

GUERNSEY STATUTORY INSTRUMENT

1969—No. 21

**The Post Office (British Commonwealth
and Foreign Post) Order, 1969**

Made 1st October, 1969
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THE POST OFFICE (BRITISH COMMON-
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THE STATES POST OFFICE BOARD, in pursu-
ance of the powers conferred upon it by sections six-
teen, nineteen and sixty-eight of the Post Office
(Guernsey) Law, 1969, hereby orders:—

PART I

GENERAL CONDITIONS

Prohibitions

1. (1) Save as the Board may either generally or
in any particular case allow, there shall not be con-
veyed or delivered by post any postal packet of a
description referred to in paragraphs (a), (b) or (c) of
subsection (1) of section nineteen of the Law.

(2) Subject to the powers of the Board under
section twelve of the Ordinance there shall not be
posted or conveyed or delivered by post any postal
packet:—

(a) containing:—

(i) opium, morphine, cocaine, or other
narcotic:

Provided that such narcotics may be
sent for medical or scientific purposes
in insured boxes to countries which
admit them when sent for those pur-
poses;

(ii) any living creatures, except:—
bees, leeches, silkworms, or parasites or
destroyers of noxious insects used for
the purpose of controlling those insects
and exchanged between officially recog-
nised institutions;

- (iii) samples of which the number forwarded by the same sender to the same addressee shows an obvious intention of avoiding the payment of customs charges due to the country of destination;
 - (iv) anything which, by the law of the country or place in which the packet is posted or to which it is addressed, or of any country or place through which it may pass, it is unlawful respectively to send, import or convey by post or otherwise than by parcel post;
 - (v) save as the Board may either generally or in any particular case allow, coin or gold bullion exceeding two hundred pounds in value;
 - (vi) any imitation of a bank note or States of Guernsey note within the meaning of the Legal Tender (Guernsey) Ordinance, 1956;
- (b) containing or bearing any fictitious stamp (not being a fictitious stamp which is authorised to be made by or under an order made in pursuance of the provisions of the Law), or any counterfeit impression of a stamping 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 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 used to denote payment of postage or fees, or in any other way, is in itself, or in the manner in which it is written, printed, impressed or attached, likely in the opinion of the Board to embarrass the officers of the States Post Office in dealing with the packet;
- (f) bearing any stamp or impression of a stamping machine denoting payment of postage or fees which is imperfect or mutilated or defaced in any way or across which anything is written or printed or otherwise impressed; but a stamp shall not be deemed to be imperfect or mutilated or defaced, or to have anything written or printed or impressed across it within the meaning of this provision by reason only that it is distinctively perforated with initials by means of a punch if the perforating holes are not larger than those dividing one stamp from another in a sheet of stamps;
- (g) the cover whereof or the part thereof reserved for the address is divided into separate sections for the insertion of successive addresses;

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- (h) the cover whereof is entirely transparent or has therein an open panel:

Provided that there may be a transparent panel in the cover for the purpose of showing the address of the addressee, subject to such conditions the Board may, from time to time, impose;

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

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

(4) Subject to the provisions of this Order there shall not be posted or conveyed or delivered by post any postal packet (other than an insured letter, an insured box, or, where the law of the country or place of destination allow, an uninsured registered letter) containing coin, bank notes, currency notes, securities or instruments payable to bearer, platinum,

fold or silver whether manufactured or not, precious stones, jewels, or other valuable articles.

Contents of certain packets

2. Every printed packet, sample packet, small packet, phonopost packet and packet to which subsection (1) of section six of the Ordinance applies, shall be subject to examination in the post, and, subject to the provisions of this Order, shall not contain anything sealed or otherwise closed against inspection or contain or bear anything in the nature of current and personal correspondence, or contain any postage stamp or form (whether cancelled or not) denoting payment of postage or fees or any paper representing monetary value.

Packing and posting

3. (1) 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 person who may deal with such packet.

(2) On the posting of an outgoing postal packet the sender shall fill up such certificates and other documents and affix such labels respecting the contents of the packet as may be required by the law of the country or place in which the packet is posted or to which it is addressed, or as the Board may direct.

