

COMMONWEALTH AND FOREIGN POST REGULATIONS

Regulations made under ss.5, 8, 10, 11, 12 and 54.

**Subsidiary
1975/084****COMMONWEALTH AND FOREIGN POST
REGULATIONS****(LN. 1975/084)****1.7.1975**

| Amending enactments | Relevant current provisions | Commencement date |
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| LN. 1976/036 | reg.17(4) | |
| 1976/152 | reg.31 | |
| 1979/092 | – | |
| 1980/081 | regs. 27, 29, 30(2), 37(1), (2) and (4) 39 and Schs. 1, 2 and 3 | |
| 1981/111 | regs. 23, 27, 29, 30(2), 31, 37(1), (2) and (4) 39 and Schs. 1, 2 and 3 | |
| 1984/023 | rr. 22, 27, 30(2)(c), 34, 37(4). Schs 1, 2, 3 and 5 | 1.4.1984 |
| 1986/014 | rr. 10(1)(a)(b), 22, 27, 30(2)(c), 36, 39 and Schs 1(1)(2), Sch 2, 3 and 5 | 1.3.1986 |
| 1991/007 | rr. 10(1)(a)(b), 22, 30(2)(c), 31, 37(1)(2)(4). Schs 1(1)(2), 2 and 3 | 1.2.1991 |
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| 1996/119 | rr. 10(a)(b), 22, 30(2)(c), 31, 37(1)(2)(4), 39. Schs 1 (1)(2), 2, 3 and 5 | 1.1.1997 |
| 1998/053 | Sch 2 Part IA(c) Part IB(c), Part II (a)(a) | 2.7.1998 |
| 1999/030 | Schs 1 (1)(2), 2, 3 and 4 | 1.4.1999 |
| 2004/089 | rr. 10, 11(2)(h), 27, 30(2), 37(1),(3) and 37(2), Sch 2, 3 and 4 items (3)(5) | 13.9.2004 |
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Post Office

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1. These regulations may be cited as the Commonwealth and Foreign Post Regulations.

Interpretation.

2. In these regulations, unless the context otherwise requires,—

“air letter” means an air mail packet consisting of a letter written on a special air letter form provided or approved by the Director;

“air mail packet” means an outgoing postal packet intended by the sender to be conveyed through any part of its course in the post by an air mail service, not being a letter or a postcard addressed to a destination to which letters and postcards are ordinarily conveyed by an air mail service although not bearing any indication of the sender’s intention that they should be so conveyed;

“air mail service” means a service established by or under the direction of the Director for the conveyance of mails by air;

“coin” means coin (whether or not current), except such as is used or designed for purposes of ornament;

“gold bullion” means uncoined and unmanufactured gold;

“incoming” applied to a postal packet of any description means received at a post office in Gibraltar through the post;

“insured letter” and “insured box” mean respectively any insured letter and insured box which is for the time being transmissible under the provisions of the Universal Postal Union Agreement for the exchange of insured letters and boxes for the time being in force, and the detailed regulations made thereunder;

“letter” includes any communication in the nature of current and personal correspondence, and also includes a packet transmitted at the letter rate of postage and containing goods or articles of merchandise;

“literature for the blind” means—

- (i) books or papers (including letters to or from blind persons) impressed or otherwise prepared for the use of the blind;
- (ii) plates bearing the characters of writing used for the blind;

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- (iii) voice records and special paper intended solely for the use of the blind provided that they are sent by or addressed to an institute for the blind;

“outgoing” applied to a postal packet of any description means posted in Gibraltar;

“parcel” means a postal packet which is posted in Gibraltar as a parcel in accordance with the provisions of the Commonwealth and Foreign Parcel Post Regulations, or is received at a post office in Gibraltar from abroad by parcel post;

“postal form” means a form issued by or under the authority of the Director;

“postal packet” means a letter, postcard, printed packet, small packet, packet consisting of literature for the blind and insured box, and accordingly does not include a telegram or (except in the foregoing definition of “parcel”) a parcel;

“postcard” means a card recognized as a postcard in accordance with the terms of the Universal Postal Union Convention for the time being in force, and includes (except where otherwise expressed)are plypostcard;

“prescribed” means prescribed by the Director;

“printed packet” has the meaning assigned to it by regulation 21;

“single postcard” means a postcard other than a reply postcard;

“small packet” means a packet which consists of goods or articles including trade samples and the following–

- (a) an open invoice reduced to its essential elements;
- (b) a reference to correspondence exchanged between the sender and the addressee;
- (c) a short note referring to the manufacturers and to the person supplying the goods, or concerning the person for whom they are intended;
- (d) documents not having the character of current and personal correspondence; or

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- (e) gramophone records, tapes and wires, automatic data processing cards and magnetic tapes, provided they do not bear personal messages.

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Application.

3.(1) These regulations except where otherwise provided apply exclusively to postal packets transmitted by post from or to Gibraltar otherwise than under the Local Post Regulations.

- (2) These regulations do not apply to parcels.

**PART I.
RATES OF POSTAGE.**

Letters and postcards.

4. The rates of postage specified in Schedule I shall be charged on all outgoing letters and postcards which are not air mail packets chargeable under regulation 5.

Air mail packets.

5. There shall be charged and paid on air mail packets posted in Gibraltar for transmission to places outside Gibraltar the rates of postage specified in Schedule 2.

Reduced rate printed packets.

6.(1) The rates of postage specified in Part I of Schedule 3 shall be charged and paid on outgoing packets to which this regulation applies.

