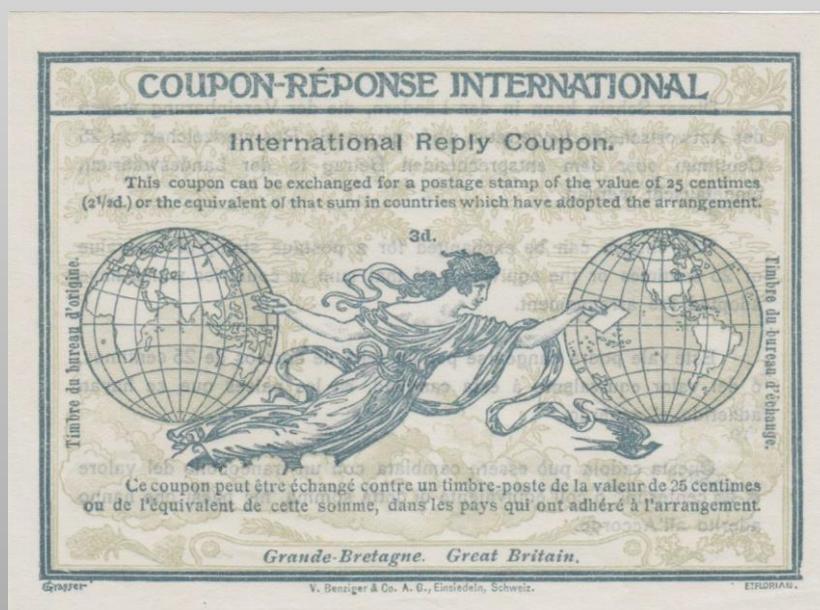


GREAT BRITAIN REPLY COUPONS

International and Imperial



A listing of the types and values,
along with postal notices extracted
from the *Post Office Circular*, *Post
Office Gazette*, and *Counter News*

compiled by George King
edited by Maurice Buxton



The Great Britain Philatelic Society

The leading international society for collectors of Great Britain Stamps and Postal History

THE GBPS NEWSLETTER

BI-MONTHLY NEWSLETTER OF THE GREAT BRITAIN PHILATELIC SOCIETY

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GBPS NEWSLETTER 303 • JANUARY/FEBRUARY 2007
THE SOCIETY DOES NOT NECESSARILY AGREE WITH THE VIEWS EXPRESSED BY CONTRIBUTORS

1837 WYON CITY MEDALS

In a hectic life, **Andrew Claridge** has found time to drag a line to the Newsletter on the Wyon Medal query raised by Malcolm Subill last issue (p. 10).

In a spare moment (I) notices the query from Malcolm – vast number of lots received), description below and



NEWSLETTER

THE GREAT BRITAIN PHILATELIC SOCIETY

NEWSLETTER 347 • MAY/JUNE 2014
NECESSARILY AGREE WITH THE VIEWS EXPRESSED BY THE EDITOR OR CONTRIBUTORS



Following days, wide
? a.m., struggling to
open by 5 p.m.
London the Monday
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related to stamp
ites from LI-Col.
It's time. It's been
over the years, 50 or
1,200 or so in the box. More than
half, feeling confident, time to take

THE GB JOURNAL

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GBPS THE GREAT BRITAIN PHILATELIC SOCIETY ISSN 0430-8913 PRICE £4-00

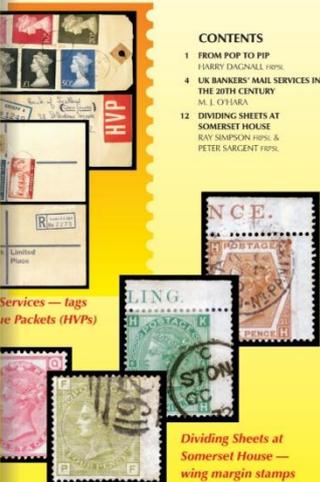
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Dividing Sheets at Somerset House — wing margin stamps

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Introduction

A Centenary of International Reply Coupons

Michael St J. Wright

The following long article appeared in The London Philatelist, volume 116 number 1349 (October 2007), pp284-297, and provides an excellent introduction to the subject of International Reply Coupons in general. It is reproduced here with the permission of the author and the editor.

(It has been lightly edited for the changed context, and to avoid repeating material that appears later.)

Introduction to International Reply Coupons

What is an unused postage stamp? A limited definition could be “a receipt for payment of a postal service not yet performed”. Philatelists will immediately think of an uncancelled adhesive stamp, and after a few seconds, of an uncancelled stamp printed on postal stationery. But the definition could also embrace a reply coupon. Nevertheless, coupons have been ignored by the vast majority of philatelists, particularly in this country. Its essential difference is that it is not (legitimately) affixed to an item sent through the post, but has to be exchanged for a normal stamp. It has, however, the advantage that the sender can pay in his own currency the postage fee for the stamp issued to a correspondent abroad. André Hurtré has suggested that the definition of a reply coupon, valid for all its 100 years of existence, could be “A postal form which may be exchanged for the franking for posting to the country of origin from another postal administration”¹.

As recorded in a 2006 article in *The London Philatelist*², 1 October 2007 saw the centenary of the International Reply Coupon. Under the Universal Postal Union Convention approved by the Congress of Paris in 1878 a system of International Reply Paid Postcards had been inaugurated on 1 July 1879. This allowed short messages to be sent back by someone in one country to another using the stamp(s) of the sender’s country. The disadvantage was that this did not allow any contents (however small), nor provide any confidentiality. In 1894 the British Post Office printed some essays of a double reply stamp in vertical format, using as a base the key plate of the 1½d ‘Jubilee’ definitive stamp³ but this initiative came to nothing.

At the UPU Congress in Rome in 1906 several countries proposed solutions to this problem. The world was not ready - nor has it become so since - for an International Postage Stamp, though some essays and proofs (official or unofficial) are known. One proposal was a system of reply-paid letter cards involving complicated folds and perforations; such cards existed in countries such as some Australian states. This could have provided confidentiality, and perhaps the insertion of an extra small sheet or two of paper.

Eventually a British proposal was adopted by the Congress; the concept was based on British Postal Orders (BPOs) - indeed a coupon could be thought of as a very restricted form of BPO, restricted in the sense that it was valid only for the cost of a stamp for the UPU-prescribed price for an overseas letter. On the other hand it could be exchanged in any country of the UPU that adopted the system, not just most British Empire countries. Unlike BPOs, however, the postmark of the issuing post office was on the left and of the exchanging country on the right

¹ Author’s translation of the text in his book (see bibliography below).

² Willy Louth: *The London Philatelist* November 2006, pp 345-6.

³ R.A.G.Lee: “Double Reply Postage Stamps” in *The G.B. Journal* Vol 6 No 5 January 1968 pp 73-75; also *Philatelic Bulletin* Vol 14 No 8 April 1977 p3.

- which led to fairly frequent errors of position in offices that were familiar with the BPO, especially as the circles on coupons have always been described only in French.

All International Reply Coupons have their principal or sole inscriptions on the face in French, the official language of the UPU. With one exception (a largest-ever printing of three million coupons for the USA with a single front blue plate) all have been printed on a key and duty-plate system, with the key plate printing a basic frame showing the title of the instrument *COUPON-RÉPONSE INTERNATIONALE*, a design, and two labelled circles for the issuing and exchanging postmarks at first labelled “*Timbre du bureau d’origine*” and “*Timbre du bureau d’échange*”.

On the first Rome design there was a draped female figure flying from the Eastern to the Western hemisphere holding a letter (possibly one of the ladies on the UPU monument in Berne) and preceded by a small bird. On to this was overprinted the basic description of the coupon, either in French or (up to the end of 1974) both French and a local language or languages, with the title of the coupon also in the local language. The Rome design initially expressed the value of the coupon in centimes, and emphasised that its sale and exchange was not obligatory for all countries; it read “*Ce coupon peut être échangé contre un timbre-poste de la valeur de 25 centimes ou de l’équivalent de cette somme, dans les pays qui ont adhéré à l’arrangement*”. It also printed the selling price of the coupon (which did not need to be in French, might be all in words and even in a local script); this was compulsory before 1975. These overprinted elements, the equivalent of the duty plate, I call the “country details” - and (as usual in philately) I use the word “country” regardless of whether the country was independent or not. The space allocated for the country name was very small, and after a time the letters were allowed if necessary to go outside the specified space. Some coupon designs also bore a printer’s imprint and a form number. On the first design the printer’s imprint was also for some time printed by the duty plate. The name of the designer (Grasset) and the engraver (E. FLORIAN) appeared outside the frame at the bottom left and right. Both these plates used an olive-green colour; there was also an underprint in very pale green of foliage and clouds. The back of the coupon carries the same description in varying other languages in French alphabetical order (these backs are printed first, and may duplicate a local language on the front⁴).



GB Type II Rome design. Used on third day of issue.

⁴ There may be changes in these languages that are not necessitated by changes in the French text.

The paper is always watermarked; the initial one having “25c” at top left and bottom right with “UNION POSTALE” in a rainbow curve and below that “UNIVERSELLE” curved the other way. (For a short time around 1910-12 during the long life of this first design the maximum distance between these two curved inscriptions was about 29mm rather than 16mm.) 25c was the postage rate prescribed by the UPU Convention of 1906 for a letter going abroad; an overall selling price of 28c was initially prescribed. Great Britain charged 3d for a coupon and gave a 2½d stamp in exchange for one. The centimes were of the (gold) franc, then the official currency of the UPU. Countries could choose whether or not to enter into the reply coupon system.

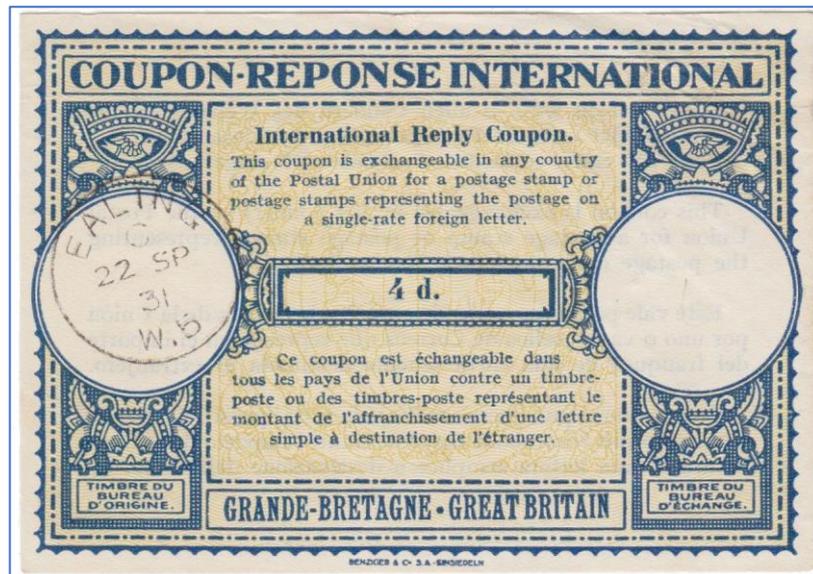
Each UPU Congress can specify in its resulting Convention a new “*Modèle*” (Model) as and when required. The first Congress after Rome was delayed by the First World War, and the Madrid Convention did not come into effect until 1 February 1922. With all the complications of countries whose adherence to the gold standard was suspended (but had *de facto* depreciated their currency and increased their postal charges), the UPU doubled the specified rate for overseas postage to 50c; this became the minimum set for a reply coupon, the 3c fee being dropped. The watermark was therefore adjusted to include “50c” (the British price went up to 6d, initially paid by issuing two old coupons). The text also introduced a short validity for the coupon to reduce the opportunity for people to use coupons to arbitrage between currencies. It read “*Ce coupon peut être échangé dans tous les pays de l’Union contre un timbre-poste ou des timbres-poste représentant le montant de l’affranchissement d’une lettre simple [ie lowest weight-step] à destination de l’étranger; il est valable, le mois d’émission écoulé, deux mois encore (six mois dans les relations avec les pays d’outre-mer.)*”. Although coupons from this Convention onwards had to be exchanged by all members of the UPU, their issue has continued always to be optional.

A little less than four years later the Stockholm Convention set the overseas postage rate at 25c again, but allowed a variation up to +60%, thus the selling price for coupons fell back to 40c. The watermark was similarly altered, and the time restriction on a coupon’s validity was lengthened to six months wherever exchanged. The second part of the text was revised to read “*il est valable pendant un délai de six mois, non compris celui de son émission*”. The size of the coupon was slightly reduced, to 105x74mm (A7 paper size) and the bars of latitude and longitude removed from the globe, probably to make the issuing/exchanging date-stamps easier to read.

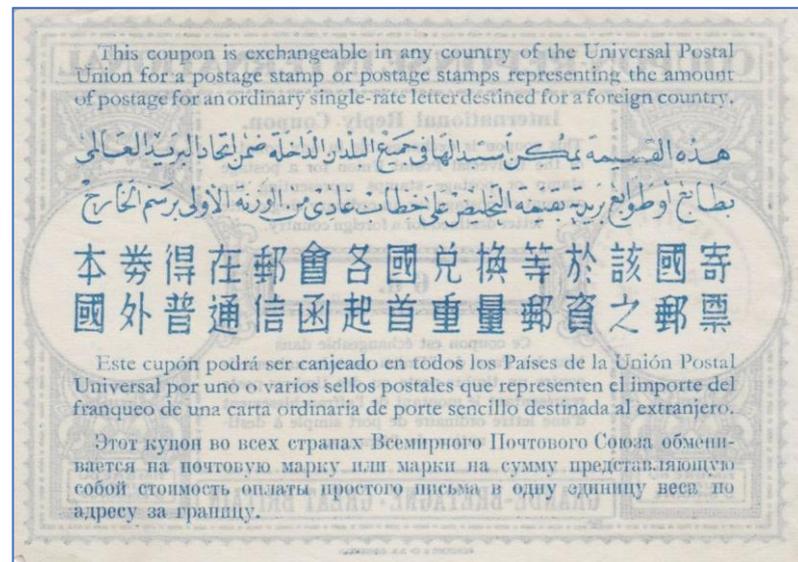
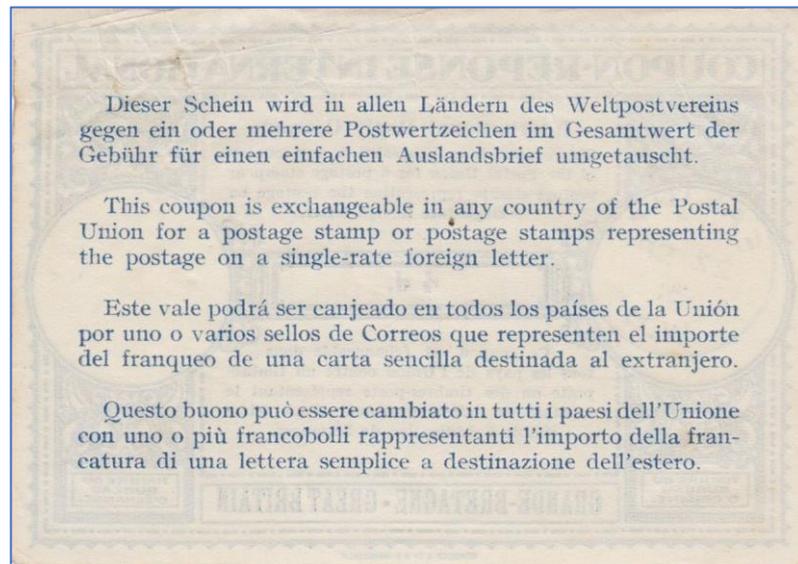
The London Congress of 1929 introduced a completely new design (by Franz Helbing) from 1 July 1930, with stylised columns to left and right, all in blue over a pale yellow-brown globe. There was a largish central panel for the selling price, and a bottom panel for the country name(s), all on one largish double-lined watermark “UPU”. This Model withdrew any time limit on a coupon’s validity for exchange; otherwise the text was unchanged. The titles, now under the circles, were in capital letters.

The minimum selling price fell to 37.5c. Britain’s leaving the gold standard, however, led to the coupon price rising from 4d briefly to 5d, and then to 6d. The Cairo Congress of 1934, effective from 1 January 1935, set a minimum coupon selling price of 35c; otherwise it merely added the word “*ordinaire*” to the text, which is UPU-jargon for unregistered. The Buenos Aires Congress of 1939 set the minimum selling price at 28c; It also specified that instead of “*Union*” the full title of “*Union postale universelle*” should appear in the text on the front and back.

The Second World War brought about a longer gap than usual before the next Congress which was held in Paris in 1947, effective from 1 July 1948. Perhaps surprisingly there was no change in the overseas postage rate or its permitted increase. Coupons in GB remained at 6d until devaluation in 1949 raised the price to 8d. The coupon remained little changed on the front, but German and Italian were removed from the languages on the back, which thereafter has had the United Nations languages (other than French which remains on the front): English, Chinese, Spanish and Russian, plus Arabic.



GB Type IX London design.



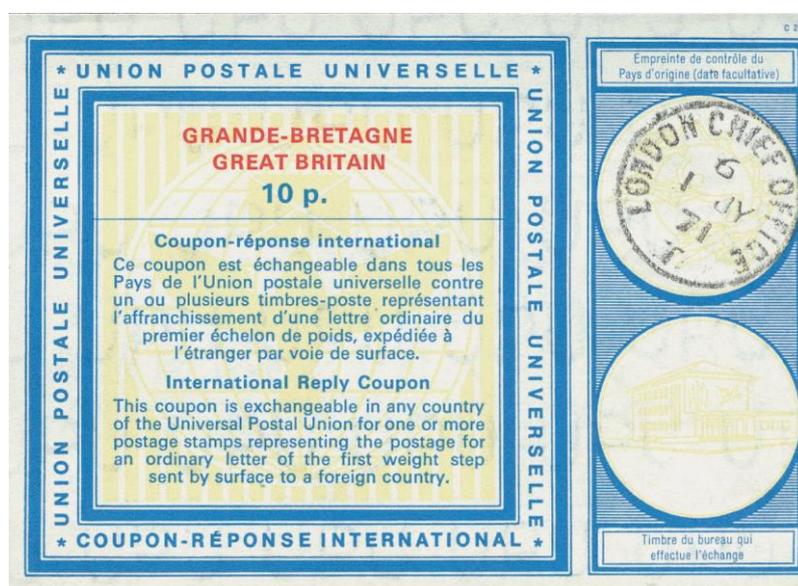
The pre- and immediately post-war languages on the back

The Congress in Brussels effective from 1 July 1953 set the minimum selling price at 32c; this pushed the GB price up to 9d (Fig. 3). German was restored to the back, and a form number “*Formule C22*” was introduced in the margin at the top right of the coupon. The inscription under the left-hand circle became *TIMBRE DU / BUREAU / D’EMISSION*.

The Ottawa Convention, effective from 1 April 1959 set the minimum price at 40c. and the British price went up to 1s. on 1 May. The left-hand circle was re-titled “*Empreinte de contrôle / du Pays d’origine / (date facultative)*” i.e. a dated handstamp was no longer required. The right hand title was unchanged except to use lower case letters. It had simply “C22” at the top right.

The Vienna Congress of 1964 introduced on 1 January 1966 the third design which was virtually devoid of any ornamentation. The designer was Donald Brun. The circles were one above the other. The yellow security underprint showed (faintly) the main part of the UPU monument (letter-bearing female figures flying around the globe) on the upper one, and the then UPU International Bureau building in the lower. The centre showed a globe (fringed by vertical bars) with a large bird flying upwards. The country name was in red. The watermark was changed to a small all-over multiple UPU. The overseas postage rate, permitted variation and coupon selling price was unchanged, but GB’s devaluation in 1967 raised the price to 1s.3d on 16th September 1968. In anticipation of decimalisation in 1971, a British coupon inscribed “1s.3d. or 6p.” (following the prescribed equivalent) was prepared, and special wrapping bands for ten coupons printed “12/6 or 60p”.

The Tokyo Congress effective from 1 July 1971 raised the minimum coupon price to 60c. and the British price rose at once to 10p. It altered the text to make it clear what the UPU had meant by “*simple*” and that the stamp(s) to be given in exchange covered only surface mail, the text being revised to read “*contre un ou plusieurs timbres-poste représentant l’affranchissement d’une lettre ordinaire du premier échelon de poids, expédiée à l’étranger par voie de surface.*”



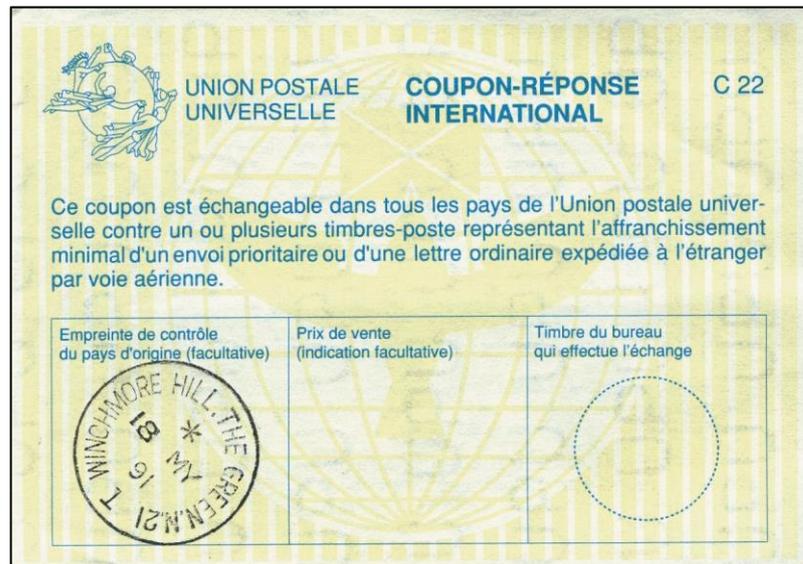
GB Type XX Vienna design. First day of use of 10p coupon.

The Lausanne Convention came into effect on 1 January 1975, and introduced a fourth design. This stretched the centre of Donald Brun’s underprint on the Vienna design to cover the whole coupon. This had simply a text, and a thin framing including date stamp circles in blue on the front, and the yellow colour dominates. The text was only in French (apart from the languages on the back) and the obligation to show a country name or selling price was removed; if either was shown it was in red. The text specified the “minimum postage” instead of the first weight-

step The UPU “logo” of a globe with female figures flying around it appeared in the top-left corner - one of the ladies had apparently dropped her letter; this was corrected on the next model. (This slight error appeared on several stamps relating to the UPU around that time, and its own headed notepaper.) The minimum selling price rose to 1 gold franc; the British price rose to 13p, and to 20p on 5 January 1976.

The Rio de Janeiro Convention came into effect on 1 July 1981. It raised the minimum selling price to 1½ gold francs. The British price rose to 30p. Subsequently it was increased to 35p on 3rd September 1984. The Hamburg Convention came into effect on 1 January 1986. It raised the minimum selling price to 2¼ gold francs. The British price was not raised immediately, but became 55p on 2 March 1987, and 60p on 12 September 1990.

The Washington Convention came into effect on 1 January 1991 and introduced a major change: the coupon was now exchangeable for one or more postage stamps “representing the minimum postage for a priority letter sent abroad by air mail” (*représentant l'affranchissement minimal d'un envoi prioritaire ou d'une lettre ordinaire expédiée à l'étranger par voie aérienne*). The accounting currency of the UPU was changed from gold francs to Special Drawing Rights in the International Monetary Fund (SDRs) and the initial minimum price was set at 0.74 SDR.



GB Type XXVI Lausanne design. At this time it was not compulsory to print the selling price or the country name.

The Seoul Convention came into effect on 1 January 1996. It clarified the text by specifying that a coupon could be exchanged for an “ordinary [ie unregistered] priority [ie airmail] letter or an air letter [formerly known as an aerogramme!] sent abroad” (*un envoi prioritaire ordinaire ou d'une lettre-avion ordinaire expédié à l'étranger*). The minimum price remained at 0.74 SDR.

The Beijing Convention, effective from 1 January 2002⁵ introduced the most radical changes to IRCs that have occurred since they first appeared. They were doubled in size, to 148x105mm (A6) and printed on stiffer paper that could be processed by machine. The front was lightly printed in blue, with a picture of a girl holding a letter in front of a lake with a mountainous background. The text was the same as before, but in the top right hand corner, and it introduced

⁵ Most of the Convention came into force a year before, and from that time the Seoul Model coupons were again all printed with country names on them.

a provision that the coupon had to be exchanged before 31 December 2006 (regardless of when issued). The circles were replaced by squares, the left hand one as before, but with “*(facultative)*” restored to its text; the right hand one now reading “*Timbre du bureau qui effectue l’échange*” at the top and “*Ne pas apposer l’empreinte du timbre à date hors de ce cadre*” at the bottom. The country name appeared in black to the right of the left-hand square, which also had a two-letter abbreviation for the country. There was a “motto” below the design, reading “*La lettre - une voie vers l’alphabétisation*”. The back had the usual six languages of the front text in red, below which was the provision about the expiry of validity with the languages in a different order from normal, and each more than once. The main Arabic wording wrongly had its second line ending with a blank space to the right, whereas it should have been at the left.

Perhaps more revolutionary than any other change was a lengthy bar code, in code and in lettering and numerals. The latter were grouped as follows: (a) the two-letter code for the country of issue, (b) two eight-figure numbers for the dates of printing, and the ending of validity (both reading year, month, day, i.e. International Standard Dating), (c) a seven-figure serial number, (d) the value of the coupon in hundredths of an SDR (074 as before) and finally (e) a pair of letters changing from AA to AB etc for each batch of 10,000 coupons. “Value” was the actual charge made by the UPU in the first instance to postal authorities, no longer did they pay just a fee for printing costs etc. A new watermark consisted of a small star symbol (a circle with eight projecting triangles) next to a cross shape formed by the letters UPU horizontally and vertically, both repeating about three times across the lower part of the coupon.

Six months before the expiry of the above coupon one with an expiry date of 31 December 2009 was introduced⁶. The wording on the front was unchanged, except for a new motto “*Le timbre-poste, vecteur de communication*”. The designer was Volodymyr Taran, a Ukrainian. The printing was again prominently in blue showing two stretched hands about to touch – based on the famous painting in the Sistine chapel of the hand of God giving life to Adam. Behind the hands was shown obliquely a perforated stamp, with UPU emblems faintly discernible, all in gold. There was also a hologram (again mainly the UPU emblem) below the country name. The back was unchanged, except for a correction of the layout of the Arabic text. The expiry date was of course changed, but the serial numbers did not revert to zero. The British selling price, unchanged for many years, rose without prior notice to 95p. In 2007 some of these coupons (but none for GB) appeared with an additional inscription on the stamp “*100 ans / 1907-2007*”.

Other Aspects of Reply Coupons

The printing of international reply coupons was initially entrusted to the firm of Benziger & Co. located in the town of Einsiedeln in North-East Switzerland, and they held the contract until they went into liquidation in 1993. Another Einsiedeln company called Kürzi printed them for two years, and a third Swiss company called Impressor took over from September 1995, at least until the end of the Lausanne Model.

Printing was originally done in letterpress, but over the years lithography largely took over. A full study of this has, as far as I know, not yet been attempted, but it has been observed that some printings of the yellow underprint on the Vienna model are lithographed and some are letterpress. Until 1986 printing was always done in sheets of 50 coupons, in ten rows of five.

The total number of international reply coupons printed is known for each year from 1907 to 2001. The greatest in any one year was 21.9 million in 1971, and the lowest number since 1934

⁶ There had been a UPU Congress in 2004 at Bucharest, but this did not appear to initiate any of the changes. The new coupon was issued in Great Britain on 31 July 2006.

covers addressed to Geneva are handstamped COUPON-REPONSE in small red letters to show that a coupon had been enclosed.

Reply coupons are naturally at risk of several types of error and unwanted variety as other security printing. Watermarks may be inverted or (less often) reversed or even both; parts of the printing, e.g. the addition of the country details, may be missing, characters or punctuation etc. may be missing or defective, and so on. The printers may, possibly on their own initiative, change the size or setting of the type.

Coupons already on hand in post offices when selling prices are changed are frequently repriced simply in manuscript (or not made at all). Frequently they are handstamped with a stamp locally made (usually in rubber), in one or more centres. Only occasionally are they overprinted by letterpress. Cheque-writing machines have been used in Mexico. The addition of an adhesive stamp is often employed (particularly in rapidly inflating countries such as Argentina); this eases the accounting, as it does not change the value of a post office's total stock of coupons and stamps taken together.



GB 4d coupon uprated twice, first to 5d with an overprint, then to 6d in manuscript

The names of countries on coupons can sometimes vary from those on stamps – e.g. “Deutschland” rather than “Deutsches Reich”; “Southern Rhodesia” appeared on a coupon in 1907 (two years before even “Rhodesia” did; it appeared on stamps only from 1924). This arose simply because Northern Rhodesia, although it then used the same stamps as Southern Rhodesia, was not in the UPU. Rarely there is a mistake in the typesetting that affects a whole printing - for example a Malay coupon with PERSEKUTUAN TANAH MELAYA in the Malay country name rather than MELAYU, or a Lebanese coupon with the price 35 P in Western script but the equivalent of 30 P in the Arabic. One Yugoslav coupon showed the price as 50 DINARS instead of DINARA - possibly they thought it should be in French. Accents are usually shown on the French capital letters (for a time Egypte was an exception to this rule); strict adherence to this practice led coupons for Nigeria in the London Model to be printed as NIGERIA • NIGÉRIA, but the version with the accent should have been printed first. This (admittedly minimal) error was never corrected.

Coupons issued in overseas post offices are not usually overprinted, and are particularly sought after when the issuing postmark is detected. GB coupons are known issued in British Post

Offices in the Levant, Tangier and even in Tientsin (perhaps surprisingly, as Hong Kong rather than GB stamps were used there). No British reply coupons were issued in the Persian/Arabian Gulf offices, or most of the former Italian colonies; on the other hand a “definitive” IRC was issued for “B.A. TRIPOLITANIA” which only ever issued overprinted British stamps. Archive material show IRCs proofed for each of four separate provinces of Italian-occupied Ethiopia: Addis Abeba, Amara, Harar and Galla et Sidama but I am not sure whether they were ever issued. Similarly Japan had separate coupons for “CHOSEN” (ie Korea) and for the “ENSEMBLE DES AUTRES DÉPENDANCES JAPONAISES”, neither of which had at the time separate stamps.

Several imperial countries did not bother to issue distinctive coupons for their territories, even when local stamps had to be used. This was true of the German Empire (although it sometimes added a local selling price (e.g. adding by overprint “=12 cents” for offices in China) and the domestic coupon had added “(Bayern)” or “(Württemberg)” - the latter is surprising as it no longer had separate stamps for public use in 1907. Australia used its own coupons in countries it ruled, like Papua and New Guinea; New Zealand coupons were used in Western Samoa etc., and South African coupons in the three “High Commission territories”, although they were a responsibility of the UK government. Coupons of the host countries are freely available at UN post offices in Geneva and Vienna and are available to people working at the UN in New York - but not directly to philatelists! Undifferentiated French and Spanish coupons are sold in the Post Offices in Andorra, and Swiss coupons are sold in Liechtenstein, but Italian coupons are not known from San Marino or the Vatican City, though San Marino eventually issued its own.

The first country to have two local languages in the space above the central selling price of the London model was Finland, followed later by the Union/Republic of South Africa and finally Cyprus after independence. Initially Finland and South Africa had only the title translated into Swedish and Afrikaans respectively; the Cyprus coupon had no space for a title. Switzerland also required both German and Italian in that space after the Paris Congress dropped Italian from the back, but for one printing there was no Italian anywhere.

One country had two different IRCs simultaneously: When the Germans took over Bohemia and Moravia at Easter 1939, Slovakia declared itself independent. Its language was slightly different from Czech, and the IRCs it had printed until it was merged into the reborn Czechoslovakia when Russian troops arrived had a slightly different text. The first IRCs for the re-established single country were issued in both Czech and Slovak versions. The Austrian part of Austria-Hungary avoided the complications that led to so many language combinations on its postal stationery by using French only (not even German) in both the text on the face of its coupons and the country name – simply “Autriche”. Its partner in the dual monarchy stuck rigidly to Hungarian only. In spite of the alleged dominance of the Serbs, Yugoslavia never had any coupons with Cyrillic script on them.

The type of postmarks used to issue or exchange coupons may be of interest. In larger offices (and smaller offices may not be selling coupons) they are likely be counter stamps which may only infrequently be used to cancel stamps on mail. Postmarks may be found fairly often inscribed Registered, Express, Savings Bank, Money Orders or Postal Orders. In at least two cases special postmarks have been made for use with reply coupons: in Madrid, inscribed VALES RESPUESTA (I have spoken to the official in whose charge the current one was) and in Calcutta inscribed REPLY COUPON (latterly the letters for this are quite irregular; maybe the inscription is accurate in Hindi!)

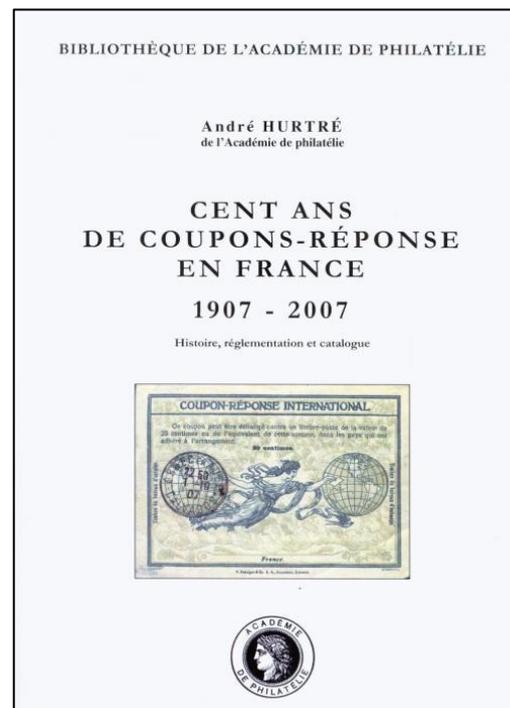
Reply coupons are known with SPECIMEN overprints, either applied by the printers or by post offices, e.g. for training schools. The French even went to the trouble of printing crude pastiches or facsimiles of the London design and of the Lausanne design for such purposes. Coupons are

occasionally found pasted to the back of envelopes (not just by philatelists); this is certainly irregular; sometimes the overseas post office cancels the coupon in the appropriate handstamp circle, or draws a blue crayon rectangle around them. Even when tax marks are applied, however, quite often there is no sign that the item actually paid any postage due.

Collecting Reply Coupons

It should first be understood that (except in 1991-2001) a reply coupon is not “mint” if it has no issuing postmark; like an unpostmarked British Postal Order (before 2006) it is not valid. If the only known copy or copies of a coupon are unpostmarked, one cannot be sure that it was ever put on sale. If the term “mint” has any use it should describe a coupon with one postmark. Similarly a coupon that has two different postmarks, which is the equivalent of “used”, should have disappeared into a post office accounting system (again like a postal order, but because of their cheapness exchanged coupons are more likely to have been sold back to philatelists, who sometimes liked to collect them for the sake of the postmark).

Although Willy Louth⁷ wrote that “the IRC is philatelically considered as postal stationery” that is not universally true, and most postal stationery catalogues do not cover them⁸. Many philatelic bureaux also do not stock them. The first main series of articles and listings about them of which I am aware appeared in the French magazine *L'Entier Postal*, in a series from March 1936 to December 1938 and again from December 1949 to October 1954. One contributor to that study, Monsieur A. Cocatre, sold his collection in the 1950s to Allan Hauck, a Lutheran Minister and University teacher in the USA; he set up a Society of Reply Coupon Collectors, and edited a magazine called *The Reply Coupon Collector*, which ran from 1954-1995. He published several listings (see Bibliography). There were some modest auctions; Peter Robin (another American, not a philatelist but one who came to collect coupons via coins, banknotes and postal orders) now conducts an auction. The principal French contribution has in recent years been made by André Hurtré, who has published several articles on reply coupons in *L'Entier Postal* and elsewhere, and embarked on a massive multi-volume work covering all known reply coupons. The first part covers an introduction to reply coupons, and a complete very detailed listing of all known coupons of France (see Bibliography). The only British contribution I have seen from before the war was a short article, mainly about Imperial Reply Coupons, by Albert H. Harris⁹. After the war Ian T. Hamilton had a substantial collection of reply coupons from all countries, and W. Tunstall of Kenya had many, principally from Africa.



⁷ Willy Louth: *The London Philatelist* November 2006, pp 345-6.

⁸ They were included in the famous Ascher postal stationery catalogue only for the German area (although postal orders were for all countries). The British coupons were not included in A.K. Huggins: *British Postal Stationery* (1970), nor in Alan Huggins and Colin Baker: *Collect British Postal Stationery* (2008). They are included in the *Michel Catalogue of German Postal Stationery* (see Bibliography).

⁹ *Philatelic Magazine*, 8 January 1937, pp16 and 27.

A German collector, Horst Hoffmann, had joined the American society in its early days; as a student he had managed to buy the collection of Junker, who had been the collaborator of Ascher, whose postal stationery catalogue was the best in the field. Horst told a hitherto lone German collector (P.-A. Koch) about Allan Hauck, and also gave Koch my address. After meeting me in London Koch set up a society based in Germany in 1972, the *Forschungsgemeinschaft Internationale Antwortscheine* - mercifully with the acronym FIAS. This has flourished greatly, with two magazines, *FLAS-Report* and now *FLAS-Blätter*, and a number of fully illustrated catalogues of many (mainly European) countries. It also holds auctions. Several German stamp dealers can offer reply coupons, as can a few in France¹⁰. It is amazing how many coupons have come to light in recent years, both coupons undoubtedly issued and others seen only in archives in the UPU Berne Headquarters which I have researched¹¹, or in albums of blocks of four presented to the Heads of State (or a Minister of Posts) of countries in which UPU Congresses were held. Albums I have seen date from London in 1929 (in the Royal Collection), Cairo in 1934 and Paris in 1947; both the latter have been broken up and marketed in recent years. I have enquired without response about one for Buenos Aires in 1939, which UPU records show was prepared. The existence of coupons in such archives does not guarantee that they were actually issued. The Postal Museum in London holds registration copies of most known, and several unknown, Imperial and Commonwealth Reply Coupons, with typing on the backs describing them.

There is one particular problem with displaying, let alone competing, in the reply coupon field (apart from in which class they should be shown) and that is their relative size. One often wants to show both sides of a coupon, and to get as many as four of the standard A7 size coupons on a standard album page without ugly overlapping (and one often wants to illustrate both sides) one has to show them on a sideways page. This problem has become worse with coupons having doubled in size to A6 from 2002.

To build up a complete collection even of a single country is not easy, especially if it has issued coupons for a long time. Not surprisingly, however, coupons that became invalid after a short interval were more likely to be exchanged quickly rather than survive, and in many case coupons of the 1920s may be more difficult to find than those from before the First World War. I have here described the different Models prescribed the UPU Conventions, but collectors classify coupons by Types, and there are usually two or more distinguishable Types in the same Model. The first may be a provisional, using a preprinted back, perhaps with an unchanged watermark. Its successor(s) may have a minor change of language or typesetting which is used for all later printings. On the other hand, not all countries ordered supplies of coupons during the short lifetime of many of the Types, which cuts down the numbers required for completeness.

Acknowledgments

My first mentor in reply coupons collecting was Allan Hauck in the USA and later Ian T. Hamilton in England. Particular knowledgeable friends acquired through collecting coupons were Wim Wiggers de Vries in the Netherlands and Professor Koch, Horst Hoffmann and Jürgen Debus in Germany. This article owes much to them, and even more to André Hurtré of France, who published the most extensive book relating to reply coupons that had ever been achieved (see Bibliography). I received over the years much assistance from Monsieur Scheidegger, the Librarian of the UPU in Berne. Recently I have also been helped by researches in The British Postal Museum and Archive by George King.

¹⁰ Some of these list on eBay and/or Delcampe, as of course do other sellers.

¹¹ These archives were unfortunately not open to researchers when this article was published (2007).

Select Reply Coupon Bibliography

Books

Vincenzo Altavilla: *I Buoni-Risposta Internazionali con particolare riguardo ai Buoni-risposta dalle Poste italiane*, Speciale Monografico n.1 Anno 2005 L'Impero Postale.

Allan Hauck: *A Type Chart for International Reply Coupons and A Catalogue of International Reply Coupons issued by the USA*, 1961 Fremont, Nebraska, USA. Stated to be originally prepared by Alexandre Cocatre, translated, annotated and enlarged by Allan Hauck.

Allan Hauck: *A Catalogue of International Reply Coupons issued by the Commonwealth Countries*, 1962 Fremont, Nebraska, USA.

André Hurtré: *Cent Ans de Coupons-Réponse en France 1907-2007*, Bibliothèque de L'Académie de philatélie, 2007 Paris, France.

Otto Jung: *International Reply Coupons of Ireland* (in English & German) 2000 Forschungsgemeinschaft Irland.

Paul-August Koch: *Systematik der Internationalen Antwortscheine*, FIAS, Krefeld-Traar, Germany.

Paul-August Koch: *Die Internationalen Antwortscheine der Schweiz*, 1981 Krefeld-Traar, Germany. This was fully illustrated; similar booklets were published over the years for most European countries, although unfortunately not GB.

Periodicals

FLAS-Report [in German]: June 1972-1995.

FLAS-Blätter [in German]: From 1987. The editor in 2007, Otmar Lienert, won a Vermeil medal at Washington 2006 for his reply coupon exhibit.

L'Entier Postal, various dates. André Hurtré is a former editor of this magazine.

Michel Ganzachen-Katalog Deutschland, Schwaneberger Verlag München, Germany.

L'Union Postale [the UPU Monthly] Vol 54 No 10 Oct 1929 pp299-304: The new International Reply Coupon. This article describes the choice of the new London design and shows two other proposed designs.

Part 1

INTERNATIONAL REPLY COUPONS

International Reply Coupon Types

This is a guide to the classification of coupon types used by general collectors of coupons. Not all types were issued in the UK, but it seemed best to classify those that *were* using accepted type numbers, and to give the full list for reference (including the UPU Congresses that authorised the various changes, and the dates they applied from). UK-issued types are shown in **bold**.