Limits of weight and size

4. (1) Save as the Board may either generally or in any particular case allow, no postal packet shall be posted, conveyed, or delivered by post under the

provisions of this Order unless its weight and size are within the respective maximum limits specified in the First Schedule to this Order:

Provided that save as aforesaid:—

- (a) where the packet is made up in the form of a roll, its length and twice its diameter taken together shall not exceed three feet three inches and neither its length nor its diameter shall exceed two feet eight inches;
- (b) the maximum weight for a sample packet containing samples of cotton and cotton materials addressed to or received from any place in Egypt or Gaza shall be five pounds;
- (c) in the case of a printed packet to which section two of the Ordinance applies and which contains only one or more of the following articles, namely,
 - (i) books;
 - (ii) booklets, which expression for this purpose means short printed publications or works of a literary character in book form sewn, bound or stapled within covers;

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

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

- (a) where the packet is made up in the form of a roll, its length and twice its diameter taken together shall be not less than six and three quarter inches, and either its length or its diameter shall be not less than four inches;

- (b) otherwise, the packet shall have at least one surface measuring not less than four inches in length and not less than two and three quarter inches in breadth:

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

Articles liable to duty

5. (1) Subject to the powers of the Board under section twelve of the Ordinance, there shall not be posted or conveyed or delivered by post any sample packet or packet consisting of literature for the blind containing any article liable to customs duty in the country or place of destination.

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

- (a) the importation of such articles by means of postal packets of that description is permitted by the law of the country or place of destination;
- (b) the packet is registered if the law of the country or place of destination so require; and
- (c) for customs purposes the packet bears such label and has attached or contains such declarations as may be required by the Board.

Payment of postage and fees

6. (1) Except as the Board may otherwise direct, and subject to the provisions of this Order, the postage and fees payable on every outgoing 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 postage and fees payable on postal packets with respect to which the Board has entered into an arrangement with the senders thereof for the grant of credit facilities.

(3) Payment of postage or fees payable on postal packets may be denoted:—

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

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

(5) Packets bearing the impression of stamping machines or intended for impression by stamping machines, and packets on which payment of postage is denoted by a printed impression, or by an impression made by any other process 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.

(6) 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, postcard or other form as the Board may consider appropriate.

Undeliverable packets

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

PART II

CONDITIONS RELATING TO PARTICULAR
CLASSES OF PACKETS

Postcards

8. (1) The following provisions shall apply to single postcards:—

- (a) no writing except the address and any postal directions recognised by the Universal Postal Convention for the time being in force, and no printing except that of any of the matters aforesaid, shall appear on the right-hand half of the face of a postcard;

- (b) a postcard shall be made of cardboard or paper stout enough not to hinder its manipulation;
- (c) nothing whatever shall be in any manner attached to a postcard except:—
- (i) postage stamps denoting payment of postage or fees;
 - (ii) illustrations, photographs, stamps of any kind, and labels and cuttings of any kind, being made of paper or other very thin substance, and address slips and fold-back sheets:

Provided that:—

- (1) every such article shall be of such a nature as not to alter the character of the postcard, and shall adhere completely to the postcard;
 - (2) every such article except a label or an address slip shall be affixed only to the back or to the left-hand half of the address side of the postcard;
 - (3) no stamp likely to be mistaken for a stamp used to denote payment of postage or fees shall be fixed to the address side of the postcard;
- (d) stamps or impressions of stamping machines denoting payment of postage or fees shall be placed on the address side of the postcard, as far as possible on the right-hand half.
- (2) The following provisions shall apply to reply postcards:—
- (a) the first half of a reply postcard shall bear on its front the printed headings “Carte postale avec réponse payée”, and the reply half shall bear on its front the printed heading “Carte postale réponse”,

- (b) the two halves of a reply postcard when sent on the outward transmission shall be folded one on the other so that the fold forms the upper edge and so that the address of the reply half is on the inside, and shall not be closed in any way,
- (c) the postage on both halves of a reply postcard when sent on the outward transmission shall be prepaid and shall be denoted by postage stamps or impressions of stamping machines of the country of origin,
- (d) a reply postcard may be sent on the outward transmission as an air mail packet; and in that case postage shall be prepaid on the first half at the rate appropriate to a single air mail postcard sent to the same destination, and on the return half at the rate appropriate to a single ordinary postcard sent to that destination,
- (e) the first half of an incoming reply postcard shall be detached before the reply half is returned by post:
Provided that the reply half may be returned by post with the first half attached, if the address on the first half is struck through and the card is so folded that that address is turned to the inside,
- (f) the reply half of an incoming reply postcard may be sent on the return transmission as an air mail packet, provided that the sender of the reply half prepays on that half additional postage of an amount equal to the difference between the air mail rate of postage and the ordinary rate of postage on a single postcard sent to the same destination,

