
GUERNSEY STATUTORY INSTRUMENT

1969—No. 24

**The Post Office (Inland Post)
Order, 1969**

Made 1st October, 1969
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The Post Office (Inland Post) Order, 1969

THE STATES POST OFFICE BOARD, in pursuance of the powers conferred upon it by sections fourteen, sixteen, eighteen, twenty-eight 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 conveyed 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 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, 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 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

2. (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, or tendered for conveyance by post, each postal packet contained therein may be forwarded to the addressee subject to such charges as the Board may fix in the particular case, not exceeding the total of the charges which would have been payable in respect of each of the separate postal packets contained therein if they had been posted singly without prepayment of postage.

Packing

3. 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

4. The limits of size and weight of the postal packets specified in the first column of the First 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

5. (1) Except as the Board may otherwise direct, and subject to the provisions of this Order, the post-

age 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 impressions of stamping machines working under the direction or by the permission of the Board; or
- (c) by the use of a stamped envelope, cover, card, or other postal form; or
- (d) by the use of an embossed or impressed stamp cut out of or otherwise detached from an envelope, cover, card or other postal form; or
- (e) in such other manner as the Board may from time to time permit.

(4) No stamp or impression of a stamping machine 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 stamping machines or intended for impression by stamping machines 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, card or other form as the Board may consider appropriate.

PART II

Conditions relating to particular classes of postal packets and postal facilities

Cards

6. 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.

Printed packets

7. (1) In this Order the expression "printed packet" means a packet intended by the sender to be transmitted at the rate of postage specified in item 2 of the Sixth Schedule to the Ordinance and which consists of or contains only articles or documents of the following descriptions:—

- (a) books, magazines, newspapers, and other similar publications or works of a literary or technical character, whether containing written dedications or not; sheet music, catalogues, almanacs and annual diaries; in each case being printed on paper or on some other substance ordinarily used for printing;
- (b) sketches, drawings, paintings, photographic prints, and engravings, on paper or on some other substance ordinarily used for the purpose, provided it is not a brittle or exceptionally fragile substance;
- (c) maps, plans and charts, on paper or some other substance ordinarily used for the purpose, provided it is not a brittle or exceptionally fragile substance;
- (d) the binding or mounting of any article hereinbefore described, provided such binding or mounting be of a kind ordinarily used for the purpose, be not made of glass, or any brittle or exceptionally fragile substance, and be transmitted in the same packet with the article in respect of which it is used;
- (e) letters and postcards which are out of date and have already fulfilled their original purpose; dress patterns and dress transfers;
- (f) the following documents, whether containing matter in the nature of a letter or not, provided they respectively conform to the following conditions:—

Description of Document	Conditions
<p>(i) Commercial or business papers of a formal character, namely, invoices, orders for goods, or for work to be done, estimates for work, confirmations of orders, advice notes of the despatch or receipt of letters, documents, goods, or money (with or without instructions for their further treatment), waybills, bills of lading, receipts for goods or money, statements of account, price lists, prices current, market reports, delivery and shipping notes, tenders for goods or for advertisements, quotations for goods, inquiries for quotations, contract notes, confirmations of contracts, share transfer notices, applications for employment, and such other similar documents as the Board may from time to time permit.</p> <p>(ii) Notices, applications, certificates, reports and returns given or made to or by public officers or public bodies in the discharge of their public duties.</p> <p>(iii) Lists and tabular statements.</p>	<p>(i), (ii) and (iii) That the documents consist of forms bearing printed matter clearly indicating the purpose for which the forms are intended to be used and that any writing refers solely to the subject-matter, or consist of a formula of courtesy or of a conventional character not exceeding five words or initials.</p>
<p>(iv) Deeds, agreements, affidavits, Acts of Court, proposals and policies of, insurance, and formal papers necessarily incident to insurance, powers of attorney, proxy papers, licences, voting papers, testimonials and certificates. Copies of any of the foregoing documents.</p>	<p>(iv) That nothing appears in the documents in writing which does not form a necessary part thereof.</p>
<p>(v) Circulars (that is, printed notices and letters).</p>	<p>(v) That nothing appears in writing on the documents except:—</p> <ol style="list-style-type: none"> (1) Dates, hours and particulars of times. (2) The names, addresses and descriptions of parties. (3) The particulars of goods and of sums of money. (4) The mode of consignment or delivery of goods or money.