First design 1907-1930

Female figure between two globes, originally with latitude and longitude lines on the globes. Translations of French text on front printed on back in German, English, Spanish, and Italian.

| Type | Congress/ Start Date | Description |
|------|-------------------------|---|
| I | Rome 1 Oct 1907 | Size 109x80mm Watermark 25c / UNION POSTALE / UNIVERSELLE / 25c Latitude and longitude lines on the globes Exchange value in French text “ <i>de la valeur de 25 centimes</i> ” Country name in <i>Italics</i> Printer’s imprint V.Benziger & Co. A.G., Einsiedeln, Schweiz. German text is in 4 lines Texts on back separated by printed bars |
| II | Rome 1 Oct 1907 | As Type I except: Texts on back separated by spaces |
| III | Rome 1 Oct 1907 | As Type II except: German text is in 3 lines |
| IV | Rome 1 Oct 1907 | As Type III except: Country name in Upright Bold |
| V | Madrid 1 Jan 1922 | [Provisional issue] As Type IV except: Overprinted on back with reddish brown sideways text Exchange value in French “ <i>de l’affranchissement d’une lettre simple</i> ” Validity period in French text “ <i>deux mois encore (six mois ...)</i> ” |
| VI | Madrid 1 Jan 1922 | As Type V except: No overprinting on back Watermark 50c / UNION POSTALE / UNIVERSELLE / 50c Printer’s imprint BENZIGER & Cie S.A. – EINSIEDELN |
| VII | Stockholm 1 Oct 1925 | [Provisional issue] As Type VI except: No latitude and longitude lines on the globes Validity period in French text “ <i>six mois</i> ” Overprinted on back with reddish brown sideways text |
| VIII | Stockholm 1 Oct 1925 | As Type VII except: Size 109x74mm No overprinting on back Watermark 40c / UNION POSTALE / UNIVERSELLE / 40c |



Second design 1930-1966

Blue design with stylised columns at each side and a yellow globe underprint. Translations of French text on front printed on back in various languages, originally German, English, Spanish and Italian.

| Type | Congress/ Start Date | Description |
|------|----------------------------|---|
| IX | London 1 Jul 1930 | Size 109x74mm Watermark single large UPU No limitation on period of validity stated Organisation name in French text “l’Union” Organisation name in English on back “the Postal Union” Exchange value of stamps in French text “d’une lettre simple” No form number top right Printer’s imprint BENZIGER & Cie S.A. – EINSIEDELN German text in Roman script, ends “einen einfachen Auslandsbrief umgetauscht?” |
| X | Cairo 1 Jan 1935 | As Type IX except: Organisation name in English on back “the Union” Exchange value of stamps in French “d’une lettre ordinaire de port simple” [ordinary, i.e. non-registered letter] German text ends “einen gewöhnlichen Auslandsbrief der ersten Gewichtsstufe umgetauscht?” |
| XI | Cairo 1 Jan 1935 | As Type X except: German text ends “einen einfachen gewöhnlichen Auslandsbrief umgetauscht?” |
| XII | Cairo 1 Jan 1935 | As Type XI except: German text in Gothic script |
| XIII | Buenos Aires 1 Jul 1940 | [Provisional issue] As Type XII except: Organisation name in French text “l’Union postale universelle” |
| XIV | Buenos Aires 1 Jul 1940 | As Type XIII except: Organisation name in English also “the Universal Postal Union” |
| XV | Paris 1 Jul 1948 | As Type XIV except: Languages on back English, Arabic, Chinese, Spanish, Russian <i>Type XV:</i> Printer’s imprint 17mm long <i>Type XVa:</i> Printer’s imprint 13mm long |
| XVI | Brussels 1 Jul 1953 | As Type XV except: Form number FORMULE C22 at top right on front Languages German, English, Arabic, Chinese, Spanish, Russian <i>Type XVIu:</i> Stop at end of English below “u” of “amount” in line above <i>Type XVIa:</i> Stop at end of English below “n” of “amount” in line above |
| XVII | Ottawa 1 Apr 1959 | As Type XVI except: Form number C 22 (only) at top right on front <i>Type XVII:</i> Arabic text is 12mm high <i>Type XVIIa:</i> Arabic text is 7mm high |



Third design 1964-75

Plain design with blue rectangular frame, a pale yellow underprint of a globe, and country name in red.

| Type | Congress/ Start Date | Description |
|-------|-------------------------|--|
| XVIII | Vienna 1 Jan 1966 | Size 109x74mm Watermark single large UPU [Provisional issue] Form number C 22 at top right on front Exchange value in French for “ <i>d’une lettre ordinaire de port simple</i> ” German text includes “ <i>Gesamtwert der Gebühr</i> ” in second line No printer’s imprint <i>Type XVIII:</i> Yellow underprint lithographed <i>Type XVIIa:</i> Yellow underprint letterpress |
| XIX | Vienna 1 Jan 1966 | As Type XVIII except: Watermark multiple UPU |
| XX | Tokyo 1 Jul 1971 | As Type XIX except: Exchange value in French for “ <i>d’une lettre ordinaire du premier echelon du poids, expédiée ... par voie de surface</i> ” German text includes “ <i>Gesamtwert der Taxe</i> ” in second line |
| XXI | Tokyo 1 Jul 1971 | As Type XX except: German text includes “ <i>Gesamtwert der Gebühr</i> ” in second line |



Fourth design 1975-2002

Plain design in blue over yellow globe, country name and selling price (both optional) in red. Only French text shown on the face. Three boxes for office of origin, price, and office of exchange.

| Type | Congress/ Start Date | Description |
|-------|-------------------------|--|
| XXII | Lausanne 1 Jul 1975 | Size 109x74mm Form number C 22 at top right on front Service type paid for is “ <i>expédiée à l’étranger par voie de surface</i> ” [surface mail] in French on front Dashed circles in left and right boxes Text in left box “ <i>Empreinte de contrôle / du pays d’origine / (date facultative)</i> ” [date optional] Left-hand margin blank Watermark multiple UPU upright |
| XXIII | Lausanne 1 Jul 1975 | As Type XXII except: Watermark multiple UPU sideways (reading upwards) |

| Type | Congress/ Start Date | Description |
|--------|------------------------------|--|
| XXIV | Rio de Janeiro 1 Jul 1981 | As Type XXIII except: Text in left box " <i>Empreinte de contrôle / du pays d'origine</i> " only Dashed circle in right box only Watermark multiple UPU upright |
| XXV | Rio de Janeiro 1 Jul 1981 | As Type XXIV except: Watermark multiple UPU sideways (reading sideways) |
| XXVI | Washington 1 Jan 1991 | As Type XXV except: Service type paid for is " <i>expédiée à l'étranger par voie aérienne</i> " [airmail] in French on front Text in left box " <i>Empreinte de contrôle / du pays d'origine (facultative)</i> " Dotted circle in right box only |
| XXVII | Washington 1 Jan 1991 | As Type XXVI except: Date 9.1992 sideways in left-hand margin |
| XXVIII | Washington 1 Jan 1991 | As Type XXVII except: Date 8.1993 sideways in left-hand margin |
| XXIX | Seoul 1 Jan 1996 | As Type XXVIII except: Form number CN01 / (ancien C22) at top right on front Date 4.95 sideways in left-hand margin |
| XXX | Seoul 1 Jan 1996 | As Type XXVIX except: Date 10.98 sideways in left-hand margin |

Note: it again became obligatory for the country name to appear on the reply coupons as from 1 Jan 2001 (an agreement at the Beijing UPU Congress).



Fifth design 2002-06

Pictorial design in blue and yellow showing a girl holding a letter in front of somewhat stylised lake and mountains. Only one coupon of this type was issued.

| Type | Congress/ Start Date | Description |
|------|-------------------------|--|
| XXXI | Beijing 1 Jan 2002 | Size A6 on thicker paper [to allow for machine processing] Country code, (French) name, and (optional) price on front in black Form number CN01 at top right Validity of coupon (whenever issued) stated to end on 31.12.2006 Text in six languages on back in red with black bar code Watermark multiple UPU (horizontal and vertical) and eight points around a circle, both across the coupon three times |



Sixth design 2006-09

Pictorial “Sistine Chapel” design with finger of God stretching to finger of Adam in blue, with background of gold stamp with the UPU logo.

| Type | Congress/ Start Date | Description |
|--------|-------------------------|--|
| XXXII | Bucharest 1 Jul 2006 | Size A6 Country code, (French) name, and (optional) price on front in black Form number CN01 at top right Hologram of UPU logo on front at right Validity of coupon (whenever issued) stated to end on 31.12.2009 Text in six languages on back in red with black bar code |
| XXXIII | Bucharest 1 Jul 2006 | As Type XXXII except: Additionally inscribed “100 ans / 1907-2007” [special issue for 100 years of International Reply Coupons] |



Seventh design 2009-13

Pictorial design with globe in hand with inscription **UNis contre le CHANGEMENT CLIMATIQUE** and a large yellow perforation outline.

| Type | Congress/ Start Date | Description |
|-------|-------------------------|---|
| XXXIV | Nairobi 1 July 2009 | Size A6 Country code, (French) name, and (optional) price on front in black Form number CN01 at top right Hologram of UPU logo on front Validity of coupon (whenever issued) stated to end on 31.12.2013 Text in six languages on back in red with black bar code |
| XXXV | Nairobi 1 July 2009 | As Type XXXIV except: Country flag added to front |

The UK Post Office no longer sell International Reply Coupons (countries have to accept them, but do not have to supply them). The formal announcement came in the Royal Mail Group Limited Overseas Letter Post Scheme (Amendment No 20) which deleted all references to the coupons, and came into operation on 2 April 2012.

The UPU has continued to issue coupons for those countries that are still prepared to sell them¹², with design competitions for each new four-year period. Subsequent types are listed below purely for reference – while these are of course accepted by the UK under UPU rules, the only way that they will be found with a UK postmark is if a redeemed coupon irregularly makes its way onto the market.

¹² <http://www.upu.int/en/activities/international-reply-coupons/countries-selling-ircs.html>



Eighth design 2013-17

Pictorial design illustrating the theme “Water for Life.” It reflects the United Nations International Year of Water Cooperation in 2013.

| Type | Congress/ Start Date | Description |
|-------|-------------------------|---|
| XXXVI | Doha 1 Jul 2013 | Design as above Validity of coupon (whenever issued) stated to end on 31.12.2017 |



Ninth design 2017-21

Pictorial design illustrating theme “the Post and sustainable development”. A pair of hands and a dove against an Arctic backdrop represent sustainable development in the postal sector. The image of the yellow stamp on blue represents the future of the Post.

| Type | Congress/ Start Date | Description |
|--------|-------------------------|---|
| XXXVII | Istanbul 1 Jul 2017 | Design as above Validity of coupon (whenever issued) stated to end on 31.12.2021 |

Listing of UK Coupons

In the listing of reply coupons that follows, the text below the illustrations aims to give a minimal set of identifying features that will enable the specific type to be determined (the major design type will be obvious from the picture) without the need to directly compare it with other items. **Only features needed to distinguish the British types are included** (which may differ from the general features described above if some detail offers a more convenient marker), and so there will often be other clear differences between types, as specified in the above table.

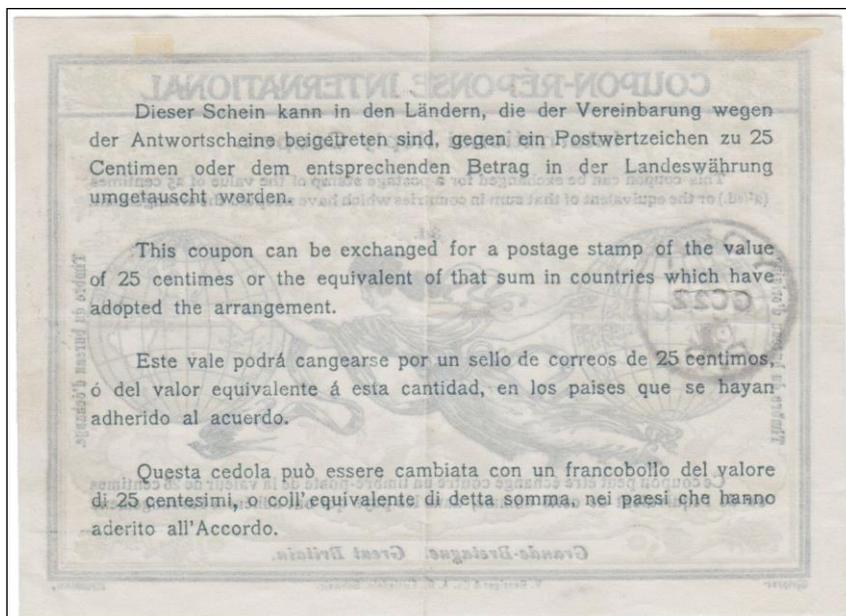
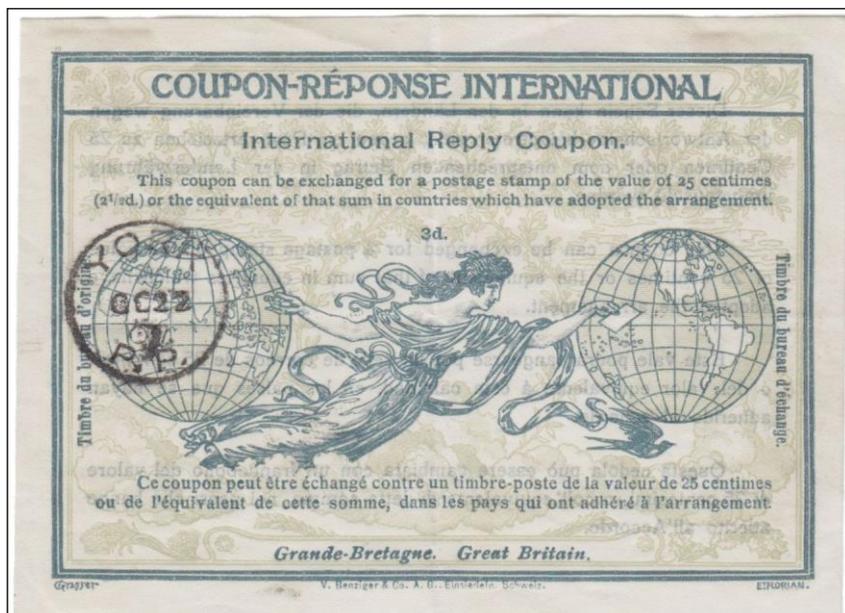
Other significant features such as constant varieties are noted where known. The reverse of the coupon is shown for the first value of a type issued, but not always for subsequent values to avoid unnecessary repetition.

It should be noted that many of the manuscript surcharges were done with an ordinary pen (for later types, a biro), and in all cases, should be considered suspect unless datestamped in the correct period for the rate.

Type II

3d

1 October 1907



IDENTIFYING FEATURES

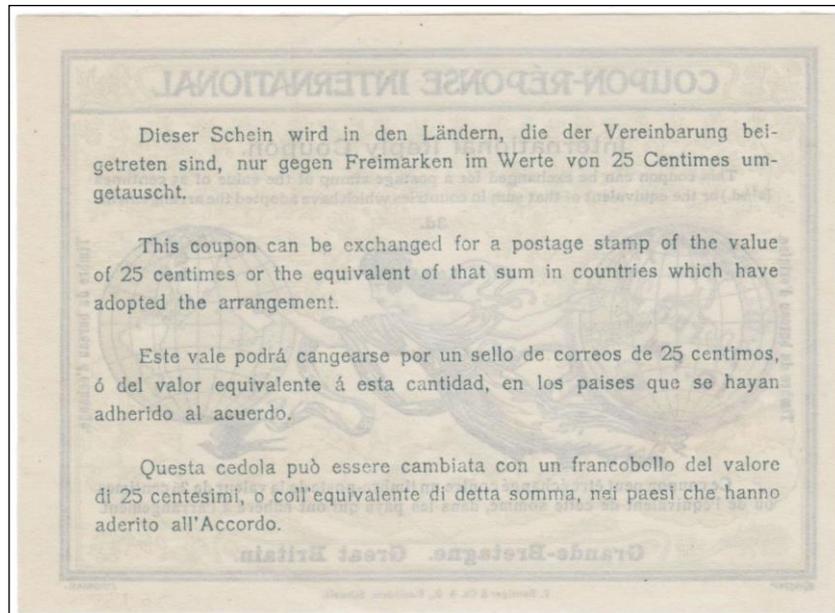
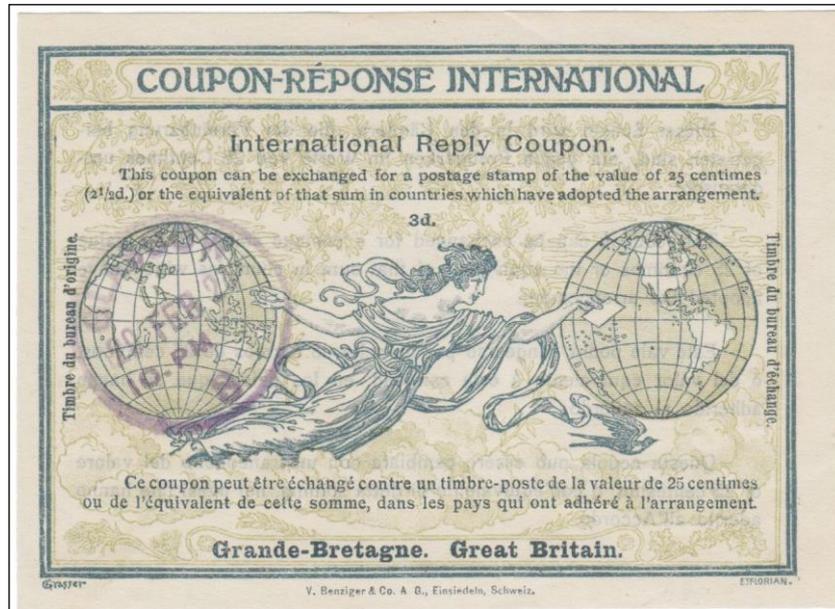
- Country name in *Italics*

Known Constant Plate Flaws

- Exists without stop after "*Great Britain*" on front

Type IV

3d



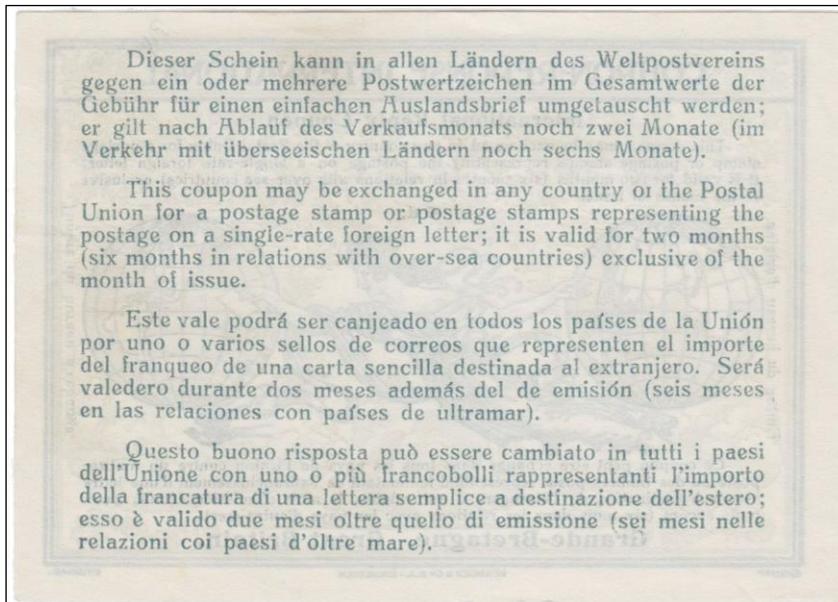
IDENTIFYING FEATURES

- Country name on front in **Upright Bold**
- French text on front ends *adhéré à l'arrangement*

Type VI

6d

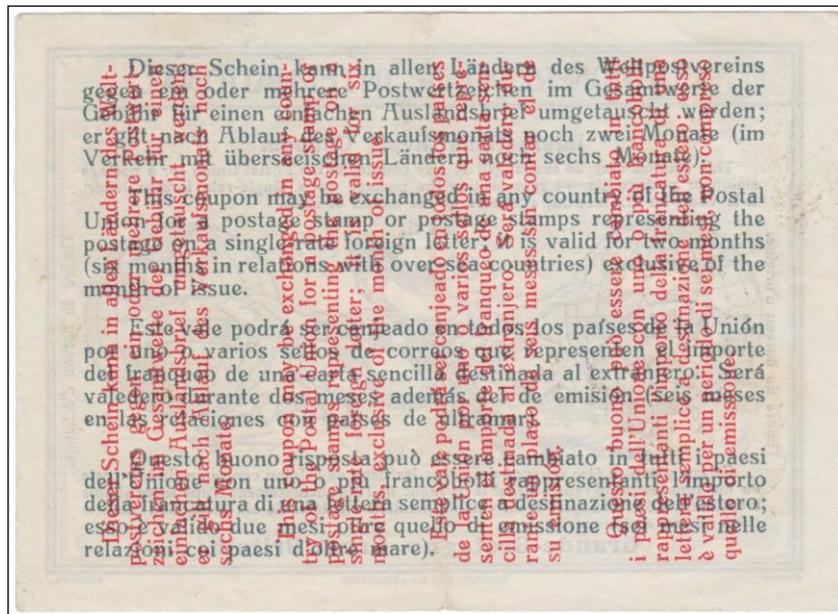
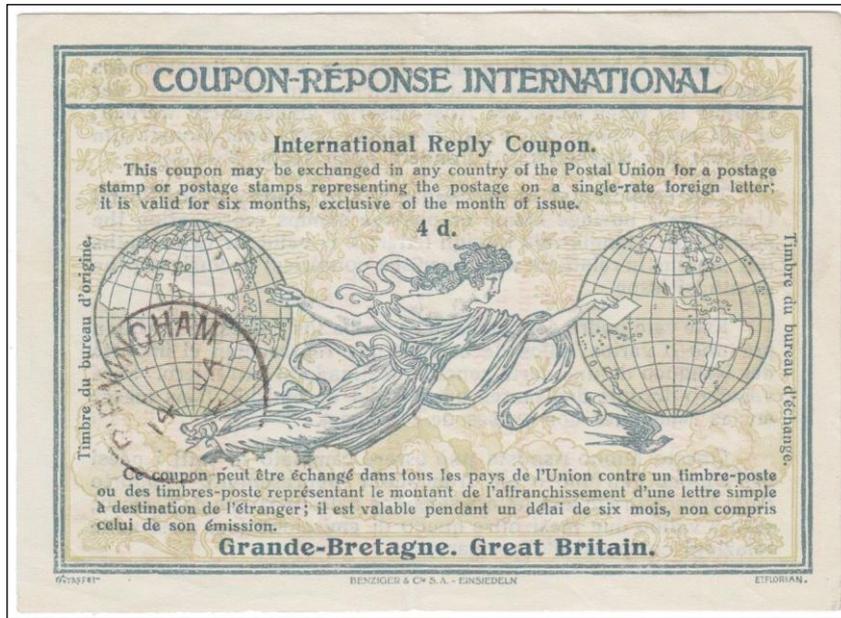
19 November 1924



Type VII

4d

1 October 1925



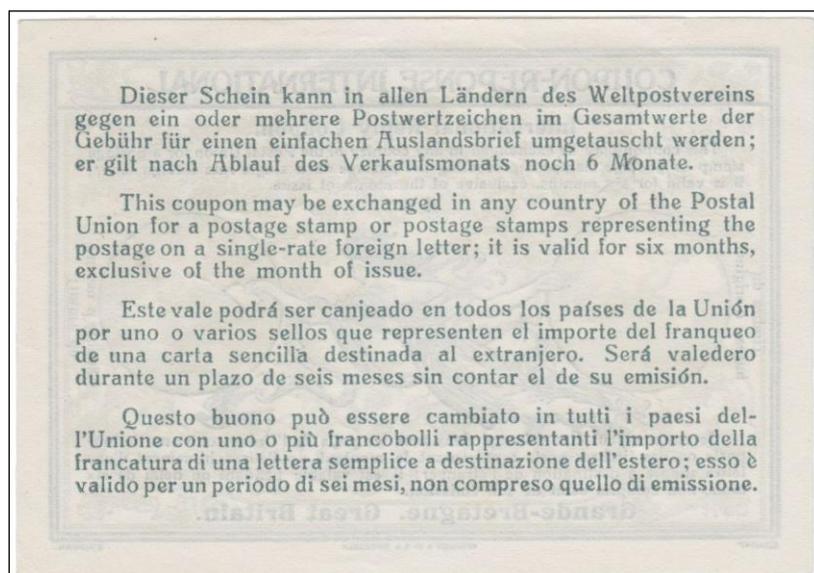
IDENTIFYING FEATURES

- Back overprinted sideways in reddish brown

Type VIII

4d

after 1 October 1925



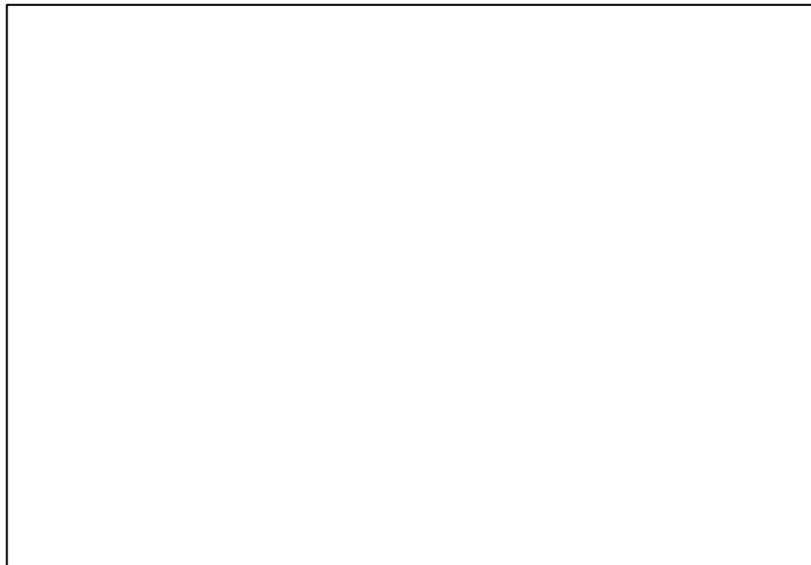
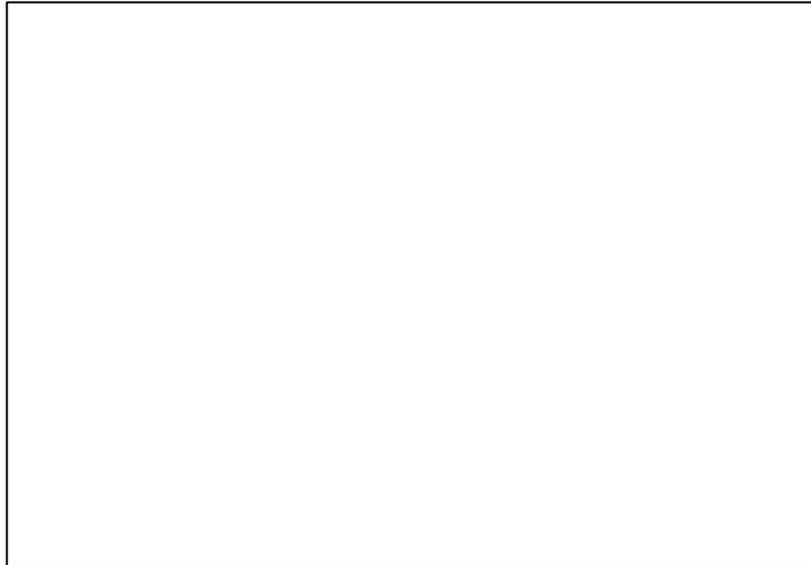
IDENTIFYING FEATURES

- Globes **without** latitude and longitude lines

Type VIII

4d uprated to 5d

26 October 1931



Note

- Price rise to 5d. with effect from 26 October 1931, staff instructed to alter selling price of stocks on hand

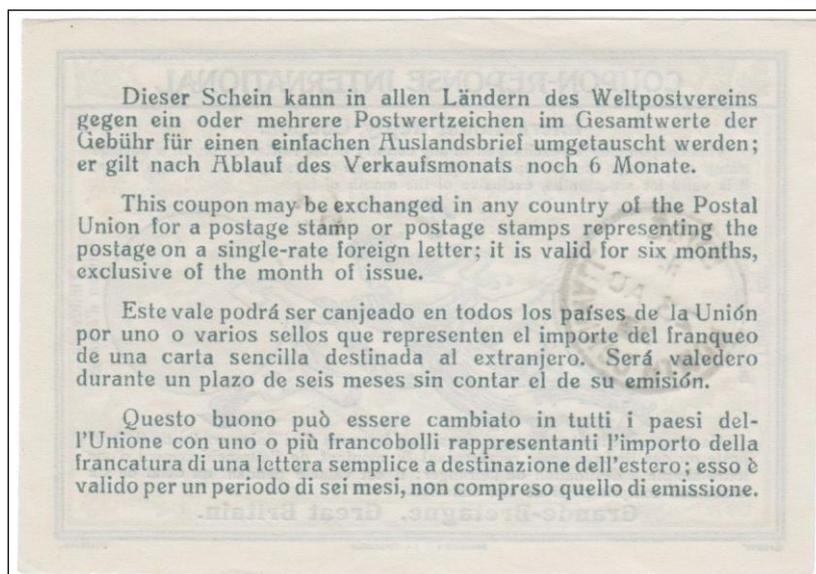
Type VIII

4d uprated to 5d then 6d

1 February 1933



Uprated in manuscript both times



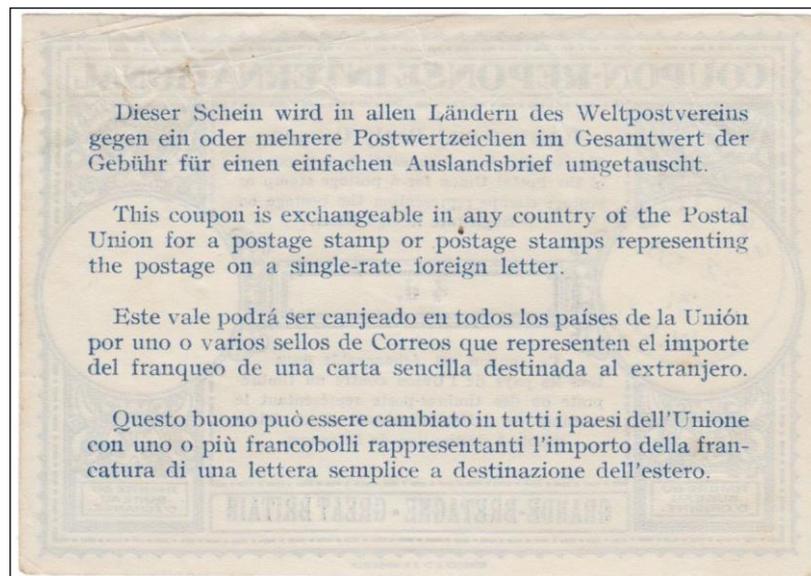
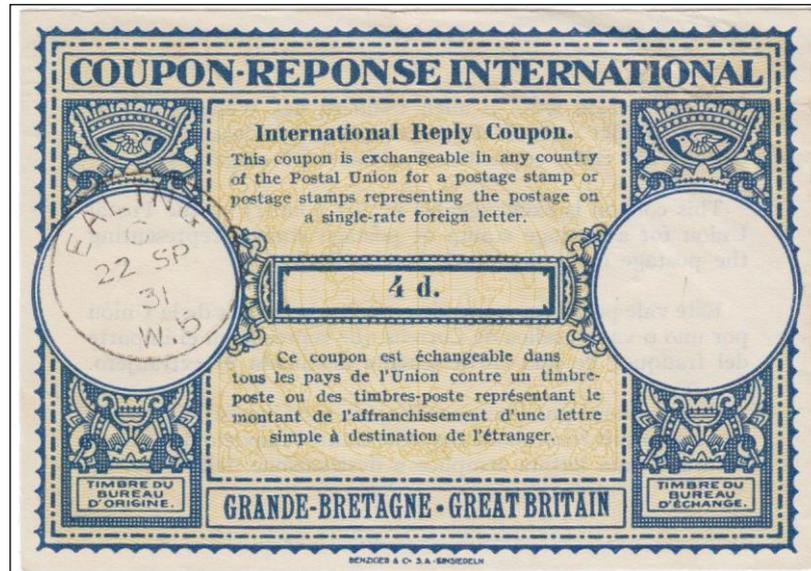
Notes

- Price rises to 5d. with effect from 26 October 1931 and to 6d from 1 February 1933, staff instructed to alter the selling price of stocks on hand
- All coupons of this design were withdrawn 'forthwith' by instruction of 13 November 1935

Type IX

4d

after 25 June 1930



IDENTIFYING FEATURES

- English text on back ends “foreign letter”

Type IX

4d updated to 5d

26 October 1931



Overprinted 5d



Handstamped with 5d charge mark

Note

- Price rise to 5d. with effect from 26 October 1931, staff instructed to alter selling price of stocks on hand

Type IX

4d updated to 5d

26 October 1931

Manuscript 5d in black ink



Manuscript 5d in red ink

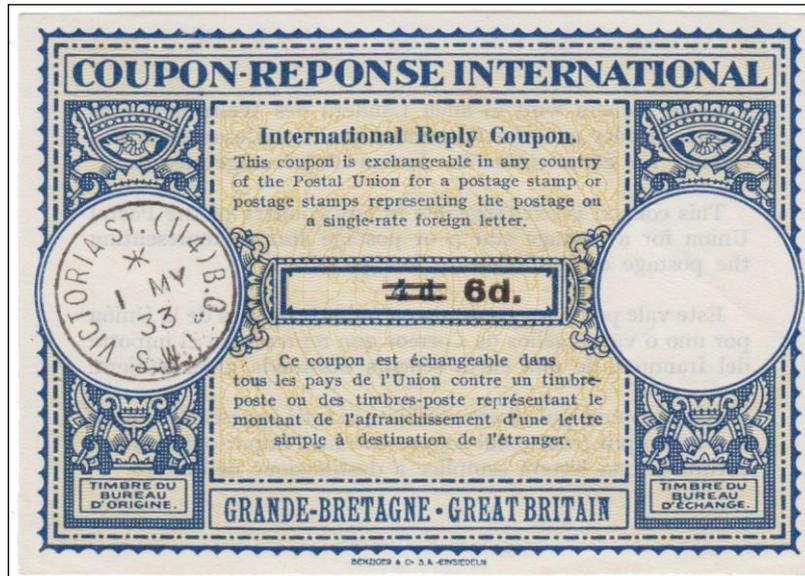
Note

- Price rise to 5d. with effect from 26 October 1931, staff instructed to alter selling price of stocks on hand

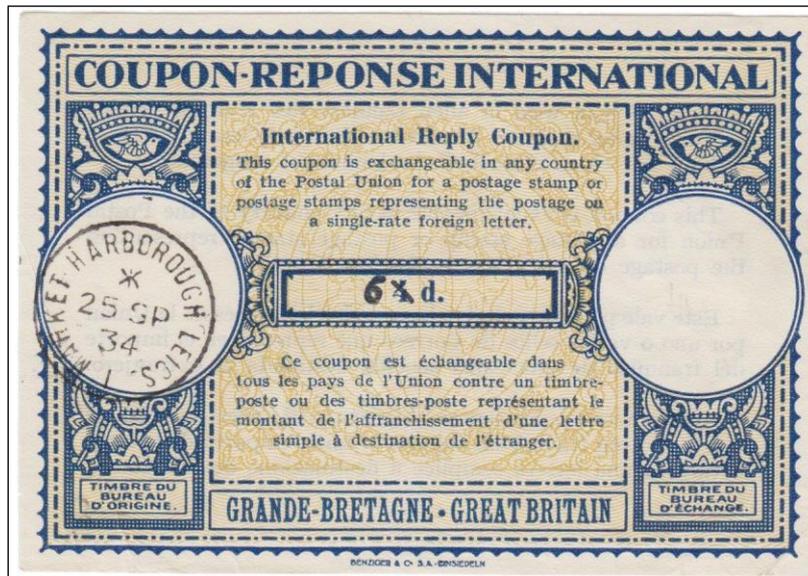
Type IX

4d updated to 6d

1 February 1933



Overprinted 6d



Manuscript 6d in black ink

Note

- Price rise to 6d with effect from 1 February 1933, staff instructed to alter selling price of stocks on hand

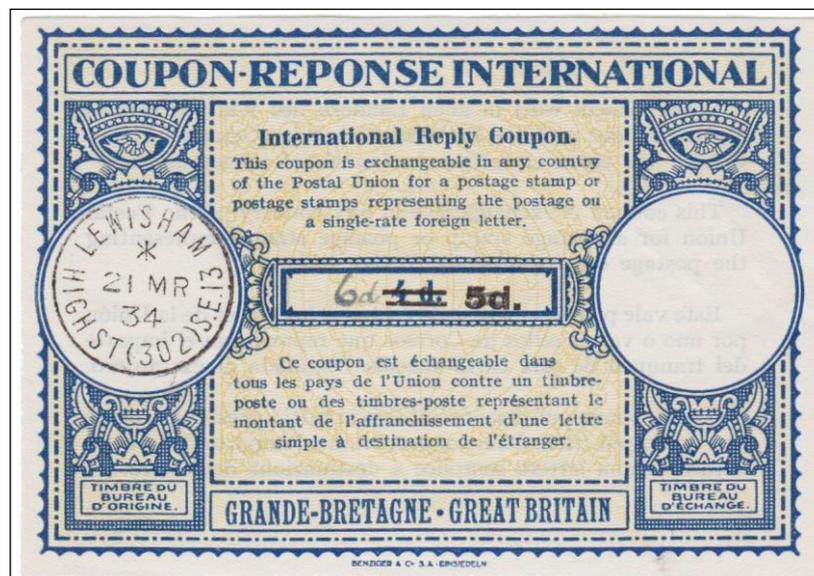
Type IX

4d updated to 5d then 6d

1 February 1933



Overprinted 5d and then 6d



Overprinted 5d and updated to 6d in manuscript

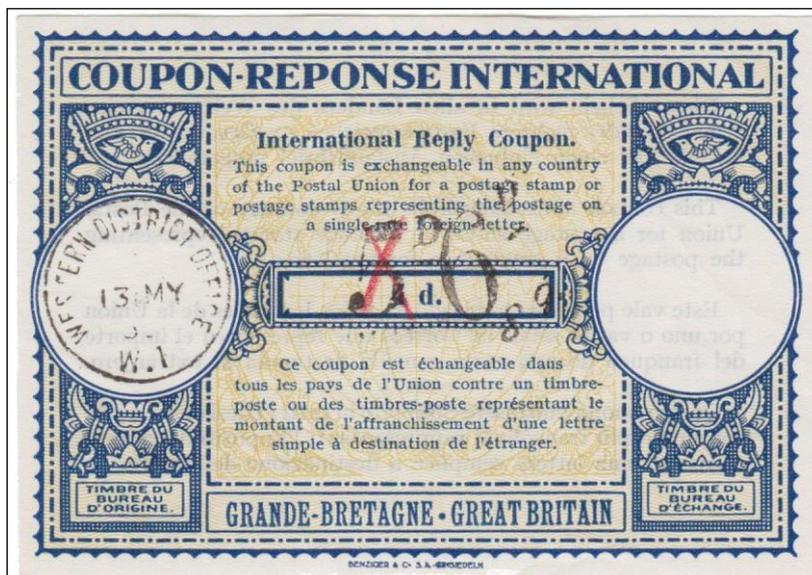
Note

- Price rises to 5d. with effect from 26 October 1931 and 6d with effect from 1 February 1933, staff instructed to alter selling price of stocks on hand

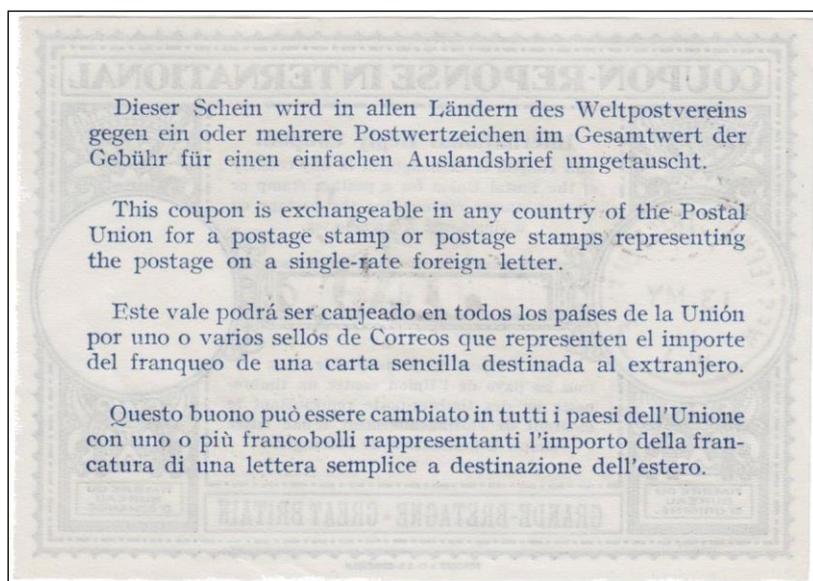
Type IX

4d uprated to 5d then 6d then 8d

18 November 1949



Handstamped with 5d, 6d, and 8d charge marks (WDO)



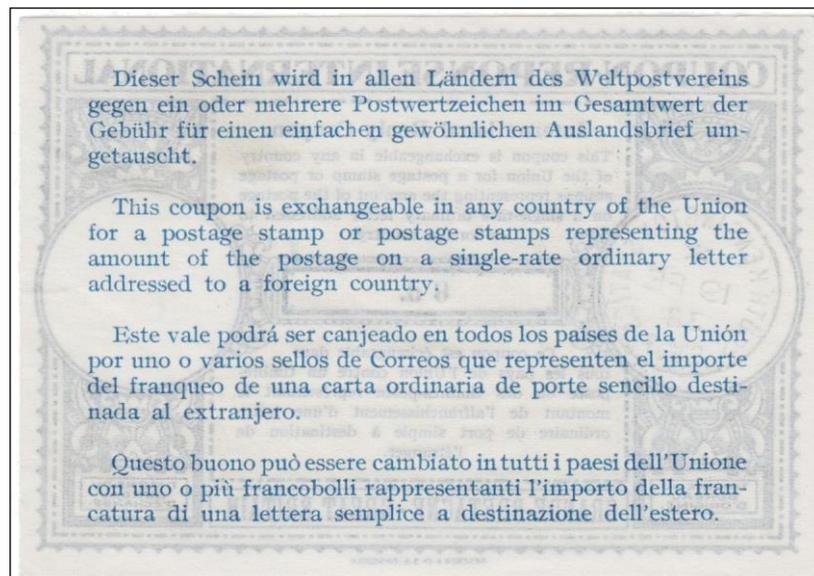
Note

- Price rises to 5d with effect from 26 October 1931, 6d from 1 February 1933, and to 8d from 18 November 1949, with staff instructed to alter the selling price of stocks on hand

