

GUERNSEY STATUTORY INSTRUMENT

1973 -- No.20

THE POST OFFICE (INLAND POST) ORDER, 1973

Made 30th April 1973  
Laid before the States 1973  
Came into Operation 1st May 1973

ARRANGEMENT OF SECTIONS

SECTION

PART I

Postage

1. Rates of postage.
2. Additional postage on late posted packets.
3. Additional postage on certain parcels.
4. Prohibitions.
5. Packets containing others for different persons.
6. Packing.
7. Limits of size and weight.
8. Payment of postage and fees.
9. Treatment of irregular packets.
10. Return of undeliverable postal packets (except parcels).
11. Return of undeliverable parcels.
12. Treatment of packets addressed to deceased persons.

PART II

Conditions relating to particular classes  
of postal packets and postal facilities

13. Cards.
14. Registration of newspapers under the Law.
15. Conditions as to newspapers (including current registered newspapers).
16. Parcels.
17. Packets - United Kingdom, Isle of Man and Jersey.
18. Parcels in Bond.
19. Articles for the use of the blind.
20. Unaddressed packets.

PART III

Postal Facilities

21. Charges for postal facilities.
22. Express delivery.
23. Redirection by the public.
24. Evasion of postage by redirection.
25. Poste restante.
26. Rebate postings of letters.
27. Transmission of postal packets in bulk.

#### PART IV

##### Registration and compensation

28. Registration.
29. Conditions as to registered packets.
30. Receipts for registered packets.
31. Compulsory registration.
32. Compensation for registered packets.
33. Parcel Compensation Scheme.
34. Conditions as to the Parcel Compensation Scheme.
35. Compensation under the Parcel Compensation Scheme.
36. Parcels not posted under the Scheme.
37. Compensation for express packets.

#### PART V

##### Recorded delivery

38. Recorded delivery service.
39. Conditions as to recorded delivery packets.
40. Receipts for recorded delivery packets.
41. Compensation for recorded delivery packets.

#### PART VI

##### Cash on delivery

42. Fees and conditions.
43. Delivery of cash on delivery packets.
44. Payment of trade charge to sender.
45. Trade charge money orders-crossing.
46. Trade charge money orders-payment to bankers.
47. Discharge to States by payment.
48. Void trade charge money orders.

#### PART VII

##### General

49. Variation of route.
50. Remission of postage.
51. Revocation.
52. Interpretation.
53. Application.
54. Application of the provisions of this Order to postal packets transmitted to and from the United Kingdom, the Isle of Man, Jersey and the Republic of Ireland.
55. Citation.
56. Commencement.

## SCHEDULES

1. Rates of postage on postal packets.
2. Postal Facilities.
3. Limits of size and weight.
4. Express delivery services.
5. Registered postal packets.
6. Parcel Compensation Scheme.
7. Rates of postage for postal packets to be transmitted to the Republic of Ireland.
8. Limits of size and weight for postal packets to be transmitted to the Republic of Ireland.
9. Orders revoked.

THE STATES POST OFFICE BOARD, in pursuance of the powers conferred upon it by sections thirteen, fourteen, fifteen, sixteen, eighteen, twenty, twenty-three, twenty-eight and sixty-eight of the Post Office (Guernsey) Law, 1969, hereby orders:-

PART I

Postage

Rates of postage

1. (1) There shall be charged and paid upon the postal packets specified in the first column of the First Schedule to this Order (other than packets accepted for transmission under the provisions of section twenty-seven of this Order) the rates of postage respectively specified in or fixed under the second column thereof, upon unaddressed packets the rates of postage fixed under the provisions of section twenty of this Order, and upon packets accepted for transmission under the provisions of section twenty-seven of this Order the rates of postage fixed under that section.

(2) The Board shall publish from time to time in "La Gazette Officielle" or in such other manner as it may determine the rates of postage fixed by it under the First Schedule to this Order.

Additional postage on late posted packets

2. (1) In this section the expression "late posted packet" means a postal packet of such description as may be determined by the Board:-

- (a) which is posted in any special posting box which may be provided by the Board for the purpose, after the ordinary hour of collection for a particular despatch from the office of collection on a particular day in order that it may if possible be forwarded by that despatch; or
- (b) which is posted as a registered postal packet or as a recorded delivery packet, after the hour up to which such postal packets are ordinarily accepted at the office of posting in order that they may if possible be forwarded by a particular despatch, but within such further time (if any) as the Board may from time to time appoint in relation to the office.

(2) There shall be charged and paid in respect of a late posted packet additional postage of such amount, not exceeding 7.5p, as the Board may fix either generally or in relation to the description of the postal packet concerned or to the description of office of collection or posting or to the manner or time of posting.

(3) Where no part, or part only, of such additional postage is prepaid, the packet may at the discretion of the Board either:-

- (a) be forwarded as if it had not been posted as a late posted packet; or
- (b) be forwarded by the despatch referred to in paragraph (a) or (b) of subsection (1) of this section; and if the packet is posted as a registered postal packet or as a recorded delivery packet and is forwarded by the despatch referred to in paragraph (b) of subsection (1) of this section, the amount payable by the addressee or the sender under the provisions of subsection (1) of section fifteen of the Law in respect of the deficiency shall be the amount of the deficiency.

3. (1) Upon any parcel redirected by the States Post Office as specified in the first column of paragraph 11 of the Second Schedule to this Order to an address served from a different delivery office (not being an address within the same local parcel delivery area), there shall be charged additional postage at the appropriate rate as if the transmission of the parcel to the new address were a fresh transmission by post.

(2) Any additional postage so charged upon a parcel shall be paid by the addressee upon delivery thereof, and if on the tender of the parcel at the address so specified payment of such postage is refused, the parcel may be dealt with or disposed of in such manner as the Board may think fit.

#### Prohibitions

4. (1) Save as the Board 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 paragraph (a), (b) or (c) of subsection (1) of section nineteen of the Law.

(2) Subject to the provisions of subsection (2) of section sixteen of the Law, there shall not be posted or conveyed or delivered by post any postal packet:-

(a) containing:-

(i) except as may be permitted by the Board either generally or in any particular case, any living creature;

(ii) any imitation of a bank note or States of Guernsey note within the meaning of the Legal Tender (Guernsey) Ordinance, 1970;

(b) containing or bearing any fictitious stamp (not being a fictitious stamp made with the approval of the Board in accordance with the conditions of such approval), or any counterfeit impression of a franking machine used under the direction or by the permission of the Board, or any counterfeit of any other impression authorised by or under the provisions of this Order 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 or on behalf of the States;

(d) of such a size, form or colour or so made up for transmission by post as to be likely in the opinion of the Board to embarrass the officers of the States 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 in the payment of postage, 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 Board to embarrass the officers of the States Post Office in dealing with the packet;

(f) 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 or any other tax, duty or impôt.

#### Packets containing others for different persons

5. (1) There shall not be posted or conveyed or delivered by post any postal packet consisting of or containing two or more postal packets addressed to different persons who are at different addresses.

(2) If any such postal packet be posted, each postal packet contained therein may be forwarded separately to its addressee subject to such charge as the Board may fix (not exceeding the amount of the charge which would have been payable in respect thereof if it had been posted separately without prepayment of postage), and such charge shall be payable by the addressee on the delivery of the packet or if the packet is refused, or cannot for any other reason be delivered, by the

6. Every postal packet shall be made up and secured in such manner as in the opinion of the Board 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 States Post Office or other persons who may deal with such packet.

Limits of size and weight

7. The limits of size and weight of the postal packets specified in the first column of the Third Schedule to this Order shall (except with special permission of the Board) be those respectively specified in the second and third columns of the said Schedule.

Payment of postage and fees

8. (1) Except as the Board may otherwise direct, and subject to the provisions of this Order, the postage and fees payable on every postal packet, and the fees payable in respect of postal facilities, shall be prepaid.

(2) The provisions of this Order with reference to prepayment of postage and fees shall not apply to the postage payable on business reply packets, or to the postage and fees payable on postal packets with respect to which the Board has entered into an arrangement with the senders for the grant of credit facilities.

(3) Payment of postage or fees payable under the provisions of this Order may be denoted:-

(a) by adhesive postage stamps; or

(b) by postage stamps embossed, impressed or printed on envelopes, covers, wrappers, cards, or letter forms authorised by the Board for postal use, or on other postal forms, or by such postage stamps which have been cut out of, or otherwise detached from, any such envelopes, covers, wrappers, cards, letter forms or other postal forms;

(c) by means of impressions made by franking machines, printing presses, or other printing or stamping devices, being machines, presses or devices operated under the direction, or with the authority of the Board;

(d) in such other manner as the Board may from time to time permit.

(4) No stamp or impression which is imperfect or mutilated or defaced in any way, or across which anything is written or printed or otherwise impressed, shall be used to denote payment of postage or fees; 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 distinctly 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.

(5) No stamp indicating on the face thereof payment of a registration fee as well as postage shall be used to denote payment of postage or fees on any unregistered postal packet.

(6) Packets bearing the impression of franking machines or intended for impression by franking machines, and packets on which payment of postage is denoted by a printed impression or by an impression made by any other device authorised by the Board, shall be accepted only at such post offices, within such hours, and under and subject to such conditions and restrictions as the Board may consider appropriate.

(7) Subject to the provisions of this Order, the stamp or impression denoting payment of postage or fees shall be placed in such position on the envelope, cover, wrapper, postcard or other form as the Board may consider appropriate.

Treatment of irregular packets

9. (1) If any postal packet which appears to have been intended for transmission as a packet of a particular description is found in the post or is left at a post office, and it does not comply, or its manner of posting did not comply, with the provisions of this Order, which are applicable to postal packets of its purported description, the Board may if it thinks fit treat it as if it had been posted as a postal packet of such description (including its purported description) as it considers appropriate; and the packet shall for all purposes be deemed to be a postal packet of such description.

of this section, there shall be payable by the addressee on the delivery of the packet, or, if the packet is refused or cannot for any other reason be delivered, by the sender, the appropriate postage at the rate applicable to parcels and the additional sum of one new penny, less the amount of any postage prepaid.

Return of undeliverable postal packets (except parcels)

10. (1) With regard to any postal packet (other than a parcel or a preferred letter transmitted as a second class letter chargeable by law with a postage at the lowest rate of postage for the time being payable in respect of a preferred letter so transmitted, or any other letter transmitted as a second class letter chargeable by law with a postage at the lowest rate of postage for the time being payable in respect of any other letter so transmitted or a newspaper chargeable by law with a postage at the lowest rate of postage for the time being payable in respect of a newspaper) which for any reason cannot be delivered, the following provisions shall apply:-

- (a) where the full name and address of the sender appear legibly on the outside of the packet, the packet shall be returned to the sender unopened, but subject to payment of any charges to which it has become liable;
- (b) where the name and address of the sender do not appear on the outside of the packet or are illegible, the packet shall be opened by any officer of the States Post Office duly authorised in that behalf by the Board, and if the name and address of the sender can be ascertained, the packet shall be returned to the sender, subject to payment of any charges to which it has become liable.