- (2) Subject as hereinafter mentioned, this regulation applies to—
- (a) any newspaper, or other periodical publication, which complies with the following conditions:—
 - (i) it consists only of paper or of some substance ordinarily used for printing;
 - (ii) it consists only of words of a literary character or any other printed matter and is not in the nature of current and personal correspondence;
 - (iii) the full title, and the date, month or year of issue, or an indication of the frequency of issue, are conspicuously printed on the cover (or, in the absence of a cover, at the

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top of the first page) and on every detached sheet, page or piece of paper which is issued as part of such newspaper or publication;

- (b) any book;
- (c) any pamphlets, which expression for this purpose means short printed publications or works of a literary character in book form whether or not enclosed within covers;
- (d) any sheets of music (except perforated sheets intended to be used with automatic musical instruments);
- (e) any maps:

Provided that—

- (i) this regulation shall not apply to—
 - printed packets of a commercial character (such as catalogues, prospectuses or price lists);
 - newspapers or other periodical publications with advertisement slips annexed;
 - books, pamphlets, sheets of music or maps which contain publicity matter or advertisements otherwise than on the cover or fly leaves,
 - nor shall this regulation apply to any printed packet unless the cover thereof is clearly marked “Printed Papers. Reduced Rate” on the left hand side of the space above the address;
- (ii) the decision of the Director as to whether a particular packet comes within this regulation shall be final.

Other printed packets, and small packets.

7. Subject to regulation 6, the rates of postage specified in Part II of Schedule 3 shall be charged and paid on outgoing printed packets and small packets posted in Gibraltar.

Literature for the blind.

8. No postage shall be payable on an outgoing packet (other than an air mail packet) consisting of literature for the blind.

Insured boxes

9. There shall be charged and paid on every insured box addressed to any country or place with which the Director may for the time being have an

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arrangement for the exchange of insured boxes the rates of postage applicable to the country to which the insured box is addressed in addition to the compensation fee in Schedule 5.

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Bulk postage.

10. *Revoked.*

PART II.
GENERAL CONDITIONS.

Prohibitions.

11.(1) Save as the Director may either generally or in any particular case allow, there shall not be conveyed or delivered by post any postal packet of a description referred to in section 11(1)(a), (b) or (c) of the Act.

(2) Subject to the powers of the Director under regulation 18, there shall not be posted or conveyed or delivered by post any postal packet—

- (a) containing—
 - (i) opium, morphine, cocaine, or other narcotic : Provided that such narcotics may be sent for medical or scientific purposes in insured boxes to countries which admit them when sent for those purposes;
 - (ii) any living creatures except bees, leeches, silkworms, or parasites or destroyers of noxious insects used for the purpose of controlling those insects and exchanged between officially recognized institutions;
 - (iii) samples of which the number forwarded by the same sender to the same addressee shows an obvious intention of avoiding the payment of customs charges due to the country of destination;
 - (iv) anything which, by the law of the country or place in which the packet is posted or to which it is addressed, or of any country or place through which it may pass, it is unlawful respectively to send, import or convey by post or otherwise than by parcel post;
 - (v) save as the Financial Secretary may either generally or in any particular case allow, coin or gold bullion exceeding £5 in value;

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- (vi) any imitation of a bank note within the meaning of section 2 of the Criminal Offences Act;

- (b) containing or bearing any fictitious stamp (not being a fictitious stamp which is authorized to be made by or under Post Office regulations), or any counterfeit impression of a stamping machine used under the direction or by the permission of the Director or any counterfeit of any other impression authorized by or under these regulations to be used to denote payment of postage or fees;

- (c) 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 packet is sent on Her Majesty's service;

- (d) of such a form or colour or so made up for transmission by post as to be likely in the opinion of the Director to embarrass the officers of the Post Office in dealing with the packet;

- (e) having anything written, printed or otherwise impressed upon or attached to any part of the postal packet which either by tending to prevent the easy and quick reading of the address of the packet or by inconvenient proximity to the stamp or stamps used to denote payment of postage or fees, or in any other way, is in itself, or in the manner in which it is written, printed, impressed or attached, likely in the opinion of the Director to embarrass the officers of the Post Office in dealing with the packet;

- (f) bearing any stamp or impression of a stamping machine denoting payment of postage or fees which is imperfect or mutilated or defaced in any way or across which anything is written or printed or otherwise impressed; but a stamp shall not be deemed to be imperfect or mutilated or defaced, or to have anything written or printed or impressed across it within the meaning of this provision by reason only that it is distinctively perforated with initials by means of a punch if the perforating holes are not larger than those dividing one stamp from another in a sheet of stamps;

- (g) the cover whereof or the part thereof reserved for the address is divided into separate sections for the insertion of successive addresses;

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- (i) whereon the payment of any postage or fees purports to be denoted by any stamp or impression which has been previously used to denote payment of the postage or fees on any other postal packet (including a parcel) or any other revenue duty or tax;
- (j) consisting of or containing two or more postal packets (of the same or of different descriptions) addressed to different persons who are at different addresses.

(3) Subject as aforesaid, there shall not be conveyed or delivered by post any postal packet posted outside Gibraltar by or on behalf of any person resident or carrying on business in Gibraltar, and addressed to any person resident or carrying on business in Gibraltar, if the equivalent amount in sterling of the postage paid or payable is less than the amount of postage which would have been payable had the packet been sent as a local postal packet and if in the opinion of the Director the packet was so posted with the object of avoiding payment of postage at the local rate.

(4) Subject to the provisions of these regulations there shall not be posted or conveyed or delivered by post any postal packet (other than an insured letter, an insured box, or, where the law or regulations of the country or place of destination allow, an uninsured registered letter) containing coin, bank notes, currency notes, securities or instruments payable to bearer, platinum, gold or silver whether manufactured or not, precious stones, jewels, or other valuable articles.

Contents of certain packets.

12. Every printed packet and small packet shall be subject to examination in the post, and, subject to the provisions of these regulations, shall not contain anything sealed or otherwise closed against inspection or contain or bear anything in the nature of current and personal correspondence, or contain any postage stamp or form (whether cancelled or not) denoting payment of postage or fees or any paper representing monetary value.

Pacing and posting.

13.(1) Every postal packet shall be made up and secured in such manner as in the opinion of the Director is calculated to prevent injury to any other postal packet in course of conveyance, or to any receptacle in which the same is conveyed, or to an officer of the Post Office or other person who may deal with such packet.

(2) On the posting of an outgoing postal packet the sender shall fix up such certificates and other documents and affix such labels respecting the contents of the packets as may be required by the law of the country or

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place in which the packet is posted or to which it is addressed, or as the Director may direct.