Description of Document	Conditions
(v) Circulars (that is, printed notices and letters)— <i>continued</i>	<p>(5) The terms on which business is transacted.</p> <p>(6) Index or reference numbers and letters.</p> <p>(7) Corrections of errors in print.</p> <p>(8) The place, character and objects of meetings or appointments.</p> <p>(9) A formula of courtesy or of a conventional character not exceeding five words or initials.</p>
(vi) Printed Christmas, New Year, Easter, Birthday, Greeting, Picture and Visiting Cards and Calendars.	<p>(vi) That the documents be not sent as samples or for the purpose of sale, and that nothing appears in writing in the documents except:</p> <p>(1) Date of sending and names and addresses of sender and addressee.</p> <p>(2) A formula of courtesy or of a conventional character not exceeding five words or initials.</p>
(vii) Manuscripts for press and printed proofs (including information for insertion in directories and similar publications) with corrections and instructions.	(vii) That any writing not forming part of the documents themselves refer solely to the arrangement or correction of the type or to the execution of the work.
(viii) Educational exercises and examination papers with comments, corrections and instructions.	(viii) That any writing not forming part of the documents themselves refers solely to the subject-matter of the exercise or to the questions put or to the answers thereto.
(ix) Addressed envelopes, cards, labels, or wrappers.	(ix) That not more than three such articles be enclosed in one packet, and that such articles be intended for return by post to the sender or a person designated by him.

Description of Document	Conditions
(x) Blank Forms.	(x) That the forms consist of paper bearing printed matter only, that not more than three forms of the same description be enclosed in one packet, that the forms be intended to be completed by the addressee, and that they be accompanied by a covering document which is transmissible in a printed packet.

(g) anything necessary or convenient for the safe transmission of any of the before-mentioned articles by post when transmitted in the same packet with the article in respect of which it is so used:

Provided that:

- (i) any two or more documents coming within the definition of a printed packet may appear on the same sheet of paper, provided they are kept wholly distinct from one another;
- (ii) on any printed packet or on its cover it is allowed to indicate, by hand or by a mechanical process, the name, description and address of the sender or of the addressee, and the date of despatch, the sender's signature, telephone number and telegraphic address and code;
- (iii) any formula of courtesy or of a conventional character which may be written on any particular document may be written on the envelope, or on a fly leaf, or on a loose sheet accompanying the document, instead of on the document itself.

(2) In subsection (1) of this section expressions referring to print or printing shall be taken to refer to any species of type-printing easy to recognise as such, and to include lithography, hand stamping, or any mechanical process ordinarily used to produce a number of identical copies of written matter, and easy to recognise as such, but (except in relation to any article or document referred to in paragraph (a) of subsection (1) of this section or to circulars) shall not be taken to include typeprinting after the fashion or in imitation of typewriting, or the reproduction of typewriting by the Mimeograph or any other mechanical process ordinarily used to produce a number of identical copies of written matter; and expressions referring to writing shall be taken to include typewriting or any mechanical or other process ordinarily used to produce a single document.

(3) Every printed packet 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. A covered packet 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 adhering surfaces.

(4) No printed packet shall contain or bear any communication in the nature of a letter not being matter coming within the definition of such packet or being otherwise expressly allowed by the provisions of this Order.

(5) No circular which is reproduced from or produced after the fashion or in imitation of a typewritten document shall be sent by post as a printed packet save under such conditions as the Board may from time to time consider appropriate.

(6) No paper money shall be posted or conveyed or delivered by post in a printed packet:

Provided that this subsection shall not apply to a single stamped proxy paper or to a single stamped and addressed card, wrapper or envelope forwarded by the sender of the packet in order that such card, wrapper or envelope may be returned through the post to such sender or some person designated by him.