(2) With regard to any preferred letter transmitted as a second class letter chargeable by law with a postage at the lowest rate of postage for the time being payable in respect of a preferred letter so transmitted and any other letter transmitted as a second class letter chargeable by law with a postage at the lowest rate of postage for the time being payable in respect of any other letter so transmitted, which for any reason cannot be delivered, the following provisions shall apply:-

- (a) where the full name and address of the sender appear legibly on the outside of the letter, the letter shall (if the Board so decides) be charged with additional postage equal in amount to the rate of postage originally chargeable upon the letter exclusive of any postage paid by virtue of the provisions of section two of this Order, and any such additional postage shall be payable by the sender of the letter; and the letter shall upon payment of any such additional postage and any other charges to which it has become liable, be returned to the sender;
- (b) where the name and address of the sender do not appear on the outside of the letter or are illegible, and the letter was accepted for transmission under the provisions of section twenty-six of this Order, the letter may be dealt with or disposed of in such manner as the Board may think fit;
- (c) where the name and address of the sender do not appear on the outside of the letter or are illegible, and the letter was not accepted for transmission under the provisions of section twenty-six of this Order, the letter shall be opened by any officer of the States Post Office duly authorised in that behalf by the Board and:-
  - (i) if the letter is found to contain or consist of nothing except commercial advertising matter, newspapers and magazines, it may be dealt with or disposed of in such manner as the Board may think fit;
  - (ii) if the letter is found to contain or consist wholly or partly of anything other than commercial advertising matter, newspapers and magazines, then if the name and address of the sender can be ascertained, the letter shall (if the Board so decides) be charged with additional postage equal in amount to the rate of postage originally chargeable upon the letter, exclusive of any postage paid by virtue of the provisions of section two of this Order, and any such additional postage shall be payable by the sender of the letter, and the letter shall, upon payment of any such additional postage and any other charges to which it has become liable, be returned to the sender.

(3) With regard to any newspaper chargeable by law with a postage at the lowest rate of postage for the time being payable in respect of a newspaper, which for any reason cannot be delivered, the following provisions shall apply:-

- (a) where the full name and address of the sender appear legibly on the outside of the newspaper, the newspaper shall (if the Board so decides) be charged with additional postage equal in amount to the rate of postage originally chargeable upon the newspaper exclusive of any postage paid by virtue of the provisions of section two of this Order, and any such additional postage shall be payable by the sender of the newspaper and the newspaper shall upon payment of any such additional postage and any other charges to which it has become liable, be returned to the sender;
  - (b) where the name and address of the sender do not appear on the outside of the newspaper or are illegible, the newspaper may be dealt with or disposed of in such manner as the Board may think fit.
- (4) With regard to any postal packet (other than a parcel) which for any reason cannot be delivered:-
- (a) if the packet has been opened by an officer of the States Post Office in pursuance of paragraph (b) of subsection (1) of this section or paragraph (c) of subsection (2) of this section, and the name and address of the sender cannot be ascertained; or
  - (b) if upon the tender of the packet to the sender he refuses or fails to pay any charges to which the packet has become liable by law, the packet may be dealt with or disposed of in such manner as the Board may think fit.

Return of undeliverable parcels

11. With regard to parcels which for any reason cannot be delivered, and parcels which are addressed to a ship at any port in the Bailiwick and which are not called for or delivered within such times as the Board considers reasonable, the following provisions shall apply:-

- (a) the parcel shall be retained at or forthwith forwarded to such place as the Board may from time to time appoint, and may, if necessary, be there opened and examined;
- (b) where the name and address of the sender can be ascertained from the parcel, then subject to the provisions of paragraphs (d), (e) and (f) of this section the parcel shall be returned to the sender free of charge;
- (c) where the name and address of the sender cannot be ascertained from the parcel, the parcel shall be retained pending a claim from the sender or addressee. In default of any claim within a period of three months, the parcel shall be disposed of in such manner as the Board may think fit;
- (d) where, in the case of a parcel which cannot be delivered for want of a true direction, the sender corrects the address of the parcel, the parcel shall be forwarded to the corrected address subject to the following conditions:-
  - (i) where the corrected address of the parcel is served from the same delivery office as the original address, and the parcel is not, at the time of such correction, lying at a returned letter office, no additional charge shall be made with respect to the delivery of the parcel;
  - (ii) where the corrected address of the parcel is not served from the same delivery office as the original address, or the parcel at the time of such correction is lying at a returned letter office, the sender shall pay additional postage at the

appropriate rate as if the transmission of the parcel to the corrected address were a fresh transmission by post;

- (e) where for any reason a parcel cannot be delivered, and the provisions of paragraph (d) of this section are not applicable, and:-
  - (i) the parcel is subsequently retransmitted to the addressee at the request of the sender or the addressee; or
  - (ii) the name and address of a substituted addressee has been furnished by the sender or the addressee and the parcel is transmitted to the substituted address;the addressee or, as the case may be, the substituted addressee, shall pay additional postage at the appropriate rate as if such retransmission or transmission were a fresh transmission of the parcel by post;
- (f) notwithstanding anything herein contained, a parcel shall not be given up or returned by post to the sender except upon payment by him of any charge to which the parcel has become liable under the provisions of any Ordinance as is referred to in section twenty-four of the Law;
- (g) the Board may require proof to its satisfaction that an applicant for a parcel is entitled to receive it;
- (h) where an applicant fails to prove to the satisfaction of the Board that he is entitled to receive the parcel, or refuses or fails to pay any charges to which the parcel has become liable, the parcel may be dealt with or disposed of in such manner as the Board may think fit;
- (i) any parcel in the possession of the Board which becomes offensive or injurious to any officer of the States Post Office, or other person, or to other parcels, or which is likely from its character or condition to become offensive or injurious as aforesaid, or to become valueless before it can be delivered or otherwise dealt with in accordance with the provisions of this Order, may forthwith be dealt with or disposed of in such manner as the Board may think fit, notwithstanding that the provisions of this Order as to the return of such parcel have not been, or have only partially been, complied with.

Treatment of packets addressed to deceased persons

12. (1) Where the Board is satisfied that the addressee of postal packets is dead it may in its discretion:-
- (a) deliver or redirect such postal packets on the written application of any one or more of the executors named in the will of the addressee or of a person appearing to the Board to be entitled to take out letters of administration to the estate of the addressee; or
  - (b) deliver or redirect such postal packets on the written application of any person appearing to the Board to be conducting the affairs of the deceased addressee of the postal packets; or
  - (c) retain such postal packets for such period as it may think fit and on production of probate of the will or letters of administration to the estate of the addressee together with the written application of one or more of the executors or administrators, deliver or redirect the packets in accordance with such request; or
  - (d) treat such postal packets in accordance with the provisions of this Order as postal packets which cannot be delivered.
- (2) The charges specified in paragraph 11A of the Second Schedule to this Order shall be payable for redirection under this section, and the provisions of section three of this Order shall apply to parcels so redirected.

PART II

Conditions relating to particular classes of postal packets  
and postal facilities

Cards

13. A letter consisting of a card not enclosed in an outer covering shall be made of material of such rigidity and thickness that its sorting and handling will not be hindered; and no writing or printing, other than the name and address of the addressee, shall appear on the right-hand half of the face thereof.

Registration of newspapers under the Law

14. The fee for each registration of a newspaper under section twenty of the Law shall be one pound.

Conditions as to newspapers (including current registered newspapers)

15. (1) Every newspaper or the cover or envelope thereof shall be prominently marked on the outside "Newspaper Post" and shall be subject to examination in the post, and if posted without a cover shall not be fastened or otherwise treated so as to prevent easy examination. The cover or envelope of a covered newspaper shall be unfastened or (save as the Board may either generally or in any particular case allow) so adapted that the contents can be easily examined without breaking any seal or tearing any paper or cutting any string or separating any surfaces.

(2) Save as the Board may either generally or in any particular case allow, every newspaper when posted shall be so folded and covered (if posted in a cover or envelope) as to permit the title and date of issue to be readily inspected.

(3) No article (not part of the newspaper) shall be posted in or in the cover or envelope with a newspaper.

(4) No newspaper and no cover or envelope in which it is enclosed shall bear anything (not being part of the newspaper) except:-

- (a) the names, addresses and descriptions of the sender and addressee with index or reference numbers and letters;
- (b) the words "With Compliments", "Specimen Copy" or "Voucher Copy";
- (c) the title of the newspaper;
- (d) in the case of a current registered newspaper, a reference to its registration for transmission by post; and
- (e) a reference to any page of or place in the newspaper to which the attention of the addressee is directed.

Parcels

16. (1) All parcels intended to be transmitted by post shall be posted:-

- (a) by being handed in at a post office to an officer of the States Post Office on duty at the counter, on the days and within the hours during which such office shall be open to the public for the posting of parcels, or
- (b) (in circumstances in which the Board permits that mode of posting) by being handed to an officer of the States Post Office for the time being authorised to receive parcels for the post otherwise than at a post office.

(2) Every parcel shall be packed in such a manner as in the opinion of the Board is calculated to preserve the contents from loss or damage in the post and to prevent any tampering with its contents.

Packets - United Kingdom, Isle of Man, Jersey

17. (1) Packets which may be brought into or sent out of the Bailiwick by post from or to the United Kingdom, the Isle of Man or Jersey shall not be posted, conveyed or delivered except subject to the provisions of such Ordinance as is referred to in section twenty-four of the Law.

(2) In respect of every packet brought into or sent out of the Bailiwick by post from or to the United Kingdom, the Isle of Man or Jersey to which the provisions of such Ordinance as aforesaid apply, and upon the contents of which any tax, duty or impost is payable, there shall be charged and paid the further fee of twenty-five new pence in respect of a parcel and of twenty new pence in respect of any other postal packet.

(3) (a) Where the sender of a parcel, other than a cash on delivery parcel, addressed to the United Kingdom, the Isle of Man or Jersey desires that the parcel may be delivered to the addressee free of any customs duty, postal fees and charges which would otherwise be payable by the addressee, the following provisions shall apply to the parcel

(i) the sender shall pay at the time of posting such sum as the Board may require as a deposit in respect of any such customs duty, postal fees and charges as, in the opinion of the Board might otherwise be so payable, and shall sign an undertaking in the specified form to pay to the Board on demand the aggregate amount of the customs duty, postal fees and charges which are charged in the country or place of destination. Any deposit so paid shall be appropriated in or towards the amount payable under such undertaking;

(ii) the sender shall mark on the cover of the parcel the words "To be delivered free of charges";

(iii) the Board shall furnish to the sender a certificate of posting bearing an acknowledgement that the said deposit has been paid;

(iv) if the deposit paid exceeds the aggregate amount of the customs duty, postal fees and charges which are charged in the country or place of destination, the Board shall repay the excess to the sender.

(b) Where the sender of a cash on delivery parcel desires that the parcel may be delivered free of customs duty and of all other charges due thereon at the time of delivery except the trade charge, and in such case the provisions of paragraph (a) of this section shall apply

Provided that the words to be marked on the cover of the parcel shall be "To be delivered free of all charges except the trade charge".

#### Parcels in Bond

16. (1) The Board may, on application being made in such manner as it may direct by the addressee of any parcel which is received in the Bailiwick by post from the United Kingdom, the Isle of Man or Jersey and is in the custody of the Board at some place appointed by the States Board of Administration for customs examination:-

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

(b) permit the addressee or his authorised agent, attending at the place where the parcel is, to inspect the parcel; or

(c) re-address the parcel to any person either within or outside the Bailiwick; or

(d) permit the addressee or his authorised agent, attending at the place where the parcel is, to re-address the parcel to any person either within or outside the Bailiwick; or

(e) transfer the packet (if it is a packet with respect to which a customs notice has been sent to the addressee) from the appointed place where the packet is to some other appointed place nominated by the addressee.

(2) There shall be charged and paid in respect of the facilities provided for in this section:-

(a) for each of the facilities mentioned in paragraphs (a), (b), (c) and (e) of subsection (1) of this section, the fee appropriate to the number of parcels comprised in the application, according to the scale of fees set out in columns 1 and 2 of the table following:

(b) for the facility mentioned in paragraph (d) of subsection (1) of this section, the fee appropriate to the number of parcels comprised in the application, according to the scale of fees set out in columns 1 and 3 of the table following.