Limits of weight and size.

14.(1) Save as the Director may either generally or in any particular case allow, no postal packet shall be posted, conveyed, or delivered by post under these regulations unless its weight and size are within the respective maximum limits specified in Schedule 4:

Provided that, save as aforesaid—

- (i) where the packet is made up in the form of a roll, its length and twice its diameter taken together shall not exceed 1040 millimetres and neither its length nor its diameter shall exceed 900 millimetres;
- (ii) in the case of a printed packet to which regulation 6 applies and which contains only one or more of the following articles, namely,
 - (a) books;
 - (b) booklets, which expression for this purpose means short printed publications or works of a literary character in book form, sewn, bound or stapled within covers;

not being books or booklets issued in consecutive numbers at intervals of less than one year, the maximum weight shall be five kilogrammes.

(2) Save as aforesaid, no postal packet shall be posted, conveyed, or delivered by post under these regulations unless its size is within the following minimum limits:—

- (i) where the packet is made up in the form of a roll, its length and twice its diameter taken together shall be not less than 170 millimetres, and either its length or its diameter shall be not less than 100 millimetres;
- (ii) otherwise, the packet shall have at least one surface measuring not less than 140 millimetres in length and not less than 90 millimetres in breadth:

Provided that the foregoing minimum limits of size shall not apply to a packet having securely tied or affixed to it a rectangular address label of cardboard or strong paper of which two adjacent sides together measure not less than 100 millimetres and of which the shorter side measures not less than 70 millimetres.

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15.(1) Subject to the powers of the Director under regulation 18, there shall not be posted or conveyed or delivered by post any packet consisting of literature for the blind containing any article liable to customs duty in the country or place of destination.

(2) Subject as aforesaid, there shall not be posted or conveyed or delivered by post any postal packet of any other description containing any article liable to customs duty, unless—

- (a) the importation of such articles by means of postal packets of that contains such declaration as may be required by any law.

Payment of postage and fees.

16.(1) Except as the Director may otherwise direct, and subject to the provisions of these regulations, the fees payable in respect of postal facilities shall be prepaid.

(2) Payment of postage or fees payable under these regulations may be denoted—

- (a) by adhesive postage stamps;
- (b) by impressions of stamping machines working under the direction or by the permission of the Director;
- (c) by the use of a stamped envelope, cover, postcard, or other postal form;
- (d) by the use of an embossed or impressed stamp cut out of or otherwise detached from an envelope, cover, postcard, or other postal form;
- (e) on a printed packet, by a printed impression, or by any impression made by any other process authorized by the Director; or
- (f) in such other manner as the Director may from time to time permit.

(3) No stamp indicating on the face thereof payment of a registration fee (with or without postage) shall be used to denote payment of postage or fees on any unregistered postal packet.

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(4) Packets bearing the impression of stamping machines or intended for impression by stamping machines, and packets on which payment of postage is denoted by a printed impression, or by an impression made by any other process authorized by the Director, shall be accepted only at such Post Offices, within such hours, and under and subject to such conditions and restrictions as the Director may consider appropriate.

(5) Subject to the provisions of these regulations, the stamp or impression denoting payment of postage or fees shall be placed in such position on the envelope, cover, postcard or other form as the Director may consider appropriate.

Unpaid or underpaid postage.

17.(1) In the case of outgoing postal packets (including air mail packets) upon which no part, or a part only of the postage payable thereon has been prepaid—

- (a) a letter or postcard shall be forwarded charged with double the amount of the deficient postage;
- (b) any other postal packet may be detained and returned or given up to the sender, or may be forwarded charged with double the amount of the deficient postage, at the discretion of the Director.

(2) Notwithstanding anything in sub-regulation (1), where no part, or a part only, of the postage payable on an outgoing postal packet (including an air mail packet) has been prepaid, the Director (either at the request of the sender or not) may affix to or impress on the packet stamps to the value of the deficient postage, and may forward the packet as if the full postage had been prepaid, without prejudice to his rights under Section 15 of the Act.

(3) An air mail packet on which no part, or a part only, of the postage payable thereon has been prepaid may be dealt with as if it were not an air mail packet.

(4) In the case of incoming postal packets (other than packets redirected from an address outside Gibraltar to an address in Gibraltar) upon which no part, or a part only, of the postage payable thereon has been prepaid—

- (a) a postal packet, other than a registered postal packet, may, in the discretion of the Director, be detained and returned to the country of origin or may be forwarded charged with the amount of the deficient postage multiplied by the amount of the first weight step of a letter despatched by surface mail from Gibraltar and divided by the first weight step of a letter despatched by surface mail from the country of origin of the'

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letter together with a handling fee of two pence and such further sum, not exceeding one penny, as may be necessary to make the sum charged under the provisions of this paragraph, an exact number of pence;

- (b) a registered postal packet (other than an insured letter or an insured box) shall be forwarded charged with the amount of the deficient postage;
- (c) an insured letter or insured box shall be forwarded without any charge in respect of the deficient postage.

(5) In the case of incoming postal packets redirected from an address outside Gibraltar, whether or not within the country in which they were posted, to an address in Gibraltar—

- (a) a postal packet other than an insured letter or an insured box shall be forwarded charged with the following sum, unless it has been prepaid on the redirection of the packet;
 - (i) if the postage on the first transmission was fully prepaid: the difference (if any) between the amount of that postage and the postage which would have been chargeable if the packet had been originally addressed to the new address;
 - (ii) otherwise, the amount which would have been chargeable on the packet under sub-regulation (4) if the packet had been originally addressed to the new address;
- (b) an insured letter or an insured box shall be forwarded charged with the following sum, unless it has been prepaid on the redirection of the packet: the difference (if any) between the postage chargeable on the first transmission, whether or not that postage was fully prepaid, and the postage which would have been chargeable if the packet had been originally addressed to the new address;
- (c) a postal packet of whatever description which has been transmitted by air to Gibraltar after redirection without prepayment of additional postage in respect of the transmission by air shall be forwarded charged with such sum (in addition to any sum charged in paragraph (a) or (b)) as the overseas postal administration concerned has requested the Director to collect in respect of that transmission.