Deferment of second class letters and printed packets

8. Any second class letter or printed packet may be withheld from despatch or delivery until any subsequent despatch or delivery.

Registration of newspapers under the Law

9. The fee for each registration of a newspaper under section twenty of the Law shall be five shillings.

Conditions as to current registered newspapers

10. (1) Every ~~current-registered~~ 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 ~~current-registered~~ 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 ~~current-registered~~ 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 ~~current registered~~ newspaper.

(4) No ~~current registered~~ 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, and a reference to its registration for transmission by post; and
- (d) a reference to any page of or place in the newspaper to which the attention of the addressee is directed.

Parcels

11. (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.

Articles for the use of the blind

12. (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;
- (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.

Poste restante

13. 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 (e) 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.

PART III

Registration and compensation

Registration

14. (1) Subject to the provisions of this Order, any postal packet other than a second class letter or a printed packet may be registered.

(2) There shall be charged and paid for the registration of any such 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 Second Schedule to this Order.

Conditions as to registered packets

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

Receipts for registered packets

16. 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

17. (1) If any postal packet 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 sub-section (1) of section fourteen 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 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;

Compensation for registered packets

18. (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 seventeen of this Order) and its contents shall be the amount specified in the second column of Part I of the Second Schedule to this Order opposite to 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 forty-two of the Ordinance on redirection of the packet shall be disregarded.

Compensation for unregistered parcels

19. If any article of pecuniary value enclosed in, or forming part of, an unregistered parcel 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, not exceeding ^{five} ~~four~~ pounds, in respect of such parcel as it may think just.

Compensation for unregistered express packets

20. If any article of pecuniary value enclosed in, or forming any part of, an unregistered 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 reasonable claim in compensation (having regard to the nature

of the article, the care with which it was packed, and other circumstances) such sum, not exceeding ^{five} ~~four~~ pounds in respect of such packet as it may think just.

PART IV

Recorded delivery

Conditions as to recorded delivery packets

21. 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 forty-two of the Ordinances 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 and 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 ~~printed~~ packet, packet consisting of articles for the use of

the blind or a current registered 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 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;
 - (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 document) for money, goods or services;
 - (viii) coin or jewellery; or
 - (ix) any other article or articles of which the market value or aggregate market value exceeds two pounds;
- (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

22. 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

23. 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 V

*Cash on delivery**Fees and conditions*

24. (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, ^{the fee} ~~a fee~~ according to the scale of fees set out in the Third Schedule to this Order.

(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

25. (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 twenty pounds or the trade charge and the postage or other charges due in respect of such 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

26. (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 by 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 his office.

Trade charge money orders—crossing

27. (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

28. 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

29. 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

30. 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 VI

General

Variation of route

31. 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.

Interpretation

32. (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 twelve of this Order;

"business reply packet" means a letter ~~or printed packet~~, on which postage has not been prepaid, and which:—

(a) is addressed to, or to the agent of, a person who has made provision to the satisfaction of the Board for the payment of the appropriate postage on letters ~~or printed packets~~ which are posted without prepayment of postage and are received by him or such agent, and

(b) is distinguished or marked in such manner as the Board may direct;

"cash on delivery packet" means a registered letter, ~~printed packet~~ or registered newspaper or a registered or unregistered parcel 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 3 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 five 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 (being a letter) 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 forty-five of the Ordinance 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 materials 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 metal; and

(d) any article of a like nature which, apart from workmanship, has an intrinsic or market value;

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

"late posted packet" has the meaning assigned to it by section thirty-one of the Ordinance;

"letter", ~~except where that expression is used in section seven of this Order,~~ ^{mean any postal packet except} means any postal packet except a printed packet, a packet consisting of articles for the use of the blind, a ~~current registered~~ newspaper, a parcel, or an unaddressed packet;

“the minimum registration fee” means the fee referred to as such in the first column of Part I. of the Second Schedule to this Order;

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

“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 First 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 First 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 six 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;
- ~~“printed packet” has the meaning assigned to it by section seven of this Order;~~
- “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 other than
~~a first class letter~~;

"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 twenty-four 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 any other expressions have the same meanings
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 sub-
stituted 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, 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 enact-
ment.