TABLE

Col. 1	Col.2	Col.3
Number of packets:	£	£
1 ... ..	0.50	0.25
2 ... ..	0.70	0.35
3 ... ..	0.90	0.45
4 ... ..	1.10	0.55
5 ... ..	1.20	0.60
6 to 10 inclusive ... ..	1.40	0.70
11 to 20 inclusive ... ..	1.80	0.90
21 to 30 inclusive ... ..	2.20	1.10
31 to 40 inclusive ... ..	2.60	1.30
41 to 50 inclusive ... ..	3.00	1.50
Every additional 25 or part thereof	0.50	0.25

(3) Any fee charged under the provisions of subsection (2) of section seventeen of this Order on a parcel which is re-addressed under this section shall be paid by the original addressee.

(4) There shall be charged and paid by the original addressee in respect of each parcel which is re-addressed under this section:-

- (a) to an address in the Bailiwick, the United Kingdom, the Isle of Man, Jersey or the Republic of Ireland, such additional postage and fees (if any) as would have been payable thereon if it had been redirected under the provisions of section twenty-three of this Order;
- (b) to an address elsewhere, such additional postage and fees (if any) as would have been payable thereon if it had been re-directed under the provisions of section nineteen of the Post Office (Overseas Parcel Post) Order, 1973.

(5) Where notice has been given under the provisions of section ten of the Post Office (Postal Packets) Ordinance, 1973, requiring entry to be made of the goods in a parcel which is received in the Bailiwick from the United Kingdom, the Isle of Man or Jersey and the parcel remains in the custody of the Board at some place appointed by the States Board of Administration for customs examination for a period of more than one month after the date of such notice, or such longer period as the States Board of Administration may allow, there shall be charged on the parcel (in addition to any other fees payable under this Order) a fee calculated at the rate of fifty new pence for a period not exceeding one month and at the rate of five new pence for each working day or part of a working day in excess of the said period during which the parcel remains in the custody of the Board as aforesaid; and the fee shall be paid by the addressee.

Articles for the use of the blind

19. (1) In this Order the expression "articles for the use of the blind" means:-

- (i) books and papers (including letters to or from blind persons) impressed or otherwise prepared for the use of the blind;

(ii) paper posted to any person for the purpose of being so impressed or prepared;

and the following articles specially adapted for the use of the blind:-

- (iii) relief maps;
- (iv) machines, frames and attachments for making impressions for the use of the blind;
- (v) pencil writing frames and attachments;
- (vi) braillette boards and metal pegs therefor;
- (vii) de Braille instructional devices;
- (viii) games (including card games);
- (ix) mathematical appliances and attachments;
- (x) voice records on discs, film, tape or wire of readings from books, journals, newspapers, periodicals or other similar printed publications and apparatus designed to play such records;
- (xi) metal plates impressed, or posted for the purpose of being impressed for the use of the blind;
- (xii) wrappers and labels for use on postal packets for the blind - bulk supplies;
- (xiii) braille watches, clocks and timers;
- (xiv) tools, aids and precision instruments;
- (xv) rules and measures;
- (xvi) sectional or collapsible sticks;
- (xvii) harness for guide dogs.

(2) The following provisions shall apply to postal packets consisting of articles for the use of the blind:-

- (a) every packet shall bear on the outside thereof the inscription "Articles for the Blind" and the written or printed name and address of the sender;
- (b) every packet shall be subject to examination in the post;
- (c) every packet shall be posted either without a cover or in a cover which can be easily removed for the purposes of examination;
- (d) no packet shall contain any article not being an article for the use of the blind (except a label which may bear the name and address of the person to whom the packet is to be returned);
- (e) no packet shall contain any communication or inscription either in writing or printing (except the title, date of publication or manufacture, serial number, names and addresses of printer, publisher or manufacturer, price and table of contents of the book or paper, and any key to or instructions for the use of the special type or of any enclosed article);
- (f) articles (viii) to (xvii) (inclusive) referred to in subsection (1) of this section may be sent only to blind persons by such institutions as have entered into special arrangements to the satisfaction of the Board with regard to the transmission of such articles, or to such institutions by blind persons.

#### Unaddressed packets

20. (1) Subject to the following subsections of this section, unaddressed packets may be sent in a consignment for general delivery within an area in respect of which the unaddressed packet delivery service is available.

(2) The number of unaddressed packets in each consignment shall be such as the Board shall require, having regard to the number of delivery points in the delivery area.

(3) The packets comprised in a consignment of unaddressed packets shall be identical with each other in all respects, and the weight (which shall not exceed two pounds), dimensions and shape of each shall be such as the Board may approve.

(4) Every unaddressed packet shall be subject to examination in the post, save as the Board may allow either generally or in respect of any category of unaddressed packets or in any particular case, a packet without a cover shall not be fastened or otherwise treated so as to prevent easy examination, and a covered or enveloped packet shall be so made up that the contents can be easily examined without breaking any seal or tearing any paper or cutting any string or separating any adhering surfaces.

(5) The sender shall comply with such conditions as the Board may consider appropriate either generally or in the particular case as to:-

- (a) the provision by the sender to the States Post Office of a specimen of the unaddressed packets to be included in a proposed consignment before the consignment is posted;
- (b) the assembly of the individual unaddressed packets into groups or bundles by the sender, and their enclosure by him in mail bags or other containers;
- (c) the manner, time, day and office at which a consignment of unaddressed packets is to be posted;
- (d) any incidental or supplemental matters for which the Board may consider it expedient to provide.

(6) There shall be charged and paid on unaddressed packets such rates of postage as the Board may fix, and different rates may be fixed for different circumstances:

Provided that the rate of postage charged and paid on a consignment of unaddressed packets shall not exceed the total postage which would have been payable under the provisions of this Order on the individual packets comprised in the consignment if each had been posted singly, and charged at the appropriate rate set out in item (i) or item (ii), as the case may be, in column 2 of subparagraph (b) of paragraph one of the First Schedule to this Order.

(7) The Board shall publish in "La Gazette Officielle" or in such other manner as it may determine the rates of postage from time to time fixed by it under the last preceding subsection.

(8) Postage on unaddressed packets shall be paid in such manner as the Board shall require.

(9) The Board may if it thinks fit refuse to accept any consignment or part of a consignment of unaddressed packets for delivery.

(10) The Board may defer for such time as it thinks fit the delivery of any unaddressed packets.

(11) Any unaddressed packet which is not delivered may be dealt with or disposed of as the Board may think fit.

(12) The Board may provide as postal facilities in relation to unaddressed packets such incidental services as it may consider expedient, and the fees for any services so provided shall be such as the Board may fix either generally or in any particular case, and shall be paid in such manner as the Board shall require.

(13) For the purpose of the definition of "inland" in subsection (1) of section fifty-two of this Order, an unaddressed packet shall be deemed to be addressed to a place within the area in which it is to be delivered.

(14) The provisions of subsection (3) of section eight, section ten, section twenty-eight and section thirty-eight of this Order shall not apply to unaddressed packets.

### Charges for postal facilities

21. (1) There shall be charged and paid for the postal facilities specified in the Second Schedule to this Order the charges specified or referred to in the second column of the said Schedule, and the said facilities shall be subject to the conditions and provisions contained in the provisions of this Order.

(2) The postal facilities referred to in this Order and in the Second and Fourth Schedules thereto may be provided by the Board at such times, during such periods, and at such post offices, in such circumstances, and on such conditions (not being inconsistent with the provisions of this Order), as the Board may from time to time consider expedient.

### Express delivery

22. (1) There shall be charged and paid for the conveyance of an express packet conveyed in the manner specified in the first column of the Fourth Schedule to this Order the rates specified in the second and fourth columns of the said Schedule. The facilities shall be subject to the limits of size and weight of the postal packets conveyed as referred to in the third column of the said Schedule, to the provisions specified in the fourth column thereof and to the further provisions contained in this Order.

(2) An express packet (other than a packet to be conveyed by special messenger to an office of collection for transmission by ordinary post through the remainder of its course in the post) shall bear the word "Express" or such other words, and such lines or marks, as the Board may require.

(3) An express packet to be conveyed by special messenger shall be posted:-

- (a) by being handed in at a post office to an officer of the States Post Office on duty at the counter; or
- (b) (in circumstances which the Board permits that mode of posting) by being handed to an officer of the States Post Office for the time being authorised by the Board to receive such express packets otherwise than at a post office.

(4) The sender or addressee of an express packet may require the messenger who delivers the packet to convey an express packet by way of reply. There shall be charged and paid in respect of the last mentioned packet the charges specified in the Fourth Schedule to this Order.

(5) The Board may forward a packet as an express packet although the full postage and fees chargeable thereon are not prepaid, and if the addressee refuses to pay the amount payable in respect of the deficiency, it shall be paid by the sender. In no case shall the Board be bound to deliver any express packet not fully prepaid unless the addressee pays the amount payable thereon.

(6) Subject to the provisions of this Order as to express delivery, all express packets shall be forwarded, conveyed, and delivered in all respects subject to the provisions of the enactments and Orders in force for the time being in relation to inland postal packets, so far as the same are applicable.

### Redirection by the public

23. (1) Any postal packet (other than a business reply packet) may be redirected from its original address, or any substituted address, to the same addressee at any other address in the Bailiwick, the United Kingdom, the Isle of Man, Jersey or the Republic of Ireland.

(2) Any postal packet (other than a parcel) so redirected on the day of its delivery at the address from which it is redirected, or on the day next following (Sundays, Christmas Day, Good Friday and bank holidays being disregarded for this purpose), shall be transmitted by post free of any charge or postage in respect of such transmission:

Provided that this subsection shall not apply if before redirection the packet has been opened, or altered otherwise than by the substitution of a new

address, or if the name of the addressee has been obscured by any adhesive label used to indicate the new address.

(3) Subject to the provisions of subsection (2) of this section, there shall be charged on each redirection of a postal packet, and (if not previously paid) paid by the addressee on the delivery of the packet at the new address, additional postage at the appropriate rate as if the transmission of the packet to the new address were a fresh transmission (otherwise than as a registered postal packet or a recorded delivery packet), together with the following fee where applicable:-

- (a) in the case of a registered postal packet, a fee equal to the minimum registration fee;
- (b) in the case of a recorded delivery packet redirected to an address in the Bailiwick, the United Kingdom, the Isle of Man or Jersey, a fee of four new pence;

Provided that (without prejudice to the general provision for remission under section fifty of this Order) in the case of a parcel redirected on the day of its delivery at the address from which it is redirected or on the day next following (Sundays, Christmas Day, Good Friday, and bank holidays being disregarded for this purpose), the Board may remit such additional postage if the parcel is redirected to an address served from the same delivery area.

- (4) (a) A letter which is redirected and to which subsection (2) of this section applies may be withheld from despatch or delivery until any subsequent despatch or delivery.
- (b) Any letter which is redirected and to which subsection (3) of this section applies may be withheld from despatch or delivery until any subsequent despatch or delivery unless before it is redirected, there is paid the additional postage mentioned in that subsection at the rate specified in or fixed under the First Schedule to this Order appropriate for its transmission as a first class letter together with any fee chargeable under the said subsection.

#### Evasion of postage by redirection

24. (1) In any case where the Board considers that a packet, purporting to be redirected, has been posted as a redirected packet with a view to evading the payment of any postage chargeable by law upon such packet, it may, before the delivery of such packet, require the addressee (who shall furnish proof of identity to the satisfaction of the Board) to sign a receipt for the same.

(2) Any redirected packet which appears to have been opened before being redirected, and any packet which purports to be redirected in a manner designed to evade the payment of any postage chargeable thereon by law, shall be dealt with and charged as an unpaid packet of the same description or otherwise dealt with as the Board may think fit.