Type XI

6d

after 1 February 1933



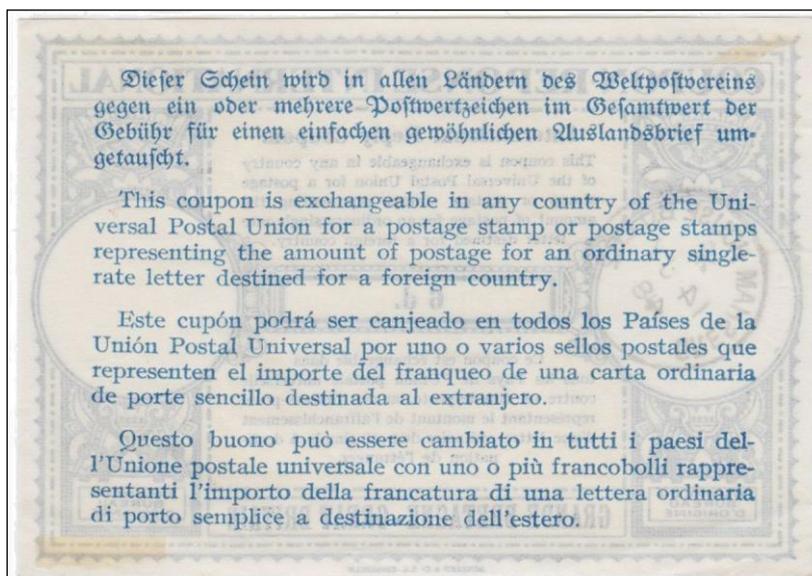
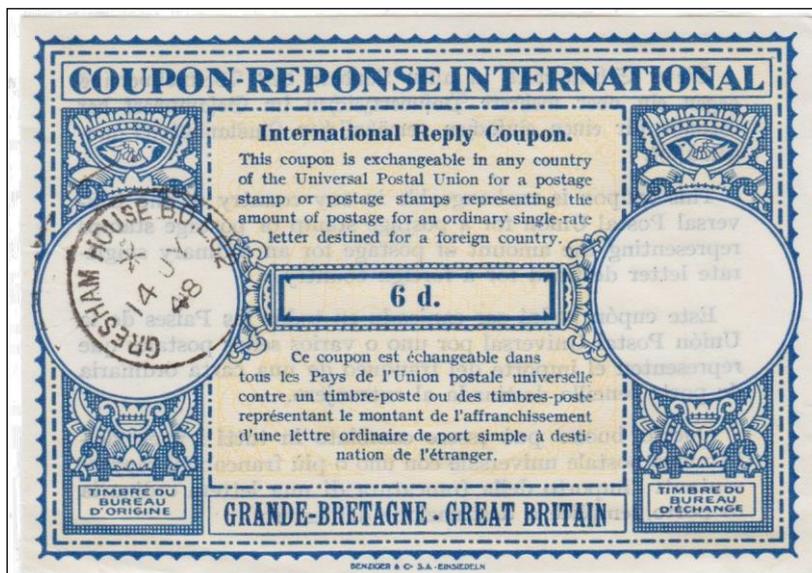
IDENTIFYING FEATURES

- English text on back ends “foreign country”
- German text on back in plain font

Type XIV

6d

after Cairo Conference 1 January 1935



IDENTIFYING FEATURES

- German text on back is in **Gothic type**

Type XV

6d



IDENTIFYING FEATURES

- Languages on back are English, Arabic, Chinese, Spanish, and Russian
- Printer's imprint is 17mm

Type XV

6d updated to 8d



Thick overprint



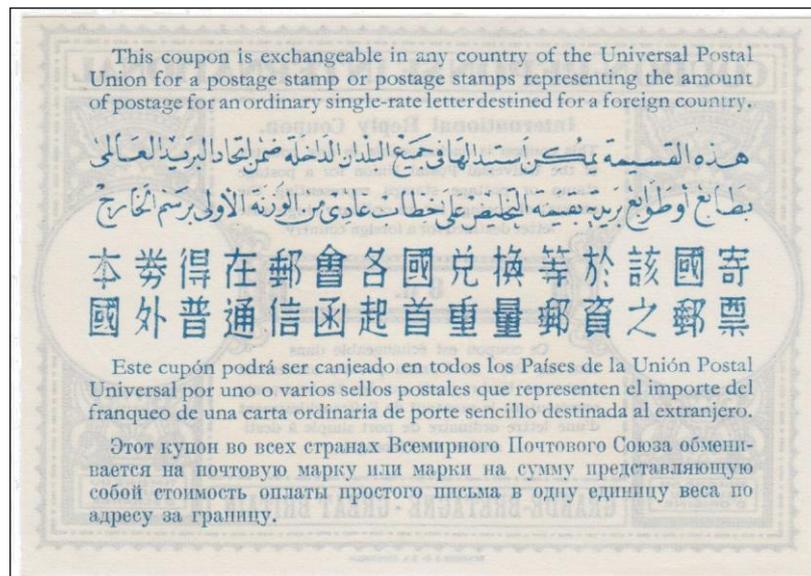
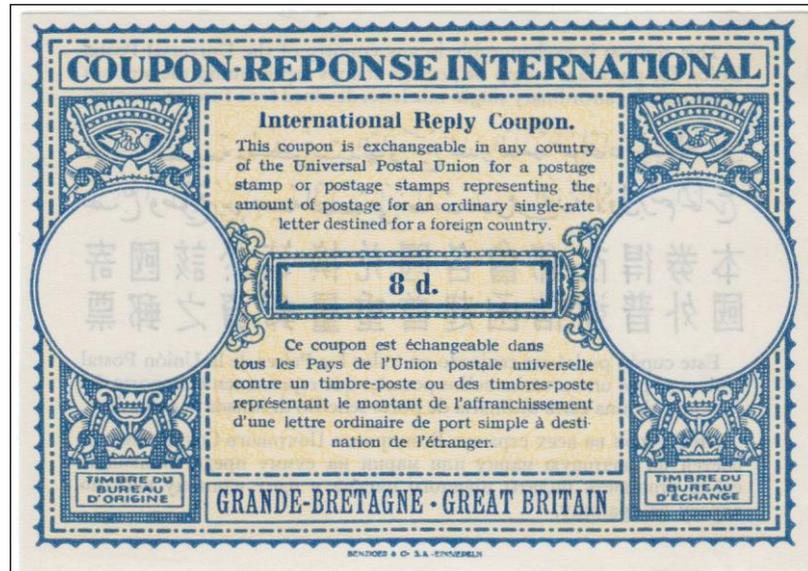
Thin overprint

Note

- Price rise to 8d with effect from 18 November 1949

Type XV

8d



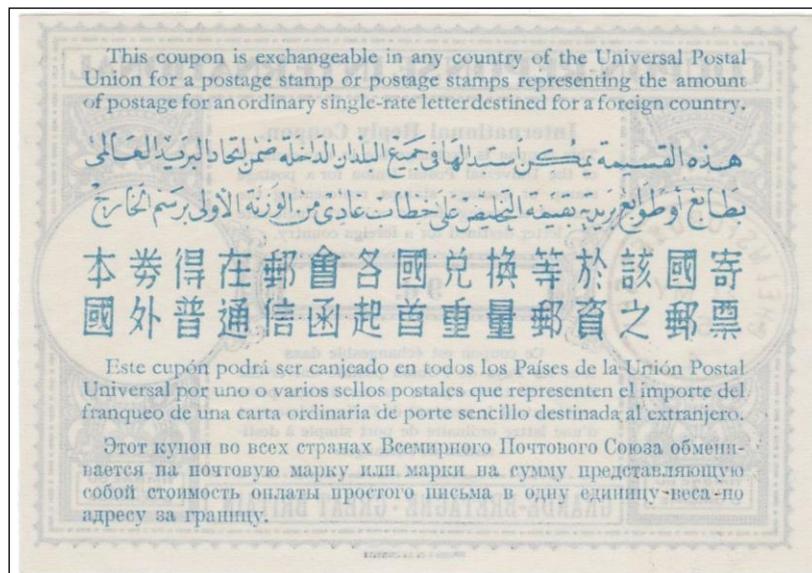
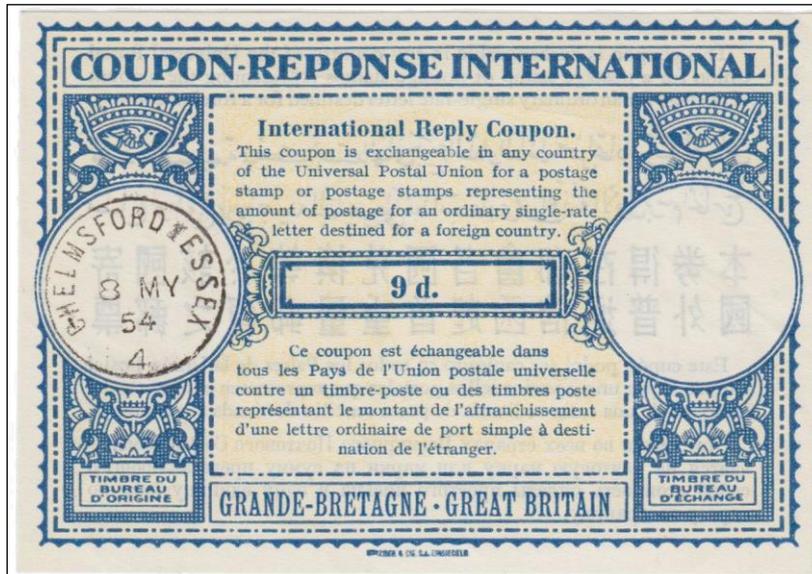
Note

- New value – price rise with effect from 18 November 1949

Type XVa

9d

1 January 1954

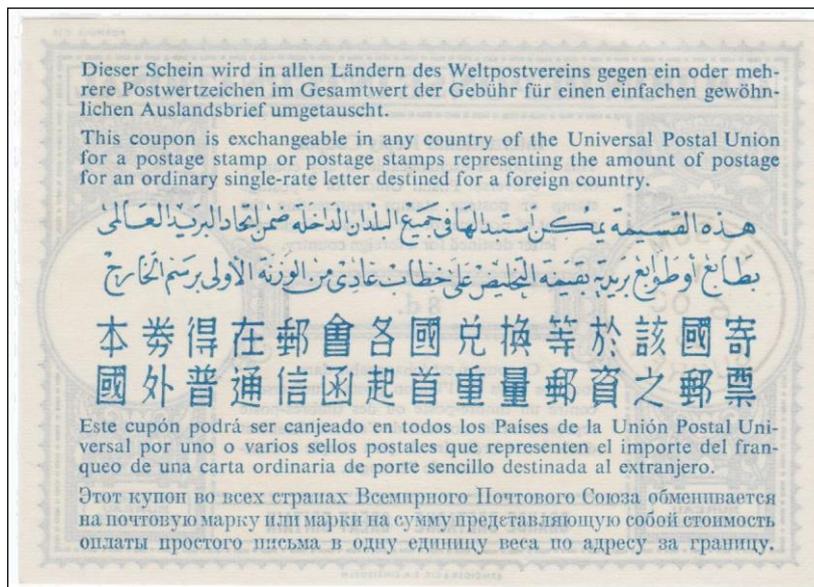


IDENTIFYING FEATURES

- Languages on back are English, Arabic, Chinese, Spanish, and Russian
- Printer's imprint is 13mm long

Type XVIu

8d

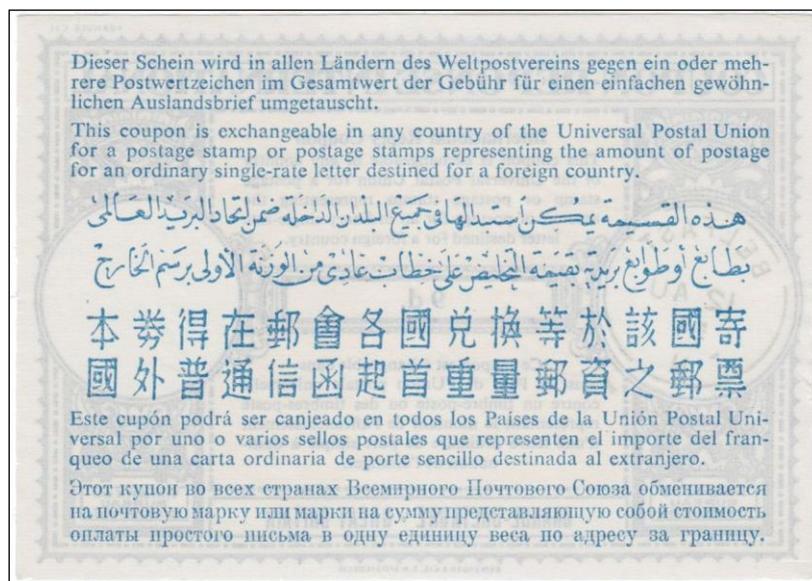


IDENTIFYING FEATURES

- Code FORMULE C22 top right on the front
- Stop after “country” in last line of English text on back under letter “u” of “amount” in line above

Type XVlu

9d

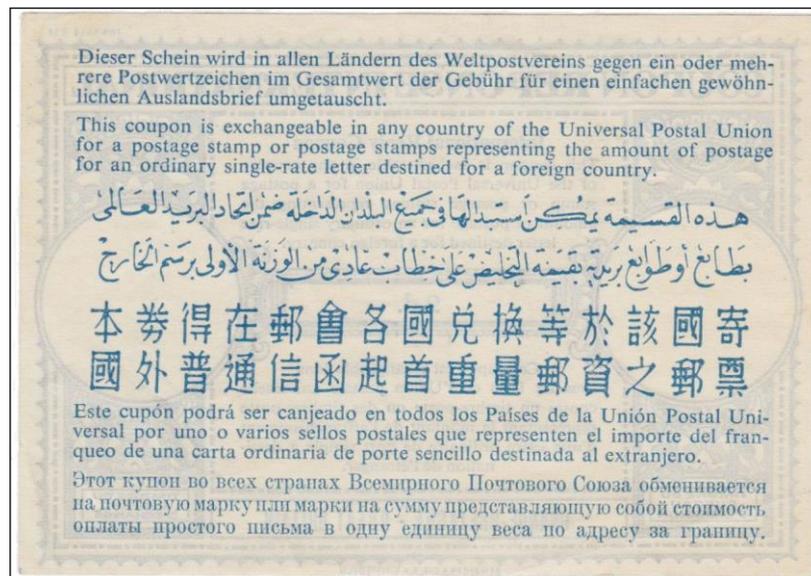


Note

- New value – price rise with effect from 1 January 1954

Type XVIIn

9d

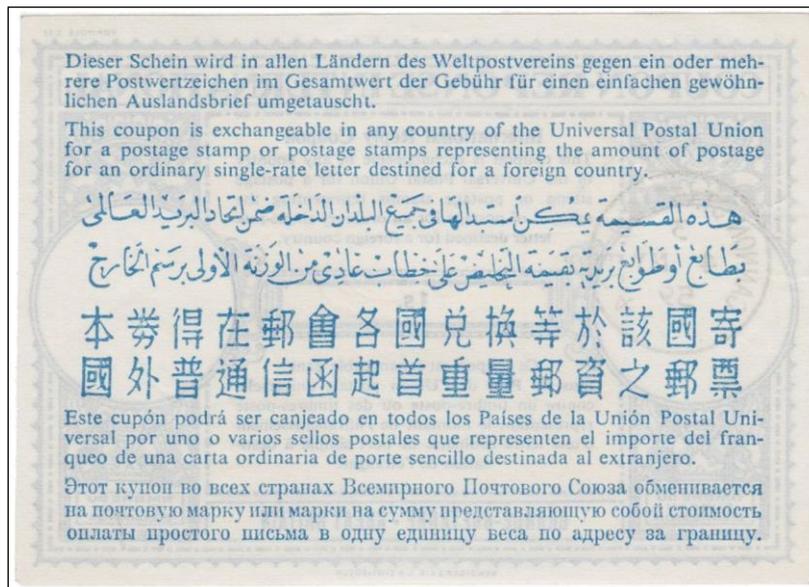


IDENTIFYING FEATURES

- Code FORMULE C22 top right on the front
- Stop after “country” in last line of English text on back under letter “n” of “amount” in line above

Type XVIIn

1s

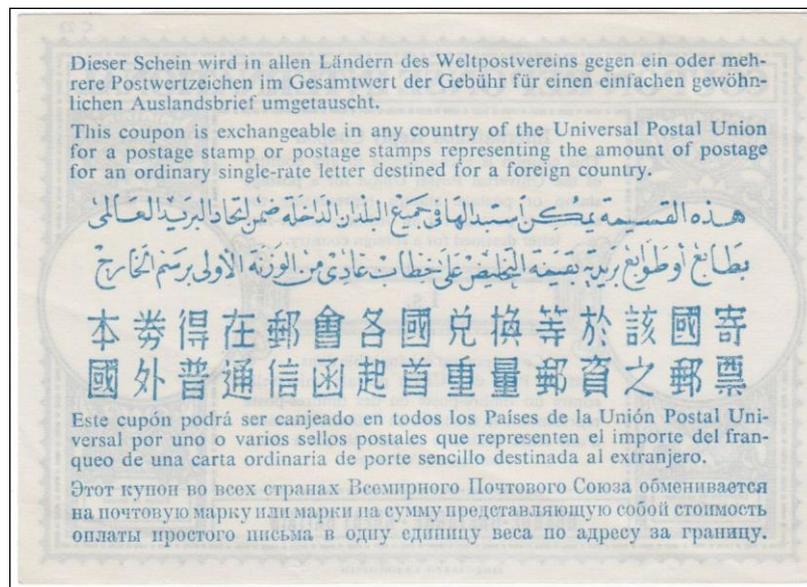
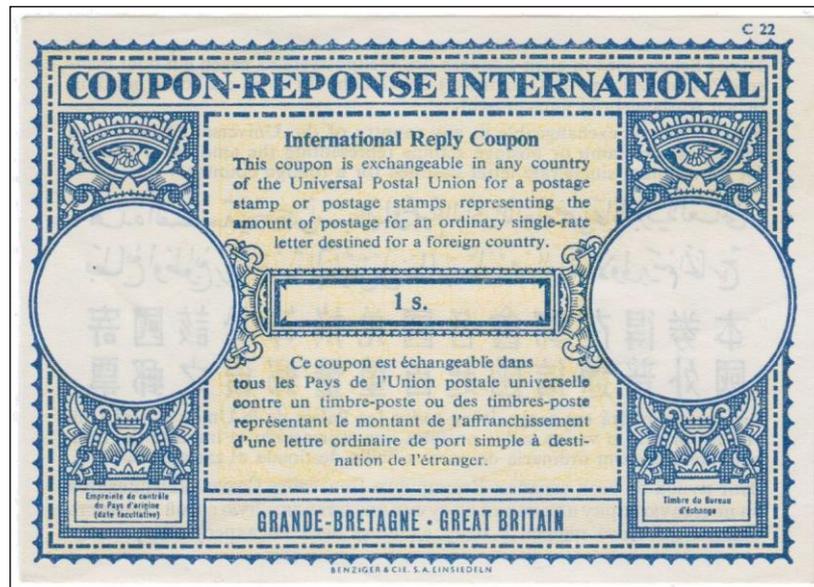


Notes

- New value – price rise with effect from 1 May 1959
- Old stocks withdrawn

Type XVII

1s

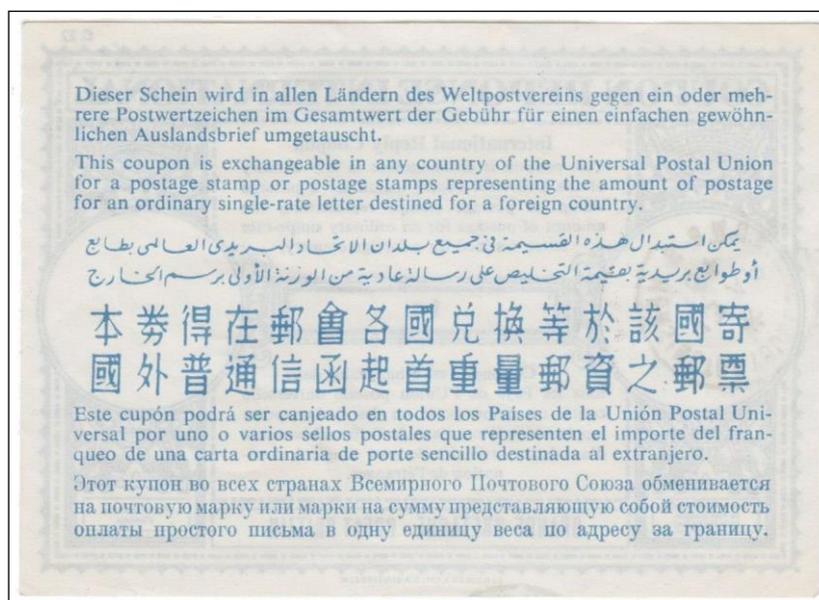


IDENTIFYING FEATURES

- Code C 22 (only) top right on the front
- Arabic text on back is 12mm high

Type XVIIa

1s

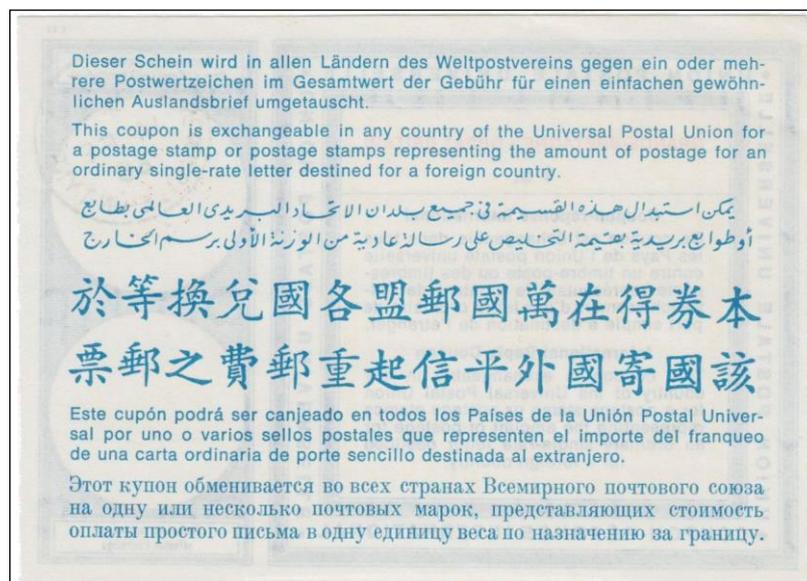


IDENTIFYING FEATURES

- Code C 22 (only) top right on the front
- Arabic text on back is 7mm high

Type XIX

1s

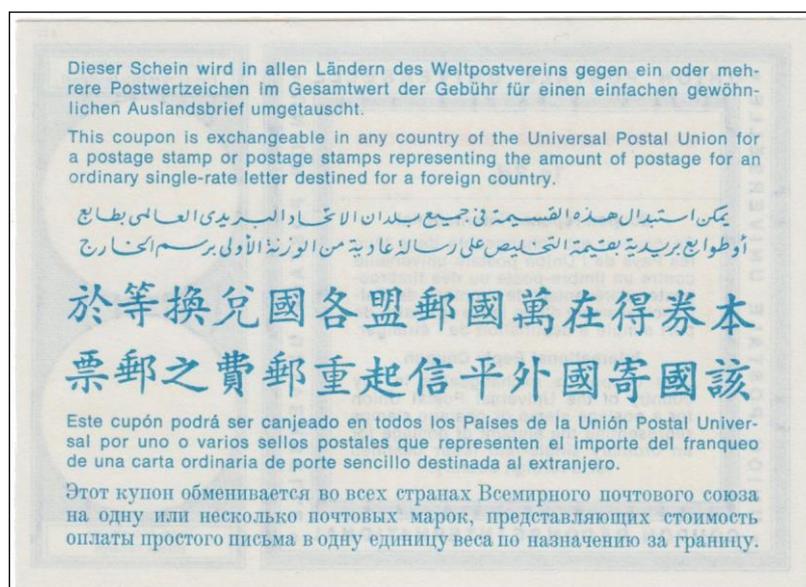
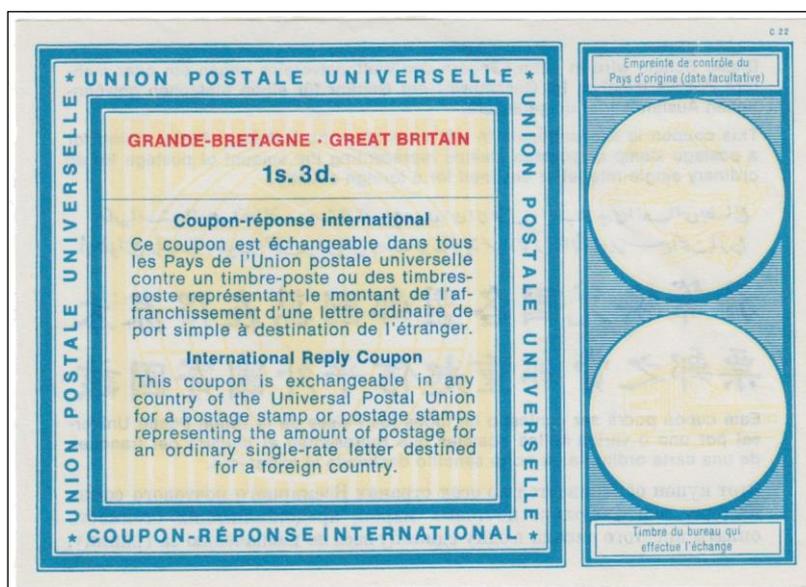


IDENTIFYING FEATURES

- Russian text on back in 3 lines

Type XIX

1s 3d

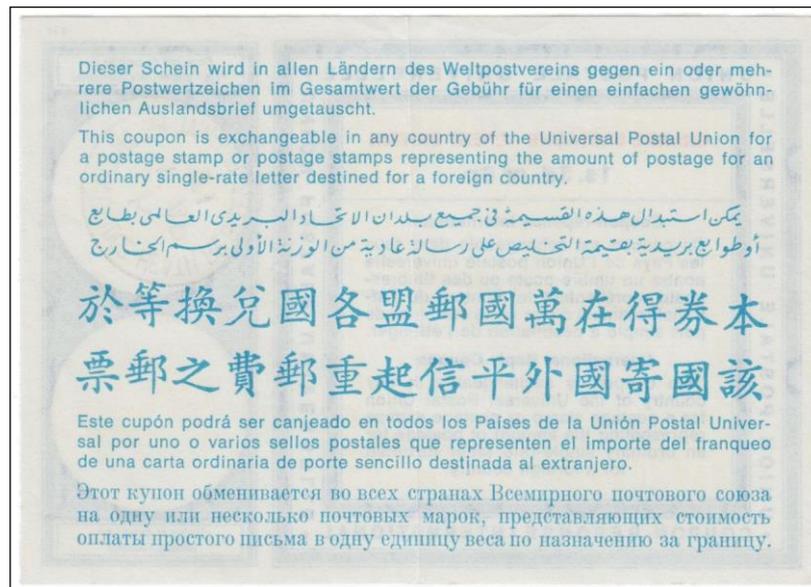
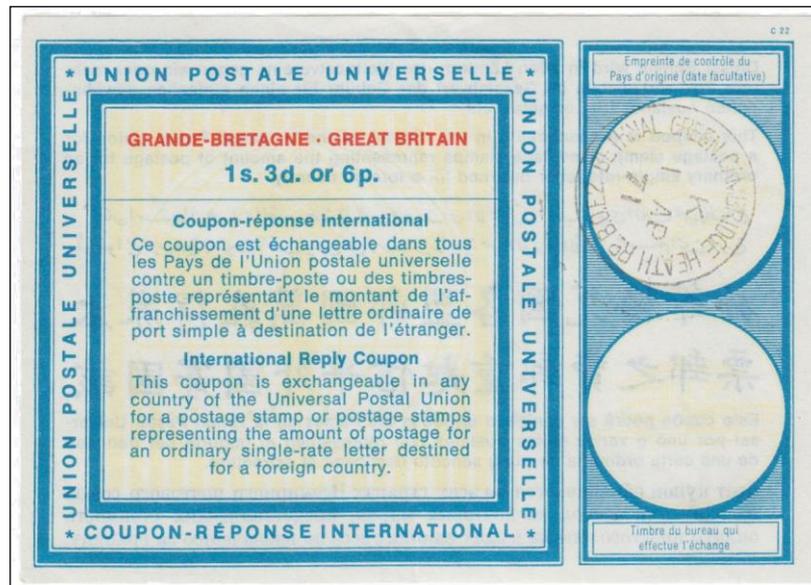


Notes

- New value – price rise with effect from 16 September 1968
- Old stocks withdrawn

Type XIX

1s 3d or 6p

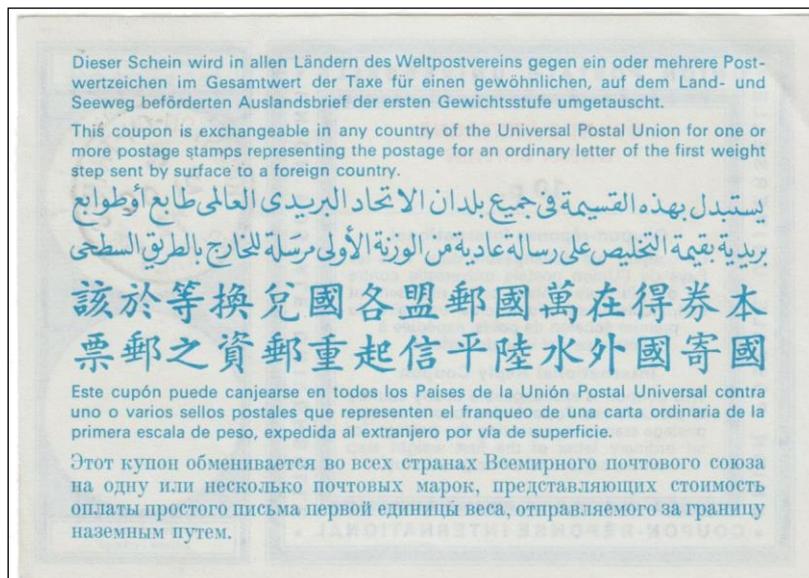
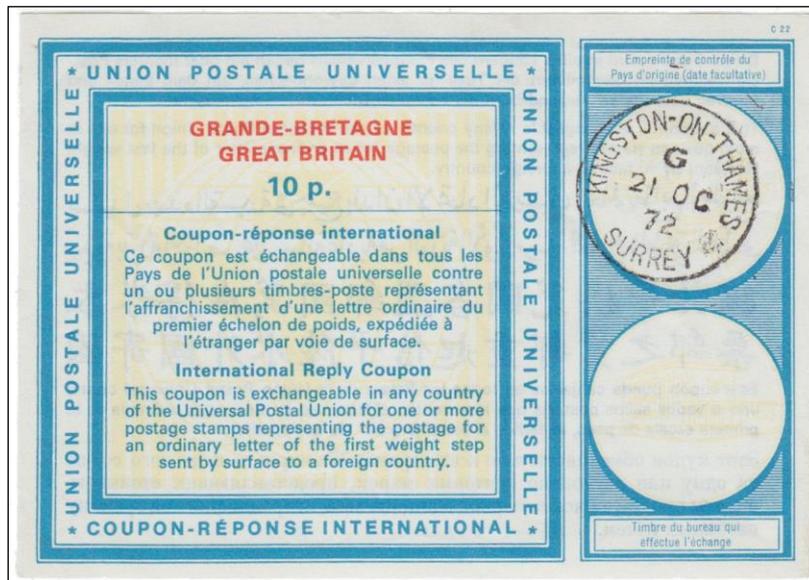


Note

- New value – transitional dual currency type in preparation for decimalisation

Type XX

10p



IDENTIFYING FEATURES

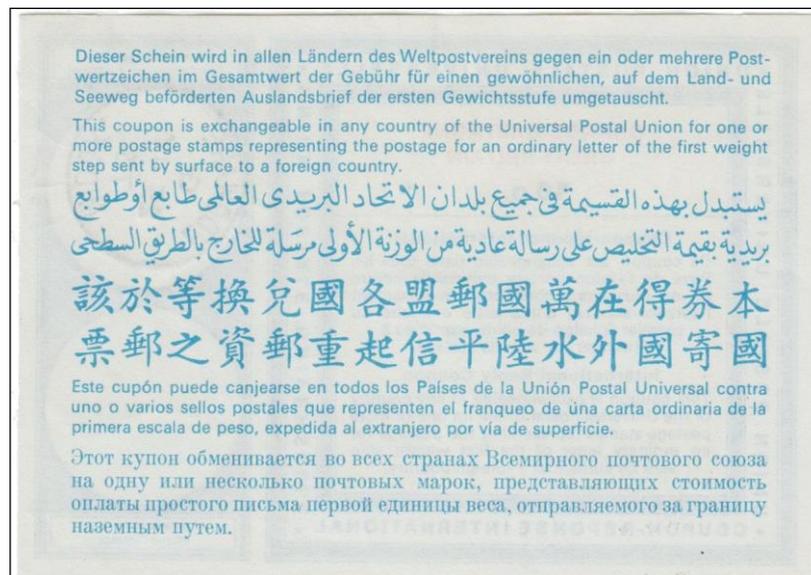
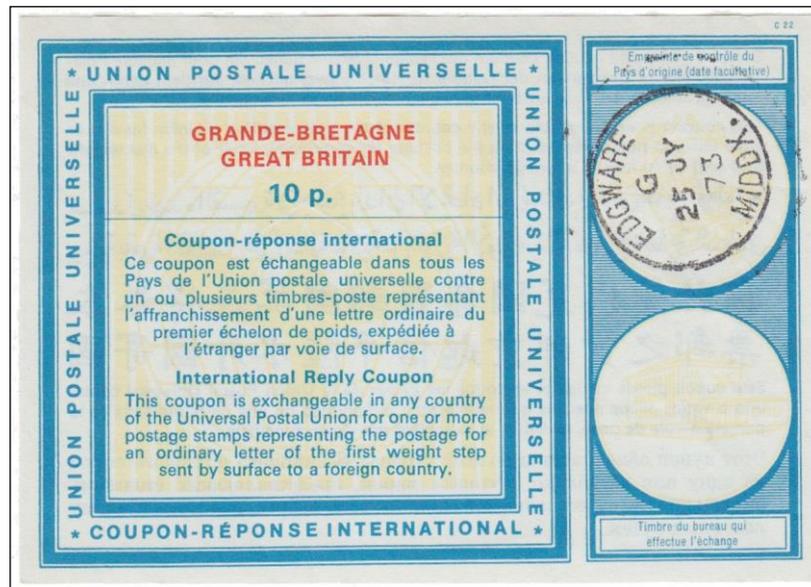
- Russian text on back in 4 lines
- German text on back includes "Gesamtwert der Taxe"

Notes

- Price rise to 10p with effect from 1 July 1971
- Old stocks withdrawn

Type XXI

10p

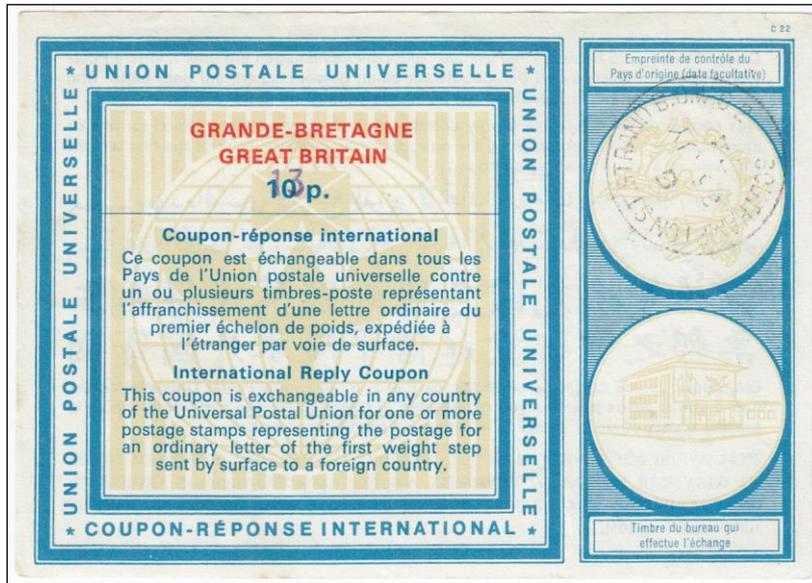


IDENTIFYING FEATURES

- Russian text on back in 4 lines
- German text on back includes “Gesamtwert der Gebühr”

Type XXI

10p uprated to 13p



Handstamped 13p in purple ink



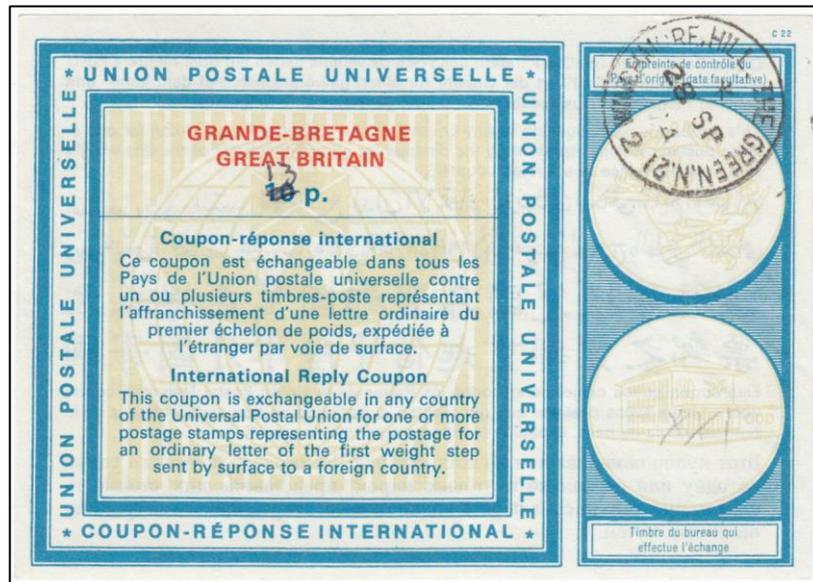
10p obliterated in marker, manuscript 13p in black ink

Note

- Price rise to 13p with effect from September 1973?

Type XXI

10p uprated to 13p



Manuscript 10p in black ink



Manuscript 13p in red ink

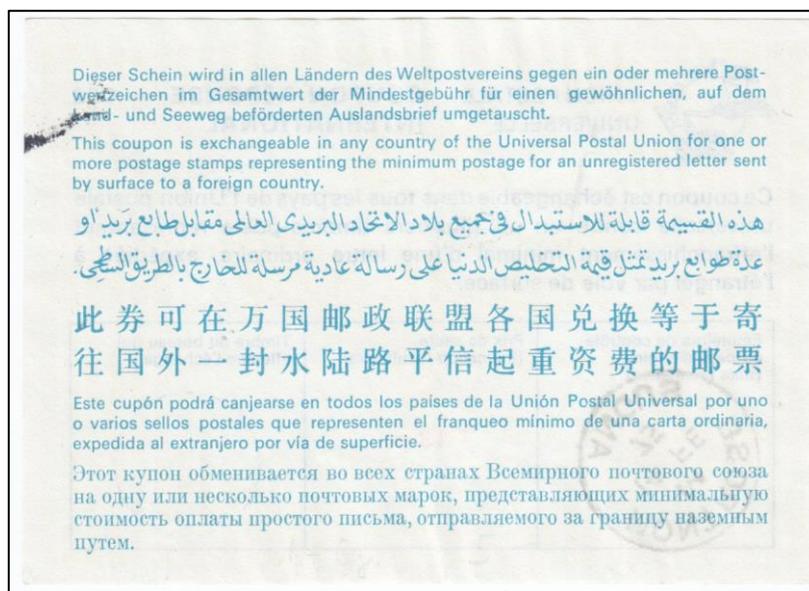
Note

- Price rise to 13p with effect from September 1973?