(6) Where the amount chargeable under sub-regulation (4) or (5) would otherwise be less than one penny, the amount charged shall be one penny.

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(7) Any sums charged on an incoming postal packet under sub-regulations (4) and (5) and any other sums payable in respect of the packet under the law or regulations of Gibraltar or any country or place from or through which the packet has been transmitted, shall be payable on the delivery of the packet, and the Director may withhold the packet from delivery until such sums have been paid.

Treatment of irregular packets.

18.(1) Except as otherwise provided in these regulations, any postal packet which is found when in the post not to comply with a provision of the Act or any other law or the law of the country or place in which the packet was posted or to which it is addressed or of any country or place through which it may pass or not to be accompanied by a document required by any such provision, may be either detained or returned or given up to the sender, or forwarded and delivered, or dealt with or disposed of in such other manner as the Director may think fit.

(2) Any postal packet which is found when in the post not to comply with the provisions of regulation 11(2)(j) may, if the Director thinks fit, be delivered to the addressee subject to such charge as the Director may fix in the particular case, not exceeding the total charges which would have been payable in respect of each of the separate postal packets contained therein if they had been posted singly without prepayment of postage.

(3) Any postal packet (other than a letter), which is found when in the post not to comply with the provisions of these regulations which are applicable to postal packets of its particular description, may, if the Director thinks fit, be treated as if it had been posted as a letter or as a postal packet of such other description as the Director considers appropriate, and the provisions of these regulations shall apply thereto accordingly.

Undeliverable packets,

19. Where for any reason an incoming postal packet cannot be delivered, it may, at the discretion of the Director, either be returned to the sender, or be destroyed or otherwise disposed of as the Director may think fit,

PART III.**CONDITIONS RELATING TO PARTICULAR CLASSES OF PACKETS.****Postcards.**

20.(1) The following rules shall apply to single postcards:-

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- (i) no writing except the address and any postal directions recognized by the Universal Postal Union Convention for the time being in force, and no printing except that of any of the matters aforesaid, shall appear on the right-hand half of the face of a postcard;
- (ii) a postcard shall be made of cardboard or paper stout enough not to hinder its manipulation;
- (iii) folded sheets of paper of which the two inside faces contain no writing and are completely gummed together so that they cannot entrap other articles are admissible as postcards;
- (iv) nothing whatever shall be in any manner attached to a postcard except—
 - (a) postage stamps denoting payment of postage or fees;
 - (b) illustrations, photographs, stamps of any kind, and labels and cuttings of any kind, being made of paper or other very thin substance, and address slips and fold-back sheets;

Provided that—

- (1) every such article shall be of such a nature as not to alter the character of the postcard, and shall adhere completely to the postcard;
 - (2) every such article except an address slip shall be affixed only to the back or to the left-hand half of the address side of the postcard;
 - (3) no stamp likely to be mistaken for a stamp used to denote payment of postage or fees shall be fixed to the address side of the postcard;
 - (v) stamps or impressions of stamping machines denoting payment of postage or fees shall be placed on the address side of the postcard, as far as possible on the right-hand half.
- (2) If any postcard is found when in the post not to comply with any of the rules numbered (1) to (iv) in sub-regulation (1), it shall be dealt with and charged as a letter.

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(3) If any postcard is found when in the post not to comply with rule (v) in sub-regulation (1), it shall be dealt with as if the postage or fees denoted by the stamps or impressions placed otherwise than in conformity with rule (v) in sub-regulation (1) had not been prepaid.

Printed packets.

21.(1) The expression “printed packet” in these regulations means a packet consisting of or containing only reproductions on paper, parchment, card or other similar materials by means of letterpress printing, engraving, lithography, photography or other readily recognizable mechanical process ordinarily used to produce a number of identical copies, that is to say:—

- (a) letter post items exchanged between pupils of schools, provided that these are sent through the principals of the schools concerned;
 - (b) pupils’ exercises in the original or with corrections but without any note which does not relate directly to the performance of the work;
 - (c) manuscripts of works or for newspapers;
 - (d) musical scores or sheets of music in manuscript;
 - (e) newspapers and periodicals, books and pamphlets;
 - (f) photographs and albums containing photographs;
 - (g) pictures and drawings, plans and maps;
 - (h) prospectuses, advertisements, catalogues and notices.
- (2) No printed packet shall contain any of the following items:—
- (a) documents produced on a typewriter of any kind;
 - (b) copies obtained by means of tracing and any kind of handwritten or type written copies;
 - (c) copies obtained by means of stamps with or without movable type;
 - (d) articles of stationery proper, bearing reproductions when it is clearly shown that the printed part is not the essential part of the article;
 - (e) films and sound recordings;

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- (f) punched paper tapes and automatic data processing cards bearing perforations, marks or signs which could constitute annotations:

Provided that it is permissible—

- (i) to show on printed papers by any process—
 - (a) the name and address of the sender and the addressee with or without showing the title, profession and style;
 - (b) the place and date of despatch of the item;
 - (c) the serial or registration number referring solely to the item;
- (ii) to indicate or add by hand or by a mechanical process.—
 - (a) the correction of printing errors;
 - (b) the deletion, marking or underlining of certain words or certain parts of the printed text;
 - (c) on order forms, subscription forms or offers in respect of published works, books, newspapers, engraving, musical scores: the works and the number of copies asked for or offered, the price of the work; and notes giving essential elements of the price, the method of payment, the edition, the names of the authors and of the publishers, the catalogue number and the words “paperbacked”, “stiff-backed” or “bound”;
 - (d) on the forms used by the lending services of libraries: the titles of the works, the number of copies asked for or sent, the names (if the authors and of the publishers, the catalogue numbers, the days allowed for reading, the name of the person wishing to consult the work in question;
 - (e) on illustrated cards, on printed visiting cards and on printed cards expressing felicitations or condolences: conventional formulas of courtesy expressed in five words or five initials at the most;
 - (f) on printed literary and artistic reproductions: a dedication consisting of a simple conventional tribute;