#### Poste restante

25. The following provisions shall apply to postal packets addressed to a post office to be called for:-

- (a) except as the Board may otherwise decide, the service is provided only for the convenience of travellers;
- (b) the address of such packets shall include the words "To be called for" or "Poste Restante";
- (c) such packets shall not be addressed to an addressee designated by a fictitious name, or by initials only, or by a Christian name without a surname;
- (d) the Board may refuse to deliver any such packet to a caller unless it is satisfied of the caller's identity;
- (e) such packets shall not be retained at the post office for delivery to the caller for more than fourteen days, unless the Board shall otherwise decide in relation to any particular packet or class or description of packets;
- (f) the Board may refuse or cease to retain for delivery to the caller any

such packet the retention of which would in its opinion involve an abuse of the service, or which contravenes paragraphs (b) or (c) of this section, or which is addressed to a post office at which the service is not available;

- (g) the sender may add to the address of any such packet a request that the packet may, if not called for within the time specified in the request, be returned to the sender or some person designated by him; and (subject to the provisions of paragraph (c) of this section) at the expiration of such time the packet shall be returned as specified in the request;
- (h) the provisions of this Order as to the return of postal packets shall apply to any such packet which the Board refuses or ceases to retain for delivery to the caller.

#### Rebate postings of letters

26. (1) The Board may make arrangements with the senders of letters for the acceptance and transmission of such letters as a rebate posting under the provisions of this section.

(2) A rebate posting shall consist of a consignment of not less than five thousand letters all sent by the same sender, each (except where the Board otherwise allows) being identical with the others in size and shape and in the nature of its contents.

(3) Unless the Board in any particular case otherwise allows in writing, a person who proposes to make a rebate posting shall make application therefor to the Board on a postal form at least twenty-four hours before the time at which he wishes to make the posting.

(4) Without prejudice to the generality of the provisions of subsection (2) of section twenty-one of this Order, the sender shall comply with such conditions as the Board may consider appropriate in the particular case as to:-

- (a) the manner in which the postage on the individual postal packets comprised in the rebate posting is to be paid;
- (b) the sorting and assembly of the individual postal packets by the sender into groups according to their addresses;
- (c) the manner, time, day, and office at which the rebate posting is to be delivered to the States Post Office for transmission;
- (d) any incidental or supplemental matters for which the Board may consider it expedient to provide.

(5) Where the Board accepts a rebate posting for transmission under the provisions of this section and the sender complies with the said conditions, the Board shall refund to the sender or allow him in accounts:-

- (a) where the number of the postal packets comprised in the rebate posting is between five thousand and twenty-five thousand (inclusive), one tenth of the total postage charged on those packets;
- (b) where the number of the postal packets comprised in the rebate posting is between twenty-five thousand and one and two hundred thousand (inclusive), one fifth of the total postage charged on those packets;
- (c) where the number of the postal packets comprised in the rebate posting exceeds two hundred thousand, one quarter of the total postage charged on those packets.

(6) The Board may defer for such time as it thinks expedient the despatch or delivery of postal packets for transmission as a rebate posting under the provisions of this section.

#### Transmission of postal packets in bulk

27. (1) The Board may make arrangements with any senders of unregistered postal packets (other than cash on delivery packets) for their acceptance and transmission as bulk postings under the provisions of this section and

such arrangements shall operate and continue in force at such times and during such periods as the Board may from time to time consider expedient.

(2) The senders of packets under the provisions of this section shall comply with such conditions as the Board may consider appropriate either generally or in the particular case and the provisions of subsection (1) of section sixteen of this Order shall not apply to any such packets which are parcels.

(3) There shall be charged and paid on packets accepted for transmission under the provisions of this section such rates of postage as the Board may fix; and different rates may be fixed for different circumstances.

(4) Postage on packets accepted for transmission under the provisions of this section shall be paid and denoted in such manner and at such time as the Board may require or permit and the provisions of subsection (3) of section eight of this Order shall not apply to such packets.

(5) The provisions of sections twenty-two and thirty-eight of this Order shall not apply to any packet transmitted under the provisions of this section.

#### PART IV

#### Registration and compensation

##### Registration

28. (1) Subject to the provisions of this Order, any postal packet other than a parcel may be registered.

(2) There shall be charged and paid for the registration of any <sup>such</sup> postal packet the minimum registration fee, or, if the sender so elects, one of the higher registration fees specified in the first column of Part I of the Fifth Schedule to this Order.

##### Conditions as to registered packets

29. The conditions set out in Part II of the Fifth Schedule to this Order shall be complied with in relation to a registered postal packet.

##### Receipts for registered packets

30. On the delivery of a registered postal packet the recipient shall give a written receipt therefor in the approved form. Where such a receipt is not obtained, such packet may nevertheless be delivered, or may be withheld and dealt with or disposed of in such manner as the Board may think fit.

##### Compulsory registration

31. (1) If any postal packet (other than a parcel) having the word "registered", or any other word, phrase, or mark conveying the impression that the packet is registered or intended to be registered, written or impressed on it or on its envelope or cover, is found in the post or left at a post office, and the packet has not been registered, it shall be registered (whether or not it is eligible for registration under the provisions of subsection (1) of section twenty-eight of this Order), and may be detained for that purpose at any post office through which it shall pass.

(2) Where an unregistered postal packet (other than a parcel) is found when in the post to contain:-

- (a) any uncrossed postal order in which the name of the payee has not been inserted; or
- (b) any cheque or dividend warrant which is uncrossed and payable to bearer; or
- (c) any bearer security (including a share warrant, scrip or subscription certificate, bond or relative coupon); or
- (d) any bank note or currency note, being current in the Bailiwick or elsewhere; or

- (e) any unobliterated postage or revenue stamp available for current use in the Bailiwick or elsewhere (except a revenue stamp embossed or impressed on an instrument which has been executed); or
- (f) any National Savings stamp; or
- (g) any coupon, voucher, token, card, stamp or similar document, exchangeable (singly or with any other such documents) for money, goods or services; or
- (h) coin or jewellery;

of a total value of two pounds or over, the packet shall be registered (whether or not it is eligible for registration under the provisions of subsection (1) of section twenty-eight of this Order), and may be detained for that purpose at any post office through which it passes. In this subsection the expression "value", except in relation to jewellery, means face value.

(3) Any postal packet which is subject to compulsory registration under subsection (1) or subsection (2) of this section shall be forwarded to the addressee or tendered to the sender (as the case may be) charged with the minimum registration fee and in the case of a second class letter, an additional sum equal to the difference between the amount of the postage paid thereon and the amount of the postage which would have been payable if the letter had been posted as a first class letter. The amount (if any) of the postage which may have been prepaid in respect of any packet other than a second class letter in excess of the ordinary postage and (in the case of a recorded delivery packet) the fee of four new pence paid thereon, shall be accepted in payment or part payment (as the case may be) of such registration fee. If the said excess amount is greater than the minimum registration fee, the packet shall be forwarded or tendered as aforesaid charged with the highest registration fee which the said excess amount covers, and the said excess amount shall be accepted in payment of such last mentioned registration fee.

(4) Where upon tender of such a postal packet to the addressee or sender he refuses or fails to pay the charges to which the same has become liable by law, the packet may be dealt with or disposed of in such manner as the Board may think fit.

#### Compensation for registered packets

32. (1) The maximum amount which shall be available for compensating persons aggrieved by the loss of or damage to a registered postal packet (including a packet which has been registered compulsorily under the provisions of section thirty-one of this Order) and its contents shall be the amount specified in the second column of Part I of the Fifth Schedule to this Order opposite the amount of the registration fee paid or charged in respect of the packet.

(2) For the purpose of this section any fee payable under the provisions of section twenty-three of this Order on redirection shall be disregarded.

#### Parcel Compensation Scheme

33. (1) The provisions of this section, section thirty-four and section thirty-five shall apply to parcels posted under the Parcel Compensation Scheme (hereinafter referred to as "the Scheme").

(2) There shall be charged and paid in respect of parcels posted under the Scheme in addition to postage one of the compensation fees specified in the first column of Part I of the Sixth Schedule to this Order.

(3) Compensation shall not be paid under the provisions of section thirty-five for the loss of any parcel containing any of the articles which are set out in Part II of the Sixth Schedule to this Order.

(4) The Board may, if it thinks fit, refuse to accept payment of a compensation fee on the posting of any parcel.

#### Conditions as to the Parcel Compensation Scheme

34. (1) The conditions set out in Part III of the Sixth Schedule to this Order shall be complied with in relation to parcels which are posted under the Scheme.

(2) No compensation may be paid by the Board unless the Board is satisfied that the aforementioned conditions have been complied with.

Compensation under the Parcel Compensation Scheme

35. (1) The maximum amount which shall be available for compensating persons aggrieved by the loss of or damage to a parcel and its contents posted under the Scheme shall be the amount specified in the second column of Part I of the Sixth Schedule to this Order opposite the amount of the compensation fee paid in respect of the parcel.

(2) Payment of compensation under subsection (1) of this section will not be paid unless:-

(a) a claim for such compensation is received from the sender or addressee within a period of three months beginning with the date on which the parcel was posted;

(b) the certificate obtained on the posting of the parcel is produced and delivered up to the Board, if the Board so requires;

(c) in a case where loss of the parcel is claimed, and the Board so requires, a declaration is made by the addressee that the parcel was not delivered to him or to the address on that certificate;

(d) in a case where the parcel has been delivered and compensation is claimed for damage to all or any of its contents or for loss or abstraction of all or any of its contents and the Board so requires, the following things shall be produced for the Board's inspection in the condition as nearly as possible in which they were when the parcel was delivered:-

(i) where such damage is alleged, the cover of the parcel, the damaged article, its packing material, and any container in which the damaged article was enclosed;

(ii) where such loss or abstraction is alleged the cover of the parcel.

(3) In the case of a parcel which was redirected in accordance with section twenty-three of this Order after delivery at the address stated on the certificate obtained on the original posting thereof, no compensation may be paid under subsection (1) of this section for loss of, or damage to, the parcel or any of its contents while in the post, unless the parcel was so redirected by being re-posted and the full postage was prepaid on such re-posting with a further compensation fee, in which case compensation may be paid, subject to and in accordance with the foregoing provisions of this section, for any such loss or damage which the Board is satisfied occurred while the parcel was in the post after such re-posting, but so that the total amount payable in respect of the parcel and its contents shall not exceed the maximum amount appropriate to the further compensation fee paid.

(4) Subject to the provisions of subsection (1) of this section, the maximum amount of compensation which the Board may pay under subsection (1) of this section in respect of any article enclosed in or forming part of a parcel shall be such sum as in its opinion represents:-

(a) in a case where the Board is satisfied that the article has been lost or rendered valueless in the post, the market value thereof at the time of posting;

(b) in any other case, the amount by which such value has been diminished by damage suffered in the post.

(5) The decision of the Board on all questions arising between it and any person claiming compensation under subsection (1) of this section in respect of loss of or damage to any article shall be final and conclusive, and in a case where the Board proposes that compensation should be paid for any such loss or damage it may (in its discretion) pay such compensation either to a claimant who appears to it to be the sender or to a claimant who appears to be the addressee.

Parcels not posted under the Scheme

36. No compensation will be paid for the loss of or damage to any parcel which is not posted under the Scheme.

Compensation for express packets

37. (1) Compensation will not normally be paid for the loss of or damage to an

express packet which is unregistered or which is not posted under the Scheme.

(2) If an article of pecuniary value enclosed in, or forming any part of such express packet, which is conveyed by special messenger, be lost or damaged whilst in the custody of the Board, the Board may pay to the person who may, in the opinion of the Board, establish a justifiable claim to compensation (having regard to the nature of the article, the care with which it was packed, and other circumstances) such sum, not exceeding five pounds, in respect of such packet as it may think just.

PART V  
Recorded delivery

Recorded delivery service

38. (1) Subject to the provisions of this Order any unregistered postal packet (other than a parcel) may be sent by the recorded delivery service.

(2) There shall be charged and paid on each recorded delivery packet, in addition to any postage and other charges payable on such packet, a fee of four new pence.

