

**SECOND SUPPLEMENT TO THE GIBRALTAR
GAZETTE**

No. 3,098 of 15th April, 1999

LEGAL NOTICE NO. 36 OF 1999

POST OFFICE ACT

**FREEPOST AND BUSINESS REPLY REGULATIONS
(AMENDMENT) REGULATIONS 1999**

In exercise of the powers conferred on me by sections 5 and 54 of the Post Office Act, and of all other enabling powers, I have made the following Regulations -

Title.

1. These Regulations may be cited as the Freepost and Business Reply Regulations (Amendment) Regulations 1999.

Amendments to the Freepost and Business Reply Regulations.

2. The Freepost and Business Reply Regulations shall be amended in accordance with regulations 3 to 14.

Amendments to regulation 3.

3.(1) In sub-regulation (1) of regulation 3 for the words “or business reply service” there shall be substituted the words “, a business reply service or international business reply service”.

(2) After paragraph (b) of sub-regulation (2) of regulation 3 there shall be inserted the following new paragraph –

“(c) Subject to the provisions of these regulations, a licence issued for an international business reply service gives authority for the posting outside Gibraltar of business reply packets to the address or addresses in Gibraltar of a licensee without prepayment of postage by the sender”.

Amendment to regulation 4.

4. After paragraph (b) of regulation 4 there shall be inserted the following new paragraph –

“(c) Subject to the provisions of regulation 7(c), an international business reply licence shall be in the form set out in Schedule 4”.

Amendment to regulation 5.

5. After paragraph (b) of regulation 5 there shall be inserted the following new paragraph –

“(c) There shall be payable for an international business reply licence an annual fee of £50 in respect of each address to which international business reply items are to be delivered”.

Amendment to regulation 7.

6. In paragraph (a) of regulation 7 for the words “or business reply service” there shall be substituted the words “, a business reply service or international business reply service”.

Amendment to regulation 11.

7.(1) In paragraph (a) of regulation 11 for the figures “100” and “70” there shall be substituted the figures “140” and “90” respectively.

(2) In paragraph (g) of regulation 11 for the expression “phophorescent” there shall be substituted the word “phosphorescent”.

Insertion of new regulations 13A to 13C.

8. After regulation 13 there shall be inserted the following heading and new regulations 13A to 13C -

“International Business Reply Service

Criteria for design.

13A. Every person applying for a licence to use the international business reply service shall produce for approval complete printed proofs of the card, envelope, folder or

gummed label bearing designs or advertisements which he intends to use. Finished drawings may be permitted if printing is to be from plates. The designs shall conform to the following criteria –

- (a) Each design for a card shall not be less than 140mm long by not less than 90mm wide and not more than 148mm long by not more than 105mm wide.
- (b) Each design for an envelope shall not be less than 140mm long by not less than 90mm wide and not more than 235mm long and not more than 120mm wide.
- (c) The name and full postal address in Gibraltar to which all items shall be delivered shall appear parallel to the length of the card, envelope, folder or gummed label and underneath two parallel, horizontal bars with the specifications given in paragraph (e) below.
- (d) The address shall be clear and correct with the word “GIBRALTAR” printed in block capitals on the last line of the address, not less than 18mm from the bottom edge.
- (e) The two horizontal bars shall be not less than 80mm long and 3mm wide and 14mm apart from the inside edges and 15mm from the right hand edge of the card, envelope, folder or gummed label.
- (f) The words “REPOSNE PAYEE” on top of the word “GIBRALTAR” not less than 4m high shall be printed on two lines between the horizontal, parallel bars in paragraph (e) above.
- (g) The words “NE PAS AFFRANCHIR” and “NO STAMP REQUIRED” shall be shown in a box which shall not be less than 40mm long by 30mm wide in the top right hand corner of the card, envelope, folder or gummed label not more than 5mm from the top and right edge.

- (h) An airmail label with the words "By air mail" and "Par avion" may be shown in the top left hand corner of the card, envelope, folder or gummed label, below which shall appear the expression "IBRS/CCRI" on one line below which shall appear the licence number in one line.
- (i) In addition to the design, licence number and address, extraneous printing (such as advertising) may appear on the address side or on the reverse of the card, envelope or folder provided it is confined to the left hand side of the address side and
 - (i) it does not fall below the last line of the address on the address side;
 - (ii) it does not mimic the horizontal bars; and
 - (iii) it does not contain any other address whether complete or not.
- (j) The cards or paper should preferably be white, or a light shaded pastel colour and provided that the dyes used do not contain phosphorescent substances. The design and address should preferably be printed in black but any deep colour (e.g. blue) may be acceptable provided that the printing is in strong contrast with the colour of the card or paper. Red, orange or yellow are not permitted.
- (k) Cards shall be of material not less than 250 micrometres thick, but tolerance to an absolute 230 micrometres is permitted.
- (l) Labels, if used, shall be printed on paper which will readily take an adhesive substance and which is not too thick to allow the label being securely pasted down.
- (m) Folders shall 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 acceptable for folders.