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- (g) on cuttings from newspapers and periodicals: the title, date, number and address of the publication from which the article is taken;
 - (h) on advices of the departure or of the arrival of ships and aircraft: the dates and times of departures and arrivals and the names of the ships, aircraft, ports of departure, call and arrival;
 - (i) on traveller's advices: the name of the traveller, the date, time and place of his intended visit and the address at which he is staying;
 - (j) in printing proofs: alterations and additions concerned with the correction, lay-out and printing, as well as notes such as "Passed for press", "Read-Passed for press" or any similar note concerned with the production of the work: in case of lack of space the additions made be made on special sheets.
 - (k) in price lists, tenders for advertisements, stock and share lists, market quotations, trade circular; and prospectuses, any other notes giving essential elements of the price;
 - (l) on advice; of change of address, the old and the new address and the date of the change;
- (iii) to enclose–
- (a) with all printed papers: a card, envelope or if rapper bearing the printed address of the sender of the item or his agent in the country in which the original item was posted. The enclosure may be prepaid for return by means of postage stamps of the country of destination of the original item;
 - (b) with literary or artistic printed works; the relative open invoice, reduced to its essential elements together with a deposit note or an international or internal money order form of the country of destination of the item on which it shall be permissible, after agreement between the administrations concerned, to show by any means the amount to be deposited or paid and the particulars of the postal giro account or the address of the beneficiary of the order;
 - (c) with fashion papers; cut-out patterns, forming, according to the indication; appearing on them, an integral part of the copy of the paper with which they are sent.
- (3) Every printed packet shall be made up in such a way that it is sufficiently protected while permitting quick and easy examination without

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having to break any seal and then be repacked without using additional material. It shall either be sent in a wrapper, a roller, or between cardboard, in open bags, boxes, envelopes or containers, or be secured with string which can be easily untied, or in unsealed envelope secured with a metal or plastic fastener which must not have sharp edges or points or be likely to hamper postal operations.

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(4) Every printed packet shall be clearly marked "Printed Papers" on the left-hand side of the space above the address.

(5) A card marked "Postcard" or its equivalent in any language shall be admitted at the printed paper rate provided it satisfies the conditions applicable to printed papers.

Despatch of certain printed packets.

22. Where the rate of postage of twelve pence or fifteen pence only has been paid on any printed packet and the packet is posted after such hour as the Director may from time to time fix, the packet may be detained at the office at which it was posted until the following day, or, if the following day is Saturday, Sunday, Christmas Day, Good Friday or a public holiday until the next following day.

Small packets.

23.(1) Small packets shall bear in bold letters on the front the expression "petit paquet" (small packet) or its equivalent in a language known in the country of destination.

(2) It shall be permitted to enclose therein an open invoice reduced to its essential elements and to show on the outside or on the inside of items and in the latter case, on the article itself or on a special sheet: the address of the sender and the addressee with the indications in use in commercial traffic, a manufacturer's or trade mark, a reference to correspondence exchanged between the sender and the addressee, a short note referring to the manufacturer and to the person supplying the goods or concerning the person for whom they are intended, as well as serial or registration numbers, prices and any other notes giving essential elements of the prices, particulars relating to the weight, volume and size, the quantity available and such particulars as are necessary to determine the source and the character of the goods.

(3) It shall also be permitted to enclose therein any other document not having the character of current and personal correspondence, provided that the addressee or sender of the document are not other than those of the small packet. The Director shall decide whether the document or documents enclosed fulfil these conditions. The same shall apply to the enclosure in small packets of gramophone records, tapes and wires whether or not

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bearing a sound or video recording, ADP (automatic data processing) cards, magnetic tapes or similar means as well as QSL cards.

(4) The name and address of the sender shall appear on the outside of the items.

Literature for the blind.

24.(1) Regulation 21(3) shall apply to packets consisting vi literature for the blind.

(2) No packet consisting of literature for the blind shall contain any other article:

Provided that such a packet may contain outside or inside the packet an indication, by hand or by mechanical process, of the name or business name, position, profession, and address of the sender and of the addressee, the date of despatch, the signature, telephone exchange and number and answer-back code, telegraphic address and code, current postal account and current banking account of the sender, and a serial or registration number referring solely to the packet.

(3) Every packet consisting of literature for the blind shall be clearly marked on the left-hand side of the space above the address with the words "Literature for the Blind" or with some similar words which in the opinion of the Director clearly indicate the nature of the packet.

(4) An outgoing packet consisting of literature for the blind which contains voice records or special paper intended solely for the use of the blind shall be posted in a manner approved by the Director.

Air mail packets.

25.(1) An air mail packet shall bear an "Air Mail" label or be marked conspicuously with the words "Air Mail" or with such other words as may indicate the desire of the sender that the packet shall be conveyed by an air mail service.

(2) Every air letter shall comply with the requirements of the Director as to the paper used, its dimensions and the form and manner in which it is made up, the position of the stamp and the particulars appearing on the outside; and nothing shall be enclosed with the letter.

PART IV.
POSTAL FACILITIES.

Postal facilities.

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26. The postal facilities referred to in these regulations may be provided by the Director at such times, during such periods, at such post offices, in such circumstances, and on such condition; (not being inconsistent with the provisions of these regulations) as the Director may from time to time consider expedient.

Express delivery.

27. Upon every outgoing postal packet marked with the word "Express" or with such other word or words as may indicate the desire of the sender that the postal packet may, be delivered by special messenger there shall be charged and prepaid the fee of £2.00.

Transmission in bulk.

28.(1) The Director may make arrangements with the senders of such classes of printed packets as he mail direct, whereby such postal packets may, be enclosed by the senders in mail bags provided by the Director for the purpose, and the rate of postage computed by reference to the weight of each mail bag and its contents, in accordance with regulation 10.

(2) The senders shall comply with such conditions as to the make-up of the mail bags, the manner in which they are to be addressed and posted and returned, the manner in which the postage thereon is to be paid, the total weight of each mail bag, the limits of weight and size of the individual packets enclosed therein, and any incidental and supplementary matters, as the Director may from time to time consider expedient.