(3) If an unregistered postal packet (other than a parcel) to which is attached a label as required under the provisions of paragraph (b) of section thirty-nine of this Order is found in the post or left at a post office, and the requirement of paragraph (a) or paragraph (c) of the said section thirty-nine have not been complied with, the packet shall be forwarded to the addressee or tendered to the sender (as the case may be) charged with the recorded delivery fee of four new pence, but the amount (if any) of postage which may have been prepaid in respect of the packet in excess of the ordinary postage shall be accepted in payment or part payment (as the case may be) of such recorded delivery fee.

(4) Where upon tender of such a postal packet to the sender in accordance with subsection (3) of this section the sender pays the charges to which it has become liable the packet shall be forwarded to the addressee.

(5) Where upon tender of such a postal packet to the addressee or sender, he refuses or fails to pay the charges to which it has become liable, the packet may be dealt with or disposed of in such manner as the Board thinks fit.

Conditions as to recorded delivery packets

39. The following conditions shall be complied with in relation to a recorded delivery packet:-

(a) the packet shall:-

(i) be handed to an officer of the States Post Office on duty at a post office; or

(ii) be handed to some officer of the States Post Office authorised to receive recorded delivery packets though not on duty at a post office, and any recorded delivery packet which has been transmitted to its original address and which is redirected in pursuance of the provisions of section twenty-three of this Order shall also be handed to such an officer as aforesaid;

(b) the sender of the packet shall complete such form and shall attach to the packet such label in such position, as may be directed by the Board;

(c) on the posting of the packet the person handing over the packet shall obtain a receipt therefor;

(d) the packet shall be made up in a reasonably strong cover appropriate to its contents, and (except in the case of a packet consisting of articles for the use of the blind or a newspaper) so that no part of the contents can be removed without either breaking or tearing the case, wrapper or cover or forcing two adhesive surfaces apart, or breaking a seal;

(e) any article contained in the packet shall be adequately packed as a protection against damage in course of transmission. In particular:-

(i) an article which is of fragile nature shall be packed in a container of sufficient strength and shall be surrounded in that container with

sufficient and suitable material to protect the article against the effects of concussion, pressure and knocks to which postal packets are ordinarily exposed in transmission, and the packet shall bear the words "FRAGILE WITH CARE" written conspicuously in capital letters on the face of the cover above the address;

(ii) an article which is liable to be damaged by bending shall be packed in a container of sufficient strength to prevent the article from being bent in transmission, and the packet shall bear the words "DO NOT BEND" written conspicuously in capital letters on the face of the cover above the address;

- (f) no postal packet to be transmitted as a recorded delivery packet shall contain:-
- (i) any uncrossed postal order in which the name of the payee has not been inserted;
  - (ii) any cheque or dividend warrant which is uncrossed and payable to bearer;
  - (iii) any bearer security (including a share warrant, scrip or subscription certificate, bond or relative coupon);
  - (iv) any bank note or currency note, being current in the Bailiwick or elsewhere;
  - (v) any unobliterated postage or revenue stamp available for current use in the Bailiwick or elsewhere (except a revenue stamp embossed or impressed on an instrument which has been executed);
  - (vi) any National Savings stamp;
  - (vii) any coupon, voucher, token, card, stamp or similar document exchangeable (singly or with any other such documents) for money, goods or services;
  - (viii) coin or jewellery;
- (g) where a recorded delivery packet has been delivered and it is alleged that loss or abstraction of or damage to the contents or any of the contents of the packet occurred whilst it was in course of transmission by post, the following things shall be produced on demand for the inspection of the Board, in the condition as nearly as possible in which they were when the packet was delivered:-
- (i) the receipt therefor obtained on posting the packet;
  - (ii) where loss or abstraction is alleged, the cover of the packet;
  - (iii) where damage is alleged, the cover of the packet, the damaged article, its packing material, and any container in which the damaged article was enclosed;
- (h) where it is alleged that a recorded delivery packet has not been delivered the receipt therefor obtained on posting the packet shall be produced on demand for the inspection of the Board.

#### Receipts for recorded delivery packets

40. On the delivery of a recorded delivery packet the recipient shall give a written receipt therefor in the approved form. Where such a receipt is not obtained, the packet may nevertheless be delivered, or may be withheld and dealt with or disposed of in such manner as the Board may think fit.

#### Compensation for recorded delivery packets

41. If any article of pecuniary value enclosed in or forming part of, a recorded delivery packet be lost or damaged whilst in the custody of the Board, the Board may pay to any person from whom a claim for compensation shall be received, and who shall establish a reasonable claim for compensation (having regard to the nature of the article, the care with which it was packed, and other circumstances) such sum, not exceeding two pounds, in respect of such packet as it may think just:

Provided that no compensation shall be paid in respect of a packet which has been

redirected from its original address, or any substituted address, to the same addressee at any other address in the Republic of Ireland.

PART VI  
Cash on delivery

Fees and conditions

42. (1) There shall be charged and paid on each cash on delivery packet, in addition to the postage and other charges payable on such packet, a fee of twenty-five new pence.

(2) Cash on delivery packets (other than parcels) shall be registered.

(3) No trade charge exceeding fifty pounds shall be collected under the provisions of this Order.

(4) The sender of a cash on delivery packet shall fill up, as far as required, the approved form (in this Order referred to as "the trade charge form"), and shall mark the packet in such manner and with such particulars as the Board may require.

(5) The fee payable on a cash on delivery packet shall be paid by the sender and shall be indicated on the trade charge form.

Delivery of cash on delivery packets

43. (1) A cash on delivery packet shall not be given up to the addressee, or opened at his request, until the trade charge and any postage or other charges due thereon have been paid.

(2) Where the trade charge on a cash on delivery packet exceeds thirty pounds or the trade charge and the postage or other charges due in respect of such a packet exceed that sum, the Board may give notice to the addressee of the arrival thereof and before delivery is effected require the addressee to pay the amount due within such period and at such office as may be specified in the notice.

Payment of trade charge to sender

44. (1) The Board shall upon receiving the trade charge from the addressee remit the same to the sender of the packet, or a person named by him, by means of a trade charge money order forming part of the trade charge form or such other means as the Board may think fit.

(2) Except where payment is made to a banker, the receipt for the amount of the trade charge which forms part of the trade charge form shall be signed by the sender of the packet, or by the person named by him to receive the amount or by a person duly authorised in that behalf by the sender or the person named by him.

(3) When a trade charge money order is made payable to a body corporate, the receipt may be given by means of a stamp of the name of the body corporate, to which is appended the signature of an officer of the body corporate together with a description of this office.

Trade charge money orders - crossing

45. (1) A trade charge money order shall be crossed and marked "not negotiable", and, except where the Board shall otherwise direct, shall be paid to a banker.

(2) The order may be crossed either:-

(a) generally by the addition on its face of two parallel transverse lines, or

(b) specially by the addition on its face of the name of a banker between the two parallel transverse lines, in which case the order shall be deemed to be crossed to and shall be paid to that banker.

(3) A banker to whom a trade charge money order is crossed may again cross it to another banker as his agent for collection.

Trade charge money orders - payment to bankers

46. The following provisions shall apply to the payment of a trade charge money order to a banker:-

- (a) a trade charge money order may be presented for payment by a banker at any office at which payment of such orders presented by a banker may from time to time be authorised by the Board;
- (b) where a trade charge money order is presented by a banker, the name of the banker by or on behalf of whom such order is presented, written or stamped by way of crossing or otherwise, upon the face of the order, shall be a good receipt to the Board for the amount of the trade charge;
- (c) where a trade charge money order has been presented for payment by a banker and has been paid or allowed to a banker and it is afterwards discovered that such order should not have been paid or allowed to such banker, the amount so paid or allowed may be deducted from any moneys which may thereafter become payable to such banker for or on account or in respect of money orders, and no objection shall be taken by any banker to such deduction.

Discharge to States by payment

47. The payment of the amount of a trade charge money order in accordance with the provisions of this Order to whomsoever made, shall discharge the States and every officer of the States Post Office from all liability whatsoever in respect of that order and payment of the amount thereof notwithstanding any forgery, fraud, mistake, loss, neglect or omission which may have been committed or have occurred in the procuring of the order or obtaining the payment thereof or otherwise in relation thereto.

Void trade charge money orders

48. After the expiration of six months from the last day of the month in which any trade charge money order is issued the order shall be absolutely void and of no effect, and the Board shall be under no liability to pay the order:

Provided that in such case the Board may, if it thinks fit, pay the amount of the order, although the order has become void, subject to a deduction of a sum equal to the sum payable under the Post Office (Money Order) Order, 1969, for the renewal of a void money order.

## PART VII

GeneralVariation of route

49. Where any postal packet from its size, weight, character, or condition is in the opinion of the Board unfit for transmission by the route by which such packet would ordinarily travel in the post, such packet may be detained and forwarded by such other route as the Board may think fit.

Remission of postage

50. The Board may remit the whole or in part any postage or other sums chargeable under the provisions of this Order in such cases or classes of case as the Board may determine.

Revocation

51. The Orders mentioned in the Ninth Schedule to this Order are hereby revoked.

Interpretation

52. (1) In this Order, unless the context otherwise requires, the following expressions have the meanings hereby respectively assigned to them:-

"approved" means approved by the Board;

"articles for the use of the blind" has the meaning assigned to it by section nineteen of this Order;

"business reply packet" means a letter which by authority of the Board may be

11  
posted without pre-payment of postage to an address of, or of the agent of, a person who has made provision to the satisfaction of the Board for the payment of the appropriate postage on letters so posted which are received by him or by such agent, being a letter which:-

(a) consists of, or is enclosed in, a card, folder, letter card or envelope provided by that person with the authority of the Board on which are printed the address to which the letter may be so posted and special distinguishing characters allocated for the purpose by the Board; or

(b) has affixed thereon a label provided by that person with such authority, on which are printed such address and the distinguishing characters so allocated;

"cash on delivery packet" means a registered letter or registered newspaper or parcel (whether posted under the Parcel Compensation Scheme or not) upon which the Board undertakes at the request of the sender to collect or secure the collection of a sum of money (in this Order referred to as a trade charge) on his behalf from the addressee of the packet as a condition of delivery and upon which the sender has paid the fee for the cash on delivery service;

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

"current registered newspaper" means a registered newspaper which is of current issue and is in course of distribution by the publisher, a wholesaler or a retailer and which is intended by the sender to be transmitted at the rate of postage specified in item 2 of the First Schedule to this Order and includes a packet of such newspapers;

"express delivery office" means any post office from time to time approved by the Board for the reception of postal packets for conveyance and delivery by special messenger;

"express packet" means a postal packet conveyed and delivered by special messenger, at the request of the sender or the addressee;

"first class letter" means:-

(a) a letter upon which there is denoted in a manner provided by the provisions of subsection (3) of section eight of this Order payment of postage at the rate specified in or fixed under the First Schedule to this Order appropriate for its transmission as a first class letter;

(b) a letter on which postage has not been prepaid and with respect to which the Board has entered into an arrangement with the sender for the grant of credit facilities and which is distinguished or marked in such manner as the Board may direct to indicate the intention of the sender that it is to be transmitted as a first class letter;

(c) a business reply packet which is distinguished or marked in such manner as the Board may direct to indicate the intention that it is to be transmitted as a first class letter;

(d) a letter transmitted under the provisions of section twenty-seven of this Order which is distinguished or marked in such manner as the Board may direct to indicate the intention of the sender that it is to be transmitted as a first class letter;

"inland" when used in relation to any postal packet, or any description of postal packet, means posted in the Bailiwick and addressed to some place therein;

"jewellery" means:-

(a) gold, silver or platinum or other precious metal 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 or platinum or other precious metals; and
- (d) any article of a like nature which, apart from workmanship, has an intrinsic or market value;

