Orders.
8. Remboursement parcels are to be accepted at any Money Order Office in Cyprus on the following conditions:—

The sender shall—

 - (a) furnish on the cover of the parcel, or on a label affixed to the cover, and on the Despatch Note if one is used, his name and full address and the word "Remboursement" written or boldly printed beside the address and after it the amount of Trade Charge must be shown in Latin characters, in British Currency without erasure or correction, even if certified. These particulars may be written on the back of the packet if there is not room for them to be written clearly on the front. No erasure or alteration of the entry of the amount is allowed. An incorrect entry must be completely obliterated and a fresh entry made;
 - (b) fill up a Trade Charge Card with all the particulars required by the Card, except those in the space headed "Service Instructions." No erasure or alteration of the entry of the amount is allowed. If the sender desires to correct the entry he must make a fresh card. (This card will eventually be returned to him as the Money Order in payment of the Trade Charge);

(c) prepay the Cash on Delivery fee by affixing to the parcel postage stamps representing the Cash on Delivery fees in accordance with Order in Council No. 898 dated the 1st day of August, 1922. The ordinary postage and other charges must be also prepaid;

(d) the sender of a parcel posted under this arrangement may request at the time of posting, that, if the parcel cannot be delivered as addressed, it may either, (a) be treated as abandoned or, (b) tendered for delivery at a second address in the country of destination. If the sender avails himself of this facility his request must be written and signed on the parcel and the relative Despatch Note and must be in the following terms:—

“ If this parcel is undeliverable to the addressee, it should be—

(a) considered as abandoned ;

(b) tendered for delivery to.....

(The alternative not required should be struck out).”

In the absence of a definite request for abandonment, a parcel which is undeliverable at the original address or at the alternative address (if one is furnished) within a period of 15 days shall be returned to the sender without previous notification, at his expense. No request for delivery at a second address without payment of the Trade Charge can be entertained.

The sender shall then hand in the parcel at the counter, where he will receive a Certificate of Posting whether the parcel is insured or not, which he will give up when he presents the Trade Charge Money Order to be cashed.

9. The sender of a parcel posted under the Remboursement system may not have the amount of the Trade Charge cancelled or reduced after posting.

10. Where a Remboursement parcel has been insured, the amount of insurance shall not exceed the amount of Trade Charge of the parcel, and in the event of loss the amount of indemnity, shall be governed, without regard to the amount of Trade Charge, by the ordinary rules relating to parcels.

11. The amount of the Trade Charge shall not exceed the amount of the Declared value together with the postage and the fees payable on the parcel in connection with the Remboursement system.

12. Where a Remboursement parcel (1) has been irregularly accepted for a country to which the system of Remboursement does not extend, or (2) bears a Trade Charge which exceeds the maximum prescribed in the country of destination, or (3) lacks some essential particulars, it may be returned to the sender.

13. Any conversion of money that may be necessary will be effected at the office of destination.

14. If a Remboursement parcel which bears one address only is not claimed by the addressee within a period of 15 days the parcel will be treated as undeliverable. If a Remboursement parcel bearing two addresses is not claimed by the first addressee within a period of 8 days the parcel will be held at the disposal of the second addressee for a further period of 7 days and if then unclaimed will be treated as undeliverable.

THE POST OFFICE LAW.

(CAP. 281.)

42 Vol.II 132 POST OFFICE (INSURANCE OF LETTERS, BOXES AND PARCELS)
REGULATIONS.

1. These regulations may be cited as the Post Office (Insurance of Letters, Boxes and Parcels) Regulations.

2.—(1) The insurance service is available for the United Kingdom, certain British Colonies and Possessions, and foreign countries.

(2) The service does not apply to letters and boxes addressed to Her Majesty's ships of war, but it applies to parcels addressed to such ships up to a limit of value of £50.

3. Three kinds of packets are recognized in the insurance service :—

- (a) insured letters ;
- (b) insured boxes ; and
- (c) insured parcels ;

which may be insured for such sum as the country of destination permits but in no case exceeding £120.

4. Insured letters and boxes cannot be sent by all the routes open to ordinary letters and may therefore take longer in transit.

5. A letter, box or parcel intended for insurance must be presented at the counter of a Post Office. The Post Offices at which insured articles are posted or delivered are those of Famagusta, Kyrenia, Larnaca, Lefka, Lefkara, Lefkoniko, Limassol, Morphou, Nicosia, Nicosia Branch Office North, Nicosia Branch Office South, Paphos, Pedhoulas, Platres, Polis, Prodromos, Rizokarpaso, Troodos or Yialousa.