- (n) The weight limit of the postal packet shall not exceed 50 grammes.

Provisional numbers.

13B. The Director may issue a provisional licence number in order to allow proofs to be prepared.

Form of design.

13C. The design shall be in the form set out in Schedule 5.”.

Amendment to regulation 14.

9.(1) The existing regulation 14 shall be re-numbered as sub-regulation (1).

(2) After sub-regulation (1) of regulation 14, as re-numbered, there shall be inserted the following new sub-regulation –

“(2) In respect of each delivery of an international business reply a licensee shall, pay in the manner specified in regulation 15, the postage at the rate of 35p per reply.”.

Amendment to regulation 16.

10. In regulation 16 for the words “nor business reply” there shall be substituted the words”, business reply nor international business reply”.

Amendment to regulation 17.

11. In sub-regulation (1) of regulation 17 for the expression “regulation 14” there shall be substituted the expression “regulation 14(1)”.

Amendment to Schedule 3.

12. In Schedule 3 the dimensions of the design shall be amended by the substitution of the figure “100” denoting the minimum length by the figure

“140” and by the substitution of the figure “70” denoting the minimum width by the figure “90”.

Insertion of New Schedule 4.

13. The following new Schedule 4 shall be inserted after Schedule 3 –

“SCHEDULE 4

Regulation 4(c)

INTERNATIONAL BUSINESS REPLY LICENCE NO.

TO:

(hereinafter called “the Licensee”).

1. Subject to the conditions hereinafter mentioned, the Director of Postal Services (hereinafter called “the Director”) hereby gives licence and authority for –

- (1) the posting abroad of international business reply packets without prepayment of postage to an address or addresses specified in the Schedule hereto, being an address or addresses of the Licensee or of his agent named therein;
- (2) the provision by the Licensee, and use by persons sending international business reply packets to such an address of the necessary cards, letter cards, envelopes, folders and labels, including the provision of such labels by the incorporation in advertisements in newspapers and other publications of a form or address label intended to be cut out and used as a label adhering completely to a card or envelope.

2. This licence is granted on and subject to the following conditions –

- (1) The Licensee shall pay in advance as a deposit on account of postage payable in respect of such international business reply packets as may be posted without prepayment of postage and received by him or by his agent, such sum of money as the Director shall deem sufficient to cover the postage and delivery fees likely to be incurred during a period of one

month, and shall thereafter from time to time (as and whenever requested by the Director) during the continuance of this licence pay in advance on account of postage likely to be incurred during subsequent periods, such sums as the Director may deem necessary, and if and so long as the Licensee is the licensee in respect of an international business reply licence and the Director thinks fit, the Licensee shall (instead of making separate payments in advance of postage on international business reply packets) from time to time (as and whenever requested by the Director) make single payments in advance of such sums as the Director may deem necessary on account of postage likely to be incurred by the Licensee on international business reply packets and the Director may dispense with the payment of an initial deposit under this condition.

- (2) The conditions of this licence may be varied or added to from time to time by the Director by notice in writing to the Licensee if and so far as the Director may consider it necessary to do so.
- (3) This licence may be revoked by the Director by seven days notice in writing to the Licensee at any time, and it may be revoked forthwith by the Director by notice in writing to the Licensee in the event of any breach by the Licensee of any of the conditions herein contained; and on the revocation of the licence or on the surrender thereof by the Licensee, the Licensee shall be entitled to the return of any un-exhausted balance of the sum paid under Condition (2), less any sum due to the Director.
- (4) Any notice under this licence from the Director to the Licensee shall be sufficiently given if left at or sent by post addressed to him at the address first mentioned in the Schedule hereto or the Licensee's last known or usual place of address.

3. Neither the granting of this licence nor anything contained therein constitutes or implies any agreement between the Director or the Post Office and the Licensee (or any undertaking or obligation whatsoever on the part of the Director or the Post Office) with respect to, or to the posting, transmission or delivery of, any postal packet whatsoever.

4. This licence shall come into force on _____ and shall expire one year from that date, unless renewed by the Director.

Dated

Signed by the Director or a person _____)
authorised by him to act in that behalf)

Signed by the Licensee _____).

Insertion of new Schedule 5.

14. The following new Schedule 5 shall be inserted after new Schedule 4 –

“SCHEDULE 5

Regulation 13C

Design showing permitted tolerances

All figures denote minimum dimensions in millimetres.”.

Dated this 15th day of April, 1999.

P. SPELLER,

Acting Governor.

EXPLANATORY MEMORANDUM

These regulations provide a licensing regime for the introduction of an international business reply service in Gibraltar. The annual licence fee payable in respect of each address to which international business reply postal packets are to be delivered is set at £50. The postage rate for each such postal packet delivered to an address in Gibraltar is 35p. The regulations also introduce detailed provisions for the criteria for the design of the card, envelope, folder or gummed label to be used in connection with the service. This new service compliments the freepost and business reply service already offered by the Post Office.