Type XXII

13p

1 January 1975



IDENTIFYING FEATURES

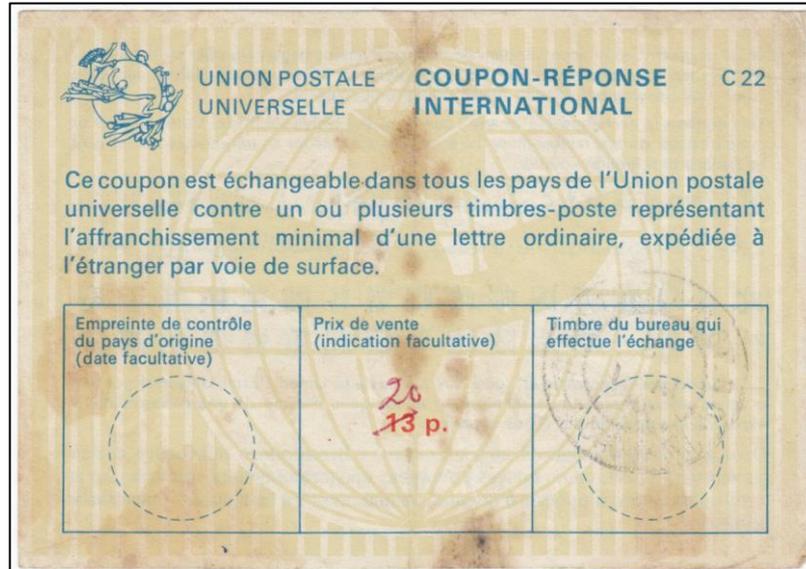
- Watermark multiple **UPU** upright
- Dashed circles in left and right boxes

Note

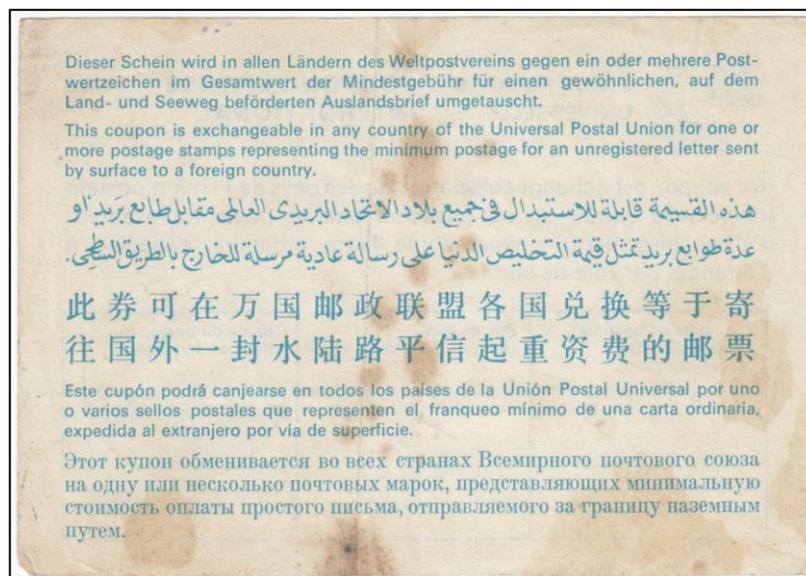
Old stocks withdrawn

Type XXII

13p updated to 20p

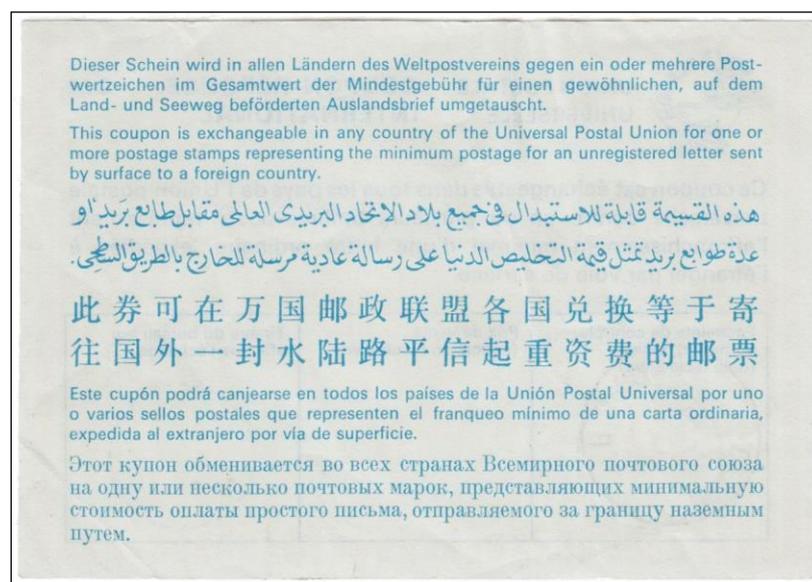
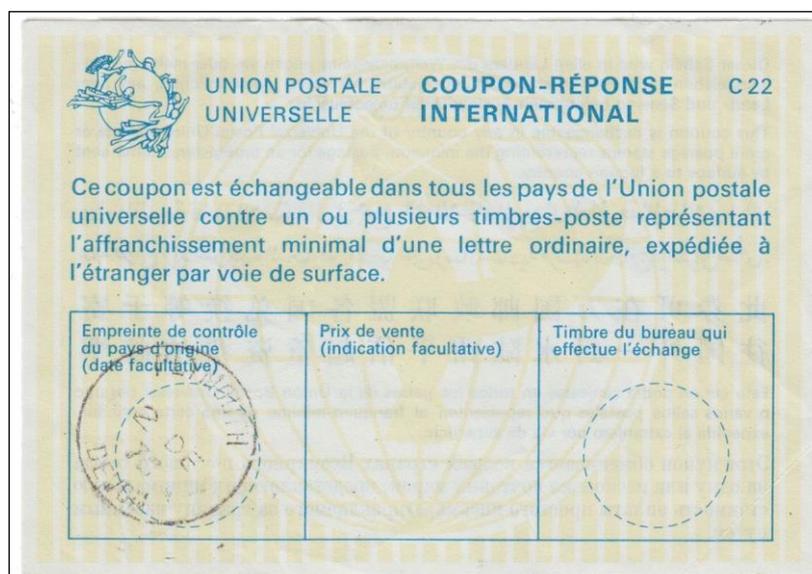


Manuscript 20p in red ink



Type XXII

No value indicated

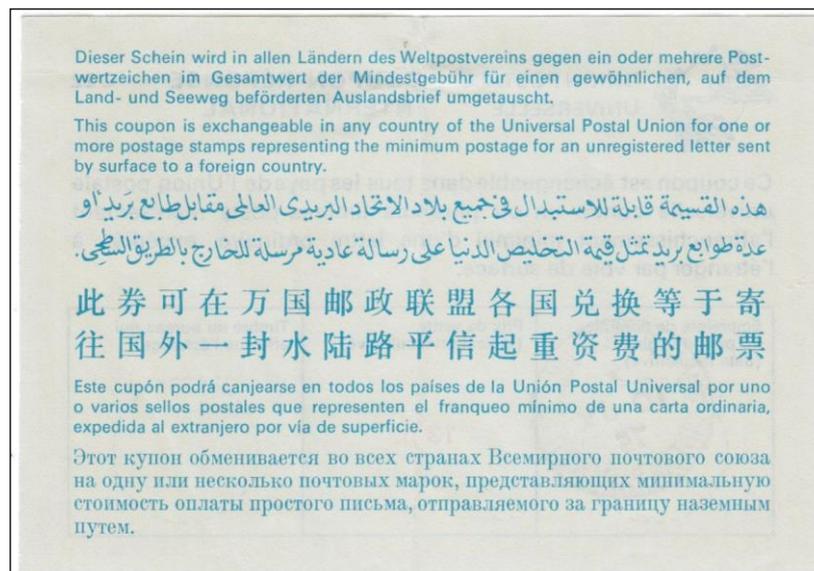


Note

- No value now printed on front

Type XXIII

13p

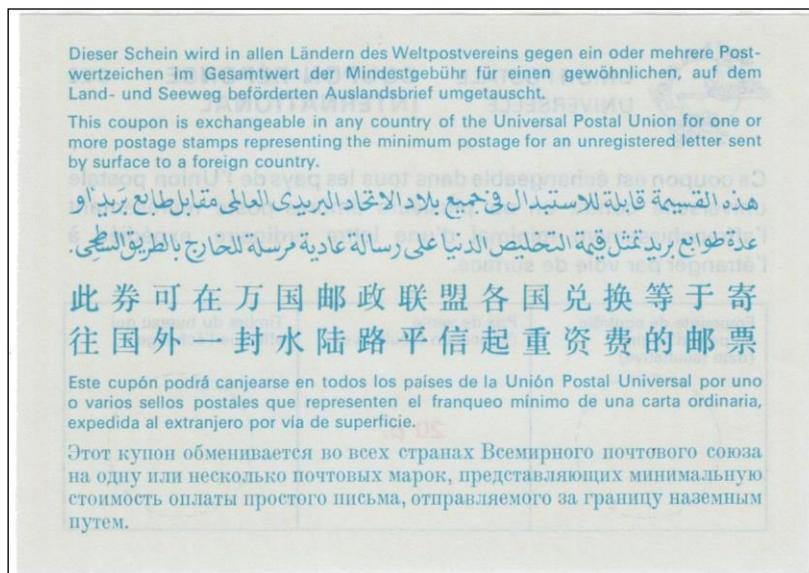


IDENTIFYING FEATURES

- Watermark multiple **UPU** sideways (reading upwards)
- Dashed circles in left and right boxes

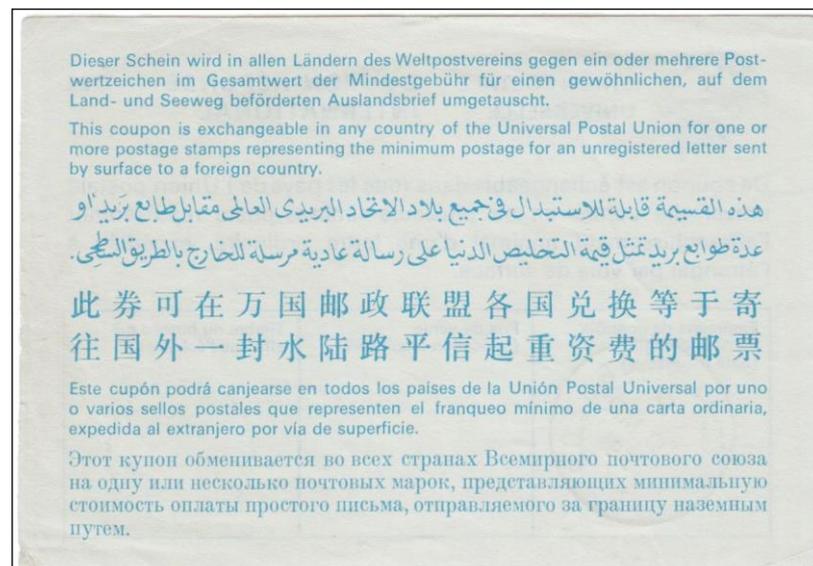
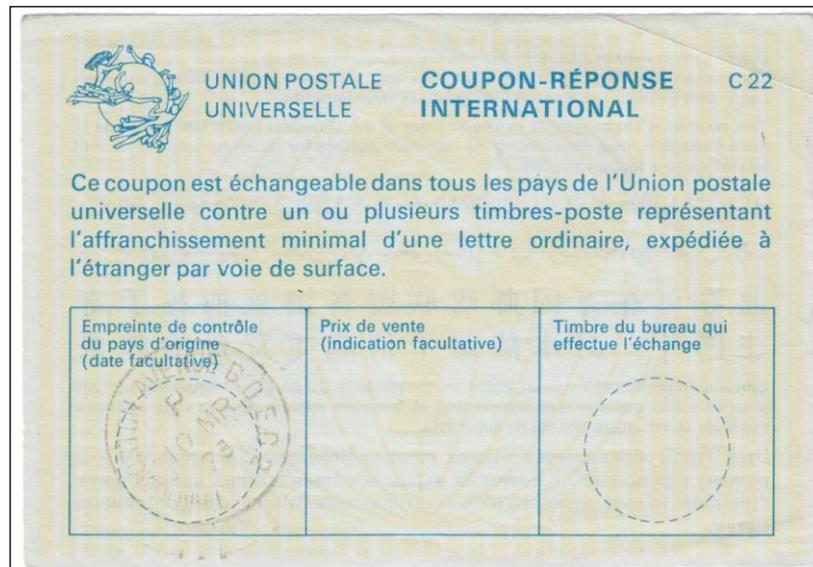
Type XXIII

20p



Type XXIII

No value indicated

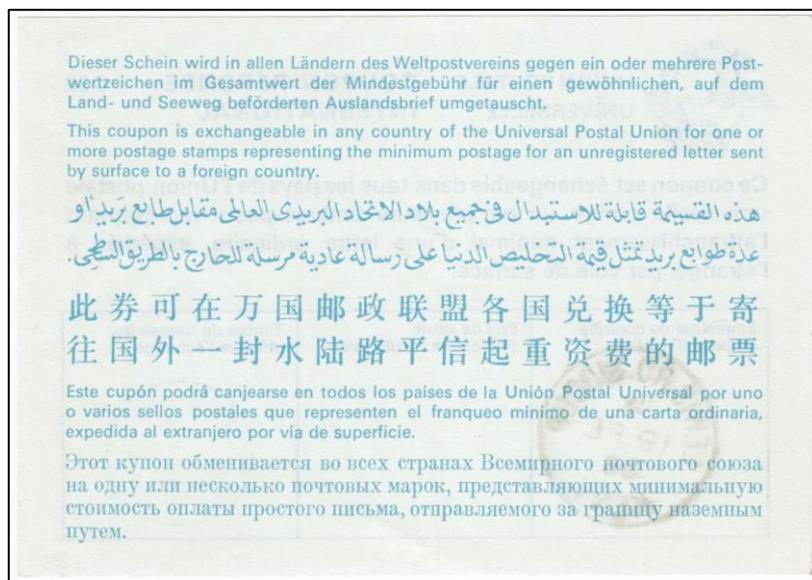


Note

- No value now printed on front

Type XXIV

No value indicated

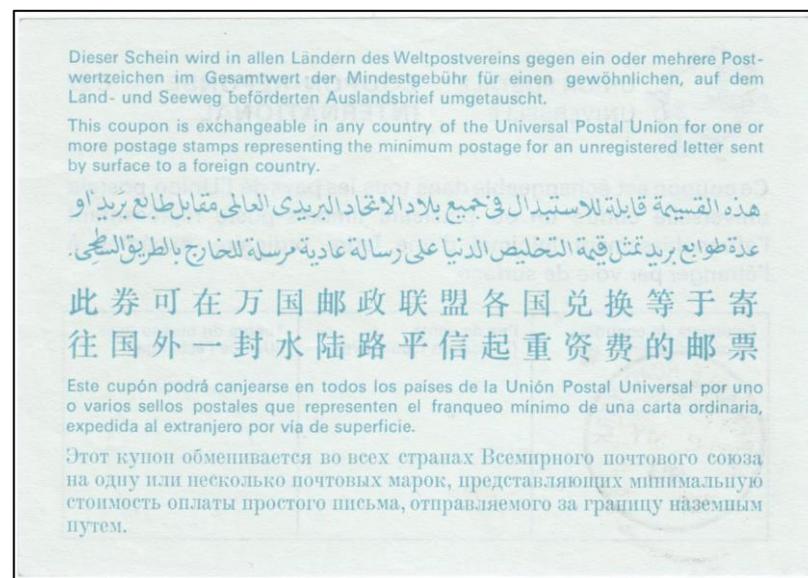


IDENTIFYING FEATURES

- Watermark multiple **UPU** upright
- Dashed circle in right box only

Type XXV

No value indicated



IDENTIFYING FEATURES

- Watermark multiple **UPU** sideways (reading sideways)
- Dashed circle in right box only

Type XXV

No value indicated



Redeemed in Denmark



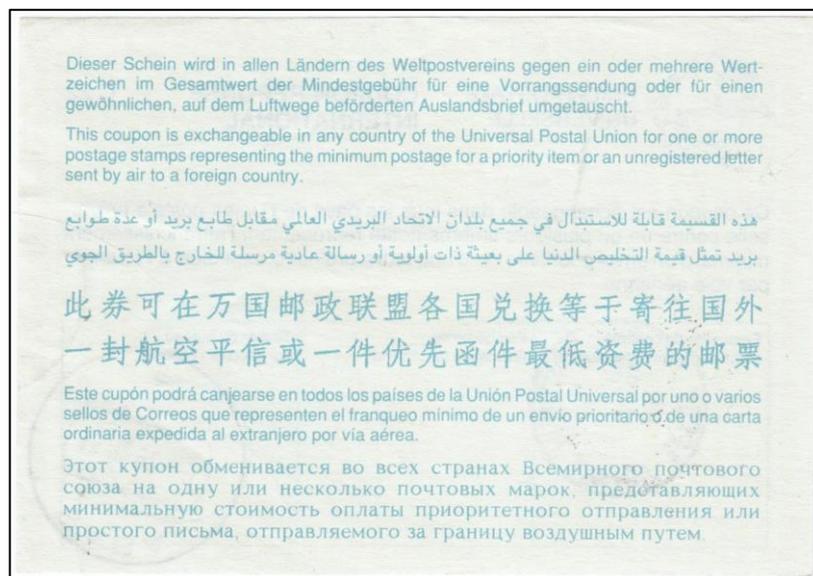
Redeemed in Guernsey (eight years after issue!)

IDENTIFYING FEATURES

- Watermark multiple **UPU** sideways (reading sideways)
- Dashed circle in right box only

Type XXVI

No value indicated

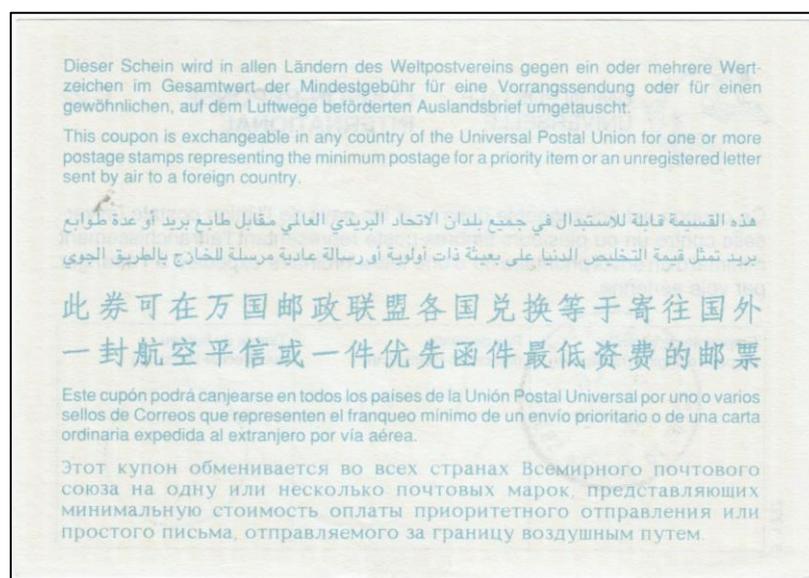
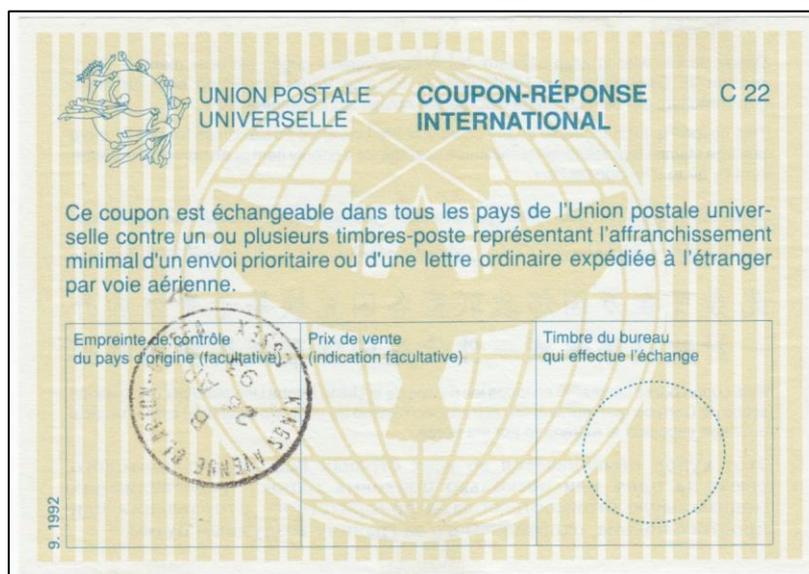


IDENTIFYING FEATURES

- Dotted circle in right box (only)
- No date in left margin

Type XXVII

No value indicated

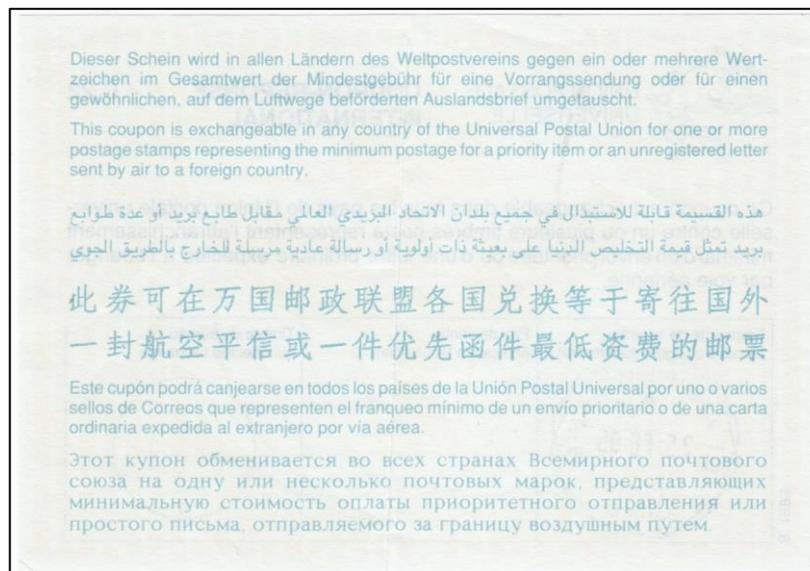
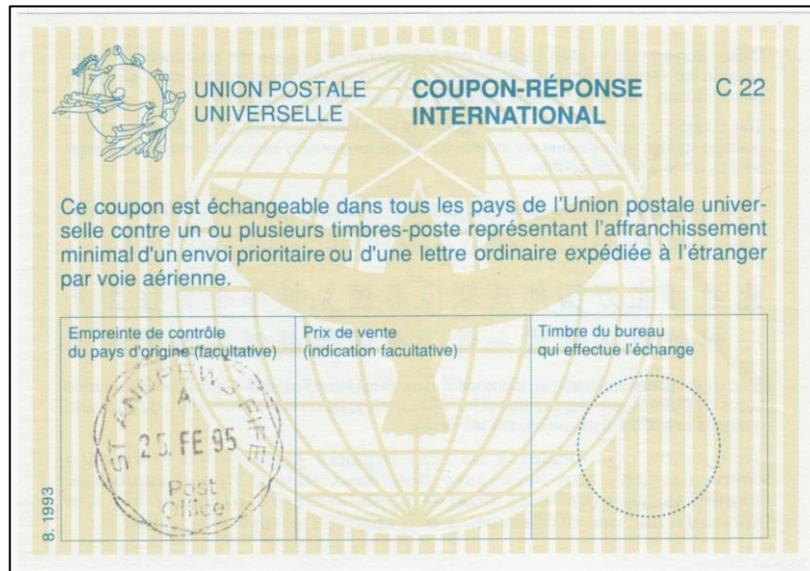


IDENTIFYING FEATURES

- Date 9.1992 sideways in left margin

Type XXVIII

No value indicated

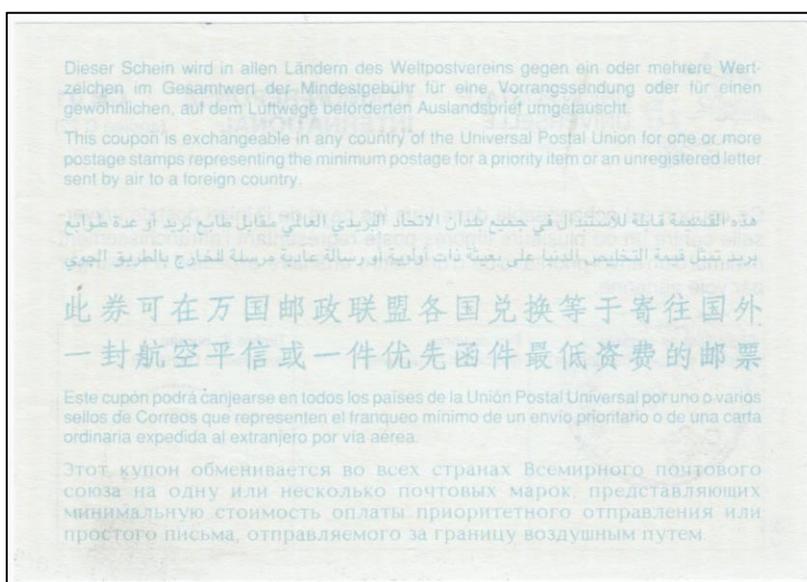
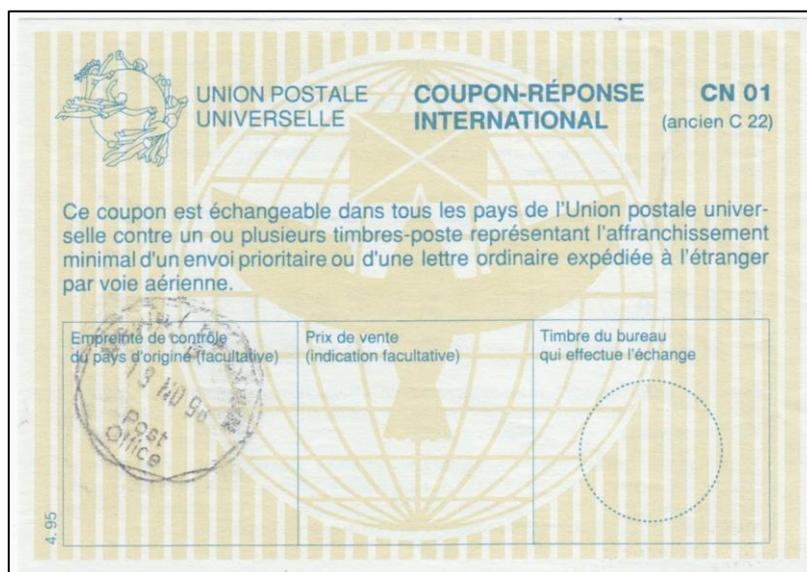


IDENTIFYING FEATURES

- Date 8.1993 sideways in left margin

Type XXIX

No value indicated

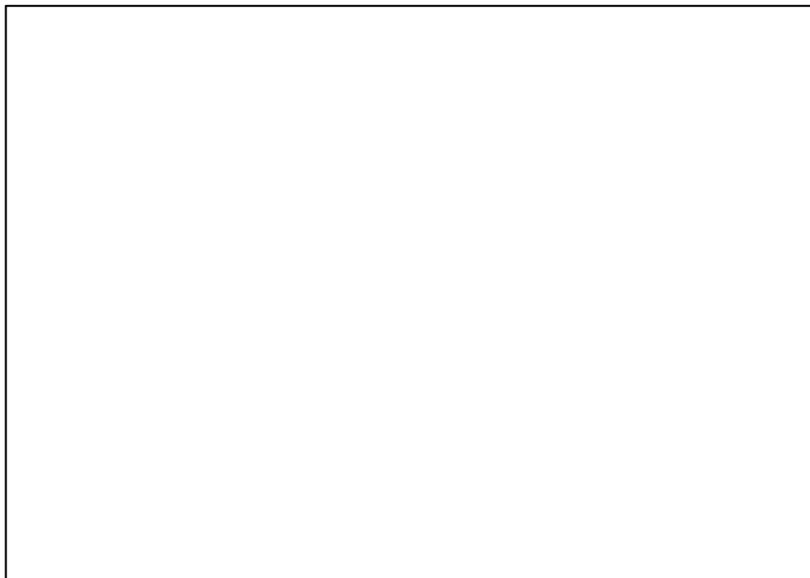
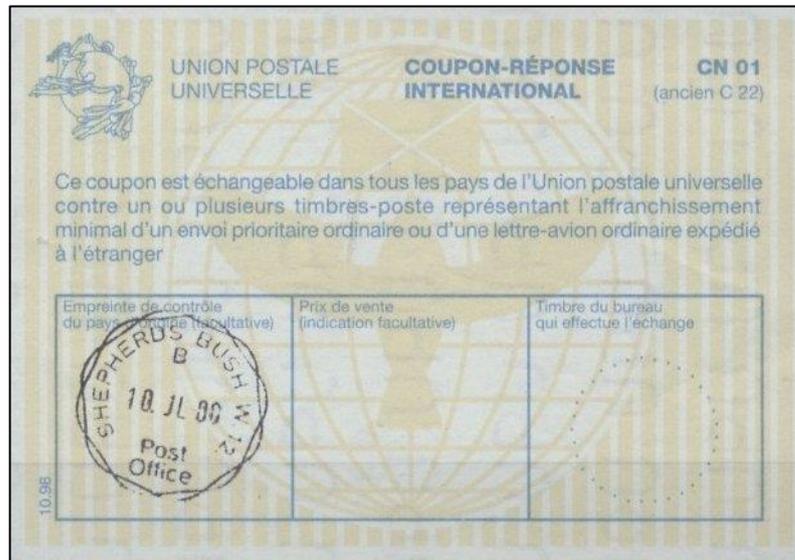


IDENTIFYING FEATURES

- Date 4.95 sideways in left margin

Type XXX

No value indicated



IDENTIFYING FEATURES

- Date 10.98 sideways in left margin

Type XXXI

No value indicated



IDENTIFYING FEATURES: Only GB coupon of this design

Type XXXIV

No value indicated



Dieser Schein kann in allen Mitgliedsländern des Weltpostvereins eingelöst werden. Sein Wert entspricht dem Mindestentgelt für den Versand einer gewöhnlichen Vorrangsendung oder eines gewöhnlichen Luftpostbriefes nach dem Ausland.

This coupon is exchangeable in any country of the Universal Postal Union for the minimum postage for an unregistered priority item or an unregistered letter sent by air to a foreign country.

هذه القسيمة قابلة للاستبدال في كل بلد من بلدان الاتحاد البريدي العالمي مقابل التخليص الأدنى على بعبئة عادية ذات أولوية أو رسالة جوية عادية مرسله إلى الخارج.

本券可在万国邮联各会员国兑换寄往国外一件平常优先函件或一封航空平信所需的最低邮资凭证。

Este cupón podrá canjearse en todos los países de la Unión Postal Universal por el franqueo mínimo de un envío prioritario ordinario o de una carta-avión ordinaria expedida al extranjero.

Этот купон обменивается во всех странах Всемирного почтового союза на почтовые марки, представляющие минимальную стоимость оплаты простого приоритетного отправления или простого авиаписьма, отправляемого за границу.

Gültig bis 31 Dezember 2013 ٢٠١٣/١٢/٣١ تمديد لغاية 31.12.2013. Puede canjearse hasta el 31.12.2013. Must be exchanged by 31.12.2013. 应在2013年12月31日以前兑换. Подлежит обмену до 31.12.2013 г. Gültig bis 31 Dezember 2013 ٢٠١٣/١٢/٣١ تمديد لغاية 31.12.2013. Puede canjearse hasta el 31.12.2013. Must be exchanged by 31.12.2013. 应在2013年12月31日以前兑换. Подлежит обмену до 31.12.2013 г. Gültig bis 31 Dezember 2013 ٢٠١٣/١٢/٣١ تمديد لغاية 31.12.2013. Puede canjearse hasta el 31.12.2013. Must be exchanged by 31.12.2013. 应在2013年12月31日以前兑换. Подлежит обмену до 31.12.2013 г. Gültig bis 31 Dezember 2013 ٢٠١٣/١٢/٣١ تمديد لغاية 31.12.2013. Puede canjearse hasta el 31.12.2013. Must be exchanged by 31.12.2013. 应在2013年12月31日以前兑换. Подлежит обмену до 31.12.2013 г.



GB 20090528 20131231 0038097 074 AD

IDENTIFYING FEATURES: Only GB coupon of this design

Part 2

IMPERIAL and COMMONWEALTH REPLY COUPONS

Imperial and Commonwealth Reply Coupon Types

This is a guide to the classification of coupon types used by general collectors of coupons. Not all types were issued in the UK, but as with the international reply coupons it seemed best to classify those that *were* using accepted type numbers, and to give the full list for reference (including the dates they applied from). UK-issued types are shown in **bold**.



Imperial Reply Coupon design 1927-53

Design with figure of Britannia and shield on rocks with a ship in the background, printed in blue with a yellow background. Country name and price printed in space above ship. Explanatory text in English only in a box at lower right. Back is blank.

| Type | Description |
|-------------|---|
| I | Watermark multiple continuous GVR cypher Explanatory text ends "VALID FOR SIX MONTHS EXCLUSIVE OF THE MONTH OF ISSUE" Printer's imprint WATERLOW & SONS LIMITED. LONDON |
| II | As Type I except: Explanatory text ends "TO A DESTINATION WITHIN THE EMPIRE" Printer's imprint HARRISON & SONS, LITH. S ^T MARTINS LANE, W.C. |
| III | As Type II except: Watermark multiple single GVR cypher |
| IV | [Provisional issue] As Type III except: Violet handstamp at top reading "EXCEPTIONALLY, THE EXCHANGE VALUE / IN INDIA IS 2½ ANNAS" |
| V | As Type III except: Watermark multiple single GVIR cypher |
| VI | As Type III except: Explanatory text ends "EXCEPTIONALLY, THE EXCHANGE VALUE IN INDIA IS 2½ ANNAS" |
| VII | As Type III except: Watermark multiple single GVIR cypher Explanatory text ends "EXCEPTIONALLY, THE EXCHANGE VALUE IN INDIA AND BURMA IS 2½ ANNAS" |
| VIII | As Type VII except: Explanatory text ends "EXCEPTIONALLY, THE EXCHANGE VALUE IN INDIA AND PAKISTAN IS 2½ ANNAS" |



Commonwealth Reply Coupon design 1953-76

Abstract design, central oval surrounded by scrollwork, printed in red with repeated underprint of COMMONWEALTH REPLY COUPON in very small lettering. English explanatory text printed at top of oval, other languages optionally below it, position of country name and price varies (below text for GB coupons). Back is blank.

| Type | Description |
|-------|--|
| IX | Watermark multiple continuous GVIR cypher Exchange value of stamps for “the postage on a single-rate letter” Explanatory text ends “Exceptionally, the exchange value in India is 2½ annas and in Pakistan 1 anna 9 pies” Printer’s imprint HARRISON & SONS, LTD. ST MARTINS LANE, LONDON |
| X | As Type IX except: Explanatory text ends “Exceptionally, the exchange value in India and Pakistan is 2½ annas” |
| XI | As Type X except: Watermark multiple continuous E2R cypher |
| XII | As Type XI except: Explanatory text ends “Exceptionally, the exchange value in India is 16 naye paise and in Pakistan 2½ annas” |
| XIIIa | As Type XII except: Explanatory text ends “Exceptionally, the exchange value in India is 16 naye paise and in Pakistan 20 paise” |
| XIIIb | As Type XIIIa except: Exchange value of stamps for “the postage on an ordinary rate letter” |
| XIIIc | As Type XIIIb except: Exchange value of stamps for “the postage on an ordinary single-rate letter” |
| XIV | As Type XIIIc except: Printer’s imprint HARRISON & SONS, LTD., 7, CAVENDISH SQUARE, LONDON |
| XV | As Type XIV except: Explanatory text ends “Exceptionally, the exchange value in India is 16 paise, Pakistan 20 paise and in Territory of Papua and New Guinea 5d” |
| XVI | As Type XV except: On unwatermarked paper Explanatory text ends “Exceptionally, the exchange value in India is 25 paise, Pakistan 20 paise, Nigeria 6d, and in the Territory of Papua and New Guinea 5c” |
| XVII | As Type XVI except: Explanatory text ends “Exceptionally, the exchange value in India is 20 paise, Pakistan 20 paise, Nigeria 6d, and in the Territory of Papua and New Guinea 5c” |
| XVIII | As Type XVII except: Printer’s imprint HARRISON & SONS, LTD. Explanatory text ends “Exceptionally, the exchange value in India is 20 paise, Pakistan 20 paise, Nigeria 6d, and coupons are not exchangeable in Ceylon” |

| Type | Description |
|------|--|
| XIX | As Type XVIII except: Explanatory text ends “Exceptionally, the exchange value in India is 20 paise, Pakistan 20 paisa, Nigeria 6d” |
| XX | As Type XIX except: Completely revised explanatory text includes “At the 30 June 1972, Coupons were no longer valid for exchange in: AUSTRALIA, CANADA, SRI LANKA (FORMERLY CEYLON), LESOTHO, PAKISTAN, PAPUA and NEW GUINEA, SINGAPORE, TRINIDAD and TOBAGO” |
| XXI | As Type XX except: Explanatory text includes “AT 30 JULY 1973, COUPONS WERE NO LONGER VALID FOR EXCHANGE IN: AUSTRALIA, SOLOMON ISLANDS, CANADA, CHRISTMAS ISLAND (INDIAN OCEAN), COCOS (KEELING) ISLANDS, INDIA, JAMAICA, LESOTHO, NIGERIA, NORFOLK ISLAND, PAPUA NEW GUINEA, SINGAPORE, SRI LANKA, TORTOLA, TRINIDAD AND TOBAGO, ZAMBIA” |

Listing of UK Coupons

In the listing of reply coupons that follows, the text below the illustrations aims to give a minimal set of identifying features that will enable the specific type to be determined (the major design type will be obvious from the picture) without the need to directly compare it with other items. **Only features needed to distinguish the British types are included** (which may differ from the general features described above if some detail offers a more convenient marker), and so there will often be other clear differences between types, as specified in the above table.

Other significant features such as constant varieties are noted where known. The reverses of Imperial and Commonwealth coupons were blank, so these are not shown – the space is used to show variations such as mint or redeemed coupons (where available).

It should be noted that many of the manuscript surcharges were done with an ordinary pen (for later types, a biro), and in all cases, should be considered suspect unless datestamped in the correct period for the rate.

Type I

2½d

4 April 1927



Correctly stamped only at left for unredeemed coupon



Redeemed coupon with handstamps both sides

IDENTIFYING FEATURES

- Text in box at lower right ends “VALID FOR SIX MONTHS EXCLUSIVE OF THE MONTH OF ISSUE”

Type I

2½d uprated to 3d



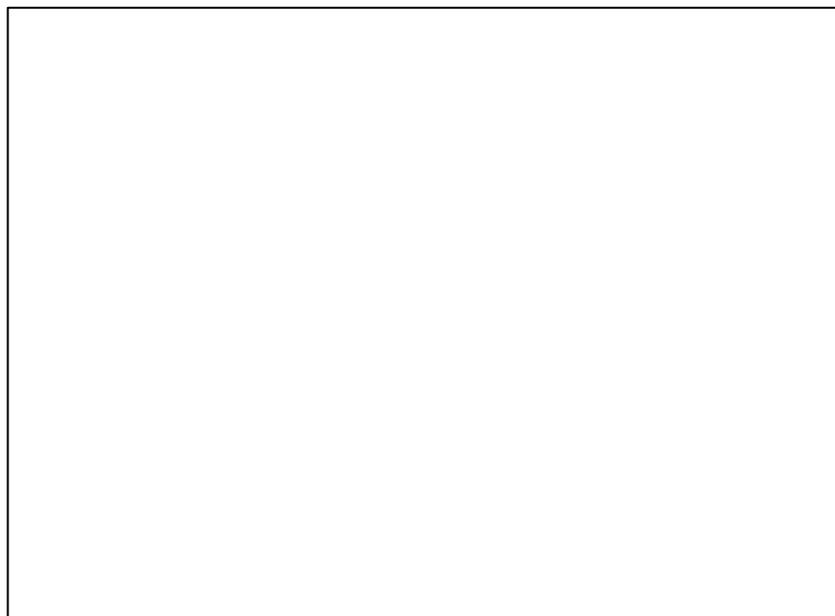
Uprated with an overprint



Uprated in manuscript

Type III

3d

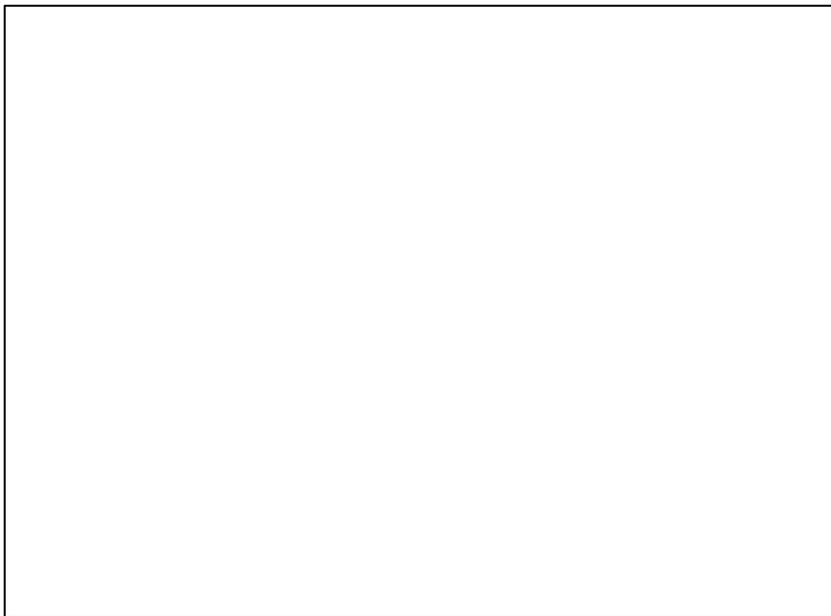
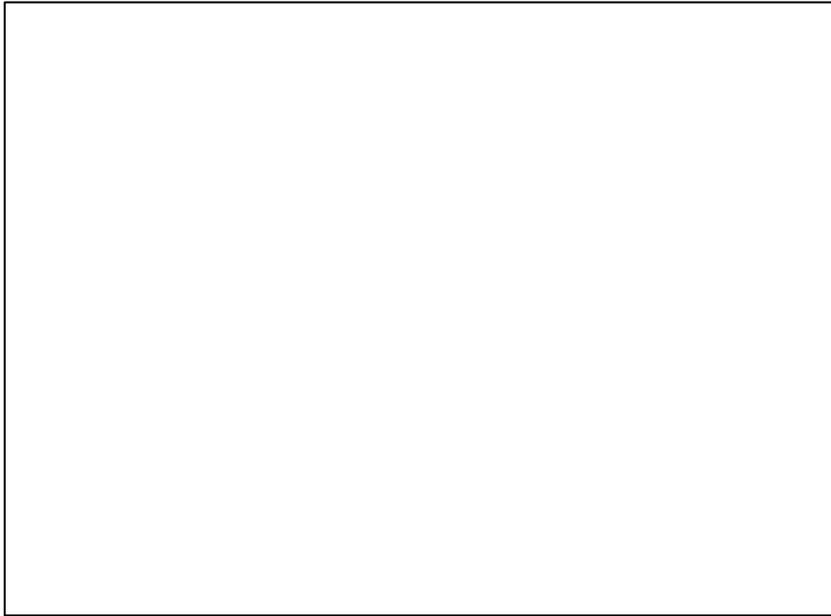


IDENTIFYING FEATURES

- Text in box at lower right ends "TO A DESTINATION WITHIN THE EMPIRE"

Type IV

3d



IDENTIFYING FEATURES

- Handstamp text reads “EXCEPTIONALLY, THE EXCHANGE VALUE / IN INDIA IS 2½ ANNAS”

Type VI

3d



IDENTIFYING FEATURES

- Text in box at lower right ends “EXCEPTIONALLY, THE EXCHANGE VALUE IN INDIA IS 2½ ANNAS”

Type VII

3d



IDENTIFYING FEATURES

- Text in box at lower right ends “EXCEPTIONALLY, THE EXCHANGE VALUE IN INDIA AND BURMA IS 2½ ANNAS”

Type VIII

3d



IDENTIFYING FEATURES

- Text in box at lower right ends “EXCEPTIONALLY, THE EXCHANGE VALUE IN INDIA AND PAKISTAN IS 2½ ANNAS”

Type IX

3d



Correctly issued



Stamped wrong side

IDENTIFYING FEATURES

- Text above value ends “Exceptionally, the exchange value in India is 2½ annas and in Pakistan 1 anna 9 pies”

Type XII

3d



Correctly issued



Mint

IDENTIFYING FEATURES

- Text above value ends “Exceptionally, the exchange value in India is 16 naye paise and in Pakistan 2½ annas”