6. Insured letters, boxes and parcels must not be addressed to initials or in pencil, and must not bear erasures or corrections in the address at the time of posting.

7. A certificate of posting must always be obtained by the sender who should see that the amount of insurance is correctly stated therein.

8. The sender of an insured letter, box or parcel may obtain an advice of its delivery on application at the office of posting, either at the time of posting or subsequently, on prepayment of the prescribed fee for an Advice of Delivery for a registered article.

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

10. If a letter, box or parcel tendered for insurance does not, in the opinion of the officer of the Post Office to whom it is tendered, fulfil the prescribed conditions as to packing and sealing, it is his duty to refuse to insure it. Nevertheless, the onus of properly enclosing, packing, and sealing the packet lies upon the sender ; and the Post Office assumes no liability for loss arising from defects which may not be observed at the time of posting.

11. 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. Further, in the case of insured letters, boxes or parcels addressed to Egypt or forwarded through the intermediary of the Egyptian

Postal Administration this amount of insured value must also be converted into gold francs. No alteration or erasure of the inscription on the letter, box or parcel or on the despatch note is allowed.

12. No letter, box or parcel can be insured for more than its actual value or for more than the maximum sum admitted by the country of destination and in no case exceeding £120.

A letter, box or parcel of which the contents have no pecuniary value, may, however, be insured for a nominal sum in order to obtain the safeguards of the insurance system. Over insurance is an obstacle to compensation.

13. The sums payable for insurance, including the registration fee, must be prepaid, in addition to the full postage, in as few postage stamps as possible, which the sender must affix to the cover.

14. Compensation for the loss or damage in the post of an insured letter, box or parcel, or its contents, will not 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 is not taken into consideration.

15.—(1) No compensation will be paid in respect of—

- (a) any packet containing a prohibited article ;
- (b) any packet which has been duly delivered and accepted without reserve ;
- (c) 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 ;
- (d) any damage to an exceptionally fragile article which from its nature cannot reasonably be expected to travel safely by post ;
- (e) any damage or loss resulting from the acts of the Queen's enemies.

(2) 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.

16. No claim for compensation will be admitted if made more than a year after the packet was posted.

17. The sender of a parcel may waive his claim in favour of the addressee.

18. The final decision upon all questions of compensation rests with the Postal Administration of the country in which the loss or damage has taken place.

19. Any insurance effected contrary to the foregoing regulations is invalid.

20. The Post Office is under no legal liability to pay compensation in respect of any packet for which an insurance fee has been paid.

SPECIAL PROVISIONS RELATING TO LETTERS.

21. The insurance system applies to letters which, in addition to ordinary correspondence, contain—

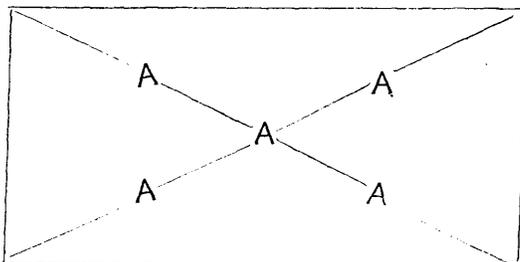
- (a) paper valuables such as bank-notes, currency notes, bonds, coupons and securities ;
- (b) valuable documents of any kind such as plans and estimates.

Letters containing articles other than those mentioned above, postcards, small packets, printed papers, commercial papers and samples cannot be insured.

22. Every letter tendered for insurance 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.

Envelopes with black or coloured borders or transparent panels must not be used.

The make up of every letter must be such that its contents cannot be got at without external and visible damage to the envelope or its seals. Space must be left between the postage stamps used for prepayment, and between the postal labels, if any, so that they cannot serve to hide injuries to the envelope. They must not be folded over the two sides of the envelope so as to cover the edge. No labels may be affixed except those of the Postal Service. If the packet is tied round with string or tape, a seal must be placed on the ends where they are tied. The seals on an ordinary envelope should be placed as shown below :—



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

SPECIAL PROVISIONS RELATING TO BOXES.

23. Articles of gold and silver, precious stones, jewellery and other articles of a like nature, which are prohibited from transmission in insured letters and which by reason of their small bulk and relatively high intrinsic value are not altogether suitable for conveyance by Parcel Post may be sent in the letter mails as insured Boxes.

24. The undermentioned classes of articles are prohibited from transmission in insured boxes for any destination :—

Letters, notes or documents having the character of actual personal correspondence, bank-notes, currency notes or securities payable to bearer, bonds and articles included in the category of commercial papers. It is, however, permissible to insert in an insured box an open invoice in its simplest form as well as the sender's and the addressee's name and address.