- (g) subject to the foregoing provisions of this subsection, the provisions of subsection (1) of this section shall apply to each of the halves of a reply postcard.

(3) If any postcard is found when in the post not to comply with the provisions of paragraphs (a) to (c) of subsection (1) of this section (including those provisions as applied by paragraph (g) of subsection (2) of this section), it shall be dealt with and charged as a letter.

(4) If any postcard is found when in the post not to comply with the provisions of paragraph (d) of subsection (1) of this section (including the provision as applied by paragraph (g) of subsection (2) of this section), it shall be dealt with as if the postage or fees denoted by the stamps or impressions placed otherwise than in conformity with the provisions of paragraph (d) of subsection (1) of this section had not been prepaid.

Printed packets

9. (1) The expression "printed packet" in this Order means a packet consisting of or containing only:—

- (a) one or more of the following articles or documents whether printed, engraved, lithographed, mimeographed or photographed, that is to say:
- (i) newspapers and periodicals, books and pamphlets;
 - (ii) sheets of music (except perforated sheets intended to be used with automatic musical instruments), visiting cards, address cards, and proofs of printing, with or without the relative manuscript;

- (iii) engraving, photographs and albums containing photographs;
- (iv) pictures and drawings, plans, maps and patterns intended for cutting out;
- (v) prospectuses, advertisement, catalogues and notices;
- (b) impressions or copies obtained upon paper or other similar material by means of printing, engraving, lithography, mimeography, photography or any other mechanical process easy to recognise, except impressions or copies obtained by means of tracing, a stamp with or without moveable type, or the typewriter;
- (c) correspondence exchanged between pupils of schools, provided that such correspondence is forwarded through the principals of the schools concerned;
- (d) pupils' exercises in the original or with corrections but without any note which does not relate directly to the performance of the exercise;
- (e) manuscripts of works or for newspapers;
- (f) musical scores or sheets of music in manuscript;

but does not include a packet consisting of literature for the blind:

Provided that it is permitted to enclose in a printed packet:—

- (i) a card, envelope or wrapper bearing the name and address of the sender of the packet and either prepaid for return by means of postage stamps of the country to which the packet is addressed, or in a form capable of being so prepaid;

- (ii) the relative open invoice, reduced to its essential elements, if the packet contains only printed literary or artistic productions.

(2) No printed packet shall contain stationery, or printed papers of which the text has been modified after printing or which bear any marks whatever of such a kind as to constitute a conventional language:

Provided that by way of exception to this subsection it is allowed:—

- (a) outside or inside a printed packet—
 - (i) to indicate the name or business name, status, profession, and address of the sender and of the addressee, the date of despatch, the signature, telephone exchange and number, telex number and answer-back code, telegraphic address and code, current postal account, and current banking account of the sender, and a serial or registration number referring solely to the packet;
 - (ii) to correct errors in printing;
 - (iii) to strike out, to underline or to ring round certain parts of a printed text, provided that this does not give to the printed text the character of current and personal correspondence;
- (b) to indicate or add—
 - (i) on advices of the departures and arrivals of ships or aircraft: the dates and times of departures and arrivals, and the names of the ships or aircraft and the ports or places of departure, call and arrival;

- (ii) on travellers' advices: the name of the traveller, the date, time and place of his intended visit, and the address at which he is staying;
- (iii) on order forms, subscription forms or offers in respect of published works, books, newspapers, engravings or pieces of music: the works and the number of copies asked for or offered, the price of the works, and notes giving essential elements of the price, the method of payment, the edition, the names of the authors and publishers, the catalogue number, and the words "paper covered", "stiff covered" or "bound";
- (iv) on forms used by lending services of libraries: the titles of the works, the number of copies asked for or sent, the names of the authors and of the publishers, the catalogue numbers, the number of days allowed for reading and the name of the person wishing to consult the work;
- (v) on illustrated cards, printed visiting cards, and Christmas and New Year cards: good wishes, greetings, congratulations, thanks, condolences, or other formulas of courtesy, expressed in five words, or by means of five conventional initials at most;
- (vi) on proofs of printing: alterations and additions concerned with the correction, layout and printing, and also notes such as "Passed for press", "Read—Passed for press", or any similar note concerned with the production of the work.