Type XII

5d

1 May 1959



Correctly issued



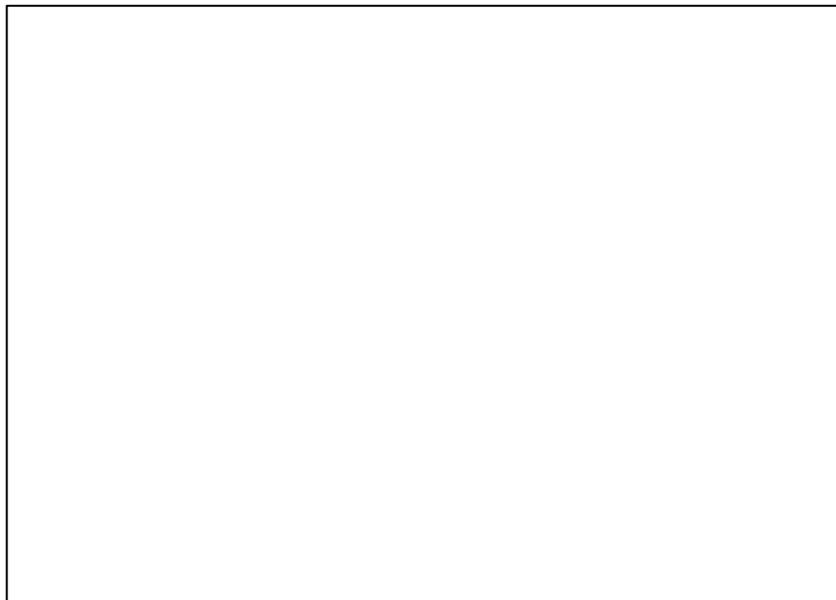
Mint

NOTES

- New value – price rise with effect from 1 May 1959
- Old stocks withdrawn

Type XIIIa

5d

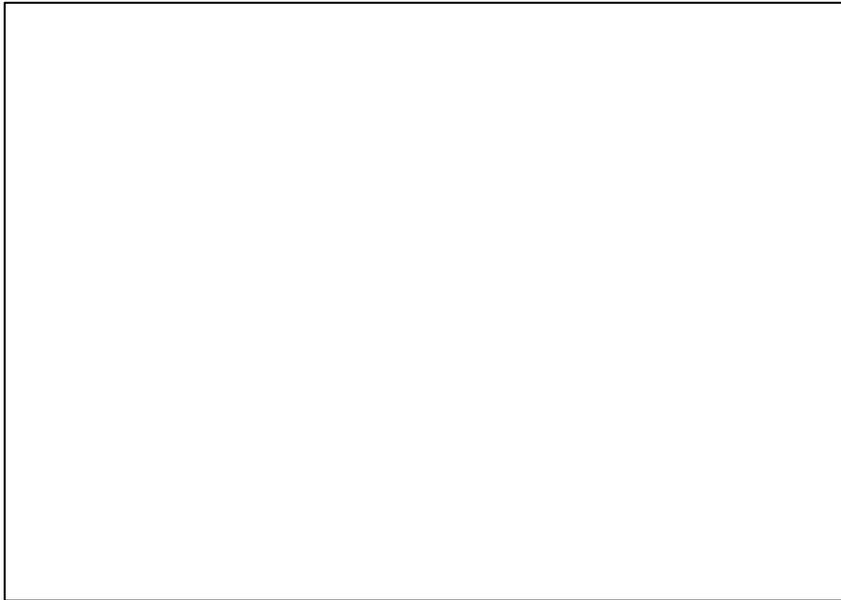
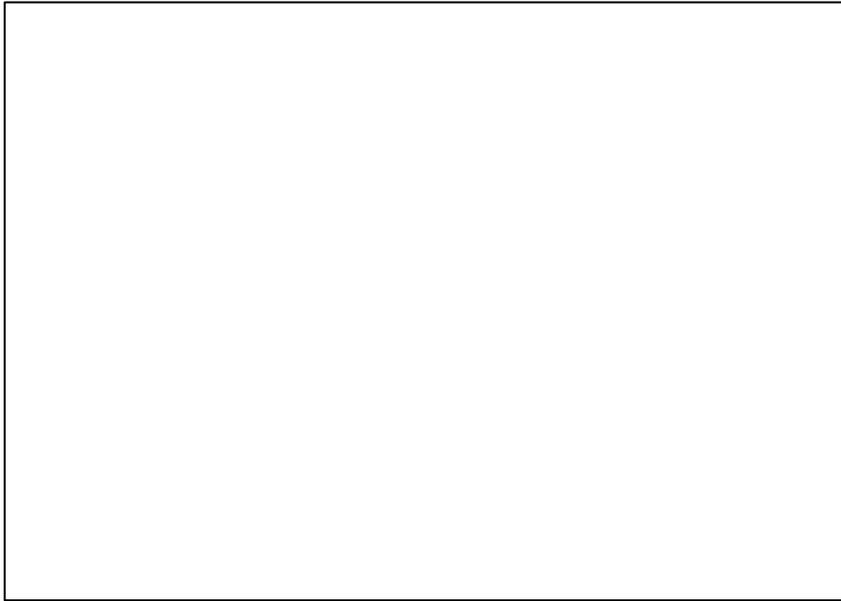


IDENTIFYING FEATURES

- Text above value ends “Exceptionally, the exchange value in India is 16 naye paise and in Pakistan 20 paise”
- Text above value includes “on a single-rate letter”

Type XIIIb

5d



IDENTIFYING FEATURES

- Text above value ends “Exceptionally, the exchange value in India is 16 naye paise and in Pakistan 20 paisa”
- Text above value includes “on an ordinary rate letter”

Type XIIIc

5d

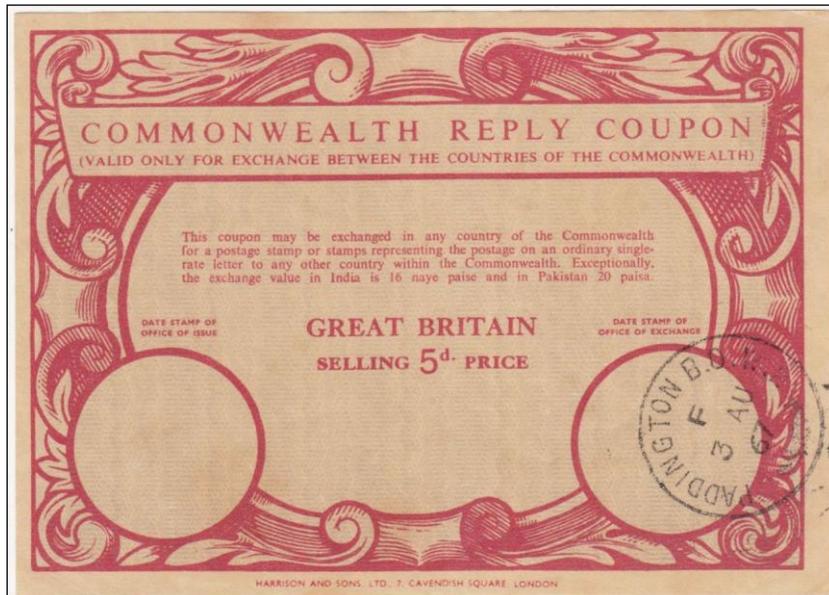
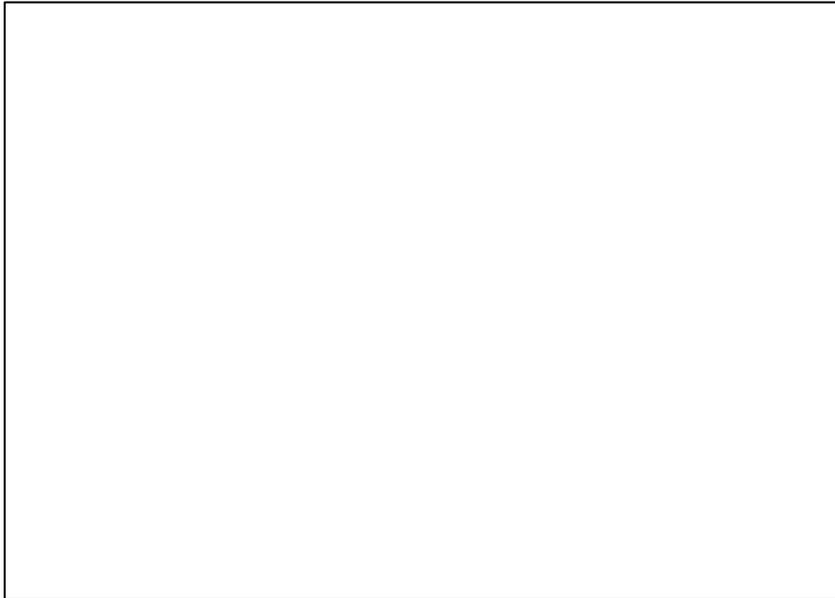


IDENTIFYING FEATURES

- Text above value ends “Exceptionally, the exchange value in India is 16 naye paise and in Pakistan 20 paisa”
- Text above value includes “on an ordinary single-rate letter”

Type XIV

5d



Stamped wrong side

IDENTIFYING FEATURES

- Text above value ends “Exceptionally, the exchange value in India is 16 naye paise and in Pakistan 20 paisa”
- Printer’s imprint HARRISON & SONS, LTD., 7, CAVENDISH SQUARE, LONDON.

Type XV

5d



IDENTIFYING FEATURES

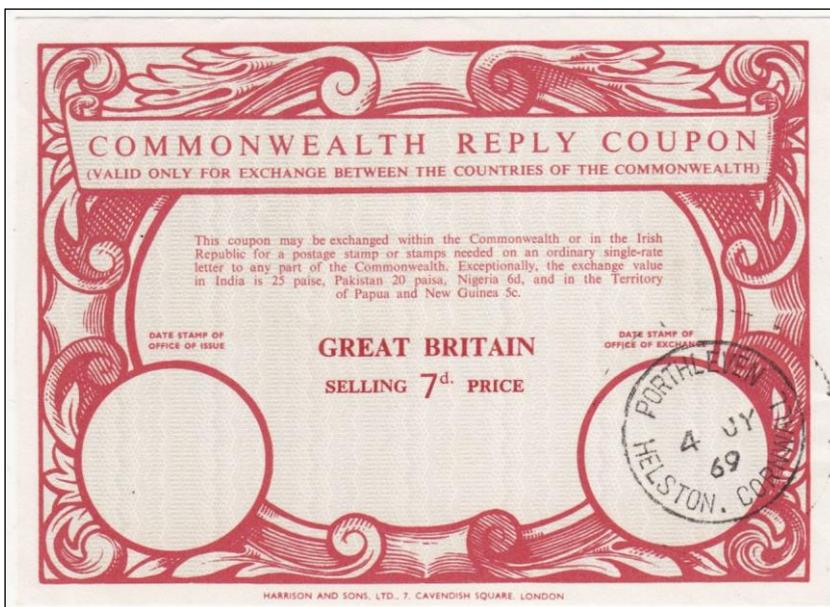
- Text above value ends “Exceptionally, the exchange value in India is 16 paise, Pakistan 20 paise, and in Territory of Papua and New Guinea 5d”

Type XVI

7d



Correctly issued



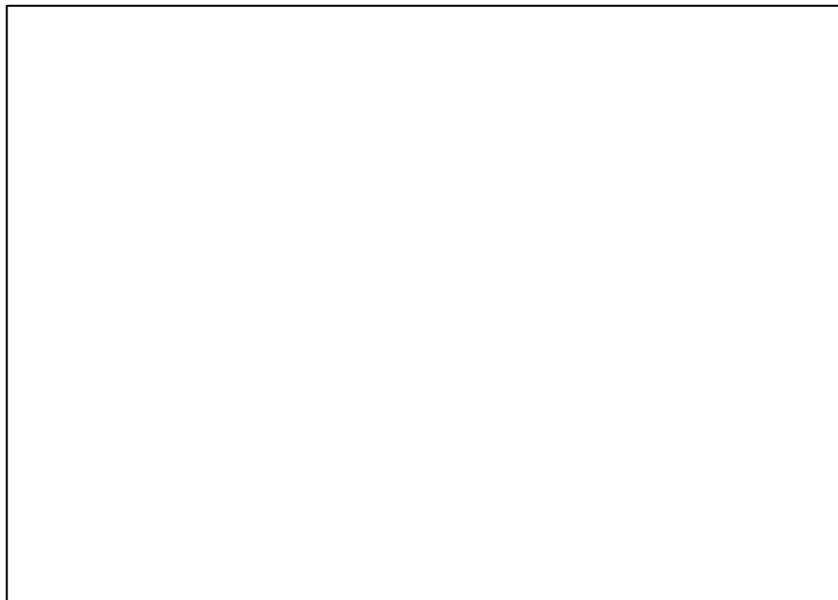
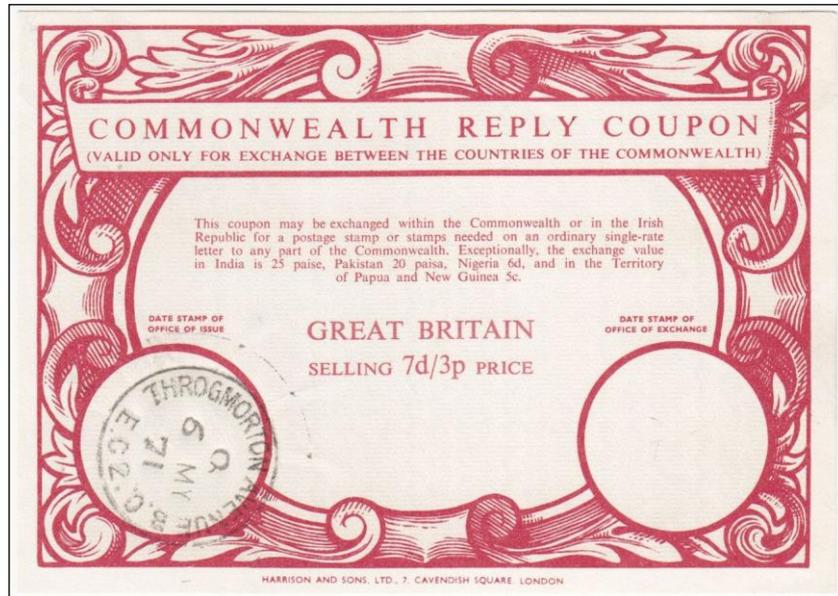
Stamped wrong side

IDENTIFYING FEATURES

- Text above value ends “Exceptionally, the exchange value in India is 25 paise, Pakistan 20 paise, Nigeria 6d, and in the Territory of Papua and New Guinea 5c”

Type XVI

7d/3p

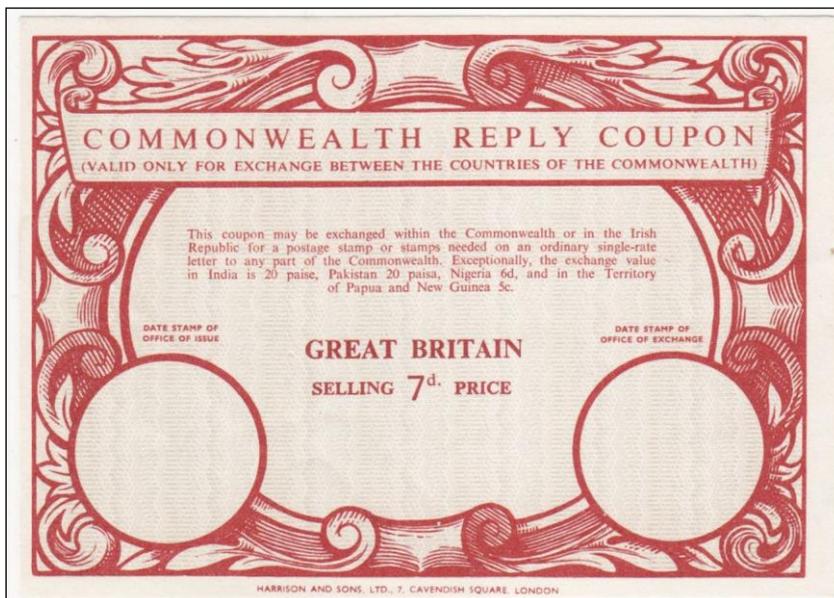


NOTES

New value – transitional dual currency type in preparation for decimalisation

Type XVII

7d



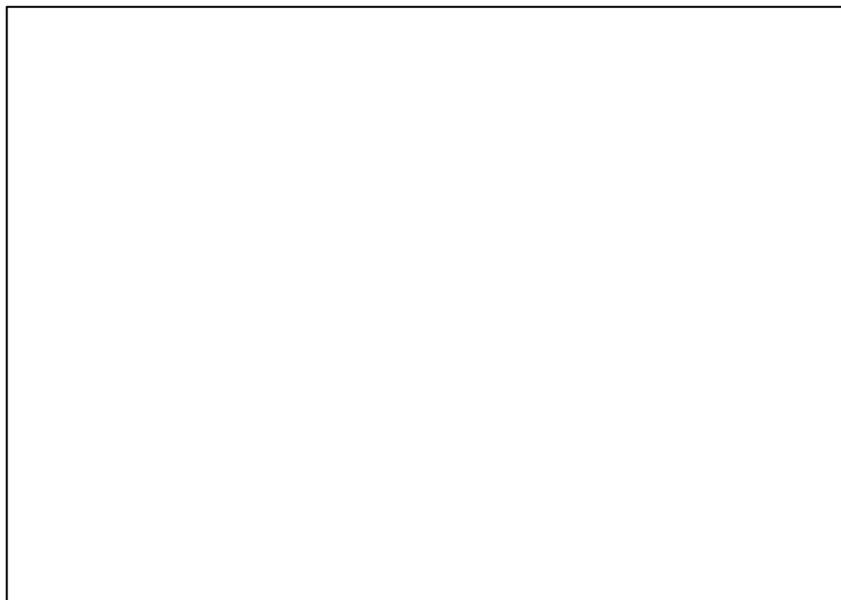
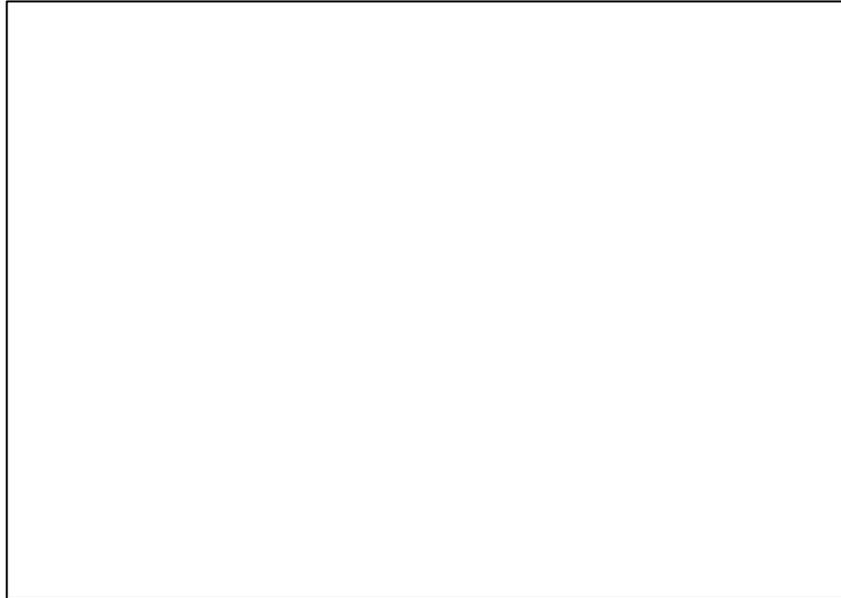
Mint

IDENTIFYING FEATURES

- Text above value ends “Exceptionally, the exchange value in India is 20 paise, Pakistan 20 paisa, Nigeria 6d, and in the Territory of Papua and New Guinea 3c”
[i.e. India 20 paise not 25 paise]

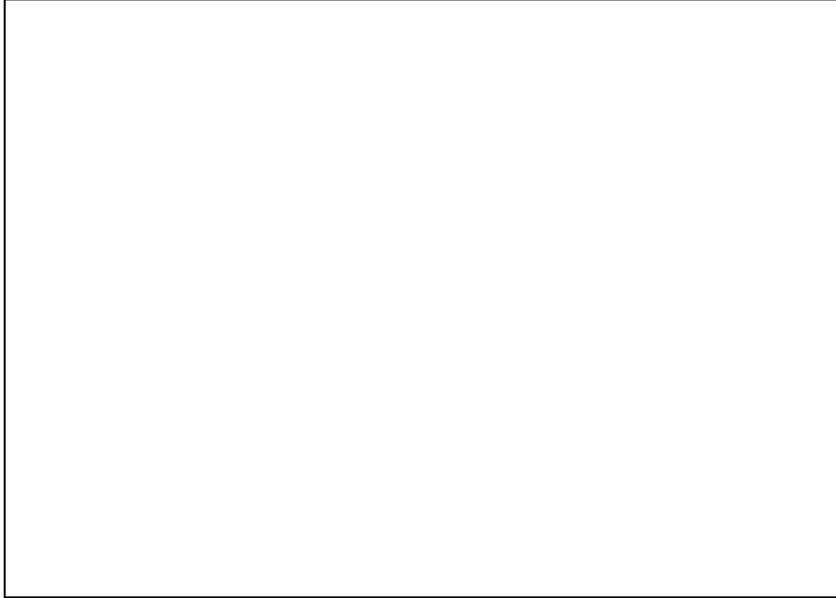
Type XVII

4p



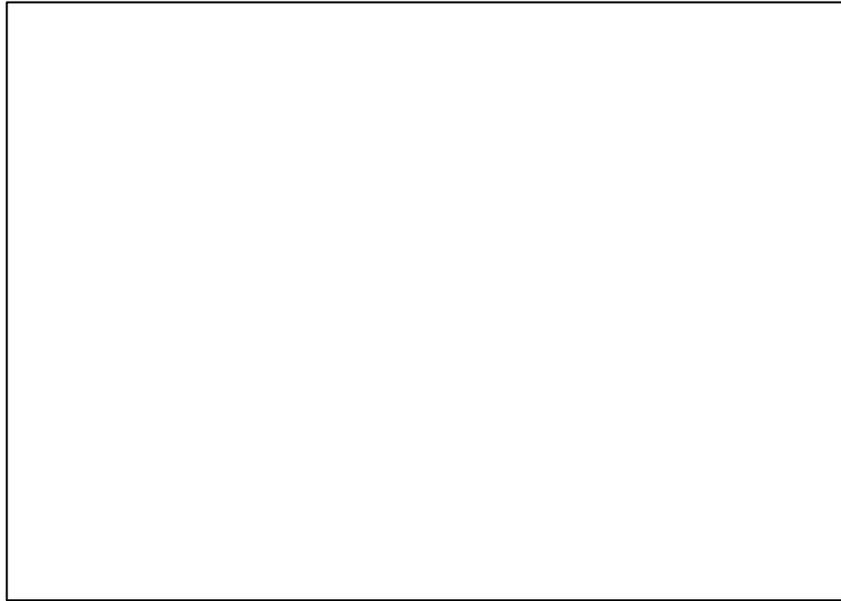
Type XVII

4p uprated to 6p



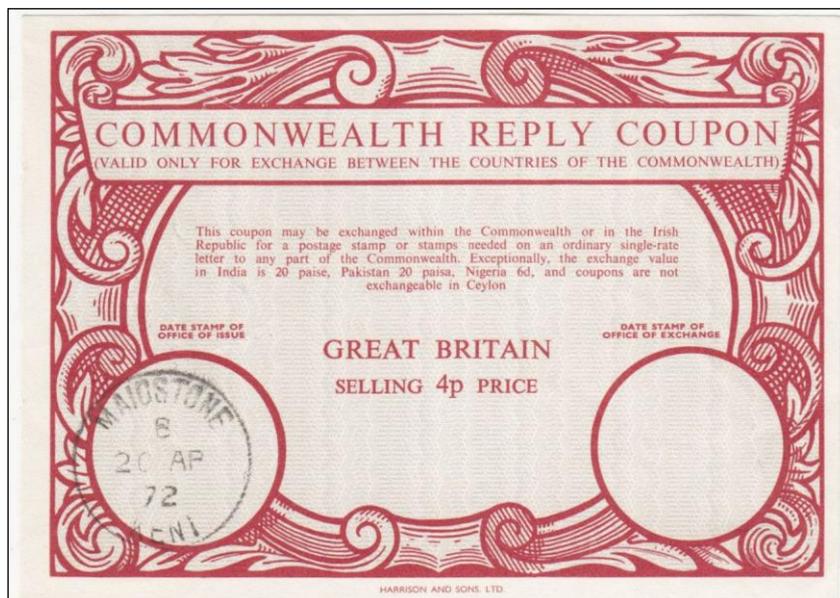
Type XVII

4p updated to 7p

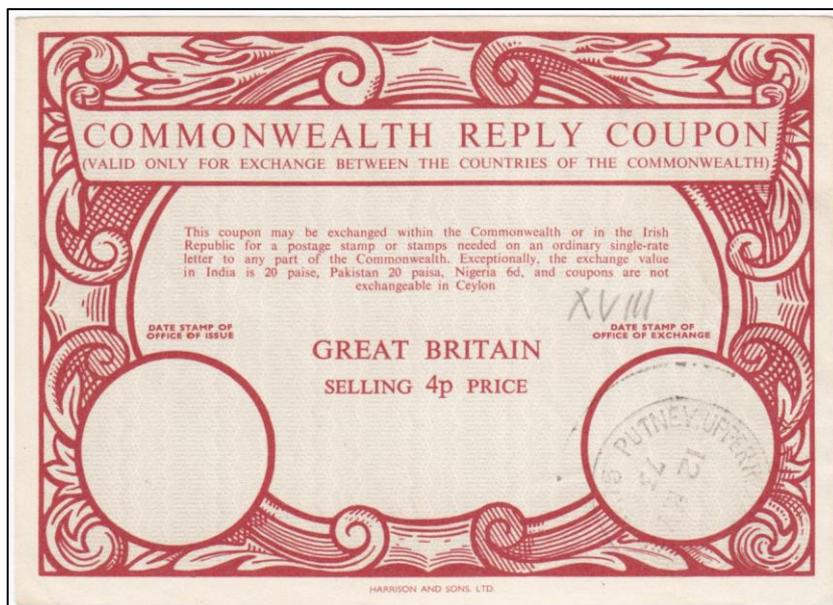


Type XVIII

4p



Properly issued



Stamped wrong side

IDENTIFYING FEATURES

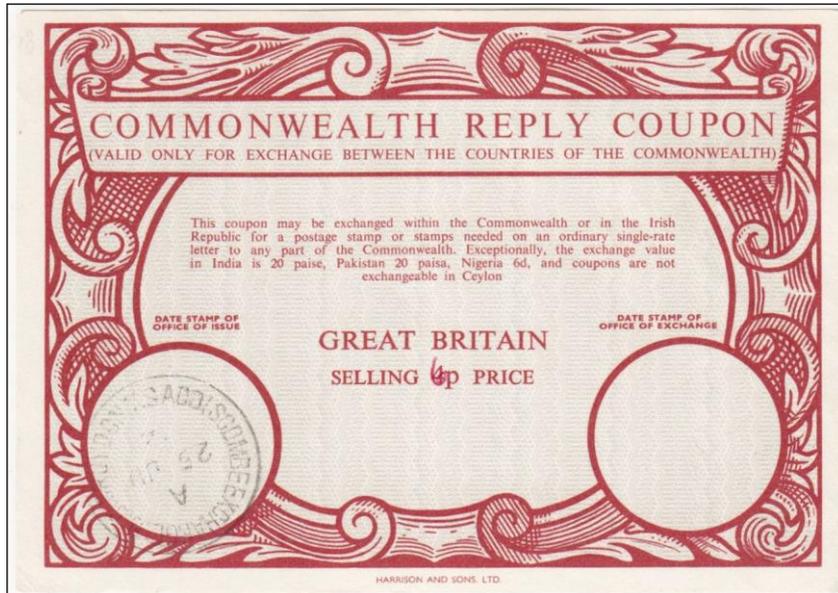
- Text above value ends “Exceptionally, the exchange value in India is 20 paise, Pakistan 20 paise, Nigeria 6d, and coupons are not exchangeable in Ceylon”

Type XVIII

4p uprated to 6p



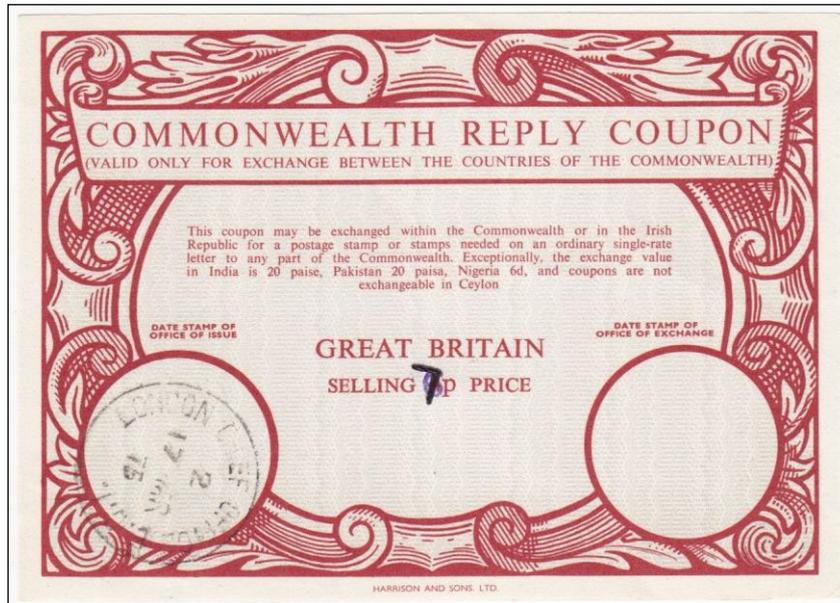
Manuscript 6p in black ink



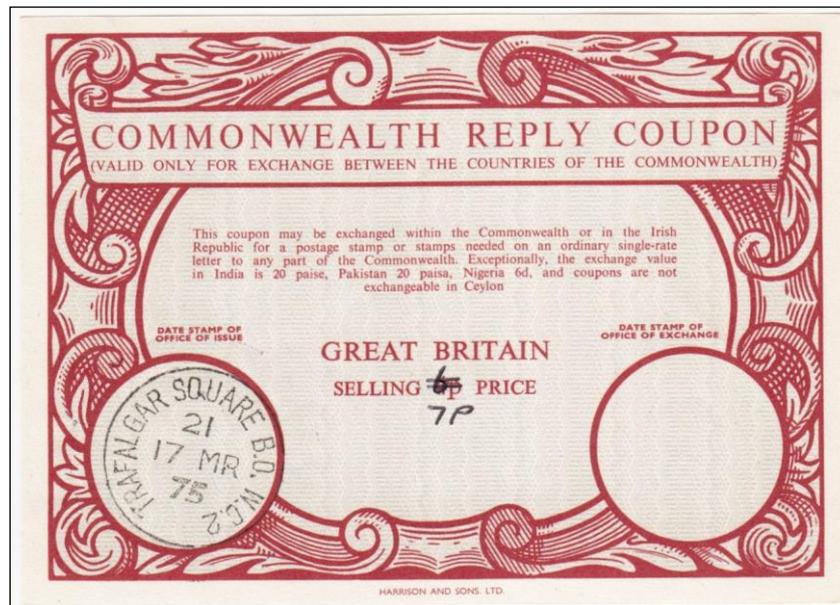
Manuscript 6p in red ink

Type XVIII

4p uprated to 6p then 7p



Handstamped 6p in purple then manuscript 7p in black



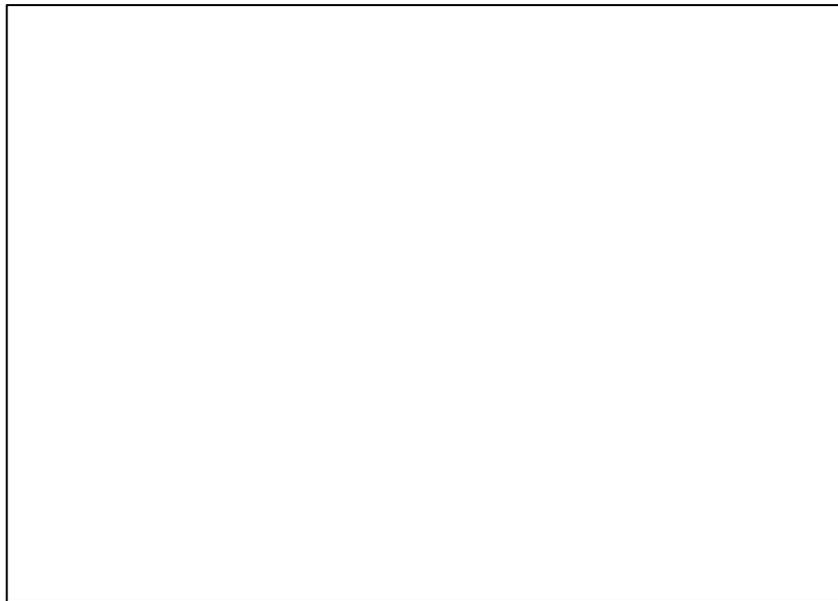
Manuscript 6p and 7p in black ink

Type XVIII

4p uprated to 6p then 7p

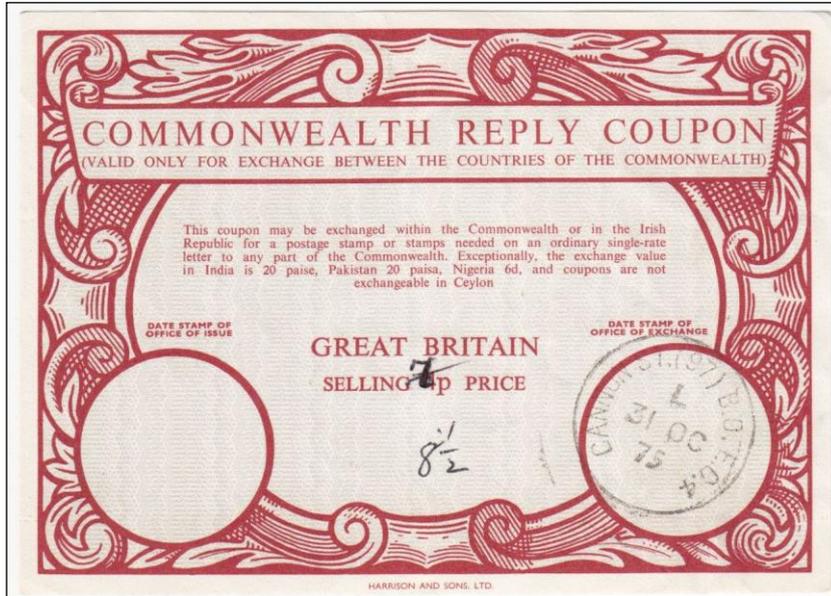


Manuscript 6p in blue ink and 7p in red ink

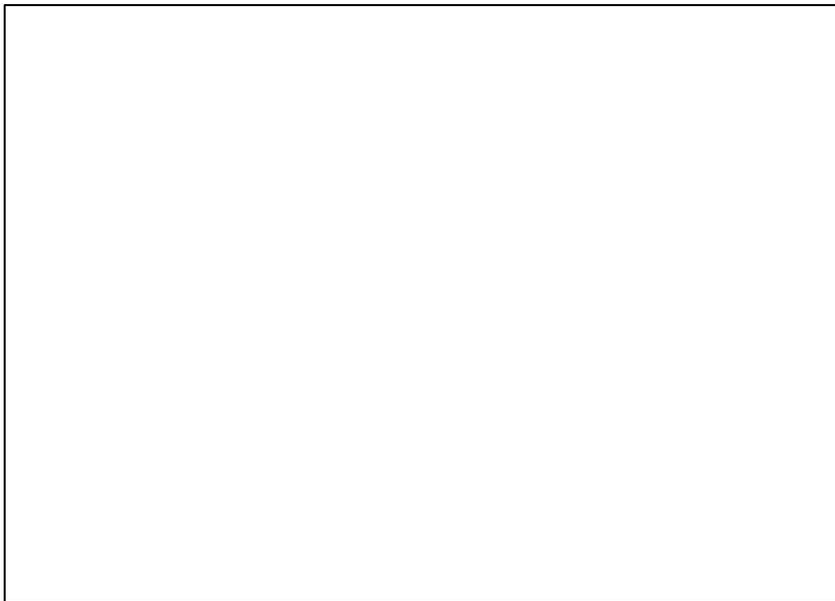


Type XVIII

4p uprated to 6p then 7p then 8½p

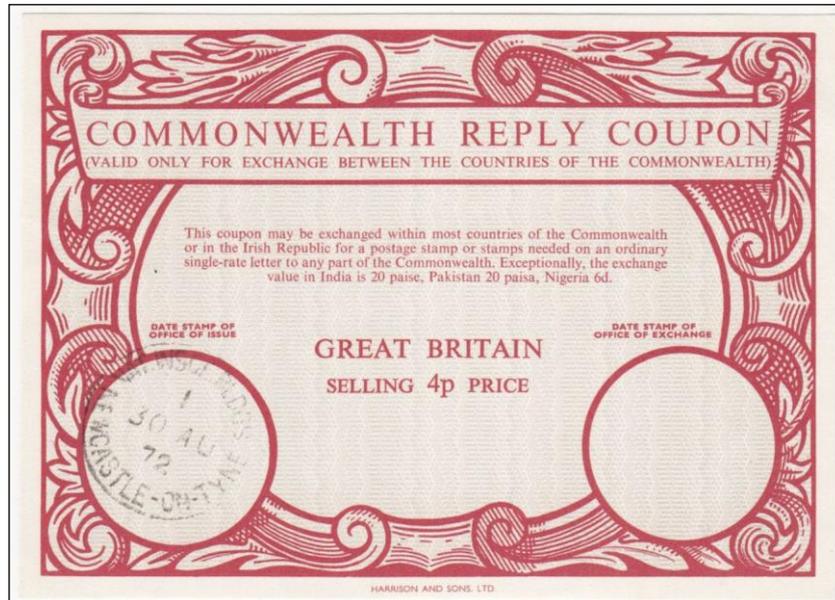


Manuscript 6p, 7p, and 8½p in black ink

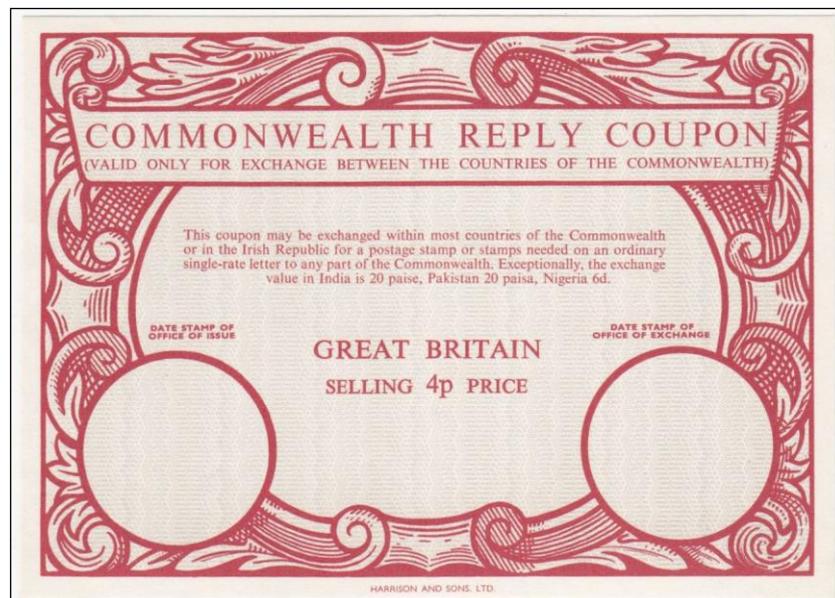


Type XIX

4p



Correctly issued



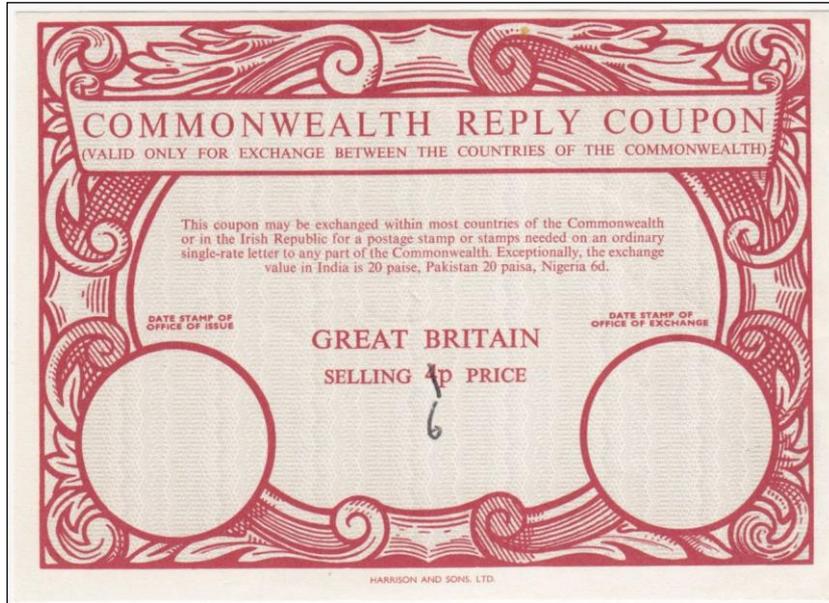
Mint

IDENTIFYING FEATURES

- Text above value ends “Exceptionally, the exchange value in India is 20 paise, Pakistan 20 paisa, Nigeria 6d.”
[i.e. no reference to Ceylon]