(3) Except as otherwise provided by such conditions, the limits of weight and size (if the individual packets shall be those applicable thereto by virtue of regulation 14.

Certificate of posting.

29. The Director shall, at the request of the sender of an unregistered postal packet, give a certificate of the posting of such postal packet on payment of a fee at the air-mail rate of a 10 grammes letter to the country of destination of the unregistered postal packet in question.

Registration.

30.(1) Subject to the provisions of these regulations, any outgoing postal packet may be registered.

(2) The following rules shall apply to the registration of outgoing postal packets:—

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- (a) the packet shall not be addressed to an addressee identified by initials only, or addressed in pencil :

Provided that it may be addressed in copying ink pencil unless it is sent in an envelope with a transparent panel;

- (b) the packet shall be posted by being delivered for registration at a post office to an officer on duty at such office;
- (c) there shall be charged and paid for registration a fee of £2.00;
- (d) on the posting of the packet the Director shall furnish to the sender a certificate of posting bearing an acknowledgment that the registration fee has been paid.

(3) On the delivery of an incoming registered postal packet the recipient shall give a written receipt therefor in the prescribed form, Where such a receipt is not obtained, the packet may be withheld and dealt with or disposed of as the Director may think fit.

Compensation for registered packets.

31. If any registered postal packet (other than an insured letter or an insured box) is lost whilst in the post, the Director may pay to the sender or to any other person or postal administration who may in the opinion of the Director establish a reasonable claim to compensation a sum not exceeding £21.00.

Compulsory registration and insurance.

32.(1) Subject to the provisions of these regulations, every outgoing postal packet marked with the word "registered", or otherwise obviously intended to be registered, but not posted in the manner provided by these regulations—

- (a) if the registration fee thereon has been prepaid, shall be registered before the same is forwarded, and may be detained for that purpose until the ordinary despatch of packets next after that by which such packet would otherwise be forwarded; and
- (b) if the registration fee has not been prepaid in full shall be withheld from transmission and may be returned to the sender for registration.

(2) An outgoing postal packet containing coin, bank notes, currency notes, securities or instruments payable to bearer, platinum, gold or silver manufactured or not, precious stones, jewels or other valuable articles, which is found in the post unregistered, shall not be forwarded until it has been registered and (if the regulations of the country or place to which the

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packet is addressed so require) insured, and may be returned to the sender for that purpose. An incoming postal packet containing any such articles which is found in the post unregistered may be forwarded to the addressee as a registered postal packet and delivered to him on payment of the registration fee, or may be returned to the postal administration of the country of origin.

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Insured letters.

33.(1) The following rules shall apply to outgoing insured letters:—

- (a) every insured letter shall be registered and insured under and in accordance with the provisions of these regulations;
- (b) the letter shall not be addressed to an addressee identified by initials only, or addressed in pencil;
- (c) the envelope, which shall not be transparent nor have a transparent panel or black or coloured borders, shall be strong and made in one piece and secured with seals of the same kind of fine wax, in a manner and quantity calculated to prevent tampering with the contents without damage to the envelope or seals; each seal shall bear the same private mark of the sender; the seals, labels and postage stamps affixed to the packet shall be so spaced that they cannot conceal injuries to the cover; no label relating other than to the postal service shall be affixed by the sender; and no label or postage stamp shall be folded over two sides of the cover so as to hide the edge;
- (d) the sender shall mark on the cover of the letter (otherwise than in pencil) the words “Insured for” followed by the sum (in words and figures) for which the letter is to be insured, which sum shall not exceed either (1) the real value of the letter or its contents, or (ii) the sum of £275 or such lesser sum as may be from time to time fixed by agreement between the Director and the postal administration of the country or place to which the letter is addressed;
- (e) no erasure or correction shall be made in the address (except on redirection), or in the sum for which the letter is to be insured;
- (f) a compensation fee shall be paid of an amount specified in the columns of Schedule 5 headed “Compensation fees”, being the amount appropriate to the sum for which the letter or its contents are to be insured;

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- (g) the letter shall not, without the permission of the Director or the Financial Secretary contain coin, platinum, gold or silver whether manufactured or not, precious stones, jewels or other valuable articles;
- (h) the letter shall be posted by delivery at a post office to an officer on duty at such office.

(2) On the delivery of an incoming insured letter the recipient shall give a written receipt therefor in the prescribed form. Where such a receipt is not obtained, the letter may be withheld and dealt with or disposed of as the Director may think fit.

Compensation for insured letters.

34. If an insured letter, or any article of pecuniary value enclosed in or forming part of an insured letter, is lost or damaged whilst in the course of conveyance by post under the provisions of these regulations, the Director may pay such sum as he may think just to any person or postal administration, if in his opinion such person or administration establishes a reasonable claim to compensation having regard in the case of a lost or damaged article to the care with which it was packed and other circumstances:

Provided that—

- (a) in the case of an outgoing insured letter, the sum paid by way of compensation shall not exceed the sum appropriate thereto according to the scale set out in Schedule 5, having regard to the compensation fee paid in respect of the letter in addition to the postage and registration fee;
- (b) in the case of an incoming insured letter the sum paid by way of compensation shall not exceed the sum of £1000 or such lesser sum as, having regard to the amount of the compensation fee paid in respect of the letter in addition to the postage and registration fee, may be from time to time fixed by agreement between the Director and the postal administration of the country or place from which the letter is transmitted.

Insured boxes.

35.(1) The provisions of these regulations which apply to insured letters shall, so far as they are applicable, apply to insured boxes:

Provided that subject to sub-regulation (2) and to regulation 11(2)(a)(v) insured boxes may contain coin, platinum, gold or silver whether manufactured or not, precious stones, jewels and other valuable articles.

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(2) Without the permission of the Director, insured boxes shall not contain anything in the nature of current and personal correspondence, bank notes, currency notes, or securities or instruments payable to bearer.