In case of want of space these additions may be made on separate sheets.

- (vii) on price lists, tenders for advertisements, stock and share lists, market quotations, trade circulars and prospectuses: figures, notes giving essential elements of the price;
- (viii) on books, pamphlets, newspapers, photographs, engravings, sheets of music, and in general on all literary or artistic productions, printed, engraved, lithographed or mimeographed: a dedication consisting of a simple expression of regard;
- (ix) on cuttings from newspapers and periodicals: the title, date, number, and address of the publication from which the article is taken;
- (x) on notices of change of address: the old and the new address and the date of the changes.

(3) Reproductions of a manuscript or typewritten original may be transmitted as printed packets when they are obtained by a mechanical manifoldng process, provided that these reproductions be posted under such conditions as the Board may from time to time direct. The manuscript additions authorised for printed packets may also be made to these reproductions.

(4) Every printed packet shall be made up in such a way that it can be easily examined. It shall either be sent unenclosed if it is made of cardboard or paper stout enough not to hinder its manipulation; or be placed in a wrapper, upon a roller, between cardboard, in an open container, in an unclosed envelope, or in an envelope secured with a

clip which can be easily unfastened and refastened; or be secured with string which can be easily untied; or simply be folded, but in such manner that it cannot become unfolded during conveyance and that other articles cannot slip into its folds.

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

(6) A card marked "Postcard" or its equivalent in any language shall be transmissible as a printed packet provided that it satisfies the general conditions relating to printed packets and conforms with the limits of the size of the postcards.

Despatch of certain printed packets

10. Without prejudice to the generality of section twenty-eight of this Order, any printed packet, sample packet or phonopost packet may be withheld from despatch until any subsequent despatch.

Sample packets

11. (1) The expression "sample packet" in this Order means any packet consisting of:—

- (a) a sample of merchandise of no commercial value which is sent free of charge to advertise it and which is not intended for sale; or
- (b) tubes of serum or vaccine, or medicines which are urgently required and difficult to obtain and are sent in the public interest by officially recognised laboratories or institutions.

(2) Except as the Board may allow, and subject to the provisions of subsections (3) and (4) of this section, articles in a sample packet shall be placed in a bag, box or envelope which is unclosed or can be readily opened.

(3) Articles in one piece, such as pieces of wood or metal, which it is not the custom of the trade to pack, need not be packed, provided that, if the address and the postage stamps are on a label, the address is also on the article itself.

(4) Articles of glass or other fragile materials, and packets containing liquids, oils, fatty substances, dry powders, live bees, leeches, silkworms' eggs, parasites or destroyers of noxious insects, shall be packed in accordance with such direction as may be given by the Board.

(5) Every sample packet shall be clearly marked with the words "Free Sample" in capital letters immediately above the address, and, if any packet contains an article of the description mentioned in paragraph (a) of subsection (1) of this section, the same words shall be clearly and indelibly marked on the article itself, or on its packing if the packing is inseparable from the article.

(6) There shall be no other writing in or upon any sample packet, or in or upon the cover thereof, except an indication, outside or inside the packet (and, in the latter case, on the sample itself or on a special sheet of paper referring to it), of the name and address of the sender and of the addressee, a manufacturer's or trade mark, a reference to an exchange of correspondence between the sender and the addressee, a short note referring to the manufacture and to the person supplying the goods or concerning the person for whom the sample is intended, and serial or registration numbers of the goods, their prices, and any other notes giving essential elements of their prices, particulars relating to their weight, volume and size, and the quantity available and such particulars as are necessary to determine their source and character.

Small packets

12. (1) The expression "small packet" in this Order means a packet which consists of or contains goods or articles of merchandise and contains or bears nothing else except an open invoice reduced to its essential elements, any customs declaration required and the names and addresses of the sender and addressee.