Type XIX

4p uprated to 6p



Manuscript 6p in black ink



Type XIX

4p uprated to 6p then 7p

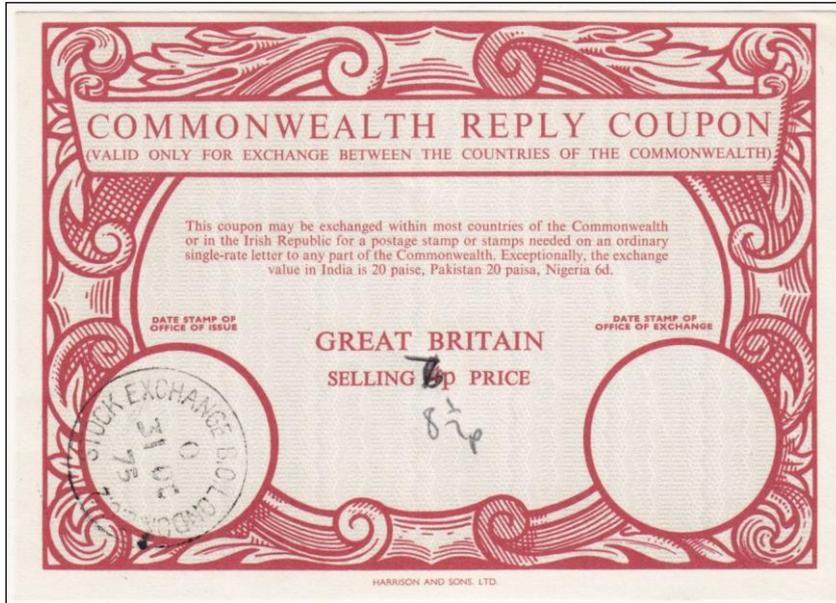


Manuscript 6p and 7p in black ink



Type XIX

4p uprated to 6p then 7p then 8½p

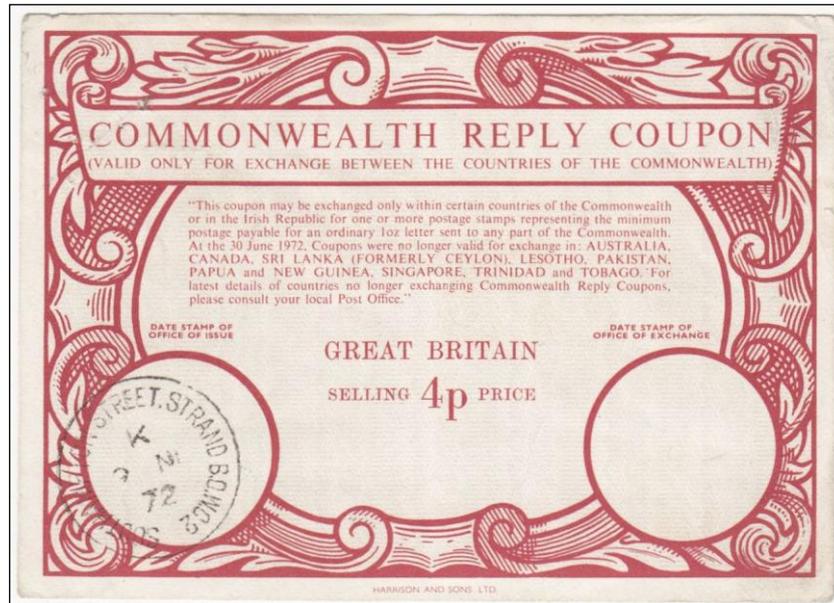


Manuscript 6p, 7p, and 8½p in black ink



Type XX

4p

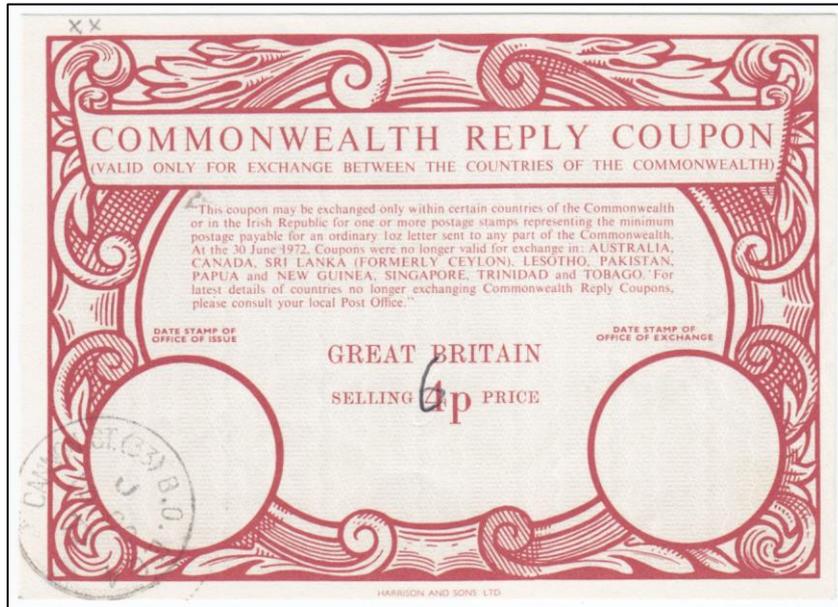


IDENTIFYING FEATURES

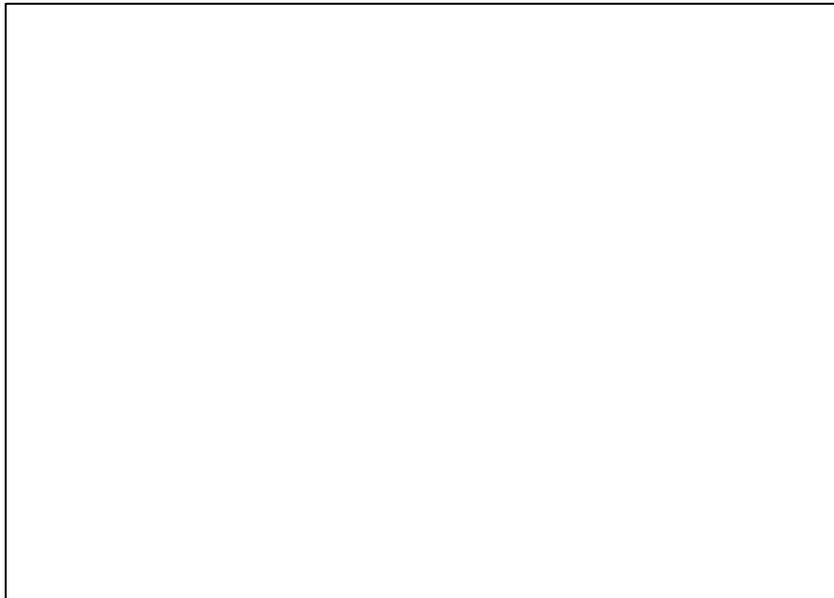
- Text includes “At the 30 June 1972, Coupons were no longer valid for exchange in: AUSTRALIA, CANADA, SRI LANKA (FORMERLY CEYLON), LESOTHO, PAKISTAN, PAPUA and NEW GUINEA, SINGAPORE, TRINIDAD and TOBAGO. For latest details of countries no longer exchanging Commonwealth Reply Coupons, please consult your local Post Office”

Type XX

4p uprated to 6p

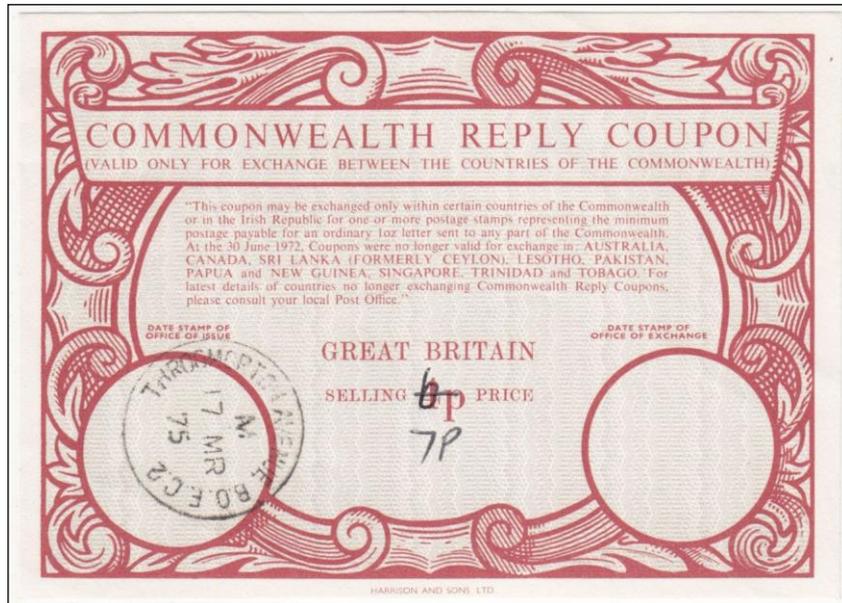


Manuscript 6p in black ink



Type XX

4p uprated to 6p then 7p

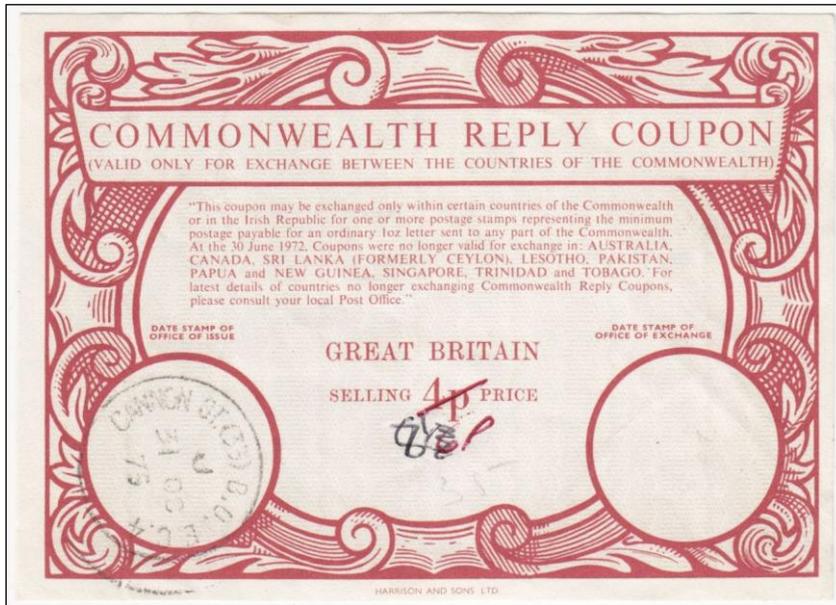


Manuscript 6p and 7p in black ink



Type XX

4p uprated to 6p then 7p then 8½p

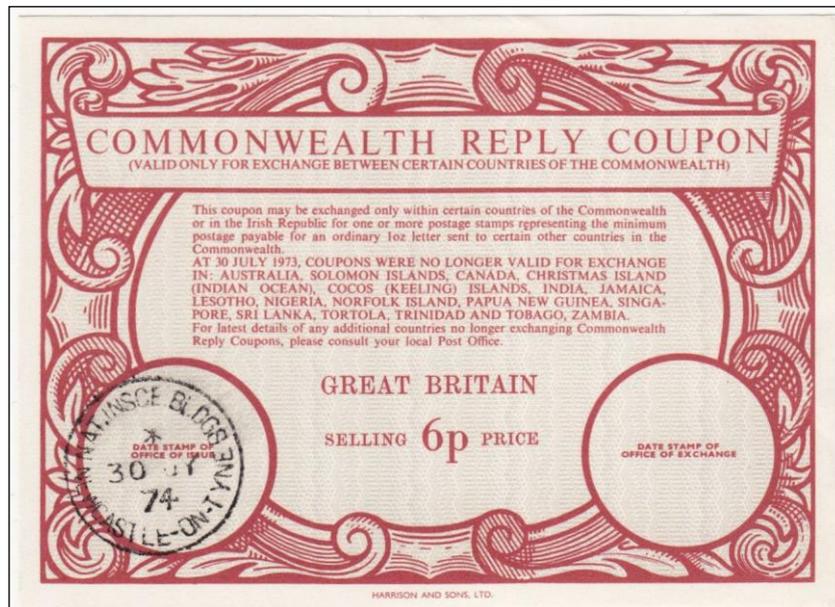


Manuscript 6p in red ink, 7p and 8½p in black ink



Type XXI

6p



IDENTIFYING FEATURES

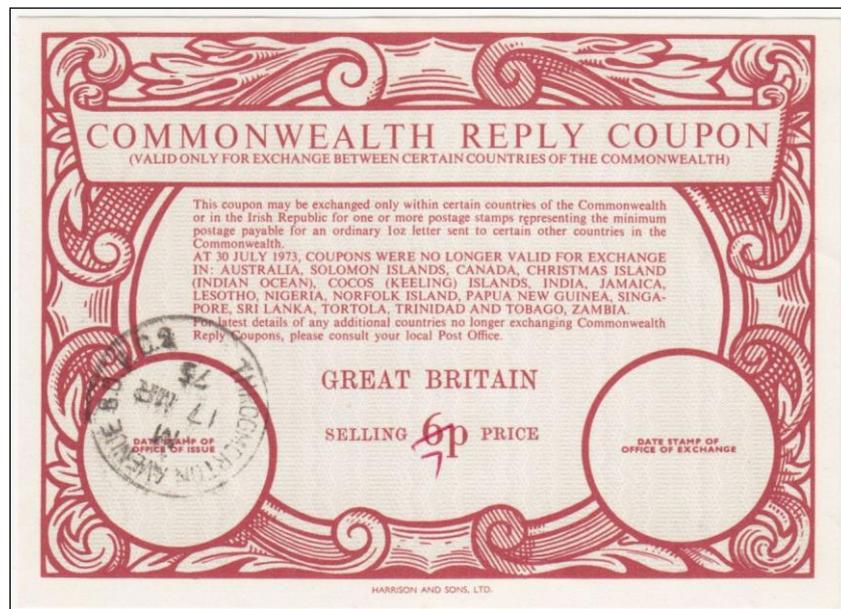
- Text includes “AT 30 JULY 1973, COUPONS WERE NO LONGER VALID FOR EXCHANGE IN: AUSTRALIA, SOLOMON ISLANDS, CANADA, CHRISTMAS ISLAND (INDIAN OCEAN), COCOS (KEELING) ISLANDS, INDIA, JAMAICA, LESOTHO, NIGERIA, NORFOLK ISLAND, PAPUA NEW GUINEA, SINGAPORE, SRI LANKA, TORTOLA, TRINIDAD AND TOBAGO, ZAMBIA.”

Type XXI

6p updated to 7p



Manuscript 7p in black ink



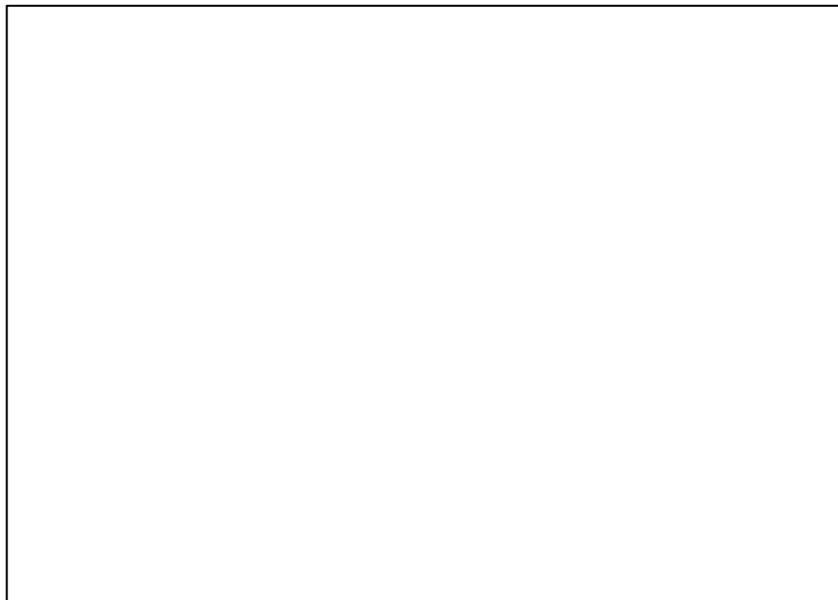
Manuscript 7p in red ink

Type XXI

6p uprated to 7p then 8½p

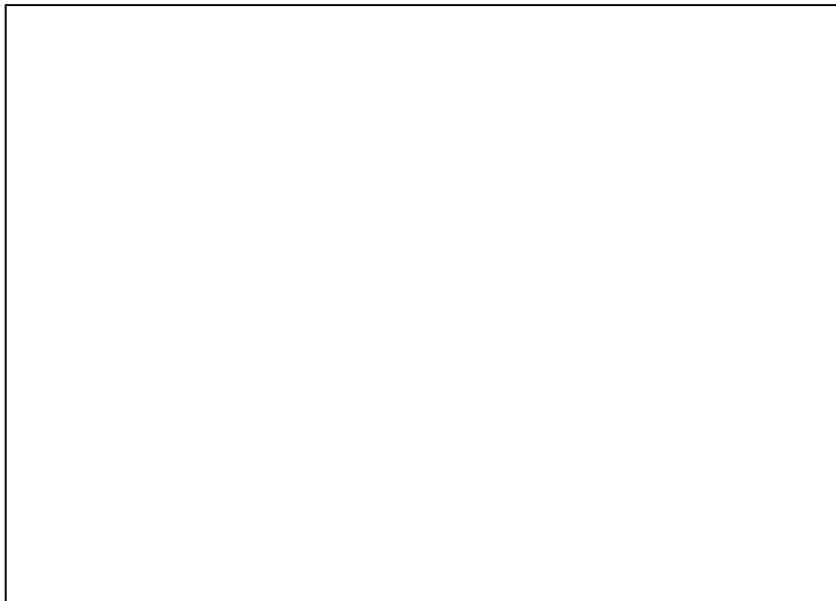
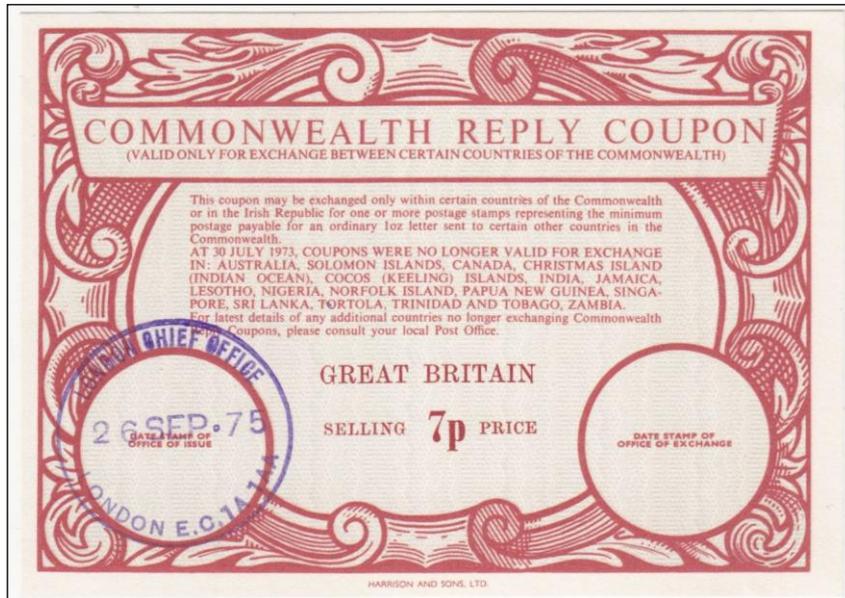


Manuscript 7p in black ink and 8½p in red ink



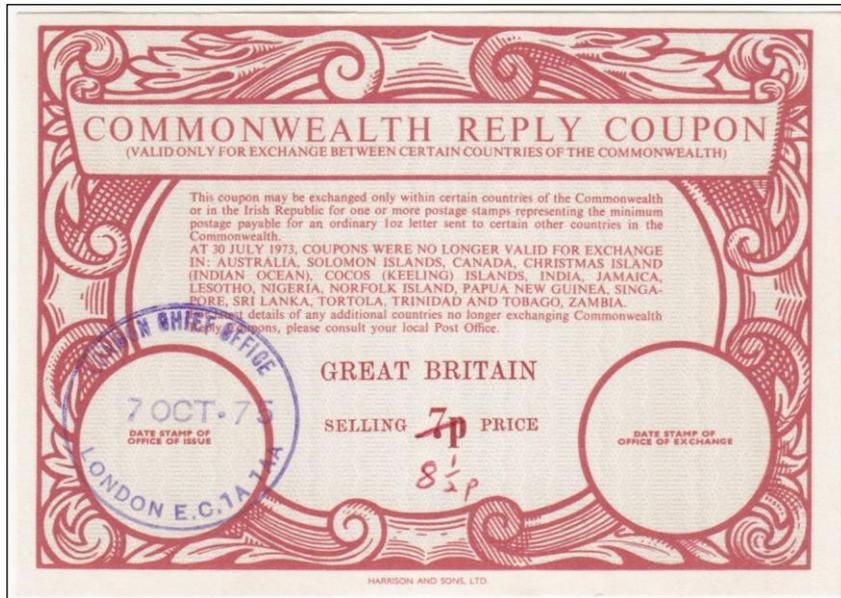
Type XXI

7p



Type XXI

7p uprated to 8½p



Manuscript 8½p in red ink



Part 3

EXTRACTS from the

**Post Office Circular
(1907-69)**

***Post Office Gazette*
(1969-88)**

***Counter News*
(1988 onwards)**

Introduction

The extracts which follow were taken from the *Post Office Circular* and its successor publications. The *Post Office Circular* became the *Post Office Gazette* in October 1969, when the Post Office became a public corporation. From October 1988, the *Gazette* became a corporate publication, containing mainly internal job vacancies, and notices to Counter Officers were published separately in *Counter News*. (There were other publications for other Post Office "Businesses".)

These weekly publications, circulated to all Post Office employees, exist in the British Library and the British Postal Museum and Archive and have been bound into volumes. The page numbers were printed such that each year forms a volume. About half the years are indexed, and for those years I have used the index. For the other years I have looked through the weekly information. I also found a few in later years (*Post Office Gazette*) where the index missed items as they were part of tariff increase notices.

I have tried to record the complete notice for those specific to the topic, and taken the relevant section from the tariff notices (otherwise far too many pages).

Formatting and character sizes may bear little relation to the original, although I have tried to preserve the sense. The more recent the notice, the worse this becomes – as the originals use colours, several sizes of bold print, and reverse printing (white on colour).

George King
July 2015

24 September 1907

Detailed Instructions on the working of the Reply Coupon System.

ENGLAND AND WALES

1. Supply. Supplies of Coupons will be forwarded by the Controller of Stamps to all Head Post Offices and to all London Money Order Offices. The Head Postmasters will distribute small supplies to the Money Order Offices to which they supply stamps. When further supplies are required, applications should be made in the same manner as for postage stamps, a manuscript entry being made on the "Requisition for stamps" form used for this purpose.

2. Sale. The coupons should be sold for 3d. each. A clear impression of the date stamp should be made on the left-hand side of the face of each coupon sold.

3. Exchange. Coupons originating abroad should be accepted from the public and stamps to the value of 2½d. for each coupon, given in exchange. They should be examined, and if necessary compared with those in stock, in order to test their genuineness, and a clear impression of the date-stamp should be made on the right-hand side of the face.

Coupons received in exchange should be identical, as regards paper, size and design, with those on sale in this country; but it must be understood that the printing on the face will differ in the following respects: (a) name of country, (b) sale price, (c) language (other than French) into which the heading and explanation are translated.

4. Accounting. The value of the supply received, as shown on the form which accompanies the coupons, should be entered in the Cash Account on the day of receipt under the heading "Postage Stamps." The Foreign and Colonial coupons received from the public should be disposed of as follows:-

| | |
|--|--|
| Provincial Branch and Sub Offices | Forward to Head Office as part of the next remittance |
| Head Offices and London Branch Offices ... | Forward to the G.P.O. as a remittance on the last day of each month. |
| London Sub Office | Forward to the G.P.O. as part of the next remittance. |

The value of coupons received in exchange for stamps which accumulate before the remittance is made should, in the cases of Sub-Offices, be included in the value of "Cash in hand" shown on the back of the daily Cash Account. In the cases of Head Offices and Branch Office, the value should be included with the "Vouchers of unclaimed payments, &c." For this purpose, and when forwarded as a remittance, these coupons should be reckoned at the rate for which they are accepted in exchange, viz.: 2½d. each.

SCOTLAND AND IRELAND

Supplies of coupons will be forwarded to all Money Order Offices in Scotland and Ireland, and the Accountants in Edinburgh and Dublin will arrange any necessary modifications of the foregoing instructions as to accounting and the remittance of coupons received from the public in exchange for postage stamps.

1 October 1907

Reply Coupon System

The Spanish Post Office has intimated that it is unable to participate at present in the service of Reply Coupons. The sign ++ opposite the word Spain in the first column on page 754 of the Post Office Guide should be deleted from all copies of the Guide.

1 October 1907

Page 493 complete repeat of 24 September 1907 instruction.

19 November 1907

Reply Coupons

Attention is called to the instructions on this subject which appeared in the Post Office Circular of the 1st of October last, at Page 493. The Issuing Officers must take every care that every reply coupon is impressed with the dated stamp of the office of origin on the left hand side in the space marked "Timbre du bureau d'origine." The date stamp should obliterate the miniature map of the eastern hemisphere.

Coupons presented for payment (whether issued in this country or abroad) not bearing an impression of the dated stamp of the office of origin may, for the present, be accepted from the public in payment for stamps to the value of 2½d. for each coupon.

7 April 1908

Reply Coupons

It is observed that Reply Coupons exchanged for postage stamps at Money Order Offices in this country and duly impressed with the date-stamp of the office of exchange are frequently date-stamped also on receipt at the Head Office of the District or at other Controlling Offices. The duplication of date-stamps on such coupons is liable to give rise to misunderstandings on the part of Foreign Post Office; and for the future a Reply Coupon exchanged in this country should be stamped only at the Post Office which receives it in exchange for postage stamps.

26 May 1908

Reply Coupon System

The Brazilian Post Office has intimated that it is unable to participate at present in the service of Reply Coupons. The sign ++ opposite the word Brazil in the first column on page 716 of the Post Office Guide should be deleted.

19 January 1909

Reply Coupons to be Date-stamped

Cases have again come under notice in which reply coupons have been issued to the public in this country without being first impressed with the date stamp of the office of origin. The attention of all Officers dealing with reply coupons is; therefore, again drawn to the rules relating to the issue of reply coupons; and Postmasters are requested to bring to the special notice of their staff the rule requiring that every coupon sold is to be impressed with the date-stamp of the Office of issue on the left-hand side in the space marked "Timbre du bureau d'origine."

14 November 1911

Cases having been brought to notice in which the date stamp of the Office of Origin has not been affixed to Reply Coupons, Counter Officers are reminded of the rule on the subject. A notice to the effect that coupons should be stamped on the left side with the date stamp of the Office of Origin should be written on the envelope containing the counter stock.

15 July 1913

Reply Coupons

Portuguese East Africa is now included in the Reply Coupon system. The necessary note should be made at Page 748 of the Post Office Guide.

21 April 1914

Reply Coupons

The Republic of Panama is now included in the Reply Coupon system. The necessary note should be made at Page 750 of the Post Office Guide.

28 April 1914

Reply Coupons

Cases having been brought to notice in which the date stamp of the office of origin has not been impressed on the Reply Coupon, or has been impressed on the space reserved for the date stamp of the paying office, counter officers are again reminded of the rule on this subject. Every Reply Coupon must be stamped on the left hand side with the date-stamp of the office of origin and a notice to this effect should be written on the envelope containing the counter stock.

30 March 1915**Reply Coupons**

Several cases have recently been brought to notice in which the date stamp of the office of origin has not been impressed on the Reply Coupons, or has been impressed on the space reserved for the date stamp of the paying office. Counter Officers are again reminded of the rule on this subject.

Every Reply Coupon must be stamped on the left hand side with the date-stamp of the office of origin and a notice to this effect should be written on the envelope containing the counter stock.

1 August 1916**Reply Coupons**

The Republic of Colombia is now included in the Reply Coupon system. The necessary note should be made at Page 25 to the July Supplement to the Post Office Guide.

5 September 1916**Reply Coupons**

Several cases have recently been brought to notice in which the date stamp of the office of origin has not been impressed on the Reply Coupons, or has been impressed on the space reserved for the date stamp of the paying office. Counter Officers are accordingly again reminded of the rule on this subject. Every Reply Coupon must be stamped on the left hand side with the date-stamp of the office of origin and a notice to this effect should be written on the envelope containing the counter stock.

24 October 1916**Reply Coupons**

Until further notice, Reply Coupons issued in France, which do not bear the date stamp of the office of issue, must not be accepted for exchange.

20 June 1917**Reply Coupons**

Jamaica will be now included in the Reply Coupon system on the 1st of February. The necessary note should be made at Page 106 to the January Supplement to the Post Office Guide.

14 May 1918

Reply Coupons

Reply Coupons originating in the Argentine Republic or in France, which have not been date-stamped by the office of origin must not be accepted from the public for exchange. A note to this effect should be inserted against Rule 36(a) of the Rules for Head Post Offices, (Part II), and Rule 371A (Exchange) of the Rules for Sub-Postmasters.

12 August 1919

Reply Coupons

In the case of Reply Coupons issued by the Belgian Post Office the inscription "Belgique-Belgie" originally printed at the bottom of the coupons will be printed in the two lower corners. Coupons issued after 1915 which do not conform to the revised form must not be accepted for exchange; and a note to this effect should be made against Rule 36(a) of the Rules for Head Post Offices, (Part II), and Rule 371 of the Rules for Sub-Postmasters.

30 September 1919

REPLY COUPONS

Reply Coupons originating in any of the ex-enemy countries, except Hungary, may now be exchanged for postage stamps under the usual conditions. Coupons issued in Austria later than 15th April, 1919, should, however, be refused unless they bear in Gothic characters "Autriche allemande" in the bottom left hand corner, and "Deutschösterreich" in the lower right hand corner. The sign ++ should be inserted in Column 1 of Pages 608-658 of the Post Office Guide against the undermentioned countries:- Austria, Bosnia, Bulgaria, Croatia, Czecho-Slovakia, Dalmatia, Germany, Herzegovina, Slovenia, Turkey.

10 February 1920

Reply Coupons

Reply Coupons issued after the 14th of January, 1920, by the Post Office of the Kingdom of Serbs, Croats and Slovenes must not be accepted for exchange. A note to this effect should be made against Rule 36(a) of the Rules for Head Post Offices, (Part II), and Rule 371A of the Rules for Sub-Postmasters.

28 March 1920**Reply Coupons**

Reply Coupons issued after the 15th of March, 1920, by the Post Office of Italy must not be accepted for exchange. A note to this effect should be made against Rule 36(a) of the Rules for Head Post Offices, (Part II), and Rule 371A of the Rules for Sub- Postmasters.

20 July 1920**Reply Coupons**

Reply Coupons issued after the 17th of March, 1920, by the Post Office of Roumania and after the 30th of April, 1920, by the Post Office of France must not be accepted for exchange. A note to this effect should be made against Rule 36(a) of the Rules for Head Post Offices, (Part II), and Rule 371A of the Rules for Sub- Postmasters.

In each of the countries mentioned, however, Reply Coupons issued in this Country will continue to be exchanged. The Post Office of Czecho-Slovakia has also announce its willingness to exchange coupons issued by other administrations.

17 August 1920**Reply Coupons**

Reply Coupons are in some instances being irregularly exchanged; and care should be taken that the following instructions are complied with.

Coupons issued in the Argentine Republic, China, France, or Italy must not be accepted for exchange if they do not bear an impression of the date stamp of the Office of issue.

Coupons issued in the Kingdom of Serbs, Croats and Slovenes after 14 January, in Italy after 15 March, in Roumania after 17 March, and in France after 30 April last must not, in any circumstances, be accepted for exchange.

Rule 36 of "Rules for Head Post Offices (Part II)," and Rule 371A of "Rules for Sub-Postmasters" should be noted accordingly. These instructions have for the most part already been issued in earlier Post Office Circulars.

19 October 1920

Reply Coupons issued by the Post Office of Greece after the 4th of the present month must not be accepted for exchange. A note to this effect should be made against Rule 36 of the Rules for Head Post Offices, (Part II), and Rule 371 of the Rules for Sub- Postmasters.

Reply Coupons issued in this country will continue to be exchanged in Greece.

5 April 1922**International Reply Coupons**

Reply Coupons are still being exchanged at a number of offices for postage stamps of the wrong value.

It should be clearly understood that only two type of coupon are recognised, namely, (1) Coupons bearing the revised instructions printed in red across the old instructions for which postage a stamp of the value of 3d. should be given, and (2) Coupons without the instructions printed in red on the back, which should be exchanged for a value of the value of 1½d. only.

No notice should be taken by Counter Officers &c., of any alterations, whether in manuscript or by means of a stamp impression in the selling price shown above the head of the figure on the front of the coupon.

In the event of any difficulty arising with the public, concerning coupons without the instructions printed in red on the back, a postage stamp of the value of 1½d. should be given provisionally and instructions sought from the Comptroller and Accountant General (F.&C.B.).

10 January 1923**INTERNATIONAL REPLY COUPONS**

Period of Validity for Exchange

Attention is drawn to Rule 36(a) for Head Post Offices, Part II, and Rule 363 for Sub-Postmasters, which show that International Reply Coupons are valid for only two months after the end of the month of issue if issued in Europe, or six months if issued outside Europe.

It should be noted that Reply Coupons issued in European Countries before the 1st of October last, or in non European Countries before the 1st June last, are now out of date, and should not be accepted for exchange.

9 May 1923**REPLY COUPONS**

On and after the 14th instant, a reply coupon of the nominal value of 50 centimes should be exchanged for a postage stamp or postage stamps to the value of 2½d. when presented at a money Order Office in this country. Two, or multiples of two, reply coupons of the nominal value of 25 centimes each should also be exchanged for a postage stamp or postage stamps of the value of 2½d. if presented together; but a single coupon of this nominal value should be exchanged for a postage stamp or postage stamps to the value of 1d. only.

A note to this effect should be made against Rule 36(a) of the Rules for Head Post Offices, Part II, and against Rule 363 of the Rules for Sub-Postmasters.

A slip for correction of the Books of Rules will be issued in due course.

6 June 1923**INTERNATIONAL REPLY COUPONS**

It has come to notice that International Reply Coupons which do not bear the date stamp of the issuing office have been issued in this country. The period of validity is determined by the date of issue; and attention is therefore called to the importance of stamping such coupons with the date and Office of issue. Reply Coupons are sometimes used as a method of remitting small sums of moneys. When there is a reason to suspect that this purpose is in view, the attentions of the applicant should be called to Page 48 of the Post Office Guide where it is stated that Reply Coupons are issued for the purpose of prepaying replies to letters.

12 December 1923**INTERNATIONAL REPLY COUPONS**

A new type of Reply Coupon, bearing the watermark "50c. Union Postale Universelle. 50c.", is being introduced, but will not at present be issued in this country. The new Coupon is intended to become the standard type; but the issue and exchange of Coupons of the existing types will continue to be unaffected for the present.

A Coupon of the nominal value of 50 centimes whether of the new type, or the type overprinted in red which is already issued in some countries abroad, represents the full postage on a single-rate foreign letter, and should, in this country be exchanged for a postage stamp or postage stamps of the value of 2½d. for each coupon.

Coupons of the old type without red imprint, which have a nominal value of 25 centimes, representing half the postage on a single-rate foreign letter, will for the present continue to be issued and to be exchangeable in this Country for postage stamps at the rate of 2½d. for two Coupons presented together, or 1d. for a single coupon.

18 June 1924**INTERNATIONAL REPLY COUPONS**

International Reply Coupons originating in the Kingdom of the Serbs, Croats and Slovenes may now be accepted for exchange under the usual conditions. Rule 36(a), Rules for Head Post Offices, Part II, and Rule 363, Rules for Sub-Postmasters, will be amended in due course.

25 June 1924**INTERNATIONAL REPLY COUPONS**

Reply Coupons originating in Liberia should no longer be accepted for exchange. Rule 36(a), Rules for Head Post Offices, Part II, and Rule 363, Rules for Sub-Postmasters, should be amended accordingly.

30 July 1924**INTERNATIONAL REPLY COUPONS**

It has become urgently necessary to recall any available stocks of Reply Coupons. All Post Office should retain enough Coupons to meet three months requirements and the remainder should be regarded surplus.

Provincial Sub-Offices and Branch Office should send any surplus stocks to their Head Office, claiming the amounts under "Remittance to other Offices" in their Cash Accounts. Provincial Head Offices, after charging the amounts, should forward any stocks so received together with any surplus stock of their own to the Controller, Post Office Stores Department, Somerset House, claiming the amount as "Remittance to Post Office Stores Department" and noted "Coupons."

Offices in the London Districts should forward surplus stocks direct to the Controller, Post Office Stores Department, claiming the amounts in their Cash Accounts as a "Remittance to Post Office Stores Department" and noted "Coupons."

No coupons unfit for re-issue should be forwarded to the Stores Department.

10 September 1924**INTERNATIONAL REPLY COUPONS****New Issue**

The new type of Reply Coupon of the nominal value of 50 centimes, bearing the watermark "50c. Union Postale Universelle. 50c." which is referred to on Page 525 of the Post Office Circular of the 12th December last, will shortly be supplied for issue at Offices in this country. The period of validity is shown on the back of coupons of this type.

The new 50 centimes coupon must be taken on charge and sold at 6d. each. They will be exchangeable abroad for stamps to the value of a single-rate foreign letter.

The 25 centimes coupons must continue to be sold at 3d. until the stock is exhausted, and, when a stock of 50 centimes coupons is also held, care must be taken to keep the two kinds separate. Notes to the above effect must be made against Rule 36(a) of "Rules for Head Post Offices, Part II", and against Rule 363 of Rules for Sub-Postmasters," and Postmasters, when issuing supplies of the new coupons, must refer to this Circular.

Exchange Value

Reply Coupons are still being exchanged at a number of Offices for postage stamps of the wrong value.

Postmasters are reminded that three types of coupons are valid for exchange in this country:-

(1) Coupons of the old type with a nominal value of 25 centimes, representing half the postage on a single-rate foreign letter, and exchangeable in this country for postage stamps at the rate

of 2½d. for two coupons presented together, or 1d. for a single coupon. Any alteration in the issuing price on the face of a coupon of this type, whether in print or in manuscript, does not affect the exchange value in this country.

(2) Coupons of the same type overprinted in red on the back as exchangeable for a postage stamp or postage stamps representing the postage on a single-rate foreign letter. A coupon thus overprinted is exchangeable in this country for a postage stamp or postage stamps to the value of 2½d.

(3) Coupons of the new type, bearing the watermark "50c. Union Postale Universelle. 50c." A coupon of this type is exchangeable for a postage stamp or postage stamps to the value of 2½d. Though similar in appearance to (1), it may easily be distinguished by the fact that the period of validity is shown on the back.

19 November 1924

INTERNATIONAL REPLY COUPONS - New Issue

The stock of 25 centimes Reply Coupons is exhausted and Reply Coupons of the new type - 50 centimes - (6d per Coupon, referred to on page 353 of the *Post Office Circular* of the 10 September, are now available; they will be issued in parcels of 25 coupons, value 12s. 6d. per parcel.

When further supplies of Coupons are requisitioned, due allowance should be made for the increased value of the new type, and requisition forms should be amended accordingly.

The instructions in the *Post Office Circular* of the 30th July to return surplus stocks of 25 centimes Coupons is cancelled; no further consignments should be forwarded to the Stores Department.

14 January 1925

The attention of counter officers should be drawn to the necessity for legibly date-stamping Reply Coupons at the time of issue.

These coupons have a limited period of validity, and coupons which do not clearly show the date and place of issue are liable to be rejected when presented for exchange in foreign countries.

18 March 1925

reference to IRC in Post Office Guide

European Countries and Egypt / countries outside Europe except Egypt

23 September 1925

International Reply Coupons

New Issue and withdrawal of obsolete stocks

The present stock of all International Reply Coupons will be withdrawn from all offices at the end of September and coupons of a new type, which will be of a nominal value of 40 centimes and will be sold at 4d each, will be placed on sale on and from Thursday, the 1st of October.

The new issue, unlike the present coupons, will not be on sale at all Money Order Offices, but only at Head and Branch Offices, and at certain other offices already approved by Surveyors. An initial stock of the new coupons will be supplied to these Offices at the end of the present month in parcels of 25 Coupons (value 8s. 4d.)

All International Reply Coupons of the present stock remaining in hand at the close of business on Wednesday, the 30th instant, will therefore be obsolete and must be returned.

Details for return follow.

23 September 1925

Exchange of International Reply Coupons

International Reply Coupons will continue to be exchanged at all money order offices as at present.

Under the new regulations of the Postal Union, which come into force on the 1st October 1925, all Reply Coupons, whether of the old or new versions, remain valid until the end of the sixth month after the month of issue.

Coupons presented after the expiration of this period must not be exchanged.

Subject to this proviso, a postage stamp or postage stamps to the value of 2½d. must be given in exchange for each Reply Coupon, except for a Coupon of the original issue (nominal value of 25 centimes). This issue, which will be withdrawn from sale at Post Offices abroad on the 1st October and should soon therefore disappear can readily be identified by the absence anywhere on the coupon of any mention of a period of validity. For these Coupons, a postage stamp of the value of 1d. only must continue to be given in exchange for a single Coupon, and a postage stamp or postage stamps to the value of 2½d. for every two Coupons (2½d for 2 Coupons, 5d. for 4 Coupons and so on).

30 September 1925

Exact repeat of the notice of 25 September

Gazette amendment:

add 'except Persia and Uruguay' after 'in any country of the Postal Union'

delete 'at any money Order Office' insert 'at the larger Post Offices'

16 March 1927

Imperial Reply Coupons

A new type of Reply Coupon, for use within the British Empire only, will be placed on sale on and from Monday, the 4th April, at all offices which at present sell International Reply Coupons.

Supply

An initial stock of the new Coupons will be supplied to those offices towards the end of the present month in bundles of 10 coupons (value 2s. 1d.). Applications for further supplies should be made as for International Reply Coupons, vide PO Rules CIX86.

Issue

The coupons will be sold at 2½d. each and must be date stamped on the left hand side. They will be valid for exchange only within the British Empire for a postage stamp or stamps representing the postage on a single rate letter to a destination within the British Empire.

Exchange

Imperial Reply Coupons will be exchanged at all money order offices. When exchanged they must be date stamped on the right hand side in the space provided. Like International Reply Coupons they remain valid for six months exclusive of the month of issue. Coupons presented after the expiry of that date must not be exchanged.

Subject to this proviso, a postage stamp or stamps to the value of 1½d. must be given in exchange for each Imperial Reply Coupon.

Exchanged Imperial Reply Coupons must be treated in the same way as exchanged International Reply Coupons - vide PO Rules CIX57 - the word "International" being struck out of the heading in the table of "Unclaimed Payments" at the back of Head Office Cash Accounts, when necessary.

23 March 1927

Exact repeat of 16 March 1927

13 April 1927

REPLY COUPONS

Working copies of the Post Office Guide should be amended as follows:-

Page 67 under the heading 'Reply Coupons'. After the first paragraph insert the following:

Imperial Coupons, exchangeable within the Empire only for a stamp or stamps representing the postage on a single letter rate from the country of exchange to a destination within the empire, may be purchased at the price of 2½d. each at all offices which sell International Reply Coupons.

28 February 1928**International & Imperial Reply Coupons**

Complaints have been received that reply coupons are issued in this country without being stamped at the Offices of issue and that in consequence foreign Post Offices have refused to exchange them for stamps. The attention of all counter officers should be drawn to the PO Rules CVI41(b) which prescribes that a clear impression of the date-stamp of the Offices of issue must be made in the space provided on the left hand side of the face of each coupon sold.

12 March 1930**International Reply Coupons**

A new type of International Reply Coupon has been approved and will shortly come into general use. The new coupon differs materially in design from that in present circulation; it is printed on paper with the watermark "UPU". No limit is fixed for the validity of the new coupon, and it should be noted that, while the limit of validity of six months indicated on coupons of the old pattern will be enforced until the 30th of June next, after that date both the old and new types may be accepted at any time after the date of issue.

In other respects the conditions under which International Reply Coupons should be exchanged are unaltered and the new coupons should be accepted, when presented, in exchange for a postage stamp or stamps to the value of 2 1/2d.

25 June 1930**International Reply Coupons**

As announced in Post Office Circular of the 12th March last, a new type of International Reply Coupon has been approved. The new type of International Reply Coupon has been approved and will shortly come into general use. The new coupon differs materially in design from that in present circulation; it is printed on paper with the watermark "UPU". No limit is fixed for the validity of the new coupon, and it should be noted that, while the limit of validity of six months indicated on coupons of the old pattern will be enforced until the 30th of June next, after that date both the old and new types may be accepted at any time after the date of issue.