"late posted packet" has the meaning assigned to it by section two of this Order;

"the Law" means the Post Office (Guernsey) Law, 1969;

"letter" means any postal packet except a packet consisting of articles for the use of the blind, a newspaper, a parcel, or an unaddressed packet;

"local letter" means a letter posted at a place within the Bailiwick and addressed to a place within the Bailiwick;

"local parcel" means a parcel addressed to a place within the local parcel delivery area of the place at which the parcel is posted;

"local parcel delivery area" means the area specified by the Board as such for the place at which a parcel is posted;

"the minimum registration fee" means the fee referred to as such in the first column of Part I of the Fifth Schedule to this Order;

"the Ordinance" means the Post Office (Postal Packets) Ordinance, 1973;

"ordinary parcel" means a parcel which is not a local parcel;

"paper money" means:-

- (a) bank notes or currency notes being current in the Bailiwick or elsewhere;
- (b) money orders and postal orders;
- (c) unobliterated postage or revenue stamps available for current use in the Bailiwick or elsewhere (except revenue stamps embossed or impressed on an instrument which has been executed) and National Savings stamps;
- (d) exchequer bills, bills of exchange, promissory notes, cheques, credit notes which entitle the holder to money or goods and all orders and authorities for the payment of money, whether negotiable or not;
- (e) bonds and coupons relating thereto and other securities for money, whether negotiable or not;
- (f) coupons, vouchers, tokens, cards, stamps or similar documents exchangeable (singly or with other such documents) for money, goods or services;

"parcel" means a postal packet which is posted as a parcel in accordance with the provisions of this Order;

"postal form" means a form issued by or under the authority of the Board;

"postal packet" means and includes every packet or article transmissible by post;

"preferred envelope" means an envelope which is of the shape and within the limits of size specified in the second column of the Third Schedule to this Order for a preferred letter, has no open panel, and is made of paper weighing at least sixty-three grammes per square metre;

"preferred letter" means a letter which is of the shape and within the limits of size and weight specified in the second and third columns of the Third Schedule to this Order for a preferred letter and which either:-

- (a) is enclosed in a preferred envelope; or
- (b) consists of an unfolded card not enclosed in an outer covering which complies with the provisions of section thirteen of this Order; or
- (c) consists of a folded card or folded paper of a type approved

which is sealed or secured in such manner as the Board may require;

"recorded delivery packet" means an unregistered postal packet which is sent by the recorded delivery service;

"redirection" as applied to a postal packet includes re-posting;

"second class letter" means any letter posted at a place outside the Bailiwick as a second class letter within the meaning of the law of the place where it is posted;

"trade charge" has the meaning assigned to it in the foregoing definition of "cash on delivery packet";

"trade charge form" has the meaning assigned to it by section forty-two of this Order;

"trade charge money order" means a money order in a special form for remitting the trade charge to the sender of a cash on delivery packet or to a person named by him to receive the amount;

"unaddressed packet" means a postal packet, whether enclosed in a cover or not, which is not addressed to or intended for delivery to any specified addressee or address, and forms part of a consignment for general delivery within a particular area;

and other expressions have the same meaning as in the Law.

(2) Any reference in this Order to additional postage shall take effect in relation to a postal packet for which no rate of postage is specified as though for the words "additional postage" there were substituted the word "postage".

(3) Except where the context otherwise requires, any reference in this Order to any enactment or Order shall be construed as including a reference to that enactment or that Order, as the case may be, as amended, repealed or replaced or revoked by or under any other enactment or by any other Order.

(4) The Interpretation (Guernsey) Law, 1948, shall apply to the interpretation of this Order as it applies to the interpretation of a Guernsey enactment.

#### Application

53. The provisions of this Order shall apply exclusively to inland postal packets, except in so far as the provisions of this Order are expressly made applicable to any other postal packets by the provisions of this Order or any other Order relating to such postal packets.

#### Application of the provisions of this Order to postal packets transmitted to and from the United Kingdom, the Isle of Man, Jersey and the Republic of Ireland

54. (1) The provisions of this Order shall apply to postal packets transmitted between the Bailiwick and the United Kingdom, the Isle of Man and Jersey so far as relates to the posting, registration, compensation, conveyance, delivery and treatment of such postal packets under the authority of the Board.

(2) The provisions of this Order shall apply to postal packets transmitted between the Bailiwick and the Republic of Ireland so far as relates to the posting, registration, compensation, conveyance, delivery and treatment of such postal packets under the authority of the Board, subject nevertheless to the following modifications, exceptions and additions:-

(a) in the application of the definition of "first class letter", "preferred envelope" and "preferred letter" in subsection (1) of section fifty-two, section one and section seven of this Order to postal packets posted in any part of the Bailiwick for transmission to the Republic of Ireland, the descriptions of such packets, the rates, and the shape and limits of size and weight specified in the Seventh Schedule and the Eighth Schedule to this Order shall be substituted for the descriptions, the rates, and the shape and limits of size and weight specified in the First Schedule and the Third Schedule to this Order;

(b) for section twenty-nine of this Order there shall be substituted the following section:-

"29. The conditions set out in Part II of the Fifth Schedule to this Order shall be complied with in relation to a registered postal packet posted in the Bailiwick for transmission to an addressee in the Republic of Ireland.";

(c) for section thirty-two of this Order there shall be substituted the following section:-

"32. (1) If any article of pecuniary value enclosed in, or forming part of, a registered postal packet including a registered parcel posted as such in the Republic of Ireland be lost or damaged whilst in the custody of the Board, the Board may pay to any person who may, in the opinion of the Board, establish a reasonable claim to compensation (having regard to the nature of the article, the care with which it was packed, and other circumstances) such sum as it may think just:

Provided that if the registration fee paid in respect of the registered postal packet so lost or damaged as aforesaid is the minimum registration fee or one of the higher registration fees specified in the first column of Part I of the Fifth Schedule to this Order (any of which higher registration fees may be paid by the sender) the sum paid by way of compensation shall not exceed the sum specified in the second column of the said Part of the said Schedule opposite the amount of the registration fee paid."

(3) The provisions of section eighteen of this Order shall apply in respect of parcels and other postal packets received in the Bailiwick by post from the Republic of Ireland as they apply in respect of parcels received from the United Kingdom, the Isle of Man or Jersey with the addition at the end of paragraph (b) of subsection (4) of section eighteen of the words "or (in the case of a postal packet other than a parcel) the postage and fees which would have been payable thereon if it had been posted as a fresh packet for transmission under the provisions of the Post Office (Overseas Letter Post) Order, 1973, to the new address."

(4) (a) No postal packet shall be transmitted between the Bailiwick and the Republic of Ireland as a business reply packet, a cash on delivery packet, a recorded delivery packet or an unaddressed packet.

(b) The service relating to an express packet, in so far as it provides for the conveyance of the packet by special messenger, shall not apply to postal packets transmitted between the Bailiwick and the Republic of Ireland.

(c) The provisions of section twenty-six of this Order shall not apply to postal packets transmitted between the Bailiwick and the Republic of Ireland.

(5) Where the postage payable on any postal packet (other than a parcel) transmitted between the Bailiwick and the Republic of Ireland has not been, or has been insufficiently prepaid by the sender, there shall be payable by the addressee on the delivery of the packet, or if the packet is refused or cannot for any other reason be delivered, by the sender, an amount equal to double the amount of the postage, or, as the case may be, of the deficiency.

(6) If any postal packet transmitted between the Bailiwick and the Republic of Ireland, being a packet which is subject to compulsory registration, shall be posted without registration no claim to compensation will be considered by the Board to arise in respect of the loss or damage (if any) of any article enclosed in or forming part of such packet.

(7) The decision of the Board on all questions arising between the Board and any person claiming payment in respect of the loss of or damage to any article enclosed in or forming part of a registered postal packet transmitted between the Bailiwick and the Republic of Ireland shall be final and conclusive.

#### Citation

55. This Order may be cited as the Post Office (Inland Post) Order, 1973.

#### Commencement

56. This Order shall come into force on the first day of May, nineteen hundred and seventy-three.

Dated this thirtieth day of April, nineteen hundred and seventy-  
three.

PEPPINO SANTANGELO

President of the States Post Office Board,  
for and on behalf of the Board.





Postal facilities

- |    |   |        |
|----|---|--------|
| 1. | Certificate of posting of an unregistered postal packet ... ..  | 1p     |
| 2. | Certificate of posting of a parcel ... ..   | No fee |
| 3. | Duplicate certificate of posting of a registered postal packet  | 2.5p   |
| 4. | Advice of delivery of, or inability to deliver, a registered postal packet:-  |        |
|    | (a) if requested at time of posting ... ..  | 7.5p   |
|    | (b) if requested after posting ... ..   | 10p    |
| 5. | Enquiry for a missing registered postal packet ... ..   | 10p    |
|    | (Note: This charge is not payable if the charge for advice of delivery of, or inability to deliver, the packet has already been paid by the sender.   |        |
|    | The Board may refund the enquiry charge if it is satisfied that the packet was lost or seriously delayed while in its custody.)   |        |
| 6. | Advice of delivery of, or inability to deliver, a recorded delivery packet:-  |        |
|    | (a) if requested at time of posting ... ..  | 7.5p   |
|    | (b) if requested after posting ... ..   | 10p    |
| 7. | Enquiry for a missing recorded delivery packet ... ..   | 10p    |
|    | (Note: This charge is not payable if the charge for advice of delivery of, or inability to deliver, the packet has already been paid by the sender.   |        |
|    | The Board may refund the enquiry charge if it is satisfied that the packet was lost or seriously delayed while in its custody.)   |        |
| 8. | Private Post Boxes. Collection by the Board of postal packets (other than parcels) posted in a private posting box (provided by the person requesting the facility) of a design and in a position approved by the Board (not being a private roadside letter box in a rural postal delivery area):- |        |
|    | (1) For initial period of one year or less:-  |        |
|    | (a) For one collection, on six or fewer weekdays in every week ... ..   | £8     |
|    | (b) For one collection on Sundays . ... ..  | £8     |
|    | (c) For one collection, on six or fewer weekdays and on Sunday in every week ... ..   | £12    |
|    | (d) For each additional collection, on six or fewer weekdays in every week ....   | £A     |

(f) Where the posting box is above or below ground floor - for each floor which the collector has to ascend or descend to make the collection ... ..

Such fee not exceeding £10 as the Board may fix, having regard to the facilities available for ascent and descen

(g) Distance fee, payable where the private posting box is in a rural postal delivery area, and the collection in the opinion of the Board involves travelling in excess of the normal route of the collecting officer ... ..

Such fee as the Board may fix, having regard to the cost of the excess travelling

(2) For each subsequent full year .. ..

The fees chargeable under (1).

(3) For a subsequent part only of a year ... ..

A rateable proportion of the fees chargeable under (1).

9. Private Boxes. Provision by the Board of a private box at a delivery office within a town postal delivery area, or at any other post office at which the facility is available, in which postal packets are placed to await collection by the addressee or his agent instead of being delivered by postmen at the place of address:-

A. - For initial period of one year or less:-

(1) For Day Box, that is to say, where the postal packets are to be made available for collection by the addressee or his agent at or after the time of commencement of the first delivery, or the time of opening the post office to the public (whichever is the earlier), and before 9.0 p.m. or the time of closing the post office to the public (whichever is the earlier):-

(a) Box for reception of postal packets other than parcels, or for reception of parcels only:-

Guernsey ... .. £10

Alderney and Sark ... .. £6

(b) Box for reception of all classes of postal packets:-

Guernsey ... .. £20

Alderney and Sark ... .. £12

(2) Additional fee for Day Box where the postal packets are additionally to be made available for collection by the addressee at or after 6.0 a.m. and before the time of commencement of the first delivery or the time of opening of the post office to the public (whichever is the earlier). ... .. An amount equal to the fee chargeable under (1).