(2) Every small packet shall bear on the outside the name and address of the sender and the addressee, and shall be clearly marked "Small Packet" on the left-hand side of the space above the address.

(3) The provisions in relation to the packing of sample packets contained in section eleven of this Order shall (so far as applicable) apply to small packets.

Literature for the blind

13. (1) The provisions of subsection (4) of section nine of this Order shall apply to packets consisting of literature for the blind.

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

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

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

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

Air mail packets

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

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

(3) A letter shall not be transmissible as a Forces air letter unless it is addressed to any such country or destination as the Board may from time to time determine.

Phonoposts.

15. (1) In this Order the expression "phonopost packet" means a packet which consists of or contains tapes, wires, gramophone records or other similar recording materials, whether or not bearing a sound recording and, save as provided in subsections (2) and (3) of this section, contains or bears

nothing except any customs declaration required and the names and addresses of the sender and addressee.

(2) A phonopost packet may contain a printed notice in one or more languages relating to the method of playing the recording, and needles for playing the recording, suitably protected.

(3) Every phonopost packet shall bear on the outside the name and address of the sender and the addressee, and shall be clearly marked "Phonopost" in capital letters above the address of the addressee.

(4) A phonopost packet shall be so packed that its contents are protected and may be readily examined.

PART III

POSTAL FACILITIES

Postal facilities

16. The postal facilities referred to in this Order may be provided by the Board at such times, during such periods, 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.

Transmission in bulk

17. (1) The Board may make arrangements with the senders of such classes of printed packets as it may direct, whereby such postal packets may be enclosed by the senders in mail bags provided by the Board for the purpose, and the rate of postage computed by reference to the weight of each mail bag and its contents, in accordance with section nine of the Ordinance.

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

(3) Except as otherwise provided by such conditions, the limits of weight and size of the individual packets shall be those applicable thereto by virtue of section four of this Order.

Certificate of posting

18. The Board may if it thinks fit, at the request of the sender of an unregistered postal packet, give the sender a certificate of the posting of such postal packet. The fee payable for such certificate shall be at the rate of one penny for each postal packet to which the certificate relates :

Provided that, where the certificate relates to postal packets on which the postage is paid in stamps and which are posted in bulk, the fee payable for the certificate shall be at the rate of ~~two shillings~~ ^{two shillings} for the first thousand packets or part thereof, and ~~four pence~~ ^{four pence} for each additional thousand packets or part thereof.

Registration

19. (1) Subject to the provisions of this Order, any outgoing postal packet may be registered.

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

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

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

- (b) the packet shall be posted by being delivered for registration at a post office to an officer of the States Post Office on duty at such office, or by being delivered for registration to some officer of the States Post Office authorised to receive packets for registration though not on duty at a post office,
- (c) there shall be charged and paid for registration a fee of ~~three shillings~~,
- (d) on the posting of the packet the Board shall furnish to the sender a certificate of posting bearing an acknowledgment that the registration fee has been paid.

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

Compensation for registered packets

20. Subject to the provisions of this Order:—

- (a) if any article of pecuniary value enclosed in or forming part of a registered postal packet (other than an insured letter or an insured box) is lost or damaged so as entirely to destroy its value whilst in the custody of the Board, the Board may pay to any person or foreign administration 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 not exceeding ~~three pounds and eight shillings~~ ^{£ 3. 8. 0} as it may think just,

- (b) if any registered postal packet (other than an insured letter or an insured box) is lost whilst in the post, the Board may pay to the sender or to any other person or foreign administration who may in the opinion of the Board establish a reasonable claim to compensation a sum not exceeding three pounds and eight shillings:

Provided that compensation shall not be payable in respect of the same packet under both paragraphs of this section.

Compulsory registration and insurance

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

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

(2) An outgoing postal packet containing coin, bank notes, currency notes, securities or instruments payable to bearer, platinum, gold or silver manufactured or not, precious stones, jewels or other

valuable articles, which is found in the post unregistered, shall not be forwarded until it has been registered and (if the law of the country or place to which the packet is addressed so require) insured, and may be returned to the sender for that purpose. An incoming postal packet containing any such articles which is found in the post unregistered may be forwarded to the addressee as a registered postal packet and delivered to him on payment of the registration fee, or may be returned to the postal administration of the country of origin.

