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**POST OFFICE**

SCHEME P5/1977

NOTE: The Scheme which follows this note has been made under section 28 of the Post Office Act 1969 and will come into operation on 3rd October 1977, when it will replace:

(a) the Post Office Overseas Letter Post Scheme 1971 (Post Office Scheme P7/1971), and

(b) the following schemes which amended that Scheme, that is to say, the Post Office Overseas Letter Post Amendment (No. 1) Scheme 1972 (Post Office Scheme P2/1972), the Post Office Overseas Letter Post Amendment (No. 2) Scheme 1972 (Post Office Scheme P6/1972), the Post Office Overseas Letter Post Amendment (No. 3) Scheme 1972 (Post Office Scheme P8/1972), the Post Office Overseas Letter Post Amendment (No. 4) Scheme 1973 (Post Office Scheme P2/1973), the Post Office Overseas Letter Post Amendment (No. 5) Scheme 1973 (Post Office Scheme P6/1973), the Post Office Overseas Letter Post Amendment (No. 6) Scheme 1974 (Post Office Scheme P1/1974), the Post Office Overseas Letter Post Amendment (No. 7A) Scheme 1974 (Post Office Scheme P2A/1974), the Post Office Overseas Letter Post Amendment (No. 8) Scheme 1975 (Post Office Scheme P2/1975), the Post Office Overseas Letter Post Amendment (No. 9) Scheme 1975 made on 26th March 1975 (Post Office Scheme P7/1975), the Post Office Overseas Letter Post Amendment (No. 9) Scheme 1975 made on 28th August 1975 (Post Office Scheme P11/1975), the Post Office Overseas Letter Post Amendment (No. 10) Scheme 1975 (Post Office Scheme P17/1975), the Post Office Overseas Letter Post Amendment (No. 11) Scheme 1976 (Post Office Scheme P2/1976), the Post Office Overseas Letter Post Amendment (No. 12) Scheme 1976 (Post Office Scheme P4/1976) and the Post Office Overseas Letter Post Amendment (No. 13) Scheme 1977 (Post Office Scheme P2/1977).

The new Scheme consolidates the provisions of the above mentioned schemes, with amendments. The principal changes are:

1. The abolition of international business reply packets.
2. The reference to international reply coupons.

(This note is not part of the Scheme)

THE POST OFFICE OVERSEAS LETTER POST SCHEME 1977

Made - - - - - 27th July 1977  
 Coming into operation - - - 3rd October 1977

## ARRANGEMENT OF PARAGRAPHS

## PART I

## COMMENCEMENT, CITATION, REVOCATION, INTERPRETATION AND APPLICATION

1. Commencement and citation.
2. Revocation.
3. Interpretation.
4. Application.

## PART II

## RATES OF POSTAGE

5. Letters and postcards other than air mail packets.
6. Reduced rate printed packets.
7. Other printed packets and small packets.
8. Literature for the blind.
9. Air mail packets.
10. Bulk posting in mail bags.

## PART III

## GENERAL CONDITIONS

11. Prohibitions.
12. Contents of certain packets.
13. Packing and posting.
14. Limits of weight and size.
15. Articles liable to duty.
16. Payment of postage and fees.
17. Unpaid or underpaid postage.
18. Treatment of irregular packets.
19. Undeliverable packets.

## PART IV

## CONDITIONS RELATING TO PARTICULAR CLASSES OF PACKETS

20. Letters.
21. Postcards.
22. Printed packets.
23. Despatch of certain printed packets.
24. Small packets.
25. Literature for the blind.
26. Air mail packets.

## PART V

## POSTAL FACILITIES

27. Postal facilities.
28. Late posted packets.
29. Express delivery.
30. Transmission in bulk.
31. Certificate of posting.
32. Registration.
33. Compensation for registered packets.
34. Compulsory registration and insurance.
35. Insured letters.
36. Compensation for insured letters.
37. Compensation—general.
38. Advice of delivery and enquiries.
39. International Reply Coupons.
40. Redirection.
41. Postal packets in bond.

## PART VI

## GENERAL

42. Postal packets posted on ships or by Forces abroad.
43. Priority of letter post.
44. Remission of postage and fees.
45. Application of Post Office Inland Post Scheme.
46. Saving for Postal Packets (Customs and Excise) Regulations.