In other respects the conditions under which International Reply Coupons should be exchanged are unaltered and the new coupons should be accepted, when presented, in exchange for a postage stamp or stamps to the value of 2½d.

30 July 1930**Imperial and International Reply Coupons**

Complaints have been received that reply coupons are issued in this country without being date stamped and that in consequence foreign Post Offices have refused to exchange them for

postage stamps. The attention of all counter officers should be drawn to Post Office Rules C.VI,41(b), which prescribes that a clear impression of the date stamp of the Office of issue must be made in the space provided at the left-hand side of the face of each coupon sold.

21 October 1931

International Reply Coupons

On and from Monday, the 26th instant, the selling price of International Reply Coupons will be increased from 4d. to 5d. The present selling price of 4d. shown on all unsold coupons in hand at the commencement of business on the date in question should be struck out and the new price of 5d. entered boldly and legibly in manuscript. The total amount, calculated at the rate of 1d. per coupon by which the selling value of the stock has been increased should be charged as a special entry in the receipts section of the Cash Account immediately below "Savings Bank Deposits", the description "International Reply Coupons" being written plainly against the entry.

A certified statement showing clearly the name of the office and the total number of coupons in hand at the opening of business on the 26th October and the total amount of the increase in value should accompany the Cash Account as a voucher in support of the special entry.

An International Reply Coupon should continue to be exchange, as hitherto, a postage stamp or postage stamps to the value of 2½d. The Imperial Reply Coupon will continue to be sold for 2½d. and exchanged for a postage stamp or postage stamps to the value of 1½d.

28 October 1931

PO Guide Page 73 line 4, Amend "price of 4d." to read "price of 5d."

25 January 1933

Increase in Selling Prices of Imperial Reply Coupons and International Reply Coupons

On and from Wednesday, the 1st of February, the following increases in the selling prices of Reply Coupons will take place.

Imperial Reply Coupons increased from 2½d. to 3d.
International Reply Coupons increased from 5d. to 6d.

At the commencement of business on the 1st of February the present selling price of 2½d on all unsold Imperial Reply Coupons in hand should be struck out and the new price of 3d. entered boldly and legibly in manuscript. On all International Reply Coupons the present selling price of 5d. should be struck out and the new price of 6d. boldly and legibly entered.

The total amount by which the selling value of the stock had been increased, calculated at the rate of ½d. per Imperial Reply Coupon and 1d. per International Reply Coupon, should be charged as a special entry in the Receipts section of the Cash Account on line F, immediately

below "Savings Bank Deposits", the description 'Imperial and International Reply Coupons' being written plainly against the entry.

A certified statement, prepared on the following lines, should be placed inside the Cash Account as a voucher in support of the special entry.

Name of Office _____

Reply Coupons in hand at commencement of business on the 1st of February 1933

| | Numbers In Hand | Amount of Increase £. s. d. |
|---------------------|-----------------|-----------------------------|
| Imperial | | |
| International | | |
| <hr/> | | |
| Total Certified | | |
| <hr/> | | |

(Signature of Postmaster) _____
 (Date) _____

As hitherto, an Imperial Reply Coupon should continue to be exchanged for a postage stamp or stamps of the value of 1½d. and an International Reply Coupon should continue to be exchanged for a postage stamp or stamps of the value of 2½d.

The following alteration should be made to the Post Office Guide at Page 78 Reply Coupons

International Reply Coupon line 4 Amend "price of 5d." to read "price of 6d."
 Imperial Reply Coupon line 4 Amend "price of 2½d." to read "price of 3d."

19 April 1933

Imperial and International Reply Coupons

Complaints have again been received that reply coupons have been issued without being date-stamped at the issuing office, and in consequence Post Offices abroad have refused to exchange them. The attention of counter officers should be drawn to the necessity of complying strictly with Post Office rules C.VI 41(a) which prescribes that a clear impression of the date stamp of the Office of issue must be made in the space provided at the left-hand side of the face of each reply coupon sold.

11 July 1934

Imperial and International Reply Coupons

With reference to the notice which appeared under the above heading in the Post Office Circular of the 19 April 1933, further cases have come under notice in which post offices abroad have refused to exchange reply coupons originating in this country because the coupons did not bear the date-stamp of the issuing office. The special attention of counter officers should be drawn to Post Office rules C.VI 41(a), which prescribes that a clear impression of the date stamp of

the office of issue must be made in the space provided at the left-hand side of the face of each reply coupon sold.

27 December 1934

Imperial Reply Coupons

Commencing on the 1st of January, Imperial Reply Coupons will be valid for exchange between the United Kingdom and Palestine. Coupons issued in Palestine for exchange in this country will be overprinted in red with the phrase "For exchange in the United Kingdom only" and its equivalent in Arabic and Hebrew.

13 November 1935

International Reply Coupons Withdrawal of Coupons of the Old Pattern

It has been decided to withdraw all International Reply Coupons of the pattern in force prior to the introduction of the type announced in the Post Office Circular of the 25th of June, 1930. All International Reply Coupons of the old pattern, which may still be on hand, must therefore be returned forthwith,

(1) from Head Offices in England and Wales, District, Branch, and Sub-Offices in London, and Head Offices in Northern Ireland to "The Controller, Post Office Stores Department, Stamp Section, Somerset House, W.C.2",

(2) from Head Offices in Scotland, and all Offices in the Edinburgh Postal and Telegraph District to "The Controller, Post Office Stores Department, Russell Road Depot, Edinburgh" and

(3) from Provincial Branch and Sub-Offices in Great Britain and Northern Ireland to their respective Head Offices, where the coupons must be assembled and made up into one consignment before transmission as indicated above.

The coupons must be sent by registered post, together with a statement showing the number and value returned, the name of the Office from which they are being sent being shown in the top right-hand corner of the statement.

Credit for the value of the coupons must be claimed in the Cash Account as follows:-

(1) Head Offices in England and Wales, District, Branch, and Sub-Offices in London, and Head Offices in Northern Ireland as a "Remittance to Post Office Stores Department, London"

(2) Head Offices in Scotland, and all Offices in the Edinburgh Postal and Telegraph District as "Returned Licenses, Stamps, etc."

(3) Provincial Branch and Sub-Offices in Great Britain and Northern Ireland as a "Remittance to other Offices."

The words "International Reply Coupons" must be written against the entry in cases (1) and (2) above.

20 September 1939 Page 437**International Reply Coupons**

Counter Officers should note that from now until further notice International Reply Coupons issued in Germany, Austria, Czechoslovakia (Bohemia, Moravia and Slovakia) and Danzig must not be exchanged. Any persons presenting such coupons must be informed that they are not now exchangeable in this country.

11 October 1939 Page 483**International Reply Coupons**

With reference to the notice under the above heading which appeared on page 437 of the Post Office Circular of the 20th of September, it should be noted that International Reply Coupons issued in Poland, as well as those issued in Germany, Austria, Czechoslovakia (Bohemia, Moravia and Slovakia) and Danzig must not now be exchanged.

17 April 1940 Page 175**International Reply Coupons**

With reference to the notice under the above heading which appeared at page 437 and 487 of the Post Office Circular of the 20th of September and the 11th October, it should be noted that International Reply Coupons issued in Denmark, as well as those issued in Germany, Austria, Czechoslovakia (Bohemia, Moravia and Slovakia), Danzig and Poland, must not now be exchanged.

12 June 1940 Page 275**International Reply Coupons**

With reference to the notice under the above heading which appeared on page 175 of the Post Office Circular of the 17th of April, it should be noted that International Reply Coupons issued in Belgium, Holland, Luxemburg, Italy, Italian East Africa (Eritrea, Ethiopia and Italian Somaliland), Libya and Norway, as well as those issued in Denmark, Germany, Austria, Czechoslovakia (Bohemia, Moravia and Slovakia) and Danzig must not now be exchanged.

19 March 1941**International Reply Coupons**

In view of the suspension of mail services to Bulgaria and Roumania, notified at page 104 of the Post Office Circular of the 12th of March, it should be noted that International Reply

Coupons issued those countries must no longer be exchanged. The following is a complete list of the countries whose International Reply Coupons must not be exchanged.

| | |
|---|---|
| Austria | Holland |
| Belgium | Italy |
| Bulgaria | Italian East Africa (Eritrea, Ethiopia and Italian Somaliland) |
| Czechoslovakia (Bohemia, Moravia and Slovakia) | Libya |
| Danzig | Luxemburg |
| Denmark | Norway |
| Germany | Poland |
| Roumania | |

26 March 1941

International Reply Coupons

Difficulty is being experienced in replenishing stocks of International Reply Coupons and Postmasters should avoid requisitioning supplies in excess of immediate requirements. With a view to equalising stocks throughout the country, Head Postmasters are asked to recall from all offices under their control any surplus International Coupons and forward them at once by registered post, together with any surplus at their own Head Offices to the Stores Department, Stamp Section, at the address from which stamped postal stationery is requisitioned. District, Branch and Sub-Offices in London should similarly return any surplus stocks direct to the Stores Dept., Stamp Section.

The value of any coupons returned should be claimed as a remittance to the Stores Dept., Stamp Section.

The foregoing applies only to International Reply Coupons; Imperial Reply Coupons are not affected.

9 April 1941

International Reply Coupons

Owing to a temporary shortage of International Reply Coupons, provisional arrangements have been made with the Swiss Post Office for the use of sixpenny postage stamps in lieu of International Reply Coupons in connection with the Red Cross Postal Message Scheme for communicating with persons residing in enemy or enemy occupied territory.

Officials of the Citizens Advice Bureaux making application for International Reply Coupons should be informed accordingly, and should be supplied with one sixpenny stamp for each coupon required. Only sixpenny stamps may be used (i.e. the value may not be made up with stamps of other denominations), and the stamps must not be cancelled.

It is emphasised that the arrangements apply only to the Red Cross Postal Message Scheme, and, more-over that sixpenny stamps will not be exchangeable in countries other than Switzerland. Private individuals should not therefore be offered sixpenny stamps in lieu of International Reply Coupons but should continue to be supplied with Coupons as long as stocks

last, after which they should be informed with an expression of regret that stocks of the Coupons which have to be obtained from abroad are temporarily exhausted, but will be replenished as soon as possible.

16 April 1941

**International Reply Coupons
Suspension of Exchange of Coupons issued in Hungary**

In view of the suspension of the postal services with Hungary notified at page 156 of the Post Office Circular of 9th of April; it should be noted that International Reply Coupons issued in that country must no longer be exchanged.

Hungary should therefore be inserted in alphabetical order in the list of countries contained in the notice appearing at Page 119 of the Post Office Circular of the 19th of March.

7 May 1941

**International Reply Coupons
Suspension of Exchange of Coupons issued in Yugoslavia**

In view of the suspension of the postal services with Yugoslavia notified at page 186 of the Post Office Circular of 30th of April; it should be noted that International Reply Coupons issued in that country must no longer be exchanged.

Yugoslavia should therefore be inserted in alphabetical order in the list of countries contained in the notice appearing at Page 119 of the Post Office Circular of the 19th of March.

13 August 1941

**International Reply Coupons
Suspension of Exchange of Coupons issued in Finland**

It should be noted that International Reply Coupons issued in Finland must no longer be exchanged, and Finland inserted in alphabetical order in the list of countries contained in the notice headed "International Reply Coupons" which appeared at page 119 of the Post Office Circular of the 19th of March.

13 August 1941

**Imperial Reply Coupons –
INTRODUCTION OF A MODIFIED PATTERN**

It has been decided to replace the present Imperial Reply Coupons by coupons of a modified pattern. The modification consists of the addition of the words "Exceptionally, the exchange value in India is 2½ annas." The selling price (3d.) remains unchanged. Head Postmasters and

others should make immediate application to the Stores Department for the new coupons and place them on sale as soon as the supply is received.

Stocks of the old pattern should then be withdrawn from sale and returned in accordance with the following instructions:-

London Offices should return the coupons to the Controller, Post Office Stores Department, at the address in England from which coupons are now received. Credit for the value of the coupons must be claimed as a remittance to the Stores Department and the words "Imperial Reply Coupons" should be written against the entry.

Provincial Branch Offices and Sub-Offices in Great Britain and Northern Ireland should make up the coupons in a separate package and return them to their respective Head Office in a remittance. The remittance should then be made up to even pounds in the usual manner. Cash Account Offices must claim credit for the value of coupons as a "Remittance to other offices."

The value of coupons received at a Head Office from Branch Offices and Sub-Offices must be charged in the Head Postmaster's Cash Account on the day of receipt. As regards non-cash account offices the credit stock should be adjusted by the Head Postmaster on receipt of the coupons.

Head Offices should assemble their own stocks with the coupons returned from their subordinate offices, and make them up into one consignment which should be despatched as follows:-

(a) From Head Offices in England (except the North Eastern and North Western Regions) and Wales to the Controller, Post Office Stores Department, at the address in England from which coupons are now received. Credit for the value of the coupons must be claimed as a remittance to the Stores Department, and the words "Imperial Reply Coupons" should be written against the entry.

(b) From Head Offices in Scotland, the North Eastern and North Western Regions of England and Northern Ireland to the Controller, Post Office Stores Department, at the address in Scotland from which coupons are now received. Credit for the value of the coupons must be claimed against the heading "Returned Licences, Stamps, etc.", and, in the cases of other offices as indicated in (a) above.

Coupons consigned to the Post Office Stores Department should consist wholly of obsolete coupons and should be sent by registered letter post, together with a statement showing the number and value of coupons returned. The name and, in England, Wales and Northern Ireland, the sorting code number of the office from which the coupons are despatched, should be shown at the top right-hand corner of the statement. The consignments must be clearly marked "Obsolete Imperial Reply Coupons only on the outside corner of the package.

24 September 1941 Page 411

International Reply Coupons

According to information received from the Trading with the Enemy Branch (Treasury and Board of Trade), only ONE International Reply Coupon is allowed in a letter addressed to any of the following countries, viz:-

France (Unoccupied, including Monaco)

Algeria

French Somaliland

Morocco (French Zone)

Tunis

Inquirers should be informed accordingly.

24 December 1941 Page 595

International Reply Coupons

Suspension of Exchange of Coupons issued in French Indo-China, Japan, Chosen (Korea) and other Japanese dependencies and Thailand.

It should be noted that International Reply Coupons issued in French Indo-China, Japan, Chosen (Korea) and other Japanese dependencies and Thailand must no longer be exchanged.

The following is a complete list of countries whose International Reply Coupons must not be exchanged:-

| | | |
|---|-----------------------------------|-----------------------|
| Austria | Finland | Japanese Dependencies |
| Belgium | Germany | Libya |
| Bulgaria | Holland | Luxemburg |
| Chosen (Korea) | Hungary | Norway |
| Czecho-Slovakia (Bohemia and Slovakia) | Italy | Poland |
| Danzig | Italian East Africa (Eritrea) | Roumania |
| Denmark | Ethopia and Italian Somaliland | Thailand |
| French Indo-China | Japan | Yougoslavia |

The last announcement on this subject appeared at page 347 of the *Post Office Circular* of the 13th of August, 1941.

25 November 1942 Page 574

International Reply Coupons

Suspension of Exchange of Coupons issued in enemy and enemy-occupied countries.

It should be noted that International Reply Coupons issued in France must no longer be exchanged.

The following is a complete list of countries whose International Reply Coupons must not be exchanged:-

| | | |
|---|-----------------------|-----------------|
| Albania | Germany | Malaya |
| Austria | Greece | Norway |
| Belgium | Holland | Philippines |
| Bulgaria | Hong Kong | Poland |
| Burma | Hungary | Portugese Timor |
| Chosen (Korea) | Italy | Roumania |
| Czecho-Slovakia (Bohemia Moravia and Slovakia) | Japan | Sarawak |
| Danzig | Japanese Dependencies | Thailand (Siam) |
| Denmark | Johore | Yougoslavia |
| Dutch East Indies | Kedah | |
| Estonia | Latvia | |
| Finland | Libya | |
| France | Lithuania | |
| French Indo-China | Luxemburg | |
| | Macao | |

(This notice supersedes the announcement on this subject in Post Office Circular 24th December, 1941 Page 595)

27 June 1945

International Reply Coupons

The following amendment should be made to Page 149 of the Post Office Guide in respect of the paragraph headed International Coupons.

Delete present entry. Substitute

INTERNATIONAL COUPONS

These coupons may be purchased in the United Kingdom at the price of 6d. each and are exchangeable in any foreign country of the Postal Union for a stamp of stamps representing the minimum postage payable on a letter sent from that country to the United Kingdom. An international coupon received in the United Kingdom is exchangeable for stamps to the value of 3d. International Reply Coupons issued in enemy of enemy-occupied territory cannot be exchanged.

15 August 1945

International Reply Coupons

It has come under notice that inconvenience is being caused abroad because International Reply Coupons sold in this country have in some cases been incorrectly date-stamped by the issuing officer and counter officers are reminded that the date-stamp impression of the issuing Office must be made in the circle provided for the purpose on the left hand side of each coupon.

20 February 1946

International Reply Coupons

Working copies of the Post Office Guide should be amended as indicated in the notice at the end of this circular.

Page 84 paragraph headed 'International Coupons' Delete the last sentence, viz, "International Reply Coupons issued in enemy of enemy-occupied territory cannot be exchanged."

27 March 1946

Cases have recently come to notice in which International Reply Coupons sold in this country have either been incorrectly date-stamped or issued without an impression of the date-stamp of the issuing Office. Counter officers are again reminded that a clear impression of the date-stamp must be made on the left hand side of the face of each coupon.

10 July 1946

International Reply Coupons

International Reply Coupons are not exchangeable in Italy at present. The necessary amendment to the Post Office Guide appears at the end of this circular.

P84 REPLY COUPONS

International Coupons

After the first sentence insert:-

"Exceptionally International Coupons are not exchangeable in Italy at present."

4 September 1946

International Reply Coupons

With reference to the notice under this heading in Post Office Circular 10.7.46, complete edition, p140, Sub-Postmasters edition p302, it should be noted that International Reply Coupons are again exchangeable in Italy.

The necessary amendment to the Post Office Guide appears at the end of this circular.

P84 REPLY COUPONS

International Coupons

delete 'Exceptionally International Coupons are not exchangeable in Italy at present.'

21 May 1947

Imperial Reply Coupons

The present Imperial Reply Coupon is being replaced by a coupon embodying a slight modification of the letter press at the lower right-hand corner. The concluding sentence now reads:- "Exceptionally, the exchange value in India and Burma is 2 1/2 annas". Coupons bearing this wording will henceforth be supplied in response to requisitions; and stocks of the present coupon should be sold before the new coupon is put on sale. The necessary amendment to the Post Office Guide appears at the end of this circular.

P85

REPLY COUPONS

IMPERIAL COUPONS

First paragraph. After second sentence insert:- "Exceptionally, the exchange value in India and Burma is 2 1/2 annas."

Second paragraph. Delete. "Exceptionally Imperial" and substitute "Imperial".

27 October 1948

International Reply Coupons

Air-Age Neighbour Scheme (U.S.A.)

A scheme is being launched in the United States of America under the title "The Air Age Neighbour Movement" to encourage friendly relations between community groups in the U.S.A. and similar groups in the U.K. and other countries participating in the Economic Recovery Plan (Marshall Aid). The scheme envisages that letters or parcels sent from a community group in the U.S.A. will include a sufficient number of International Reply Coupons to enable the recipient to post a reply to the sender via air mail. The normal rules regarding the exchange of International Reply Coupons for postage stamps will apply, and Head Postmasters are requested to ensure that all officers concerned are fully acquainted with the procedure. If, when presenting these coupons at Post Offices, the recipient specifically asks for air mail stamps, he or she should be informed that in this country ordinary postage stamps are used for air mail letters, and the appropriate stamp or stamps be supplied e.g. a 1s. stamp for 4 coupons. If two coupons only are presented, they may be exchanged for a 6d. stamp or an air letter form. Where stamps for air mail are supplied, a blue Air Mail label should be offered.

24 November 1948

International Reply Coupons

Photostatic copies of the International Reply Coupon, approximately half the size of the authentic coupon, and printed in dark grey on white paper, have recently been tendered for exchange at certain offices. These copies are not valid and must not be accepted.

14 April 1948

Exchange of International Reply Coupons

Attention is called to Post Office Rules C1, 28(b), concerning the exchange of International Reply Coupons. Special care should be taken to ensure that any French coupon, which has not been date stamped by the issuing office in France, is not exchanged. In such a case, the applicant should be advised to return the coupon to the sender.

16 November 1949

**INCREASE IN SELLING PRICE
OF INTERNATIONAL REPLY COUPONS**

On and from Friday the 18th November the selling price of International Reply Coupons will be increased from 6d. to 8d. The price of Imperial Reply Coupons will remain unchanged.

At the commencement of business on the 18th November, the present selling price of 6d. on all unsold International Reply Coupons on hand should be struck out and the new selling price of 8d. entered boldly and legibly in manuscript.

The total amount by which the selling value of stock has been increased, calculated at the rate of 2d. per International Reply Coupon, should be charged as a special entry on line HH in the receipts section of the Cash Account, the description "International Reply Coupons" being written plainly against the entry.

A certified statement prepared on the following lines, should be placed inside the Cash Account as a voucher in support of the special entry:-

Name Of Office.....

International Reply Coupons in hand at the commencement of business on 18th November 1949

Number in Hand

Amount of Increase certified

£ s. d.

Signature of Postmaster.....

Date

For a short time after the 18th November it will not be possible for the Supplies Department to provide stocks of International Reply Coupons showing the new selling price of 8d. The foregoing procedures should, therefore, be applied to any International Reply Coupons received from the Supplies Department after the 18th November which bear the old selling price of 6d.

As hitherto, an International Reply Coupon should continue to be exchanged for a postage stamp, or stamps to the value of 3d. The necessary amendment to the Post Office Guide appears at the end of this circular.

{Page 87, amend "6d." to "8d."}

29 November 1950

International Reply Coupons

Offices concerned are reminded that, concurrent with the increase in foreign postal rates on the 1st of October, the exchange value of an International Reply Coupon, in postage stamps became 4d. An amendment to Post Office Rules C1(28) will be issued.

6 September 1950

Supplement

OVERSEAS MAILS

Page 91 International Reply Coupons
Line 6 Delete 3d. Substitute 4d.

21 January 1953

OVERSEAS MAILS COMMONWEALTH REPLY COUPONS to supersede IMPERIAL REPLY COUPONS

The present Imperial Reply Coupon is to be replaced by the Commonwealth Reply Coupon, which will serve precisely the same purpose; the selling price of the coupon in Great Britain and Northern Ireland will remain at 3d. each, and a coupon received in this country from abroad will continue to be exchangeable for stamps to the value of 2½d. As with Imperial Reply Coupons, the new type will be available in packets of 10, price 2s. 6d.

Commonwealth Reply Coupons are to be put on sale at Post Offices in Great Britain and Northern Ireland on Monday, 23rd February, 1953. Stocks of Imperial Reply Coupons on hand at the close of business on Saturday, 21st February, 1953 (or Sunday, 22nd February, 1953, where appropriate) should be withdrawn from sale.

In order that the initial distribution of supplies may be made, requisitions representing ONE MONTH'S demand should be submitted at once or, in any case, not later than 28th January, 1953, by Provincial Head Offices and by London District, Branch and Sub-Offices to the Supplies Department (Stamp Depot), 91-99, Pentonville Road, London, N.1, or Russell Road,

Edinburgh, 12, as appropriate. ONLY THOSE OFFICES AT WHICH THERE IS ALREADY A DEMAND FOR IMPERIAL REPLY COUPONS SHOULD APPLY. Requisitions should be clearly marked "COMMONWEALTH REPLY COUPONS" and NO OTHER ITEMS SHOULD BE INCLUDED.

Further details about the date on which supplies of the new coupons will be distributed and instructions regarding the disposal of and accounting for Imperial Reply Coupons withdrawn from sale will be given in a future issue of the *Post Office Circular*.

11 February 1953

OVERSEAS MAILS
COMMONWEALTH REPLY COUPONS

With reference to the notice POC 21.1.53, p. 24, DF 118, initial supplies of the new coupons will be despatched by the Supplies Department to Provincial Head Offices on Monday, 16th February and to London District, Branch and Sub-Offices direct on Thursday, 19th February. ALL SUPPLIES MUST BE CHARGED IN THE CASH BOOK ON THE DAY OF RECEIPT.

ON NO ACCOUNT MAY THE NEW COMMONWEALTH REPLY COUPONS BE EXHIBITED, SOLD OR USED FOR ANY PURPOSE BEFORE THE COMMENCEMENT OF BUSINESS AT POST OFFICES ON MONDAY, 23RD FEBRUARY.

Stocks of obsolete Imperial Reply Coupons withdrawn from sale at the close of business on Saturday, 21st February, 1953 (or Sunday, 22nd February where appropriate) should be returned in accordance with the following instructions :-

- (i) LONDON DISTRICT, BRANCH and SUB-OFFICES should return the coupons to the Supplies Dept., 91/99, Pentonville Road, N.1, during the week commencing 23rd February.
- (ii) BRANCH and SUB-OFFICES ELSEWHERE should return the unsold coupons to their Head Office during the week commencing 23rd February, claiming the value of the coupons as a "Remittance to other offices." The remittance should be made up to even pounds in the usual manner. It must be charged in the Head Office Cash Book on the day of receipt.
- (iii) EACH HEAD OFFICE in the REGIONS should assemble its own stock with the coupons from subordinate offices into one consignment and despatch it to the Supplies Department, 91/99, Pentonville Road, London, N.1, or Russell Road, Edinburgh 12, as appropriate.

The consignments to the Supplies Department must consist exclusively of Imperial Reply Coupons – NO OTHER ITEMS SHOULD BE INCLUDED. They should be sent by registered post, clearly marked "Imperial Reply Coupons" on the outside covers. An advice showing the name and code number of the office and the number and value of the coupons returned should be enclosed in each consignment. The value should be claimed in the Cash Account as a remittance to the Supplies Department.

The necessary amendments to the headings in the relative stock books and on requisition forms will be made as the books and forms become due for reprint.

25 February 1953**SALE OF INTERNATIONAL AND COMMONWEALTH REPLY COUPONS**

The attention of counter officers is drawn to Post Office Rule C 1 18 which states that a clear impression of the date-stamp of the issuing office must be made in the circle on the left-hand side of the face of each coupon sold. Failure to do so may cause difficulty when the coupon is tendered for exchange at a Post Office abroad.

11 November 1953**International Reply Coupons**

On and from Friday, 1st January 1954, the current International Reply Coupon will be replaced. Supplies of the new coupons are available and in order that initial distribution may be made, requisitions representing ONE MONTH'S demand should be submitted at once, or, on any case, not later than 16th November, 1953, by Provincial Head Offices, and by London District, Branch and Sub- Offices to the Supplies Department, 91-99, Pentonville Road, London, N.1, or Russell Road, Edinburgh, 12, as appropriate. ONLY THOSE OFFICES AT WHICH THERE IS ALREADY A DEMAND FOR INTERNATIONAL REPLY COUPONS SHOULD APPLY. Requisitions should be clearly marked "INTERNATIONAL REPLY COUPONS" and NO OTHER ITEMS SHOULD BE INCLUDED.

The new coupon will be available in packets of 25.

Stocks of the current International Reply Coupon on hand at the close of business on Thursday, 31st December, 1953, should be withdrawn from sale.

Further details about the date on which supplies of the new coupon will be distributed and instructions regarding the disposal of and accounting for the coupons withdrawn from sale will be given in a future issue of the Post Office Circulars.

16 December 1953**International Reply Coupons**

With reference to the notice POC 11.11.53 page 555 DF125, initial supplies of the new coupon will be despatched by the SupD to Provincial HOs on or about Monday, 21st December, and to London District, Branch and SOs on or about Tuesday 29th December, in accordance with the special requisitions received. All supplies must be charged in the cash book on the day of receipt, and in this respect it must be noted that the selling price of the new coupon will be NINEPENCE.

ON NO ACCOUNT MAY THESE COUPONS BE EXHIBITED, SOLD OR USED FOR ANY PURPOSES BEFORE THE COMMENCEMENT OF BUSINESS AT POs ON FRIDAY, 1ST JANUARY, 1954.

Every parcel of the new coupons despatched by SupD to Provincial HPmrs for the initial distribution will contain a sufficient quantity of forms SD2826P to enable a copy to be enclosed in every package of the new coupons to be sent from the HO to subordinate office (including BOs). This sub-distribution by HOs should be done **to offices only where there is already a demand for International Reply Coupons**. The notice is a warning against premature sale, exhibition or use of the new coupon for any purpose before the authorised date.

Stocks of the obsolete eightpenny International Reply Coupons withdrawn from sale at the close of business on Thursday, 31st December, 1953, should be returned in accordance with the following instructions:-

1. **London District, Branch and SOs** should return the coupons to the Supplies Department, 91-99, Pentonville Road, London, N.1, by Wednesday, 6th January, 1954.
2. **Provincial Branch and SOs, including those in the Outer London Area**, should return the coupons to their HO on 1st January, 1954 (or as soon as possible thereafter) claiming their value as a remittance to HO.
3. **Each HO, including HOs in the Outer London Area**, should assemble its own stock together with the coupons returned from its subordinate offices into one consignment and despatch it to the Supplies Department, 91-99, Pentonville Road, London, N.1, or Russell Road, Edinburgh, 12, as appropriate during the week commencing 4th January, 1954.

The consignment to the SupD must consist exclusively of International Reply Coupons. **NO OTHER ITEMS SHOULD BE INCLUDED**. They should be sent by registered post, clearly marked "**International Reply Coupons**", **together with the code number of the office on the outside covers**. An advice showing the name and code number of the office should be enclosed in each consignment. The value should be claimed in the Cash Account as a remittance to the SupD.

The necessary amendments to the relative requisition forms will be made as these become due for reprint. Existing stocks of these forms should be amended in manuscript.

The necessary amendments to the Post Office Guide will be issued shortly.

14 April 1954

International Reply Coupons

On and after Tuesday, 20th April, 1954, International Reply Coupons will be tied in bundles of 30 coupons, valued £1 2s 6d., instead of 25, value 18s 9d., as at present. All offices requiring supplies from that date should requisition accordingly, the requisition form to be amended pending reprint.

This instruction is issued in consequence of a recommendation of the Post Office Joint Production Council.

18 May 1955

International Reply Coupons

It has come to notice that regulations governing the exchange of international reply coupons are being misapplied.

Counter officers are reminded that an international reply coupon is invariably exchanged for a stamp or stamps to the value of 4d. It does not matter that the coupon may have been issued in a country to which the first surface letter postage is only 2½d. An amendment to the relative entry in the Post Office Guide appears at the end of this circular.

[Page 98 Post Office Guide

International Reply Coupons

Delete the last sentence and insert new paragraph:

An International Reply Coupon received in this country is exchangeable for stamps to the value of 4d. irrespective of the first surface letter postage rate from this country to that of the origin of the coupon.]

1 February 1956

Commonwealth Reply Coupons

An amendment of the Post Office Guide in respect of the exchange value in Pakistan of Commonwealth Reply Coupons appears at the end of this circular. Counter officers and all other officers concerned should note that Commonwealth Reply Coupons now in stock will be recognised as valid for exchange in Pakistan at the new rate and should not therefore be altered before sale to correspond with the POG amendment.

[Page 98 Commonwealth Reply Coupons

Amend the third sentence to read Exceptionally, the exchange value in India and Pakistan is 2 1/2 annas.]

3 March 1957

Commonwealth Reply Coupons

An amendment to the POG in respect of the introduction of the decimal money system in India appears at the end of this circular. Counter officers and all other officers concerned should note that Commonwealth Reply Coupons now in stock will be recognised as valid for exchange in India at the new rate and should not therefore be altered before sale to correspond with the POG amendment.

A reprinted coupon, incorporating the new currency will be introduced as soon as stocks of the present coupon have been used up.

[Page 98 Commonwealth Reply Coupons

Amend the third sentence to read Exceptionally, the exchange value in India is 16 naye paise and in Pakistan is 2 1/2 annas.]

18 March 1959

COMMONWEALTH AND INTERNATIONAL REPLY COUPONS

The current Commonwealth and International Reply Coupon will be replaced shortly.

In order that an initial distribution of the new coupons can be made, requisitions representing ONE MONTH'S demand should be submitted at once, or in any case, not later than 24th March, 1959 by Provincial HOs, and by London District, Branch and SOs to SupD, Maylands Avenue, HEMEL HEMPSTEAD, Herts., or Russell Road, EDINBURGH 12, as appropriate. ONLY THOSE OFFICES AT WHICH THERE IS ALREADY A DEMAND FOR REPLY COUPONS SHOULD APPLY. Requisitions should be clearly marked "COMMONWEALTH AND INTERNATIONAL REPLY COUPONS" AND NO OTHER ITEMS SHOULD BE INCLUDED.

It should be noted that Commonwealth Reply Coupons will be made up in sets of 12, not 10, and International Reply Coupons in sets of 20 not 30.

Further details about the date on which supplies of the new coupon will be distributed and instructions for the withdrawal, disposal of and accounting for stocks of the current coupons on hand will be given in a future issue of Post Office Circulars.

22 April 1959

COMMONWEALTH AND INTERNATIONAL REPLY COUPONS

With reference to POC notice 18.3.59 DF125 the current Commonwealth and International Reply Coupon will be replaced on and from 1st May 1959. The selling prices of the new coupons will be

Commonwealth FIVE PENCE
International ONE SHILLING

Initial supplies of the new coupon will be despatched by the SupD to provincial HOs on or about 22nd April, 1959 and to London District, Branch and SOs on or about 27th April, 1959 in accordance with the special requisitions received. All supplies must be charged in the cash book on the day of receipt. Sub- distribution by HOs should only be to OFFICES AT WHICH THERE IS ALREADY A DEMAND FOR COMMONWEALTH AND INTERNATIONAL REPLY COUPONS.

ON NO ACCOUNT MAY THESE COUPONS BE EXHIBITED, SOLD OR USED FOR ANY PURPOSE BEFORE THE COMMENCEMENT OF BUSINESS AT ANY POs ON 1ST MAY, 1959.

Stocks of the current Commonwealth and International Reply Coupon on hand at the close of business on 30th April, 1959 should be withdrawn from sale and returned to SupD in accordance with the following instructions:-

1 LONDON DISTRICT, BRANCH and SOs should return the coupons to the SupD, Maylands Avenue, HEMEL HEMPSTEAD, by Thursday, 7th May, 1959

2. PROVINCIAL BRANCH AND SOs, INCLUDING THOSE IN THE OUTER LONDON AREA, should return the coupons to their HO on Friday, 1st May, 1959 (or as soon as possible thereafter) claiming their value as a remittance to HO.

3. Each HO, INCLUDING THOSE IN THE OUTER LONDON AREA, should assemble its own stock together with the coupons returned from its subordinate offices into one consignment and despatch it to the SupD, Maylands Avenue, HEMEL HEMPSTEAD, or RUSSELL ROAD, Edinburgh, 12, as appropriate during the week commencing 4th May, 1954.

The consignment to the SupD must consist exclusively of obsolete Commonwealth and International Reply Coupons. NO OTHER ITEMS SHOULD BE INCLUDED. They should be sent by registered post, clearly marked "Return A", TOGETHER WITH THE CODE NUMBER OF THE OFFICE ON THE OUTSIDE OF THE COVERS. An advice showing the name and code number of the office and the quantity and cash value of the coupons returned should be enclosed in each consignment. The value should be claimed in the Cash Account as a remittance to the SupD. Nil returns are not required.

The necessary amendments to the relative requisition forms will be made as these become due for reprint. Existing stocks of these forms should be amended in manuscript.

The necessary amendments to the Post Office Guide will be issued shortly.

6 May 1959 POG amendments Page 99

Commonwealth Reply Coupons

line 3 amend 3d. to read 5d.

International Reply Coupons

line 2 amend 9d. to read 1s 0d.

13 April 1960

International Reply Coupons

Information has been received from the International Bureau of the Universal Postal Union that during the past year the Republic of Guinea (formerly French Guinea) has issued a limited number of International Reply Coupons which vary in detail and colour from those normally used. Despite these differences the Reply Coupons are fully valid and should be exchanged for the appropriate postage stamps. It is expected that only a very few of them will be received in this country.

11 April 1962 Page 226

COMMONWEALTH REPLY COUPONS

Commonwealth reply coupons are no longer exchangeable in the Republic of South Africa. The necessary amendments to the POG appear at the end of this Circular.

[Page 106

REPLY COUPONS

COMMONWEALTH REPLY COUPONS

line 2 delete and the Republic of South Africa.

line 4 delete and the Republic of South Africa.]

30 May 1962

**MAIL TO THE REPUBLIC OF SOUTH AFRICA
AND TO SOUTH WEST AFRICA**

[4th para reads]

Commonwealth reply coupons are no longer exchangeable in the Republic of South Africa and South West Africa - see POC 11.4.62 P226.

17 July 1968

COMMONWEALTH AND INTERNATIONAL REPLY COUPONS

1. Explanatory

1.1 New Commonwealth and International Reply Coupons are to be put on sale on 16th September 1968.

1.2 The items and their sale prices are as follows:-

Commonwealth Reply Coupons - Great Britain 7d.

International Reply Coupons 1s. 3d.

1.3 The units of issue from SupD will be:-

Commonwealth Reply Coupons - Great Britain - Packet of 12. 7s.

International Reply Coupons - Packet of 20 £1 5s. 0d.

1.4 Current CRCs (5d) and IRCs (1s. 0d.) should be withdrawn from sale at the close of business on 14th September and disposed of in accordance with instructions which will be issued shortly.

2 Requisitions

2.1 Requisitions for the new issue based on realistic estimates of FOUR WEEKS demand should be submitted by all Provincial HOs, and London DOs, BOs and SPSOs to reach SupD, Maylands Avenue, HEMEL HEMPSTEAD, Herts or Russell Road, EDINBURGH 12, as appropriate, by 26 July 1968.

2.2 The usual requisition form P2308 should be used, suitably amended and CLEARLY MARKED ON THE FRONT "REPLY COUPONS". NO OTHER ITEMS SHOULD BE INCLUDED.

2.3 Requisitions from London BOs and SPSOs should be submitted via the respective DPmr who will be responsible for ensuring that requisitions from all his subordinate offices are submitted by 26 July, 1968. Requisitions should be recorded by DPmrs as soon as they are received and forwarded immediately to SupD.

3 All supplies should be charged in the cash account on the day of receipt and SPECIAL CARE SHOULD BE TAKEN TO ENSURE THAT THE NEW ITEMS ARE NOT EXHIBITED, SOLD OR USED FOR ANY PURPOSE BEFORE THE COMMENCEMENT OF BUSINESS ON 16TH SEPTEMBER 1968

4 Despatch

Despatches of initial supplies will be made to HOs on 3rd-5th September and to London Offices 11/12th September.

4 September 1968

CHANGES IN CERTAIN OVERSEAS POSTAL CHARGES

16 SEPTEMBER 1968

Commonwealth and International Reply Coupons

Reference should be made to the notice which appears in the POC of 17.7.68, p.624

From 16 September. the exchangeable value of coupons from abroad will be :-

Commonwealth Reply Coupons 5d.

International Reply Coupons 9d. (unchanged)

11 September 1968

Amendments to the Post Office Guide, JULY 1968 EDITION

Page 111 REPLY COUPONS

Commonwealth Reply Coupons

Paragraph 1 line 3 Amend 5d. to read 7d.

line 4 After 20 Paisa, add Nigeria 6d. and in the Territory of Papua and New Guinea 6d.

International Reply Coupons

Paragraph 1. Line 2 Amends 1s. to read 1s 3d.

19 August 1970

INTERNATIONAL & COMMONWEALTH REPLY COUPONS

It is proposed to introduce bridging versions of International and Commonwealth Reply Coupons showing £sd and £p arrangements for sale at the counter during November. IRCs will be overprinted 1s 3d/6p and CRCs 7d/3p. Up to 15 February 1971 stocks of £sd reply coupons should be used up before the bridging versions are issued to the public. After 15 February 1971, no £sd coupons should be issued. A further Gazette notice will be issued in due course to cover the return of obsolete £sd stocks after decimal day.

When requisitioning Commonwealth Reply Coupons Postmasters are requested to bear in mind as that Jersey and Guernsey no longer accept a stamped addressed envelope from Great Britain the demand for Commonwealth Reply Coupons is likely to increase. Postmasters should ensure as far as possible that they have sufficient coupons to meet the demand.

The unit of issue as per requisition P2308G is to be altered to show the minimum unit as 10, and the overpacket unit also to 10 (ie 10x10=100). This will be in place of the present arrangement for CRCs of a packet of 12 and overpacket 50 (ie 12x50=600) and IRCs of a packet of 20 and overpacket 50 (ie 20x50=1,000). Issue of stocks in the amended unit of issue may commence before the decimal reprint of the requisition form has been made, and this may result for a short time in postmasters receiving a smaller quantity than requested, ie 10 instead of 12 CRCs and 10 instead of 20 IRCs. Further quantities should be requisitioned as necessary to make up the shortage.

14 April 1971

**DISTRIBUTION OF INTERNATIONAL & COMMONWEALTH REPLY
COUPONS & AIR LETTERS**

The overseas postage rates are increasing on 1 July 1971, and an initial supply of the following stamped postal stationery items will be distributed showing the revised rate:

International Reply Coupons 10p
Commonwealth Reply Coupons 4p
Air Letters 5p

Supplies may be requisitioned for the initial requirement only on a special requisition form which is being distributed on or about Monday, 19th April, 1971, by SupD, 91-99 Pentonville Road, London N1 9NB, and SupD, 12 Russell Road, Edinburgh EH12 5ND, as appropriate, on the basis of two copies to each Head Office, London District, Branch and Sub-Offices. One copy to be retained as a local record and the other copy to be sent to reach SupD, Maylands Avenue, Hemel Hempstead, Herts or 12 Russell Road, Edinburgh EH12 5ND as appropriate by Monday, 3 May 1971. Requisitions from London Branch and Sub-Offices should be submitted via their respective D Pmrs who should ensure that all requisitions from these offices are submitted by the due date. Envelopes should be marked "Stamped Stationery July".

Stamped Stationery requisition forms P2308G are being revised and will be distributed for use after 1 July 1971, showing the revised rates for these items which have increased in price. The quantities to be requisitioned should be no more than one month's estimated requirements, and Postmasters should ensure that requirements are carefully assessed. Despatch of the initial requirement to Head Offices will be made from SupD, Wolverton, Bucks during the period 21 June, 1971, to 25 June, 1971. All supplies should be charged in the Cash Account on the day of receipt.

The superseded 4p Air Letter forms, 7d/3p Commonwealth Reply Coupons, 1s 3d/6p International Reply Coupons, and also H2 Registered Envelopes should be withdrawn from sale at close of business on Wednesday, 30 June 1971.

Despatch and accounting instructions for the withdrawn stock will be forwarded in due course.