Insured letters

22. (1) The following provisions shall apply to outgoing insured letters:—

- (a) every insured letter shall be registered and insured under and in accordance with the provisions of this Order,
- (b) the letter shall not be addressed to an addressee identified by initials only, or addressed in pencil,
- (c) the envelope, which shall not be transparent nor have a transparent panel or black or coloured borders, shall be strong and made in one piece and secured with seals of the same kind of fine wax, in a manner and quantity calculated to prevent tampering with the contents without damage to the envelope or seals; each seal shall bear the same private mark of the sender; the seals, labels and postage stamps affixed to the packet shall be so spaced that they cannot conceal injuries to the cover; no label relating other than to the postal service shall be affixed by the sender; and no label or postage stamp shall be folded

over two sides of the cover so as to hide the edge,

- (d) the sender shall mark on the cover of the letter (otherwise than in pencil) the words "Insured for" followed by the sum (in words and figures) for which the letter is to be insured, which sum shall not exceed either (i) the real value of the letter or its contents, or (ii) the sum of four hundred pounds or such lesser sum as may be from time to time fixed by agreement between the States and the postal administration of the country or place to which the letter is addressed,
- (e) no erasure or correction shall be made in the address (except on redirection), or in the sum for which the letter is to be insured,
- (f) a compensation fee shall be paid of an amount specified in the columns of the Second Schedule to this Order headed "Compensation fees", being the amount appropriate to the sum for which the letter or its contents are to be insured,
- (g) the letter shall not, without the permission of the Board, contain coin, platinum, gold or silver whether manufactured or not, precious stones, jewels or other valuable articles,
- (h) the letter shall be posted by delivery at a post office to an officer of the States Post Office on duty at such office.

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

Compensation for insured letters

23. (1) If an insured letter, or any article of pecuniary value enclosed in or forming part of an insured letter, is lost or damaged whilst in the course of conveyance by post under the provisions of this Order, the Board may pay such sum as it may think just to any person or foreign administration, if in its opinion such person or administration establishes a reasonable claim to compensation, having regard in the case of a lost or damaged article to the care with which it was packed and other circumstances:

Provided that:—

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

(2) If compensation has been paid to any person in respect of the loss of an insured letter which the sender has insured for a sum exceeding the real value of the contents and packing and the letter

subsequently comes into the possession of the Board, when upon tender of the letter to that person (whether or not he accepts it), he shall repay to the Board the sum paid by way of compensation or such part thereof as the Board may require.

Insured boxes

24. (1) The provisions of this Order which apply to insured letters shall, so far as they are applicable, apply to insured boxes:

Provided that subject to the provisions of subsection (2) of this section and to sub-paragraph (v) of paragraph (a) of subsection (2) of section one of this Order insured boxes may contain coin, platinum, gold or silver whether manufactured or not, precious stones, jewels and other valuable articles.

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

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

Compensation—general

25. 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 an insured letter, insured box or other registered postal packet, or of or to any article enclosed in or forming part thereof, shall be final and conclusive.

Advice of delivery and enquiries

26. (1) The sender of an outgoing registered postal packet addressed to any country or place which is a party to the Universal Postal Union, on making a request in a form specified by the Board at the time of posting or within one year thereafter, and on payment of an advice of delivery fee of ~~one penny~~^{five new pence} if the request is made at the time of posting and of ~~one shilling~~^{one penny} if made after posting, may obtain an advice of delivery of the packet.

(2) The advice of delivery form may if the sender of the packet so requires be transmitted by air to, or from, both to and from the country or place of address of the packet; and the sender shall, if the Board so directs, pay a further fee of ~~three pence~~^{five new pence} for each transmission of the advice of delivery form by air.

(3) The sender of an outgoing registered postal packet addressed to any such country or place as aforesaid, on making a request within one year after the date of posting, and (unless an advice of delivery fee has already been paid in respect of the packet) on payment of an enquiry fee of ~~one shilling~~^{five new pence}, may cause an enquiry to be made into the suspected loss or non-delivery of the packet.