25. An insured box must not exceed 2 lbs. in weight and must not measure more than 12 inches in length, 8 inches in breadth, and 4 inches in depth. The box employed for packing must be strongly made of metal or wood, and when a wooden box is used the wood must be at least one-third of an inch thick.

26. An insured box must be tied crosswise with a strong string in one piece without joints, and the two ends of the string must be secured under a seal of fine wax bearing a private mark. The string must also be sealed to the box on the four sides with seals identical with that used for the ends of the string. The box must not be wrapped in paper, but the surfaces of the top and bottom must be covered with white paper for the inscription of the addressee's name and address and the insured value of the contents and for the impression of the official stamps. Space must be left between the postage stamps and between the postal labels. They must not be folded over the edge of the box.

27. An insured box is subject to the Customs regulations and laws in force in the country of destination, and must be accompanied by a Customs declaration prepared by the sender. The Customs declarations must be prepared with great care, and must specify precisely the style of packing and include a description of the box, its gross weight and the total value of the contents. The net weight and value of each of the different kinds of article contained in the box must also be shown separately.

SPECIAL PROVISIONS RELATING TO PARCELS.

28. A parcel containing coin bullion or jewellery sent to any foreign country or British Possession included in the insurance system must be insured for at least part of its value.

A charge equal to the prescribed initial insurance and registration fee shall be collected on the delivery of every uninsured parcel received from a country included in the insurance system and found to contain any of the above-named articles.

29. For the purposes of these regulations, the term jewellery means :—

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

30. Every insured parcel must be packed carefully and substantially, with due regard to the nature of the contents and the length of the journey, and must be sealed with wax, lead or steel, bearing a private mark, in such a way that it cannot be opened without either breaking the seal or leaving obvious traces of violation. Each joint 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 the ends of the string where they are tied.

An impression of the seal used on a parcel must be affixed to the counter-foil of the Despatch Note if one is used, and also to the Customs Declarations accompanying all insured parcels addressed to Egypt or forwarded through the intermediary of the Egyptian Postal Administration. Labels of any kind and postage stamps must be so spaced that they cannot conceal injuries to the cover and they must not be folded over two sides of the parcel so as to hide the edge.

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POST OFFICE (REGISTRATION OF POSTAL PACKETS)
REGULATIONS.

1. These regulations may be cited as the Post Office (Registration of Postal Packets) Regulations.
2. In these regulations—
“postal packet” shall have the same meaning as is assigned to it by the Post Office Law, and shall include parcels posted locally for delivery within the Colony.
3. Any fully prepaid postal packet complying with the regulations relating thereto may be accepted for registration. Parcels for places abroad cannot be registered.
4. No postal packet shall be accepted for registration unless the cover is in sound condition. Under no circumstances shall a postal packet be accepted for registration if selvedged stamped paper or other gummed paper is attached to the cover thereof, or if the postal packet bears the appearance of having been opened and resealed.
5. The address of every postal packet for registration shall be written in ink and in Roman characters. The use of initials, figures, christian names without surnames, fictitious names or conventional marks shall not be admitted for addressing registered postal packets.
6. The full postage and the prescribed registration fee must be prepaid at the time of posting, and the registered packet must be conspicuously marked “registered” at the head of the address side.
7. The value of the contents should not be indicated on the outside of any registered postal packet.
- 8.—(1) Postal packets for registration shall be handed to an officer appointed for that purpose during such hours as may be notified by the Postmaster-General and shall not be placed in any posting box.
(2) Any postal packet intended for despatch by a particular mail shall be presented for registration at such time before the closing of the mail as shall be indicated by a notice on the notice board signed by the Postmaster. Any registered postal packet tendered after the time appointed for the acceptance of registered postal packets for a particular mail shall, if intended for despatch by that mail, be accepted and forwarded on payment of the prescribed late posting fee, which shall be affixed in stamps to the postal packet.
9. Every postal packet duly handed in for registration shall be numbered with a consecutive number by the officer appointed to receive the same. A receipt bearing such number, the address of the relative postal packet, and an impression of the date stamp of the office at which the postal packet is handed in for registration shall be given by such officer to the sender thereof, and such receipt shall be *prima facie* evidence of the registration of such postal packet.
10. The sender of any registered postal packet may, upon application either at the time of registration thereof or at any time within one year thereafter and upon payment of the prescribed fee, in addition to the fee for registration, require to be furnished with an acknowledgment by the addressee of the receipt of such postal packet.