(3) An insured box shall consist of a strong box of wood or metal, and the walls of a wooden box shall have a minimum thickness of eight millimetres. An insured box shall be tied crosswise with strong string in one piece without joints and the two ends of the string, where they are tied, shall be sealed. The string shall be sealed to the box on all four sides. The box shall not be wrapped but the surface of the top and bottom shall be covered with white paper for the inscription of the addressee's name and address and the insured value of the contents.

Compensation - general.

36. The Director may give effect to the provisions of these regulations as to the loss of or damage to insured letters, insured boxes and other registered postal packets, and of or to articles enclosed in or forming part of an insured letter or insured box but nothing contained in or done under or in pursuance of these regulations shall render him or the Crown liable to any action or other legal proceeding in respect of or in consequence of any such loss or damage. The decision of the Director on all questions arising between him and any person claiming payment in respect of the loss of or damage to an insured letter, insured box or other registered postal packet, or of or to any article enclosed in or forming part thereof, shall be final and conclusive.

Advice of delivery and enquiries.

37.(1) The sender of an outgoing registered postal packet addressed to any country or place which is a party to the Universal Postal Union, on making a request in a prescribed form at the time of posting and on payment of an advice of delivery fee at the same amount as the air-mail rate of a 10 gramme letter to the country of destination, may obtain an advice of delivery of the packet.

(2) *Revoked.*

(3) The advice of delivery form may, if the sender of the packet so requires, be transmitted by air to, or from or both to and from the country or place of address of the packet; and the sender shall if the Director so directs pay a further fee of at the same amount as the air-mail rate of a 10 gramme letter to the country of destination for each transmission of the advice of delivery form by air.

(4) The sender of an outgoing registered postal packet addressed to any such country or place on making a request within one year after the date of posting and (unless an advice of delivery fee has already been paid in

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respect of the packet) on payment of an enquiry fee of £1.00, may cause an enquiry to be made into the suspected loss or non-delivery of the packet.

Redirection.

38.(1) Subject to the following sub-regulations, a postal packet may be redirected from its original address, or any substituted address, to the same addressee at any other address either in or outside Gibraltar:

Provided that—

- (i) if the new address is elsewhere than in Gibraltar, the packet is eligible for transmission to the new address and complies with the conditions applicable to such transmission;
- (ii) in any case, the sender has not forbidden redirection by means of a note to that effect on the address side of the packet in English or in any other language understood by the officers of the Post Office handling the packet.

(2) Except as the Director may allow, a postal packet which is redirected from an address in Gibraltar more than one day after the day of its delivery at that address (Saturdays, Sundays, Christmas Day, Good Friday and public holidays being disregarded for this purpose), or which before redirection has been opened, or altered otherwise than by the substitution of the new address, shall not be treated as a redirected packet. but shall be treated for the purposes of these regulations, or of the Local Post Regulations (as the case may be), as if on redirection it had been posted as a fresh postal packet, without prejudice however to the liability of any person for the payment of any sums which had previously become chargeable on the packet.

(3) An incoming registered packet (other than an insured letter or an insured box) which is redirected from an address in Gibraltar shall be accepted for further transmission under these regulations as a redirected registered packet only if—

- (a) it does not appear to have been re-opened; and
- (b) it is re-posted (without any additional cover) by being handed to an officer on duty at the counter of a post office.

(4) An incoming insured letter or insured box which is redirected from an address in Gibraltar to an address in that area shall be accepted for further transmission under these regulations as a redirected insured letter or insured box (as the case may be) only if—

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- (a) it does not appear to have been re-opened; and
- (b) it is re-posted (without any additional cover) by being handed to an officer on duty at the counter of a post office.

(5) An incoming insured letter or insured box which is redirected from an address in Gibraltar to an address elsewhere shall be accepted for further transmission under these regulations as a redirected insured letter or insured box (as the case may be) only if—

- (a) it does not appear to have been re-opened;
- (b) it is re-posted as mentioned in sub-regulation (4); and
- (c) it complies with the conditions applicable to insured letters or insured boxes (as the case may be) sent by post from Gibraltar to the country or place in which the new address is situated.

(6) Where the person redirecting an incoming postal packet from an address in Gibraltar to an address which is not in Gibraltar requests that the packet shall be forwarded by an air mail service he shall pay additional postage thereon of such amount (if any) as the Director may consider appropriate, not exceeding the postage which would have been payable thereon under regulation 5 if the packet had been posted to the new address as a fresh air mail packet.

(7) Subject to provisoes (i) and (ii) to sub-regulation (1) and to sub-regulation (2), a postal packet posted in Gibraltar and transmitted under the Local Post Regulations, to an address in Gibraltar may be redirected from its original address and re-transmitted under these regulations to the same addressee at any address which is not in Gibraltar:

Provided that a registered packet shall be re-posted in accordance with regulation 30(2)(b).

Reply Coupons.

39. The Director may issue to any person applying therefor an International Reply Coupon, for which there shall be charged a fee of eighty pence.

Postal packets in bond.

40.(1) The Director, with the approval of the Financial Secretary, may, on application being made in such manner as he may direct by the addressee of any incoming postal packet in bond—

- (a) make a search for the packet in order that it may if possible receive expedited customs examination; or

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- (b) re-address the packet to any person either within or outside Gibraltar; or
- (c) permit the addressee or his authorized agent, attending at the place where the packet is to re-address the packet to any person either within or outside Gibraltar.

(2) Any sums charged or payable under regulation 17 on a postal packet which is re-addressed under this regulation shall be paid by the original addressee.

(3) In this regulation a postal packet in bond means a postal packet which is in the custody of the Director at some place appointed by him or by the Financial Secretary for customs examination.

**PART V.
GENERAL.**

Postal packets posted on ships.

41.(1) Unregistered postal packets may be posted on board a ship registered in Gibraltar by being deposited in a letter box on board the ship, or in the hands of the commander of the ship or of a postal agent on board the ship.

(2) The provisions of these regulations which apply in relation to outgoing postal packets (whether or not by virtue of an express reference to outgoing postal packets) shall, so far as applicable, apply to any postal packet posted in accordance with sub-regulation (1) when the ship is on the high seas.