PART IV

GENERAL

Postal packets posted on ships

27. Unregistered postal packets may be posted on board a ship registered in any part of the United Kingdom, the Channel Islands or the Isle of Man, by being deposited in a letter box on board the ship, or in the hands of the commander of the ship or of a postal agent on board the ship:

Provided that this section shall not apply to any air mail packet except an air letter.

Priority of letter post

28. Where the despatch or delivery of letters would be delayed by the despatch or delivery at the same time of postal packets of any other description, such packets or any of them may be detained until any subsequent despatch or delivery.

Application of the Post Office (Inland Post) Order, 1969

29. The provisions of the Post Office (Inland Post) Order, 1969, specified in the Third Schedule to this Order shall apply to postal packets transmitted by post under the provisions of this Order, to the extent and subject to the modifications specified in the said Schedule.

Interpretation

30. (1) In this Order, unless the context otherwise requires, the following expressions have the meanings hereby respectively assigned to them, that is to say:—

"air letter" means an air mail packet (not being a Forces air letter) consisting of a letter written on a special air letter form provided or approved by the Board;

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

"air mail service" means a service established by or under the direction of the Board for the conveyance of mails by air;

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

"Commonwealth country" includes any of the territories referred to in Part one of the Second Schedule to the Ordinance;

"Forces air letter" means an air mail packet consisting of a letter written on a special Forces air letter form and addressed to, or sent to the Bailiwick by, a member of the armed forces of the United Kingdom serving abroad or on board a ship of the Royal Navy on the high seas or in any port or place outside the Bailiwick;

"gold bullion" means uncoined and unmanufactured gold;

"incoming" applied to a postal packet of any description means received at a post office in the Bailiwick through the post;

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

“the Law” means the Post Office (Guernsey) Law, 1969;

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

“literature for the blind” means:—

- (i) books or papers (including letters to or from blind persons) impressed or otherwise prepared for the use of the blind,
- (ii) plates bearing the characters of writing used for the blind,
- (iii) voice records and special paper intended solely for the use of the blind provided that they are sent by or addressed to an institute for the blind;

“member of the armed forces of the United Kingdom or of any other Commonwealth country” and “member of the armed forces of any State allied with the United Kingdom” include a member of any auxiliary service to such respective forces and a person attached to such respective forces (although not a member thereof) who is permitted to use a forces address;

“the Ordinance” means the Post Office Ordinance, 1969;

"outgoing" applied to a postal packet of any description means posted in the Bailiwick;

"parcel" means a postal packet which is posted in the Bailiwick as a parcel in accordance with the provisions of the Post Office (British Commonwealth and Foreign Parcel Post) Order, 1969, or is received at a post office in the Bailiwick from abroad by parcel post;

"phonopost packet" means an incoming postal packet containing a recorded spoken message, being a packet recognised as a phonopost packet in accordance with the terms of the Universal Postal Convention for the time being in force;

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

"postal packet" means (except where otherwise expressed) a letter, postcard, printed packet, sample packet, small packet, packet consisting of literature for the blind, insured box, phonopost packet, and a packet to which the provisions of subsection (1) of section six of the Ordinance apply and accordingly does not include (except in the foregoing definition of "parcel") parcel;

"postcard" means a card recognised as a postcard in accordance with the terms of the Universal Postal Convention for the time being in force, and includes (except where otherwise expressed) a reply postcard;

"printed packet" has the meaning assigned to it by section nine of this Order;

"reply postcard" means a postcard in two parts, one part (or where section eight of this Order so allows both parts) of which may without

further payment be again transmitted through the post;

“sample packet” has the meaning assigned to it by section eleven of this Order;

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

“small packet” has the meaning assigned to it by section twelve of this Order;

and any other expressions have the same meanings as in the Law.

(2) 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, replaced or revoked by or under any other enactment or by any other Order.

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

Application

31. (1) The provisions of this Order, except where otherwise provided, shall apply exclusively to postal packets transmitted by post from or to the Bailiwick otherwise than under the provisions of the Post Office (Inland Post) Order, 1969.

(2) The provisions of this Order shall not apply to parcels.

Citation

32. The Order may be cited as the Post Office (British Commonwealth and Foreign Post) Order, 1969.

Dated this first day of October, nineteen hundred and sixty-nine.