(3) For Night Box, that is to say, where the postal packets are to be available for collection after 9.0 p.m. or the time of closing the post office to the public (whichever is the earlier) and before 6.0 a.m. (Note: If the box is used both as a Day Box and as a Night Box, the fee referred to in (3) is chargeable in addition to the fee referred to in (1) and (where applicable) the fee referred to in (2).) Double the amount chargeable under (1).

(4) Diversion fee, payable in addition to the fees referred to in (1), (2) and (3) where the holder of the private box carries on business at different addresses and postal packets addressed to him at more than one address are to be placed in the private box for collection:

For each address (after the first) to which packets are addressed, and for each style (after the first) in which packets are addressed to each address (after the first) ... .. £12

B.-For each subsequent full year . ... .. The fees chargeable under paragraph A.

proportion of  
the fees  
chargeable  
under paragraph  
A.

10. Private Bags. Use of a private bag, that is to say, a bag or other receptacle (provided by the owner with the approval of the Board) in which postal packets for or from a particular address (i) in a town postal delivery area may be collected or posted by the owner or his agent, or (ii) in a rural postal delivery area, may either be collected and posted by the owner or his agent or be delivered at the place of address and collected therefrom by the Board:-

A.- For initial period of one year or less:-

(1) Where the address concerned is in a town postal delivery area:-

Use of bag:-

- |  |  |
|--|--|
| (a) For posting postal packets other than parcels or for posting parcels only ... .. | £6   |
| (b) For posting all classes of postal packets .. ..                                  | £12  |
| (c) For posting and collecting postal packets .. ..                                  | The fee appropriate under (a) or (b), plus the appropriate fee under item 9A (1) as if the bag were a private box. |

(2) Where the address concerned is in a rural postal delivery area:-

(a) Bag collected and posted by the owner or his representative:-

(i) Bag made up for one collection, on six or fewer days of the week ... ..

...	£6
-----	----

(ii) Bag made up for more than one collection, on six or fewer days of the week £6 plus £2 for each making up after the first.

(iii) Additional fee where the bag is made available for collection at or after 6.0 a.m., and before the time of

commencement of the first delivery or the time of opening of the post office to the public (whichever is the earlier) ... ..	£6
(b) Bag delivered and collected by the Board:-	
(i) Once a day on six or fewer days of the week ... ..	£6
(ii) Twice a day on six or fewer days of the week ... ..	£12
(Note: The fees referred to in (b) are payable even though the bag is used only for the delivery of postal packets or only for their posting.)	
(c) Distance fee, payable where the bag is collected by the Board from an address in a rural postal delivery area, and the collection in the opinion of the Board involves travelling in excess of the normal route of the collecting officer ... ..	Such fee as the Board may fix, having regard to the cost of the excess travelling.
(3) Diversion fee, payable in addition to the fees chargeable under (1) or (2) in the circumstances referred to in item 9A (4).	As Item 9A (4).
B.- For each subsequent full year ... ..	The fees chargeable under Para- graph A.
C.- For a subsequent part only of a year ... ..	A rateable proportion of the fees chargeable under para- graph A.
11. Redirection by the States Post Office.	
Redirection of postal packets from their original address to the same addressee at another address in pursuance of the addressee's application:-	
A.- Where the original address is a business address and the addressee has permanently ceased to occupy the premises to which the packets are addressed, or	

where the original address is not a business address:-

- (1) On an application for redirection for a period not exceeding one month ... .. 50p
- (2) On an application for redirection for a period not exceeding three months (including a period following that specified in an earlier application). ... .. 75p
- (3) On an application for redirection for a period not exceeding one year (including a period following that specified in an earlier application). £2

(Note: (1) Where the original address is a private residence and postal packets addressed to several members of one family bearing the same surname are all to be redirected to one other address, the addressees are to be regarded together as constituting one addressee for the purpose of the fee payable.

(ii) See also section three of this Order to additional postage on parcels).

B.- Where the original address is a business address and the addressee has temporarily ceased to occupy the premises to which the packets are addressed:-

For each continuous period not exceeding 14 days ... .. 50p

12. Diversion of Postal Packets. Delivery of postal packets addressed to the addressee's private address at his business address, or of postal packets addressed to one or more business addresses, at another business address of the same addressee or at his private address, where the fee mentioned in item 11 is not applicable:-

For each address from which packets are diverted, and for each style after the first in which the packets are addressed to each such address:-

- (1) For initial period of one year or less ... .. £12
- (2) For each subsequent full year ... .. £12
- (3) For a subsequent part only of a year ... .. A rateable proportion of the fee chargeable under (2).

13. Delivery at post office. Retention at a delivery office of postal packets (other than those addressed to a post office to be called for in accordance with section twenty-five of this Order) and delivery to the addressee, resident in the rural area or his agent on his calling therefor:-

- (1) For postal packets of all classes from the appropriate delivery office:-  
annual fee ... .. £6

(2) For registered postal packets and recorded delivery packets only, whether the appropriate delivery office is in a rural postal area or a town postal area:-  
annual fee ... .. £2

Note:-

(a) These annual fees are not charged if the addressee is the holder of a Private Box at the post office concerned, or the holder of a Private Bag used for the collection of postal packets from that post office.

(b) The addressee may at his option, instead of paying the annual fee, pay the search fee under item 14 for each separate search.

14. Search Fee. Search made at a delivery office at the request of the addressee or his agent to ascertain whether any postal packets for a particular address are available for delivery:-

for each search ... .. 5p

(Note: This fee is not charged:-

(a) if the search is for postal packets addressed to a post office to be called for in accordance with section twenty-five of this Order;

(b) if the addressee is the holder of a Private Box at the post office concerned, or the holder of a Private Bag used for the collection of postal packets from that post office; or

(c) if the addressee has paid the annual fee under item 13 in respect of the period within which the search is made.)

15. Temporary Retention. Withholding of postal packets from delivery at the request of the addressee:-

For any period, unbroken except by a Sunday,

up to two months ... .. Such sum  
not exceeding  
£2 as the  
Board may  
fix.

16. Floor Fee. For delivery of postal packets for a business address at a floor other than the ground floor, or (where the addressee is not in occupation of the ground floor) at a floor other than the floor occupied by the addressee which is nearest to the ground floor:-

For each extra floor to which the delivery officer has to ascend or descend to make the delivery, per annum ... .. Such fee not

exceeding £10: as  
the Board may fix,  
having regard to  
the facilities  
available for ascent  
and descent.

17. Separation Fee. For separating postal packets addressed to a particular Department of the addressee from other postal packets addressed to the addressee at the same address and delivering them separately to that Department:-

For each Department to which postal packets are separately delivered (in addition to the floor fee where item 16 applies), per annum ... .. £14

18. Special Collections. Special collections from an address in a rural postal delivery area:-

(1) For initial period of one year or less:-

(a) For one collection, on six or fewer days of the week ... .. £3

(b) For each additional collection, on six or fewer days of the week .. .. £3

(c) Distance fee, payable where the collection in the opinion of the Board involves travelling in excess of the normal route of the collecting officer ... .. Such fee as the Board may fix, having regard to the cost of the excess travelling.

(2) For each subsequent full year ... .. The fees chargeable under (1).

(3) For a subsequent part only of a year ... .. A rateable proportion of the fees chargeable under (1).

19. Private Roadside Letter Boxes. Delivery into or a collection from a locked private roadside letter box in a rural postal delivery area, or both delivery and collection:-

(1) For initial period of one year or less:-

(a) Delivery only, where the box need not be unlocked for this purpose ... .. No fee.

(b) Delivery only, where the box has to be unlocked for this purpose; collection only; or delivery and collection:-

(1)	For one visit, on six or fewer days of the week	£1.50
(ii)	For each additional visit, on six or fewer days of the week ... ..	£1.50
(2)	For each subsequent full year .. .. .	The fees chargeabl under (1)
(3)	For a subsequent part only of a year ... .. .	A rateabl proportio of the fees chargeabl under (1)

Limits of size and weight

Col. 1 Description of Postal Packet	Col. 2 Limits of Size	Col. 3 Limits of Weight
<p>1. Letter</p> <p>(a) preferred letter</p> <p>(b) any other letter</p>	<p>(a) Rectangular and oblong the longer side being at least 1.414 times the shorter.</p> <p>Length Max. <math>9\frac{1}{2}</math> inches. Min. <math>5\frac{1}{2}</math> inches.</p> <p>Width Max. <math>4\frac{3}{4}</math> inches. Min. <math>3\frac{1}{2}</math> inches.</p> <p>(b) Length 2 feet. Width or depth 18 inches.</p> <p>In roll form: Length plus twice diameter: 3 feet 5 inches. Greatest dimension: 2 feet 11 inches.</p>	<p>(a) Not exceeding 4 oz.</p> <p>(b) No limits.</p>
<p>2. Newspaper</p>	<p>As for item 1 (b).</p>	<p>Not exceeding 1 lb. 8oz.</p>
<p>3. Articles for the use of the blind</p>	<p>As for item 1 (b).</p>	<p>Not exceeding 15 lb.</p>
<p>4. Parcel</p>	<p>Greatest length: 3 feet 6 inches. Greatest length and girth combined: 6 feet (the girth to be measured round the thickest part).</p>	<p>Not exceeding 22 lb.</p>
<p>5. Business reply packet</p>	<p>As for item 1 (a) or (b) as appropriate.</p>	<p>As for item 1 (a) or (b) as appropriate.</p>

## FOURTH SCHEDULE

Sections twenty-one  
and twenty twoExpress delivery services

Col. 1 Service	Col. 2 Fees	Col. 3 Limit of Size and Weight	Col. 4 Provisions
<p>1. Conveyance by special messenger from the office of delivery at the request of the addressee.</p>	<p>20p a mile or part of a mile in addition to any postage, fees or other sums ordinarily payable.</p>	<p>As specified in the Third Schedule to this Order.</p>	<p>(1) When an addressee requests the delivery by special messenger of more than one postal packet from the normal postal delivery office an additional charge of 2.5p is made for every 10 packets (or less than 10 packets) after the first. The Board may in its discretion include in the delivery all postal packets which may be held for the addressee and in such case the same additional charge shall be paid by the addressee as would have been payable if such postal packets had been included in the delivery at the request of the addressee.</p> <p>(2) Where more than one search has to be made at the office of delivery for the packet or packets to which the request relates, a charge of 2.5p is payable for each search after the first.</p> <p>(3) If no postal packet to which the request relates is found, and a messenger is sent to inform the applicant to that effect, the fee set out in Col. 2 is payable for this service, and is charged on the single distance between the</p>

Col. 1 Service	Col. 2 Fees	Col. 3 Limit of Size and Weight	Col. 4 Provisions
			<p>office of delivery and the applicant's address.</p> <p>(4) The service is not available on Sunday, Good Friday, Christmas Day and New Year's Day.</p>
<p>2. Conveyance by special messenger of a postal packet from the office of delivery at the request of the sender.</p>	<p>20p for delivery on weekdays in addition to any postage, fees or other sums ordinarily payable.</p>	<p>As specified in the Third Schedule to this Order.</p>	
<p>3. Conveyance by special messenger of a postal packet through part only of its course in the post, in any case where neither item 1 nor item 2 applies.</p>	<p>20p a mile or part of a mile in addition to any postage, fees or other sums ordinarily payable.</p>	<p>As specified in the Third Schedule to this Order.</p>	<p>(1) Provision (4) of item 1 applies. (2) When the service is used for the conveyance of a postal packet to an office of collection for subsequent transmission by ordinary post, the payment for the express service shall be by means of postage stamps affixed to a postal form.</p>
<p>4. Hire of cab or other vehicle for conveyance.</p>	<p>The amount expended by the Board.</p>	<p>-</p>	<p>This charge may be incurred at the request of the sender in respect of items 2 or 3 in this Schedule, or at the request of the addressee in respect of item 1, or at the discretion of the Board, and is payable in addition to any other sums payable in respect of the packet.</p>
<p>5. Packet charged for on a bus, by which it is conveyed.</p>	<p>The amount expended by the Board.</p>	<p>-</p>	<p>This charge is payable in addition to any other sums payable in respect of the packet.</p>
<p>6. Waiting fee.</p>	<p>5p for each 10 minutes or part of 10 minutes beyond the first 10 minutes.</p>	<p>-</p>	<p>This fee is payable when the messenger is detained at the request of the sender or the addressee or in the course of the service the messenger is performing.</p>

## PART I

Registration fees and maximum compensation

Col. 1	Col. 2
Registration fee (in addition to postage)	Maximum compensation (payable according to fee paid or charged)
£	£
0.20 (minimum registration fee)	150
0.225	300
0.25	500

## PART II

Conditions which must be complied with

## 1. A packet for transmission by registered post shall:-

- (a) be handed for registration to an officer of the States Post Office on duty at a post office; or
- (b) be handed for registration to some officer of the States Post Office authorised to receive packets for registration though not on duty at a post office,

and any registered postal packet which has been transmitted to its original address, and which is redirected in pursuance of section twenty-three of this Order, shall also be handed to such an officer as aforesaid.