Priority of letter post.

42. Where the despatch or delivery from a post office of letters would be delayed by the despatch or delivery therefrom at the same time of postal packets of any other description, such packets or any of them may be detained in the post office until any subsequent despatch or delivery.

Remission of postage and fees.

43. The Director may remit in whole or in part any postage or other sums chargeable under these regulations in such cases or classes of cases as he may determine.

Application of Local Post Regulations.

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44. The Local Post Regulations specified in Schedule 6 shall apply to postal packets transmitted by post under the provisions of these regulations to the extent and subject to the modifications specified in that Schedule.

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Revocation.

45. Nothing in these regulations shall prejudice or affect the provisions of the External Parcels and Postal Packets (Import and Export Control) Regulations, or section 13 of the Act or of any other law relating to the payment of customs or import or export duties.

46. *Omitted.*

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Post Office

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SCHEDULE 1.

Regulation 4.

SURFACE (ALL COUNTRIES)

RATES OF POSTAGE PAYABLE UNDER REGULATION 4

1. Letters including letter packets—

| <i>Weight not over</i> | <i>Rate of postage</i> |
|------------------------|------------------------|
| 20 grammes | 28p |
| 50 grammes | 50p |
| 100 grammes | 70p |
| 250 grammes | £1.75p |
| 500 grammes | £3.50p |
| 1,000 grammes | £4.50p |
| 2,000 grammes | £8.00p |
| 2. Postcards | .28p |

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SCHEDULE 2.

Regulation 5.

AIR MAIL RATES OF POSTAGE ON POSTAL PACKETS
POSTED IN GIBRALTAR.

| EUROPE | | |
|--|--|------------------------|
| Destination | Description | Rate of Postage |
| PART 1A. | | |
| United Kingdom | (a) Letters including letter packets— | |
| | (i) For the first 20 grammes or part thereof | 42p |
| | (ii) For every 10 grammes or part thereof after the first 20 grammes | 17p |
| | (b) Postcards conforming in all respects to the regulations relating thereto | 42p |
| | (c) Air letters conforming in all respects to the regulations relating thereto | 42p |
| PART 1B | | |
| All European Countries other than the United Kingdom and Morocco | (a) Letters including letter packets— | |
| | (i) For the first 20 grammes or part thereof | 44p |
| | (ii) For every 10 grammes or part thereof after the first 20 grammes | 17p |
| | (b) Postcards conforming in all respects to the regulations relating thereto | 44p |
| | (c) Air letters conforming in all respects to the regulations relating thereto | 44p |

For the purposes of PART 1B, the following countries are “All European Countries (other than the United Kingdom)”:

EUROPEAN COUNTRIES

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| | | |
|--------------------------------|----------------------------|--|
| Subsidiary 1975/084 | Albania | Lithuania |
| | Andorra | Luxembourg |
| | Armenia | Macedonia (former Yugoslav Republic) |
| | Austria | Malta |
| | Azerbaijan | Moldova |
| | Belarus | Monaco |
| | Belgium | Montenegro |
| | Bosnia-Herzegovina | Netherlands |
| | Bulgaria | Norway |
| | Croatia | Poland |
| | Cyprus | Portugal (including the Azores & Madeira) |
| | Czech Republic | Romania |
| | Denmark | Russia |
| | Estonia | San Marino |
| | Finland | Serbia |
| | Faroe Islands | Slovak Republic |
| | France (including Corsica) | Slovenia |
| | Georgia | Spain (including Balearic & Canary Islands) |
| | Germany | Sweden |
| | Greece | Switzerland |
| | Greenland | Tajikistan |
| | Hungary | Turkey |
| | Iceland | Turkmenistan |
| | Ireland | Ukraine |
| | Italy | Uzbekistan |
| | Kazakhstan | Vatican City State |
| | Kirghizstan | |
| | Latvia | |
| | Liechtenstein | |

PART II.

COUNTRIES OUTSIDE EUROPE.

- (a) Letters including letter packets—
- (i) for the first 10 grammes or part thereof 51p
 - (ii) for every 10 grammes or part thereof after the
first 10 grammes 22p
- (b) Postcards conforming in all respects to the regulations
relating thereto 51p
- (c) Air letters conforming in all respects to the regulations
relating thereto 51p

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SCHEDULE 3.*Revoked.*

SCHEDULE 4.

Regulation 14.

LIMITS OF WEIGHT AND SIZE.

1. The limits of weight and size specified in columns 2 and 3 of this Schedule apply to all postal packets addressed to or received from any country or place.

| Col. 1 | Col. 2 | Col. 3 |
|-----------------------------|----------------|---|
| | Maximum Weight | Maximum size |
| 1. Letter | 2 kg. | Length, width and depth combined - 900mm but the greatest dimension may not exceed - 600mm. |
| 2. Postcards | – | 105 x 148mm, with a tolerance of 2mm. |
| 3. Printed papers | | <i>revoked.</i> |
| 4. Literature for the blind | 7 kg. | As for letters |

SCHEDULE 5.

Regulations 33 and 34.

COMPENSATION.*Limit of Compensation
Fee**Compensation*

For the first £72 or part thereof

30p

Each additional £36 or part thereof up to a maximum of £275

3p

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Post Office

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SCHEDULE 6.

Regulation 44.

APPLICATION OF LOCAL POST REGULATIONS.

Local Post Regulations–

Regulation 13 (Treatment of packets addressed to deceased persons).

The reference in regulation 13(d) of the Local Post Regulations shall be read as a reference to these regulations.

Regulation 19 (Postal facilities– general).

This regulation shall apply for the purpose only of the application of the other provisions of the Local Post Regulations mentioned in this Schedule to postal packets transmitted under these regulations.

Regulation 22 (Evasion of postage by redirection).

Regulation 23 (Poste Restante).

The reference in regulation 23(h) to the provisions of the Local Post Regulations as to the return of postal packets shall be read as a reference to regulation 19 of these regulations.

Second Schedule (Postal facilities),
item 3.