16 June 1971

**Withdrawal of Superseded International & Commonwealth Reply Coupons, 4p Air
Letters and H2 Registered Envelopes**

The following items should be withdrawn from sale at close of business on 30 June 1971.

| | |
|-----------------------------|---------------|
| International Reply Coupons | 1s 3d/6p each |
| Commonwealth Reply Coupons | 7d/3p each |
| Air Letters | 4p each |
| H2 Registered Envelopes | 17p each |

and should be regarded as obsolete, as stated in PO Gazette 14.4.71. No other items should be withdrawn from sale or returned.

London District, Branch and SOs should send stocks to SupD, Wolverton, with a separate advice to SupD, Hemel Hempstead, during the week commencing 12 July 1971, in accordance with instructions below.

Branch and SOs elsewhere, including LPR(Outer) should remit to HO in accordance with instructions issued by HPmr.

Head Offices (including LPR(Outer) should ensure that obsolete stocks are withdrawn after 30 June, 1971, from subordinate offices, and should assemble HO stocks into one consignment with those from subordinate offices for return to SupD, Wolverton, with a separate advice to SupD, Hemel Hempstead, or Edinburgh (as appropriate), in accordance with instructions below.

Offices in the following regions will return stocks during the week commencing 2 August, 1971:

LPR(Outer)

Midland

Eastern

South Eastern

South Western

The remaining offices in the following regions will return stocks during the week commencing 9 August, 1971:

Assembly and Despatch to SupD Obsolete stock should be made up into tens for International Reply Coupons and Commonwealth Reply Coupons and 100s for Air Letters and Registered Envelopes, and assembled into one consignment.

Despatch should be by registered letter packet, and each package should be clearly marked with the letter "P" and the code number of the office. Packages must be adequately packaged, and if a consignment consists of more than one package, each parcel; must indicate the total number of packages i.e. No1 (of3), No2 (of3), No 3 (of 3); a statement, showing name and code of office, quantity and value of each item must be submitted in duplicate on the special form to be distributed by SupD, 91-99 Pentonville Road, London N1 9NB, or SupD, Edinburgh, on 5 July 1971. A third copy may be retained by local offices as a local record.

One copy is to be sent by ordinary post to SupD, Hemel Hempstead or Edinburgh and one copy is to be included with the consignment sent to SupD, Wolverton - the top portion of the form may be detached and used as an address label.

Accounting Instruction When the withdrawn stock is returned to SupD as a bulk return in accordance with these instructions the value should be claimed in the Payments portion of the Cash Book, and of the Cash Account on line "R" the entry being noted "Bulk Return 'P'".

When a NIL return has been furnished, line R should be noted "Bulk Return P - NIL".

11 August 1971

Commonwealth Reply Coupons

The Postal Administrations of Canada and Trinidad and Tobago have informed Commonwealth countries that, as from 1 July 1971, Commonwealth Reply Coupons will not be exchanged for postage stamps. Counter staff should bring this to the attention of customers

purchasing CRCs. Anyone wishing to prepay a reply from Canada or Trinidad and Tobago should use an International Reply Coupon.

An amendment to the text of the Commonwealth Reply Coupon will be made as soon as practicable. The necessary amendment to the Post Office Guide supplement will be found at the end of this Gazette.

[delete (except Ceylon) and substitute: (except Canada, Ceylon and Trinidad and Tobago).

29 September 1971

Commonwealth Reply Coupons

The Postal Administration of Australia has informed Commonwealth countries that, as from 1 October 1971, Commonwealth Reply Coupons will not be exchanged for postage stamps. Counter staff should bring to the attention of customers purchasing CRCs the fact that these coupons are not exchangeable in Australia, Canada, Ceylon or Trinidad and Tobago should use an International Reply Coupon. Anyone wishing to prepay a reply from these countries should use an International Reply Coupon.

10 November 1971

The Postal Administration of Lesotho has informed Commonwealth countries that, as from 1 November 1971, Commonwealth Reply Coupons will not be exchanged for postage stamps. Counter staff should bring this to the attention of customers purchasing CRCs. Anyone wishing to prepay a reply from Lesotho should use an International Reply Coupon.

An amendment to the text of the Commonwealth Reply Coupon will be made as soon as practicable. The necessary amendment to the Post Office Guide supplement will be found at the end of this Gazette.

[after Ceylon insert Lesotho]

3 May 1972

Commonwealth Reply Coupons

The Postal Administration of Pakistan has informed the UK Post Office that, as from 31 March 1972, the Pakistan Post Office would no longer sell or exchange Commonwealth Reply Coupons. Counter staff should bring to the attention of customers purchasing CRCs the fact that these coupons are no longer being exchanged in Australia, Canada, Ceylon, Trinidad and Tobago and Pakistan. Anyone wishing to prepay a reply from these countries should use an International Reply Coupon.

17 May 1972

Commonwealth Reply Coupons

Singapore

30 June 1972

It would be appreciated if counter staff would bring to the attention of customers purchasing Commonwealth Reply Coupons the fact that these coupons are NO LONGER EXCHANGED IN Australia, Canada, Ceylon, Lesotho, Pakistan, Papua New Guinea, Singapore, Trinidad and Tobago and Pakistan. Anyone wishing to prepay a reply from these countries should use an International Reply Coupon.

Commonwealth Reply Coupons

The necessary amendment to the Post Office Guide appears at the end of this Gazette.

[Page 114 Reprint

Commonwealth Reply Coupons

These are valid only within the British Commonwealth (except Australia, Canada, Ceylon, Lesotho, Pakistan, Singapore, and Trinidad and Tobago) and in the Irish Republic and may be purchased in Great Britain And Northern Ireland and the Isle of Man price 4p each. They are exchangeable in any country of the British Commonwealth (except Australia, Canada, Ceylon, Lesotho, Pakistan, Singapore, and Trinidad and Tobago) and in the Irish Republic for a stamp or stamps representing the minimum postage payable on a letter sent by surface route from that country to this country. Exceptionally, the exchange value in India is 20 paise, Pakistan 20 paisa and in Nigeria 6d.

A Commonwealth Reply Coupon received in this country is exchangeable for stamps to the value of 3p, or a part exchange for Air Letter Forms.]

9 August 1972

Commonwealth Reply Coupons

The Postal Administration of Zambia has informed the UK Post Office that, as from 1 July 1972, concessionary postage charges to Commonwealth Countries were abolished. It would therefore be appreciated if counter staff would inform customers wishing to prepay a reply from Zambia that an International Reply Coupon should be sent.

Commonwealth countries to which an International Reply Coupon should now be sent for prepaying replies are now as follows:-

| | | |
|-----------|------------------|---------------------|
| Australia | Lesotho | Singapore |
| Canada | Pakistan | Trinidad and Tobago |
| Ceylon | Papua New Guinea | Zambia |

A Commonwealth Reply Coupon with a text drawing attention to countries which no longer sell or exchange CRCs will be issued shortly. The necessary amendment to the Post Office Guide appears at the end of this Gazette.

27 September 1972

Commonwealth Reply Coupons

The Postal Administration of Jamaica has informed the UK Post Office that, as from 1 October, 1972, concessionary postage charges to Commonwealth Countries will be abolished. Counter staff are asked to inform customers wishing to prepay a reply from Jamaica that an International Reply Coupon should be sent. Commonwealth countries to which an INTERNATIONAL REPLY COUPON should be sent for prepaying replies are now as follows:-.

| | | |
|-----------|---------------------|-------------------|
| Australia | Lesotho | Sri Lanka |
| Canada | Pakistan | (formerly Ceylon) |
| Jamaica | Papua New Guinea | Tortola |
| Singapore | Trinidad and Tobago | |
| Zambia | | |

A Commonwealth Reply Coupon with a text drawing attention to the majority of countries which no longer sell or exchange CRCs is now being issued. The necessary Post Office Guide amendments appear at the end of this Gazette.

27 December 1972

The Postal Administration of Solomon Islands has informed the UK Post Office that, as from 1 January, 1973, concessionary postage charges to Commonwealth Countries will be abolished. Counter staff are asked to inform customers wishing to prepay a reply from Solomon Islands that an International Reply Coupon should be sent. Commonwealth countries to which an INTERNATIONAL REPLY COUPON should be sent for prepaying replies are now as follows:-.

| | | |
|-----------------|---------------------|-------------------|
| Australia | Lesotho | Sri Lanka |
| Canada | Pakistan | (formerly Ceylon) |
| Jamaica | Papua New Guinea | Tortola |
| Singapore | Trinidad and Tobago | |
| Solomon Islands | Zambia | |

A Commonwealth Reply Coupon with a text drawing attention to the majority of countries which no longer sell or exchange CRCs is now being issued. The necessary Post Office Guide amendments appear at the end of this Gazette.

17 January 1973

The Postal Administration of Nigeria has informed Commonwealth countries that, as from 1 January, 1973, Commonwealth Reply Coupons will not be exchanged for postage stamps. Counter staff should bring this to the attention of wishing to purchase Commonwealth Reply

Coupons. Anyone wishing to prepay a reply from Nigeria should use an International Reply Coupon. The necessary amendment to the Post Office Guide will be found at the end of this Gazette.

5 September 1973

Price of Commonwealth Reply Coupons

The changes on overseas postage rates on 10 September, 1973, include an increase in the selling price for Commonwealth Reply Coupons to 6p.

Because supplies of the Coupon showing the new rate will not be immediately available on 10 September it will be necessary to continue selling current stocks at the new rate of 6p as from 10 September.

All existing stocks on hand should, therefore, be uprated and the price on each coupon amended in manuscript to 6p. The total value of the increase on all stocks should be brought to account against a manuscript entry "Tariff Increase CRCs" on line T in the receipt portion of the Cash Book/Cash Account of 14 September 1973.

The inconvenience caused by these arrangements is much regretted. Supplies of coupons showing the new rate will be distributed by SupD in early October.

Requisitions based on a realistic estimate of four weeks demand should be submitted by all provincial HOs and London DOs to reach SupD, Maylands Avenue, Hemel Hempstead, Herts, HP2 4SF or Russell Road, Edinburgh, EH12 5ND, by 19 September, 1973.

Requisitions from London Branch and Sub.Offices should be submitted via the respective DPmrs who should ensure that all requisitions from these offices are submitted by the due date. An amended form P2308G should be used and no other items should be included. In no circumstance should stocks be returned to SupD for uprating.

Instructions on the withdrawal of old stocks will be issued when the new stocks become available.

21 November 1973

Supply of Commonwealth Reply Coupons

Stocks of Commonwealth Reply Coupons showing the revised selling price of 6p are now available. Requisitions already submitted to SupD have been met.

Because of the considerably reduced demand for Commonwealth Reply Coupons and the fact that many offices have not requested supplies of the new coupons, it has been decided that those offices which have not submitted requisitions should continue to use old stocks, amended as instructed in the Gazette notice of 5 September 1973, until their current supply is exhausted. Offices which have requisitioned supplies of the new coupons should continue to sell the old coupons until the supply is exhausted unless specifically asked for the new ones. All offices should requisition further supplies from SupD in the normal way.

26 December 1973

Commonwealth Reply Coupons

The Postal Administration of Bermuda has informed the UK Post Office that, as from 1 January, 1974, concessionary postage charges to Commonwealth countries will be abolished. Counter staff are asked to inform customers wishing to prepay a reply from Bermuda that an International Reply Coupon should be sent.

Commonwealth countries to which International Reply Coupon should be sent for prepaying replies are now as follows:-.

| | |
|---------------------------------|---------------------|
| Australia | Norfolk Island |
| Bermuda | Papua New Guinea |
| Canada | Singapore |
| Christmas Island (Indian Ocean) | Solomon Islands |
| Cocos (Keeling) Islands | Sri Lanka |
| Jamaica | Tortola |
| Lesotho | Trinidad and Tobago |
| Nigeria | Zambia |

The necessary Post Office Guide amendments will appear in the next issue of the Gazette.

30 January 1974

Commonwealth Reply Coupons

The Postal Administration of Barbados has informed the UK Post Office that, as from 1 February, 1974, concessionary postage charges to Commonwealth countries will be abolished. Counter staff are asked to inform customers wishing to prepay a reply from Barbados that an International Reply Coupon should be sent. Commonwealth countries to which International Reply Coupon should be sent for prepaying replies are now as follows:-.

| | |
|------------------------------------|---------------------|
| Australia | Norfolk Island |
| Barbados | Papua New Guinea |
| Bermuda | Singapore |
| Canada | Solomon Islands |
| Christmas Island (Indian Ocean) | Sri Lanka |
| Cocos (Keeling) Islands | Tortola |
| Jamaica | Trinidad and Tobago |
| Lesotho | Zambia |
| Nigeria | |

10 April 1974

Commonwealth Reply Coupons

The Postal Administration of India has informed the UK Post Office that from 1 April, 1974, Commonwealth Reply Coupons will no longer be sold or exchanged. Counter staff are asked to inform customers wishing to prepay a reply from India that an International Reply Coupon should be sent. Commonwealth countries to which International Reply Coupon should be sent for prepaying replies are now as follows:-

| | |
|---------------------------------|---------------------|
| Australia | Nigeria |
| Barbados | Norfolk Island |
| Bermuda | Papua New Guinea |
| Canada | Singapore |
| Christmas Island (Indian Ocean) | Solomon Islands |
| Cocos (Keeling) Islands | Sri Lanka |
| India | Tortola |
| Jamaica | Trinidad and Tobago |
| Lesotho | Zambia |

11 September 1974

Commonwealth Reply Coupons

Cases have come to light recently of customers presenting Commonwealth Reply Coupons, issued in the Isle of Man, at Post Offices in the UK and being refused the exchange of these for postage stamps. Counter staff should note that Isle of Man Commonwealth Reply Coupons are valid in the UK and they should be accepted and exchanged in the normal way

{Illustration of Isle of Man 6p coupon follows, issued Douglas 12 August 1974}

27 November 1974

Commonwealth Reply Coupons

The Postal Administration of the Cayman Islands has ceased to exchange Commonwealth Reply Coupons.

Counter staff are asked to inform customers wishing to prepay a reply from the Cayman Islands that an International Reply Coupon should be sent. Commonwealth countries to which an International Reply Coupon should be sent for prepaying replies are now as follows:-

| | | |
|---------------------------------|------------------|---------------------|
| Australia | India | Singapore |
| Barbados | Jamaica | Solomon Islands |
| Bermuda | Lesotho | Sri Lanka |
| Canada | Nigeria | Tortola |
| Cayman Islands | Norfolk Island | Trinidad and Tobago |
| Christmas Island (Indian Ocean) | Papua New Guinea | Zambia |
| Cocos (Keeling) Islands | | |

23 October 1974

New Type International Reply Coupon

A new type of International Reply Coupon will be on sale from Wednesday, 1 January, 1975. The coupon has a simplified design and the country of origin is not shown. The price of the International Reply Coupon remains 13p and this is printed on it. The current coupon will be withdrawn from sale after the close of business on Tuesday, 31 December, 1974.

Requisitions for supplies for provincial HOs and London DOs should be forwarded as soon as possible to reach SupD, Maylands Avenue, Hemel Hempstead, Herts, HP2 4SF or SupD, Russell Road, Edinburgh, EH12 5ND, as appropriate by 8 November, 1974. The usual requisition form P2308MA should be used clearly marked "NEW TYPE International Reply Coupon" and no other form should be included.

Requisitions from London BOs and SPSOs should be sent via the respective DPmr who will be responsible for ensuring that requisitions from all his subordinate offices are forwarded to reach SupD by 8 November 1974.

Despatch will be made to HOs between 9 and 12 December, 1974, and to Inner London Offices between 16 and 20 December, 1974.

Supplies should be taken on charge in the Cash Account on the day of receipt.

Special care should be taken to ensure that the new coupons are not exhibited, sold or used for any purpose before start of business on 1 January, 1975.

Instructions for the disposal of stock of the superseded type will be issued later.

25 December 1974 and 1 January, 1975

New Type International Reply Coupon

The Gazette of 23 October, 1974, informed officers that a new type of International Reply Coupon is to be placed on sale from 1 January, 1975. Counter staff are reminded that only this type of coupon should be sold from that date. A specimen is shown below

{ 13p coupon specimen }

Withdrawal of the old type International Reply Coupon

All stocks of the old type of International Reply Coupon should be withdrawn from sale at the close of business on Tuesday, 31 December, 1974, as instructed in the Gazette 23 October 1974.

Disposal Instructions

Inner London Offices

Inner London DOs, BOs, and SPSOs should despatch their obsolete stock together with that of their sub-ordinate offices to reach SupD by first post Wednesday, 5 February, 1975.

Assembly and despatch to SupD

All old type International Reply Coupons should be made up into one consignment and despatched by registered post to SupD, Wolverton, MILTON KEYNES, MK12 5JX. No other items should be included. If a consignment consists of more than one package, each package must be marked to indicate the total despatch: e.g. No1 (of3), No2 (of3), etc.; each parcel should be marked "P" and show clearly on the outside the number of the office. A statement indicating the name and code number of the office, and the quantity and value of the coupons despatched, should be forwarded on the special form, which will be supplied. This form must be sent to SupD, Maylands Avenue, HEMEL HEMPSTEAD, HP2 4SF or SupD, Russell Road, EDINBURGH, EH12 5ND, by ordinary post and not included with the consignment. The top portion of the special forms may be detached and used as address labels. The second is to be retained as a local record. Each HO will be sent two copies of the form and forms for London BOs and SPSOs will be supplied in bulk to London DPMRs, on the basis of two forms per office. Nil returns are required where appropriate.

Accounting Instructions

The value of the stock returned to SupD as a bulk return in accordance with the instructions should be claimed in the payments portion of the Cash Book and the Cash Account on line "U", the entry being noted Bulk Return P. The cash account dates on which the amount of the Bulk Return should be claimed are as follows:

| | | |
|--------------------------|----------------------|-------|
| Inner London DOs and BOs | w/e 29 January, 1975 | wk 42 |
| Inner London SPSOs | w/e 31 January, 1975 | wk 42 |
| All other Head Offices | w/e 7 February, 1975 | wk 43 |

The Bulk Return procedures above will apply to all the obsolete stock despatched to SupD between the specified dates and the close of the cash account week ending 7 March, 1975.

Any stock which comes to hand after 7 March, 1975, should be treated as spoiled stock by being claimed on line "Q" payment portion of the Cash Account and sent to SupD. Inner London BOs and SOs should note however that they should return their spoiled stock to their DOs.

26 February 1975**Commonwealth Reply Coupons**

Since January, 1975, Commonwealth Reply Coupons have not been exchangeable in Fiji. Customers wishing to prepay a reply from Fiji should use an International Reply Coupon should be sent. An amendment to page 117 of the POC appears in a supplement to this issue of the Gazette.

[p117

para 3 line 3: Delete 6p insert 7p

para 4 line 2: Delete 4 1/2p insert 7p]

Supplement 26 February 1975**Overseas Postal Charges [Extract]****1. Special Surface Rates to certain Commonwealth countries**

This concessionary rate will be withdrawn completely from services with all Commonwealth countries. This will mean that there will be a single surface rate structure for letters to all countries outside the British Isles. The same rates will apply for letters to all countries in the European 'All-up' service.

2. Reply Coupons**2.1 International Reply Coupons.**

The selling price of international reply coupons will remain unchanged at 13p. As from 17 March, however the coupons will be exchangeable for a postage stamp or stamps to the value of 8p.

2.2 Commonwealth Reply Coupons.

The selling price of Commonwealth reply coupons will be increased to 7p. Also, from 17 March, the coupons will be exchangeable for a postage stamp or stamps to the value of 7p.

Because supplies of the coupons showing the new rate will not be immediately available on 17 March it will be necessary to continue selling stocks at the new rate of 7p from 17 March. All existing stocks on hand should, therefore, be uprated and the price on each coupon amended in manuscript to 7p. The total value of the increase on all old stocks should be brought to account against a manuscript entry "Tariff Increase CRCs" on line V in the receipts portion of the Cash Book/Cash Account of 19 March, in the case of Crown Offices, or of 21 March for Scale Payment Sub Offices. In no circumstance should stock be returned to SupD for uprating.

The uprated items must be sold until stocks are exhausted. As new stock is not yet available Postmasters should continue to requisition the old rate coupons. When new stocks are received SupD will amend the requisitions and issue then in lieu of the old rate item demanded. The inconvenience caused by these arrangements is regretted but is unavoidable.

12 March 1975**Commonwealth Reply Coupons**

From 24 February, 1975, Commonwealth Reply Coupons will no longer be exchanged in the Postal Administration of East Africa (Kenya, Uganda and Tanzania). Customers wishing to prepay a reply from any of these countries should use an International Reply Coupon. A related amendment to Page 117 of the Post Office Guide appears at the end of this issue of the Gazette.

[Page 117

Commonwealth Reply Coupons

Insert in correct sequence

Kenya, Uganda and Tanzania]

11 June 1975

Commonwealth Reply Coupons

From 1 June, 1975 Commonwealth Reply Coupons will no longer be exchanged in the postal administration of Bangladesh. Customers wishing to prepay a reply from Bangladesh should use an International Reply Coupon. A related amendment to Page 117 of the Post Office Guide appears at the end of this issue of the Gazette.

*[Page 117 Commonwealth Reply Coupons
Insert in correct sequence to list of countries
Bangladesh]*

17 September 1975

(Extract from Supplement) Overseas Postal Charges

Reply Coupons

INTERNATIONAL REPLY COUPONS The selling price of international coupons will remain at 13p, but as from 29 September, 1975 they will be exchangeable for a postage stamp or stamps to the value of 10p.

COMMONWEALTH REPLY COUPONS. From 29 September, the selling price of Commonwealth Reply Coupons will be increased to 8½p; these coupons will also be exchangeable for 8½p.

The sale of Commonwealth Reply Coupons is to cease in this country from 3 November, 1975, and it is, therefore, not intended to print supplies of coupons showing the new rate. Existing stocks on hand should, instead, be uprated, and the price on each coupon sold from 29 September, 1975, onwards, should be amended in manuscript to 8.5p. The total value of the increase on old stocks should be brought to account against a manuscript entry "Tariff Increase CRCs" on line V in the receipts portion of the Cash Book/Cash Account of 1 October, 1975 in the case of Crown Offices, or of 3 October, 1975 for scale payment sub-offices. In no circumstance should stock be returned to SupD for uprating Full details for the withdrawal of the Commonwealth Reply Coupon service will be given in a forthcoming October issue of the Post Office Gazette.

22 October 1975

Withdrawal of the Commonwealth Reply Coupon service

As indicated in the Gazette Supplement of 17 September, 1975 the Commonwealth Reply Coupon service is to be withdrawn. Dates for the cessation of this service are as follows:

- i Selling of coupons will cease at the close of business on 1 November, 1975
- ii Exchange of coupons will cease at close of business on 3 January, 1976

Instructions regarding accounting and disposal of stock, as well as the necessary amendments to the Post Office Guide and to accounting forms will appear in the Gazette of 29 October, 1975. Customers wishing to buy Commonwealth Reply Coupons after 1 November in order to prepay a reply from abroad should be advised to use the International Reply Coupon service which will continue unchanged.

However, in the case of Jersey, customers may, instead, send UK stamps to their correspondents on the Island. The Department of Postal Administration, Jersey, have agreed to encash these stamps at their post offices.

5 November 1975

Withdrawal of the Commonwealth Reply Coupon service

In the notice under this heading in the Gazette of 22 October, 1975 (Page 718) the last paragraph contains inaccurate information which should not be given to customers. The last paragraph should be replaced with the following:

UK customers may - as alternative to sending an International Reply Coupon send UK postage stamps to Jersey (not fixed to a return envelope). The Jersey Postal Administration will advise recipients how to obtain a refund.

Withdrawal of CRC Stock

All stocks of Commonwealth Reply Coupons should have been withdrawn from sale at the close of business on Saturday, 1 November, 1975, as instructed in the Gazette of 17 September, 1975.

Disposal Instructions

Provincial BOs, SSOs and SPSOs, including those in the Outer London Area, should return their stock to their Head Office by Friday, 14 November, 1975, or as directed by HPmrs. Inner London DOs, BOs and SPSOs should despatch stock during the period 17-19 November, 1975, so as to reach SupD by first post on Friday, 21 November 1975. Head Offices (Provincial and Outer London) should associate their own stock with that received from subordinate offices and either dispose of them locally in accordance with PHQ circular 157/74 or despatch them during week commencing 24 November, 1975 so as to reach SupD by first post on Friday, 28 November, 1975.

Assembly and Despatch to SupD

Commonwealth Reply Coupons should be made up into one consignment and despatched to SupD, Wolverton, MILTON KEYNES, MK12 5JX by registered post. No other items should be included.

Each parcel must be marked "X" and show clearly the code number of the office on the outside.

If a consignment comprises more than one package, each package must be marked to indicate the total despatch e.g. No 1 (of 3) No 2 (of 3) etc.

A statement, indicating the name and code number of the office, and the quantity and value of Commonwealth Reply Coupons despatched, should be furnished on the special form which will be supplied.

The form must be sent direct to SupD, Maylands Avenue, HEMEL HEMPSTEAD, HP2 4SF or Russell Road, EDINBURGH, EH12 5ND, by ordinary letter post and not included with the consignment. The top portions of the special forms may be detached and used as address labels. The second copy may be retained as a local record.

Two copies of the forms and destruction certificates will be sent to each HO and forms for London BOs and SPSOs will be supplied in bulk to London DPms on the basis of two forms per office for distribution (one copy for local retention).

Special Instructions for despatching to Wolverton

The item should be disposed of in special mails made up in accordance with POR B4 X1-b and labelled 'WOLVERTON-OUT' AT BLETCHLEY'

Bag labels must be clearly marked 'SPECIAL CRC'

No other items must be included with these special mails.

An advice of the special mail must be sent by post to the Postmaster, Wolverton, MILTON KEYNES, MK12 5AA, in advance of the despatch.

Accounting Instructions

The value of the withdrawn stock disposed of in accordance with these instructions should be claimed in the 'payments' portion of the cash book and Cash Account on line 'R' the entry being noted BULK RETURN 'X'. The cash account dates on which the amount of the Bulk Returns should be claimed are as follows:

| | | |
|--------------------------|-----------------------|-------|
| INNER LONDON DOs AND BOs | w/e 26 NOVEMBER, 1975 | WK 34 |
| INNER LONDON SPSOs | w/e 21 NOVEMBER, 1975 | WK 33 |
| ALL OTHER HEAD OFFICES | w/e 5 DECEMBER, 1975 | WK 35 |

If due to difficulties in securing the use of an incinerator, any Head Office finds it necessary to destroy stock before 5 December, 1975, the value should be held as 'stock in hand' until it is proper to be claimed as a bulk return. The bulk return procedure above will apply to all obsolete stock despatched to Supplies Division between the specified disposal dates and the cash account week ending 9 January, 1976. Any stock which comes to hand after 9 January, 1976, should be treated as spoiled stock by being claimed on line 'Q', payment portion of the Cash Account and sent to Supplies Division accompanied by form P2587G. Inner London BOs and SOs should note, however, that they should return spoiled stock to their own DO.

PHQ Circular 157/74 IN CONFIDENCE LOCAL DESTRUCTION OF OBSOLETE OR SPOILED STAMPS ETC.

Provides authority and arrangements for local commercial incineration of value items:-

Postage Stamps (except Presentation Packs) Stamped Stationery NI Stamps Inland Revenue Stamps TV Fee Stamps National Savings Stamps

ashes to be raked, inspected etc.

8 September 1976

International Reply Coupons

Until now, IRCs have been exchangeable only for postage stamps or, in part, for air letter forms. However, arrangements have now been made for IRCs to be used alternatively as part or whole payment of postage meter credit. This will apply from Monday, 13 September, 1976. It should be noted that the total amount received from the customer- in cash or cheques plus IRCs - must be capable of being set in the machine concerned. (The exchangeable value of an IRC is always the same as the basic 20 gram overseas surface letter rate - currently 10 pence.) The total amount should be brought to account on the usual form, P1076L, and line 'AA' of the Revenue Schedule. The IRC should be date stamped and disposed of in the normal way. Amendments are being made to POR B8 and POR C1, and reprinted sheets will be distributed as soon as possible. An amendment to the Post Office Guide appears at the back of this issue of the Gazette.

1 August 1979

INCREASED POSTAL CHARGES 20 AUGUST 1979

*International Reply Coupons 25p**

*Those remaining unchanged have been marked with an asterisk *.*

{refers to Postal Rates Overseas Compendium 2/79}

23 January 1980

Increase in Postal Charges 4 February 1980

*Those remaining unchanged have been marked with an asterisk *.*

*International Reply Coupons * Each 25p*

7 January 1981

Supplement Increased Postal Charges 4 February 1981

26 International Reply Coupons

The charge for International Reply Coupons is not being increased until 1 July 1981. Instructions for their revaluation will be issued at a later date

{Not found in Gazette!}

30 December 1981

*Supplement OVERSEAS 8 New Overseas Rates and Fees International Reply Coupons Each 30p**

16 March 1983

Supplement Increased Postal Charges 5 April 1983

OVERSEAS Services

9 International Reply Coupons Each 30p should be sent for prepaying replies are now as follows*

| | |
|---|-------------------------|
| <i>Australia</i> | <i>Norfolk Island</i> |
| <i>Bermuda</i> | <i>Papua New Guinea</i> |
| <i>Canada</i> | <i>Singapore</i> |
| <i>Christmas Island Solomon Islands</i> | |
| <i>(Indian Ocean)</i> | <i>Sri Lanka</i> |
| <i>Jamaica</i> | <i>Tortola</i> |

Date uncertain

Amendment to Post Office Guide 1985 Edition Page 131

INTERNATIONAL REPLY COUPON Line 2. Amend '... in virtually all countries of the world' to read '... in all countries of the world except South Africa and Taiwan....'

13 June 1984

International Reply Coupons

All officers should note that International Reply Coupons sent to PHQ/FAD Chesterfield should not be folded, or contain paper clips or staples, as this is causing considerable problems with the mechanised counting system at Chesterfield.

3 September 1984

Supplement

INCREASED POSTAL CHARGES

25 The tariff revision is exceptional in that certain stationery items have been reduced in price, as packs only, whilst other items have been increased. Therefore the stationery value of stock in hand at close of business on 1 September 1984 must be reduced/increased accordingly by all cash account offices in addition to the uprating of the postage element.

Stock to be downrated

(i) Packets of ten at all reduced rate (i.e. less than the individual rate multiplied by ten) must be reduced by the following amounts:

Envelopes (first class) 4p
 Envelopes (second class) 4p

(ii) Postnotes: packets of five must be reduced by 5p per packet

Stock to be uprated

- (i) International Reply Coupons must be increased by 5p
 (ii) Philatelic Items The charges have been increased as follows:

FDC album - large increased to £9.95 an increase of 95p
 FDC album - small increased to £6.75 an increase of 75p
 Postcard album increased to £9.95 an increase of 95p
 Presentation pack album increased to £9.95 an increase of 95p
 FDC album leaves - large increased to £2.50 an increase of 25p
 FDC album leaves - small increased to £1.75 an increase of 25p
 Postcard album leaves increased to £2.50 an increase of 25p
 Presentation pack album leaves increased to £2.50 an increase of 25p
 Stamp Bug stamp album increased to £3.95 an increase of 20p
 Philatelic Bulletin Binder ... increased to £4.00 an increase of 25p

The values of the revised stationery element resulting from the stock to be downrated and the stock to be uprated must be identified separately in the cash account as follows:

Downrating - Envelopes (first and second class)/Postnotes Crown Office counters - at line (1) 929 payments of the cash account dated 5 September 1984. Counter officers should show the value of the downrating on a spare line in the payments portion of the counter balance form P5265. Head/District Offices and SPSOs - at line (1) 929 of the cash account dated 7 September 1984.

Uprating - IRCs/Philatelic Items Crown Office counters - at line (0) 205 receipts of the cash account dated 5 September 1984. Counter officers should show the value of the uprated stationery on a spare line in the payments portion of the counter balance form P5265. Head/District Offices and SPSOs - at line (0) 205 of the cash account dated 7 September 1984. No voucher is necessary in support of the amount but the entry must be annotated 'Stamped Stationery increase' or 'Stamped Stationery reductions' as applicable.

Paragraph 32 International Reply Coupons Each 35p

24 October 1984

Forged international reply coupons

The Universal Postal Union have informed us that forged international reply coupons, as specimen of which is reproduced below, have been presented to various post offices throughout the world. These forged reply coupons show the following differences from the genuine reply coupons issued by the international bureau:

- in the space reserved for the '*Empreinte de controle du pays d'origine*' (Control stamp of the country of origin), the forged reply coupon is inscribed 'Control UPU';
- although the type of fonts used are the same, the ink is noticeably different and the spacing of the lines of the inscription in the left hand box is distinctly wider;
- the stylised yellow background globe is a good deal smaller, and is therefore separated from the lower frame line. In addition, the pigeon holding the letter in its beak is missing;
- the yellow vertical bands go to the bottom of the form on the forged coupon but not on the genuine one;
- the forged coupon is slightly bigger than the genuine coupon;

- the paper used is smooth and considerably thicker;
- the forged coupons are not watermarked with the letters 'UPU'.

To show the difference more clearly, an example of the genuine coupon is also reproduced below. Counter officers should check carefully any coupon presented for exchange. If on presentation of an IRC, the coupon is considered to be a forgery under the differences listed above, the customer should be informed that this is the case and that postage stamps cannot be exchanged for it. The coupon should be struck through with two thick horizontal lines and retained. The coupon should be forwarded to PHQ/FA3.2/PAG III/CSG in the usual way (Postal Instruction M2 A0019 paragraph 4 refers) but enclosed in an envelope marked 'forgeries' and shown separately on the remittance form P965 as a 'nil' value. Where the forgery is not noticed until after the postage stamp has been issued, deal as above, entering the value separately on form P965 clearly marked 'forgeries accepted'.

(Genuine and forged IRCs illustrated in original)

14 January 1987

International Reply Coupons

Since the decrease in the European "All-up" rate to 18p in October 1986, there has been considerable confusion as to the correct redemption value for International Reply Coupons. To clarify the situation, it should be noted that International Reply Coupons should be redeemed at 22p irrespective of the destination to which the customer intends to post the reply. This item is also in the Subpostmaster's Edition.

25 February 1987

PRICE INCREASE: 2 MARCH 1987 International Reply Coupons 55p each

16 September 1987

repeat of notice of 14 January 1987

24 August 1988

PRICE INCREASE: 5 SEPTEMBER 1988

28 Uprating of Postage element - Stamped Stationery, 'Post Paid', Registered envelopes, Aerogrammes and IRCs

All stamped stationery items and registered envelopes have the appropriate 'post paid' indicator and therefore it will not be necessary to affix postage stamps. The postage value of the stock held at close of business on 3 September 1988 should, however, however, be uprated as follows:

- (i) Envelopes (first and second class)
 Packet of ten 10p
 Single item 1p
 (ii) Registered envelopes (postage 1p, fee 20p) 21p
 (iii) Aerogrammes Single items 1p
 (iv) International reply coupons 1p

Up-rating Crown office counters - at line (0) 221 receipt of the cash account dated 7 September 1988. Counter offices should show the value of up-rated postage on a spare line of the receipts portion of the counter balance form P2565.

CRUs and SPSOs - at line (0) 221 receipt of the cash account dated 9 September 1988. Counter offices should show the value of up-rated postage on a spare line of the receipts portion of the counter balance form P2565.

No voucher is necessary in support of the amount shown but the entry must be annotated 'POSTAGE UP-RATING'.

29 Up-rating of stationery element

International reply coupons The charges have been increased by 4p.

The total of the revised stationery element resulting from the stock to be up-rated must be identified separately in the cash account as follows:-

Crown office counters - at line (0) 205 receipts line of the cash account dated 7 September 1988. Counter offices should show the value of the up-rated stationery in the receipts portion of the counter balance form P2565 separately from the postage element. CRUs and SPSOs - at line (0) 205 receipts line of the cash account dated 9 September 1988. No voucher is necessary in support of the amount shown but the entry must be annotated 'STAMPED STATIONERY INCREASE'.

[CRU is Counters Remitting Unit]

Counter News from now on

12 September 1990

Supplement Royal Mail Letters - Tariff Increase 17 September 1990 International Reply Coupons 60p

20 October 1991

Redemption of International Reply Coupons

International Reply Coupons are exchangeable for one or more postage stamps representing the minimum postage for a letter being sent airmail. Therefore, in the light of the recent RMI Tariff increases, customers presenting International Reply Coupons at the counter are to be given stamps to the value of minimum world wide airmail postage - 39p. Customers wishing to purchase an aerogramme (34p) with the International Reply Coupon should be given the aerogramme and 5p in change in cash or stamps, whichever the customer prefers.

21 October 1993

Supplement Tariff Change 1 November 1993
International Reply Coupons 60p No change

30 June 1996

Supplement Tariff Change 8 July 1996
International Reply Coupon 60p No change
International Reply Coupon Exchange 43p

10 June 1999 week 12

Promotional Vouchers, International Reply Coupons and other vouchers - new accounting procedure

From Thursday 24 June 1999 (week 14) new processing and accounting procedures will come into effect for the following Retail Vouchers:

Promotional Vouchers
 International Reply Coupons
 RNM Authorised Write Offs
 Stamps for Official Postage Petty Cash

From Thursday 24 June you must send these vouchers to Transaction Processing instead of Distribution Centres to be processed. New summary forms and despatch arrangements are summarised in the table below.

| Type Of Voucher | Summary Form | Envelope Coding Label |
|--|--------------|-----------------------------|
| Promotional Vouchers | P3753 | Red on white (P3752) |
| International Reply Coupons | P5364 | Dark green on white (P5409) |
| RNM Authorised Write Offs | P5365 | Brown on white (P5408) |
| Stamps for Official Postage Petty Cash | | |

[RNM Retail Network Manager]

17 June 1999

Promotional Vouchers, International Reply Coupons and other (non promotional) vouchers - New accounting procedures

From Thursday 24 June, the processing and accounting procedures for the following vouchers will come into effect :

Promotional Vouchers
 International Reply Coupons
 Vouchers for stamp vending machines

RNM Authorised Write Offs
Stamps for Official Postage Petty Cash

From that date, the processing and accounting procedures will be transferred from Distribution Centres, and centralised at Transaction Processing, Chesterfield. You should receive new summary forms and labels for the purpose by 21 June (Counter News week 12 refers).

Promotional Vouchers: Promotional Vouchers are pieces of paper (or card) which have a set value and a finite lifespan.

Daily Accounting From Thursday 24 June, the values of Promotional Vouchers redeemed must be claimed as follows.....

Daily Accounting

From Thursday 24 June, the values of International Reply Coupons redeemed must be claimed as follows:

- total the value of International Reply Coupons redeemed (paid)
- record the value of the redeemed coupons on the daily pages of your cash account, section 4 Payments, column (0) 95
- annotate the column 'International Reply Coupons redeemed'
- place all the coupons in an envelope and keep them until the end of the cash account week.

Weekly Accounting

At the end of the Cash Account week, ensure all redeemed coupons are collected together.

Completion of Weekly Summary of International Reply Coupons Redeemed form (P5364)

Complete a blank weekly International Reply Coupon summary (P5364) as follows:

- enter your office name, address and postcode
- enter cash account week number
- enter the week ending date
- enter your office number
- enter the number and value of coupons on hand
- carry the number and value of coupons to the totals section on the form
- check that the totals listed on the weekly summary from P5364 agree with the totals recorded in the daily pages of the Cash Account
- date stamp and sign the summary form
- take a copy of the form for your own records
- transfer the value of the redeemed coupons to Cash Account Payments table (0) 95
- attach the coupons securely to the Weekly Summary A5364
- place the coupons and summary form in an envelope 2046
- seal the envelope using a dark green label (P5409)
- annotate the outside of the envelope with: IRC redeemed your office number the cash account week number the number of envelopes used
- Datestamp the label using your office date-stamp

- Place the envelope of redeemed coupons in the brown one time pouch for despatch to Chesterfield as normal.

Nil returns are not required.

Do not return any International Reply Coupons redeemed to your parent Distribution Centres. Vouchers sent to Distribution Centres in error will be returned directly to the offices concerned. They will not be forwarded by logistics and neither will they be forwarded to Transaction Processing at Chesterfield.

.....

[...several pages relating to each sort of voucher listed are excluded as not relevant to IRCs]

7 October 1999 week 29

Royal Mail International European Tariff Changes

There is no change to the tariff for International Reply Coupons

18 January 2001 week 44 [extract]

Value Stock - maximum holding levels

| | | | |
|---|--|--------------------|----------------|
| Group B Products Maximum Stock Holding | | | |
| Maximum Stock Holding International Reply | | fortnightly orders | monthly Orders |
| Coupons | | 4 weeks | 6 weeks |

13 December 2001 week 39

11 International Reply Coupons - new design

Royal Mail is introducing a new design of International Reply Coupon (CN01), to go on sale from Tuesday 1 January 2002.

All branches that have ordered International Reply Coupons in the last 12 months from the National Secure Stock Centre (NSSC), Hemel will automatically receive an initial supply of the new designed International Reply Coupon by the Friday 21 December 2001.

If you do not receive any International Reply Coupons by this date:

- please order as normal from the NSSC, Hemel Hempstead.

When they arrive at your branch:

- rem in on the Horizon system as normal, but do not sell them until Tuesday 1 January 2002.

You must withdraw all old style International Reply Coupons from sale at the close of business on the Monday 31 December 2001.

- rem out to the NSSC by Monday 14 January 2002.

For information on dealing with remittances see the Horizon system Used Guide Booklet F, Transactions Other - Part One - Transfers & remittances, Remittances in, subsection 2.1 and Remittances out, subsection 2.2, pages 10 to 16

[Copy of new coupon]

Contributor: Sally Brown

7 March 2002 week 5

Counters Operation Manual Amendments *[extract]*

Royal Mail International Letter Service Booklet
International Reply Coupon (Para 4.22 pages 25 and 26)

- Replace the illustration of an International Reply Coupon with the following.

[copy of new coupon with arrow from below pointing to datestamp]

(Counter News week 39, article 11 refers)

11 July 2002 week 16

6 Postal Service: Royal Mail. All Post Office branches

INTERNATIONAL REPLY COUPONS - return of old stock

A new design of International Reply Coupon (CN 01) went on sale on 1 January 2002. All Post Office branches were advised to withdraw and return any old style coupons to the National Secure Stock Centre (NSSC) Hemel Hempstead by Monday 14 January 2002 (Counter News week 39, article 11 refers)

To date approximately 2000 branches have still not returned any old style stock.

- If you have not returned any old style International Reply Coupons please check all the stocks at your branch.
- If you have any to return please send them immediately to the NSSC

For information on dealing with remittances see the Horizon System Use Guide, booklet F, subsection 4, page 25.

Please note: Any old style coupon kept at your branch will shortly become obsolete and your branch will have to show a loss.

Contributor: Jas Panesar

[still to find data for August 2002 to date in publication Operational News.]