## 2. (1) Subject to the provisions of this Order, the fee chargeable for the registration of the packet, and any other sum chargeable thereon, shall be prepaid.

(2) On the posting of the packet the person handing over the packet shall obtain a certificate bearing thereon an acknowledgement that the registration fee has been paid.

(3) Where a registered postal packet which has been transmitted to its original address is redirected, sub-paragraphs (1) and (2) shall not apply, and if the person tendering the packet for registration does not prepay any sum chargeable on that packet, a certificate of posting stating that the said sum has not been paid shall be obtained.

## 3. (1) A packet for transmission by registered post shall be made up in a reasonably strong cover appropriate to its contents.

(2) Except in the case of a packet consisting of articles for the use of the blind, or a current registered newspaper:-

- (a) the packet shall be fastened with wax, gum or other adhesive substance, or where suitable, securely tied with string which is sealed with wax or which is secured at each end by means of a lead, steel or strong

metal seal crushed with a press;

- (b) where the packet is fastened by means of strips of adhesive paper or tape each strip shall have printed, stamped or written on it the trade mark, name or initials of the sender or the name or initials of the person who tenders the packet for transmission;
- (c) where the packet is fastened by means of strips of adhesive tape, the tape shall (except as the Board may otherwise permit) be transparent and uncoloured;
- (d) the packet shall be so made up that no part of the contents can be removed without either breaking or tearing the case, wrapper or cover or forcing two adhesive surfaces apart or breaking a seal.

(3) Any article contained in the packet shall be adequately packed as a protection against damage in course of transmission. In particular:-

- (a) an article which is of a fragile nature shall be packed in a container of sufficient strength and shall be surrounded in that container with sufficient and suitable material to protect the article against the effects of concussion, pressure and knocks to which postal packets are ordinarily exposed in transmission, and the packet shall bear the words "FRAGILE WITH CARE" written conspicuously in capital letters on the face of the cover above the address;
- (b) an article which is liable to be damaged by bending shall be packed in a container of sufficient strength to prevent the article from being bent in transmission, and the packet shall bear the words "DO NOT BEND" written conspicuously in capital letters on the face of the cover above the address.

(4) If the packet contains coin, the coin shall be packed in such a way that it cannot move about and coin of a total value in excess of five pounds shall not be enclosed in any one postal packet except where the value of each coin exceeds its face-value.

(5) The following articles, if tendered for transmission by registered post, shall (except as the Board may otherwise permit) be enclosed in one of the registered letter envelopes sold by the States Post Office Board and be tendered for transmission by registered letter post:-

- (a) any uncrossed postal order in which the name of the payee has not been inserted;
- (b) any cheque or dividend warrant which is uncrossed and payable to bearer;
- (c) any bearer security (including a share warrant, scrip or subscription certificate, bond or relative coupon);
- (d) any bank note or currency note, being current in the Bailiwick or elsewhere;
- (e) any unobliterated postage or revenue stamp available for current use in the Bailiwick or elsewhere (except a revenue stamp embossed or impressed on an instrument which has been executed);
- (f) any National Savings stamp;
- (g) any coupon, voucher, token, card, stamp or similar document, exchangeable (singly or with any other such document) for money, goods or services;
- (h) coin.

(6) The address of the person to whom the packet is to be transmitted shall be written fully and correctly on the cover or on a label securely affixed to such cover by gum or other adhesive substance.

4. No packet for transmission by registered post shall contain any article or thing which by or under any enactment or the provisions of this Order it is unlawful to send by post.

5. Where a registered postal packet has been delivered and it is alleged that loss or abstraction of or damage to the contents or any of the contents of the packet occurred whilst it was in course of transmission by post, the following things shall be produced on demand for the Board's inspection, in the condition as nearly as possible in which they were when the packet was delivered:

- (a) where loss or abstraction is alleged, the cover of the packet;
- (b) where damage is alleged, the cover of the packet, the damaged article, its packing material, and any container in which the damaged article was enclosed.

## PART I

Parcel compensation fee and maximum compensation

Column 1 Compensation fee (in addition to postage)	Column 2 Maximum compensation (payable according to fee paid or charged)
£ 0.05 0.10 0.20	£ 10 50 100

## PART II

Articles for loss of, or damage to, which no compensation may be paid:

- (a) any uncrossed postal order in which the name of the payee has not been inserted;
- (b) any cheque or dividend warrant which is uncrossed and payable to bearer;
- (c) any bearer security (including a share warrant, scrip or subscription certificate, bond or relative coupon);
- (d) any bank note or currency note, being current in the Bailiwick or elsewhere;
- (e) any unobliterated postage or revenue stamp available for current use in the Bailiwick or elsewhere (except a revenue stamp embossed or impressed on an instrument which has been executed);
- (f) any National Savings stamp;
- (g) any coupon, voucher, token, card, stamp or similar document, exchangeable (singly or with any other such document) for money, goods or services;
- (h) coin.

PART III

Conditions which must be complied with

1. The sender of the parcel shall write on the prescribed form the name of the addressee and the address thereof, and on the posting of the parcel the person handing over the parcel shall obtain on that form a certificate of posting on which the amount of the compensation fee paid in accordance with subsection (2) of section <sup>thirty-three</sup> of this Order, or the amount of the compensation fee charged to the sender, is specified.
2. The parcel shall be made up in a reasonably strong cover appropriate to its contents and shall be securely tied, stitched, sealed or otherwise securely fastened.
3. Any article contained in the parcel shall be adequately packed as a protection against damage in course of transmission, in particular:-
  - (a) an article which is of a fragile nature shall be packed in a container of sufficient strength and shall be surrounded in that container with sufficient and suitable material to protect the article against the effects of concussion, pressure and knocks to which postal packets are ordinarily exposed in transmission, and the parcel shall bear the words "FRAGILE WITH CARE" written conspicuously in capital letters on the face of the cover above the address;
  - (b) an article which is liable to be damaged by bending shall be packed in a container of sufficient strength to prevent the article from being bent in transmission, and the parcel shall bear the words "DO NOT BEND" written conspicuously in capital letters on the face of the cover above the address;
  - (c) a parcel containing any perishable article shall bear the word "PERISHABLE" written conspicuously in capital letters on the face of the cover above the address.
4. The address of the person to whom the parcel is to be transmitted shall be written fully and correctly on the cover thereof or on a label securely affixed or tied thereto.

5. There shall not appear on the cover of the parcel or on any label affixed or tied thereto any word, phrase or mark indicating or conveying the impression that the parcel is, or is intended to be, registered, or that a compensation fee has been, or is intended to be, paid.

6. The parcel shall not contain anything the posting of which in a postal packet is prohibited by or under any enactment or this Order.

SEVENTH SCHEDULE Section fifty-four  
Rates of postage for postal packets to be transmitted to the Republic  
of Ireland

Col. 1 Description of Postal Packet	Col. 2 Rates of Postage
<p>1. Letter            (a) preferred letter</p> <p style="padding-left: 40px;">(b) any other letter</p>	<p>(a) Weight not exceeding 4 oz. Such rate not exceeding 4p as the Board may fix.</p> <p>(b) Weight not exceeding 4 oz. 3p            Weight exceeding 4 oz. but not exceeding 6 oz. .... 5p            For each additional 2 oz. or part thereof up to a total weight not exceeding 1 lb. ... 2p            For the next 8 oz. or part thereof in excess of 1 lb. ... 5p            For the next 8 oz. or part thereof in excess of 1 lb. 8 oz. 10p            For each additional 1 lb. or part thereof thereafter ..... 15p</p>
<p>2. Newspaper</p>	<p>Weight not exceeding 4 oz. .... 2.5p            Weight exceeding 4 oz. but not exceeding 6 oz. .... 5p            For each additional 2 oz. or part thereof up to a total weight not exceeding 1 lb. .... 1p            For the next 8 oz. or part thereof 5p</p> <p>No rate specified.</p>
<p>3. Articles for the use of the blind</p>	<p>No rate specified.</p>
<p>4. Parcel</p>	<p>Weight not exceeding 1 lb. 8 oz. 15p            Exceeding 1 lb. 8 oz. but not exceeding 2 lb. .... 20p            Exceeding 2 lb. but not exceeding 4 lb. .... 24p            Exceeding 4 lb. but not exceeding 6 lb. .... 27.5p            Exceeding 6 lb. but not exceeding 10 lb. .... 35p</p>

Col. 1 Description of Postal Packet	Col. 2 Rates of Postage
	<p>Exceeding 10 lb. but not  exceeding 14 lb. .... 45p</p> <p>Exceeding 14 lb. but not  exceeding 18 lb. .... 55p</p> <p>Exceeding 18 lb. but not  Exceeding 22 lb. .... 65p</p>

Limits of size and weight for postal packets  
to be transmitted to the Republic of Ireland

Col. 1 Description of Postal Packet	Col. 2 Limits of Size	Col. 3 Limits of Weight
1. Letter		
(a) preferred letter	(a) Retangular and oblong the longer side being at least 1.414 times the shorter.  Length Max. $9\frac{1}{4}$ inches. Min. $5\frac{1}{2}$ inches.  Width Max. $4\frac{3}{4}$ inches. Min. $3\frac{1}{2}$ inches.	(a) Not exceeding 4 oz.
(b) Any other letter	(b) Length 2 feet. Width or depth 18 inches.  In roll form:- Length plus twice diameter: 3 feet 5 inches. Greatest dimension: 2 feet 11 inches.	(b) No limits.
2. Newspaper	As for item 1 (b).	Not exceeding 1 lb. 8 oz.
3. Articles for the use of the blind.	As for item 1 (b).	Not exceeding 15 lb.
4. Parcel	Greatest length: 3 feet 6 inches. Greatest length and girth combined: 6 feet (the girth to be measured round the thickest part).	Not exceeding 22 lb.

## NINTH SCHEDULE

Section fifty-one

Orders Revoked

Col. 1 Orders Revoked	Col. 2 References
The Post Office (Inland Post) Order, 1969.	S.I. No. 24 of 1969.
The Post Office (Inland Post) (Amendment) Order, 1970.	S.I. No. 25 of 1970.
The Post Office (Inland Post) (Amendment) Order, 1971.	S.I. No. 5 of 1971.
The Post Office (Inland Post) (Amendment) (No.2) Order, 1971.	S.I. No.45 of 1971.
The Post Office (Inland Post) (Amendment) Order, 1972.	S.I. No.37 of 1972.