Application

33. 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

34. (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, 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, 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 definitions of "first class letter", "preferred envelope" and "preferred letter" in section four and in subsection (1) of section thirty-two of this Order to postal packets posted in any part of the Bailiwick for transmission to the Republic of Ireland, the description of such packets, and the shape and limits of size

and weight specified in the Fourth Schedule to this Order shall be substituted for the descriptions, shape and limits specified in the First Schedule to this Order;

- (b) no postal packet shall be transmitted between the Bailiwick and the Republic of Ireland as a business reply packet, a cash on delivery packet or a recorded delivery packet;
- (c) for section fifteen of this Order there shall be substituted the following section:—

“ 15. The conditions set out in Part II of the Second 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.”;

- (d) for section eighteen of this Order there shall be substituted the following section:—

“ 18. (1) If any article of pecuniary value enclosed in or, forming part of, a registered postal packet 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~~^{of Part II} Second 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.

(2) The compensation payable in respect of a registered parcel shall be in substitution for, and not in addition to, any compensation which would have been payable under this Order in case the parcel had not been registered.”;

- (e) 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;
- (f) 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 or a parcel transmitted between the Bailiwick and the Republic of Ireland shall be final and conclusive.

Citation

35. This Order may be cited as the Post Office (Inland 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 size and weight

Col. 1 Description of Postal Packet	Col. 2 Limits of Size	Col. 3 Limits of Weight
1. Letter (a) preferred letter (b) any other letter	(a) Rectangular 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. (b) Length 2 feet. Width or depth 18 inches. In roll form: Length plus twice diameter 3 feet 3 inches. Greatest dimension 2 feet 8 inches.	(a) Not exceeding 4 oz. (b) No limits.
2. Printed packet	As for item 1 (b).	Exceeding 1 lb. 8 oz. but not exceeding 2 lb.
3. Current registered newspaper	As for item 1 (b).	Not exceeding 2 lb.
4. Articles for the use of the blind	As for item 1 (b).	Not exceeding 15 lb.
5. Parcel: (a) ordinary	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.
6. Business reply packet	As for item 1 (a) or (b) as appropriate.	As for item 1 (a) or (b) or item 2 as appropriate.

SECOND SCHEDULE

Sections fourteen,
fifteen and eighteen

Registered postal packets

PART I

Col. 1 Registration Fee (In addition to any ordinary postage)	Col. 2 Maximum Compensation
s. d.	£
3 0 (minimum registration fee)	100
3 3	200
3 6	300
3 9	400

PART ~~II~~ III

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 forty-two of the Ordinance, 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 the 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.

(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. A postal packet containing any paper money which is not an article of a kind referred to in subparagraph (5) of paragraph three of this Part of this Schedule, if tendered for transmission by registered post, shall be tendered for transmission by registered letter post.

5. 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.

6. 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.

THIRD SCHEDULE

Section twenty-four

Cash on delivery packets

Scale of fees

<i>Trade Charge</i>	<i>Fee</i>	
	s.	d.
Not exceeding £10	3	6
Exceeding £10 but not exceeding £25	4	0
Exceeding £25 but not exceeding £50	4	6

FOURTH SCHEDULE Section thirty-four

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  preferred letter (b) any other letter	(a) Rectangular and oblong the longer side being at least 1.414 times the shorter. Length Max. 9¼ inches. Min. 5½ inches. Width Max. 4¾ inches. Min. 3½ inches. (b) Length 2 feet. Width or depth 18 inches. in roll form:— Length plus twice diameter 3 feet 3 inches. Greatest dimension 2 feet 8 inches.	(a) Not exceeding 4 oz. (b) No limits.
2. Printed packet	As for item 1 (b).	Exceeding 1 lb. 8-oz. but not exceeding 2 lb.
3. Current registered newspaper	As for item 1 (b).	Not exceeding 2 lb.
4. Articles for the use of the blind	As for item 1 (b).	Not exceeding 15 lb.
5. 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.