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

FIRST SCHEDULE Section four

LIMITS OF WEIGHT AND SIZE

1. The limits of weight and size specified in columns 2 and 3 of this Schedule apply to:—

- (a) postal packets addressed to or received from any country or place referred to in Part 1 or Part 2 of the Second Schedule to the Ordinance;
- (b) postal packets addressed to:—
 - (i) a ship of the Royal Navy,
 - (ii) members of the armed forces of the United Kingdom or of any other Commonwealth country serving outside the Bailiwick, or members of the armed forces of any State allied with the United Kingdom serving outside the Bailiwick with the armed forces of the United Kingdom or of any other Commonwealth country, provided that the postal packet is transmitted through a British Forces' Post Office or a civilian postal administration in any Commonwealth or foreign country which has agreed to accept such limits of weight and size.

2. The limits of weight and size specified in columns 4 and 5 of this Schedule apply to other postal packets.

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5
	Max. weight	Maximum size	Max. weight	Maximum size
1. Letter	4 lb.	Length—2 ft. Breadth—18 ins. Depth—18 ins.	4 lb.	Length, breadth and depth combined—3 ft. Length—2 ft. Breadth—2 ft. Depth—2 ft.
2. Postcard	—	Length—5 $\frac{7}{8}$ ins. Breadth—4 $\frac{1}{8}$ ins.	—	As item 2 in column 3
3. Printed packet ...	6 $\frac{1}{2}$ lb.	As item 1 in this column	6 $\frac{1}{2}$ lb.	As item 1 in this column
4. Sample packet ...	5 lb.	Length—2 ft. Breadth—1 ft. Depth—1 ft.	1 lb.	As item 1 in this column
5. Small packet	2 lb.	As item 1 in column 5	2 lb.	As item 1 in this column
6. Packet consisting of literature for the blind	15 lb.	As item 1 in this column	15 lb.	As item 1 in this column
7. Insured box	2 lb.	Length—1 ft. Breadth—8 ins. Depth—4 ins.	2 lb.	As item 1 in column 3
8. Packet to which subsection (1) of section six of the Ordinance applies:				
(1) Limits of weight and size of the whole packet:				
(i) if it contains any articles in the class (a) referred to in that subsection.	6 $\frac{1}{2}$ lb.	As item 1 in this column	6 $\frac{1}{2}$ lb.	As item 1 in this column
(ii) if it contains only articles in the class (b) referred to in that subsection.	5 lb.	As item 1 in this column	4 lb.	As item 1 in this column
(2) Limits of weight of all enclosed articles in the said class (b).	5 lb.	—	4 lb.	—
(3) Limits of combined weight of all enclosed articles in the said class (b).	5 lb.	—	4 lb.	—
9. Phonopost packet ...	2 lb.	As item 1 in this column	2 lb.	As item 1 in this column

SECOND SCHEDULE

Section twenty-two

Section twenty-three

INSURED LETTERS—COMPENSATION FEES
AND MAXIMUM COMPENSATION

Compensation fees		Maximum compensation		Compensation fees		Maximum compensation			
s.	d.	£	s.	d.	s.	d.	£	s.	d.
	2	28	0	0	2	6	224	0	0
	4	42	0	0	2	8	238	0	0
	6	56	0	0	2	10	252	0	0
	8	70	0	0	3	0	266	0	0
	10	84	0	0	3	2	280	0	0
1	0	98	0	0	3	4	294	0	0
1	2	112	0	0	3	6	308	0	0
1	4	126	0	0	3	8	322	0	0
1	6	140	0	0	3	10	336	0	0
1	8	154	0	0	4	0	350	0	0
1	10	168	0	0	4	2	364	0	0
2	0	182	0	0	4	4	378	0	0
2	2	196	0	0	4	6	392	0	0
2	4	210	0	0	4	8	400	0	0

THIRD SCHEDULE

Section twenty-nine

*Application of the Post Office (Inland Post) Order,
1969*Section thirteen
(Poste restante)

The reference in paragraph of section thirteen of the Post Office (Inland Post) Order, 1969, to the provisions of that Order as to the return of postal packets shall be read as a reference to section seven of this Order.

Section thirty-one
(Variation of route)