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11.—(1) Any postal packet which may be posted otherwise than as laid down in regulation 8 and which may bear any inscription or mark which may reasonably be assumed to indicate that it was the intention of the sender that such postal packet should be registered, may, upon detection, be registered and charged on delivery with the prescribed fee for compulsory registration less any amount prepaid in excess of the ordinary postage due upon such postal packet, and any unregistered postal packet which there is reasonable cause to believe contains jewellery, money (notes or coin) a blank uncrossed postal order, uncrossed bearer cheque or warrant, postage stamps, coupons having a marketable value or any other enclosure exceeding ten shillings in value in each case, may be similarly treated.

(2) Any postal packet which has been compulsorily registered under this regulation on the ground of its being supposed to contain a valuable enclosure and which may be opened in the presence of the officer delivering the same and found not to contain any such enclosure, shall be delivered free of charge in respect of registration.

12. Any person to whom any registered postal packet is delivered shall give to the officer delivering it a receipt for the same on a form to be provided by the Postmaster-General, which receipt shall be a complete discharge for the delivery of such registered postal packet.

13. Every registered postal packet which may from any cause be undeliverable to the person to whom it is addressed shall be returned to the sender, if known, by registered post without further charge for postage or registration. Any unregistered postal packet which may be likewise undeliverable and the contents of which may be found to be of intrinsic value may be returned to the sender, if known, through the registered post, and such sender shall be liable in respect of such postal packet for the fee prescribed for compulsory registration.

14.—(1) The Postmaster-General may (not in consequence of any legal liability, but voluntarily and as an act of grace), subject to the conditions hereinafter mentioned, give compensation up to a maximum limit of £2. 18s. for the loss, while in the custody of the Post Office, of any inland registered postal packet, or the whole or any portion of the contents thereof, which has been posted at a Post Office in the Colony for transmission to and delivery from any Post Office within the Colony, upon which the proper registration fee has been paid in addition to the ordinary postage.

(2) Subject to the same conditions and except in cases beyond control (e.g. tempest, shipwreck, earthquake, war, etc.), the Postal Administrations of the countries and places included in the Universal Postal Union undertake to pay an indemnity not exceeding 25 gold francs (£2. 18s.) when it is proved to their satisfaction that a postal packet duly admitted to registration and complying with the regulations laid down has been entirely lost whilst in their custody. Countries and places not included in the Universal Postal Union recognize no title to compensation or indemnity, nor do those belonging to the Union recognize such a title in any other case than that of the loss of the entire postal packet.

15. No compensation for loss shall be given in respect of:—

- (a) any postal packet which has been posted unregistered and has been subjected to compulsory registration by the Post Office;
- (b) any postal packet containing anything which may not be lawfully sent by post;
- (c) money, whether coin or paper, unless sent by letter post, and then only if—
 - (i) the money has been enclosed in a registered letter envelope sold by the Post Office;
 - (ii) any coins enclosed in the letter have been packed in such a way that cannot move about;

- (iii) the number, amount, bank of issue, and date of any bank note and the number and amount of any currency note enclosed be supplied to the Postmaster-General when required ;
- (iv) the amount, number and date of issue of any money order or postal order enclosed be supplied to the Postmaster-General when required ;
- (v) particulars sufficient to identify the document be supplied to the Postmaster-General in the case of any bill of exchange, bond, coupon, or other order or authority for the payment of money or security for money enclosed in the letter.

16. No compensation will be given for mere damage to the contents of any postal packet not involving loss or partial loss of the contents thereof.

17. In no case shall compensation be given where it appears that the loss has arisen from any neglect or omission on the part of the sender.

18. Compensation shall in no case exceed the value of the postal packet or any portion of the contents thereof which may be lost. No compensation shall be given for injury or damage consequent upon the loss, damage, delay, non-delivery or mis-delivery of any registered packet sent by post.

19. The Postmaster-General may re-instate or make good in kind the contents of any lost postal packet instead of giving pecuniary compensation for loss.

20. Where compensation has been given in respect of any postal packet and such packet subsequently comes into the hands of the Postmaster-General he may retain or dispose of the same as he may deem fit.

21. The Postmaster-General may if he thinks fit refuse to give compensation for loss on any ground on which a mail carrier might, in like case, claim exemption from legal liability.

22. The receipt given to the sender at the time of registration of any postal packet in connection with the loss of which application is made for compensation shall be produced by the applicant whenever required by the Postmaster-General.

23. Every application for compensation in respect of a postal packet the contents of which are alleged to have been lost during transmission through the post shall be accompanied by the envelope or cover of such packet in as nearly as possible the condition in which it was delivered by the Department.

24. Under no circumstances shall an application for compensation be entertained if made after the expiration of one year from the date of posting of the relative postal packet, and the decision of the Postmaster-General on all questions of compensation shall be final.