## SCHEDULES

1. Rates of Postage on Letters and Postcards other than Air Mail Packets.
2. Other Rates of Postage.
3. Rates of Postage on Air Mail Packets.
4. Countries in Air Mail Postage Rate Zones.
5. Limits of Weight and Size.
6. Insured Letters: Compensation Fees and Maximum Compensation.
7. Postal Packets in Bond.
8. Application of Post Office Inland Post Scheme.
9. Schemes Revoked.

The Post Office, by virtue of the powers conferred upon it by section 28 of the Post Office Act 1969, and of all other powers enabling it in this behalf, hereby makes the following Scheme:

## PART I

## COMMENCEMENT, CITATION, REVOCATION, INTERPRETATION AND APPLICATION

**Commencement and citation**

1. This Scheme shall come into operation on the 3rd day of October 1977 and may be cited as the Post Office Overseas Letter Post Scheme 1977.

**Revocation**

2. The schemes mentioned in Schedule 9 are hereby revoked.

**Interpretation**

3.—(1) In this Scheme, except so far as the contrary is provided or the context otherwise requires, the following expressions have the meanings hereby respectively assigned to them:

“ the Act ” means the Post Office Act 1953, as amended by the Post Office Act 1969;

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

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

“ air mail service ” means a service established by or under the direction of the Post Office for the conveyance of mails by air;

“ All-up Newspaper ” means an outgoing printed packet consisting of or containing one or more registered newspapers (and nothing else) which is posted to an address in Europe and is marked conspicuously with the words “ All-up Newspaper ” to indicate the desire of the sender that the packet should be accorded by the Post Office the same treatment as regards its despatch and delivery from the British postal area as that which would be appropriate to a packet transmitted at the letter rate of postage;

“ British postal area ” means the United Kingdom including United Kingdom territorial waters;

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

“ customs duty ” includes value added tax;

“ Forces air letter ” means an air mail packet consisting of a letter written on a special Forces air letter form provided by the Post Office and addressed to, or sent to the British postal area by, a member of the armed forces of the United Kingdom serving abroad or on board a ship of the Royal Navy on the high seas or in any port or place outside the British postal area, or a member of the armed forces of any other Commonwealth country or of any State allied with the United Kingdom serving with British units or using a British Forces address;

“ gold bullion ” means uncoined and unmanufactured gold;

“ incoming ” applied to a postal packet of any description means received at a post office in the British postal area through the post;

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

“ international reply coupon ” has the meaning assigned to it by paragraph 39;

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

“ literature for the blind ” means:

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

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

“ officer of the Post Office ” means a person engaged in the business of the Post Office;

“ outgoing ” applied to a postal packet of any description means posted in the British postal area;

“ parcel ” means a postal packet which is posted in the British postal area as a parcel in accordance with the provisions of the Post Office Overseas Parcel Post Scheme 1977, or is received at a post office in the British postal area from abroad by parcel post;

“ postal form ” means a form issued by or under the authority of the Post Office;

“ postal packet ” means (except where otherwise expressed) a letter, postcard, printed packet, small packet, and a packet consisting of or containing only literature for the blind, and accordingly does not include a telegram or (except in the foregoing definition of “ parcel ”) a parcel;

“ postcard ” means a card recognised as a postcard in accordance with the terms of the Universal Postal Convention for the time being in force;

“ prescribed ” means prescribed by the Post Office;

“ printed packet ” has the meaning assigned to it by paragraph 22;

“ small packet ” has the meaning assigned to it by paragraph 24;

and other expressions have the same meanings as they have in the Act.

(2) In Schedule 3, the following expressions used in relation to a postal packet of any class or description have the meanings hereby respectively assigned to them:

“ to Zone A ” means addressed to a country or place specified in Part 1 of Schedule 4;

“ to Zone B ” means addressed to a country or place specified in Part 2 of Schedule 4;

“ to Zone C ” means addressed to a country or place specified in Part 3 of Schedule 4.

(3) Any reference in this Scheme to the provisions of any enactment, regulations or scheme shall be construed, unless the context otherwise requires, as a reference to those provisions as amended, re-enacted or replaced by any subsequent enactment, regulations, or scheme.

(4) Any reference in any regulations or scheme to the provisions of any scheme revoked by this Scheme shall be construed, unless the context otherwise requires, as a reference to the corresponding provisions of this Scheme.

(5) The Interpretation Act 1889 applies for the interpretation of this Scheme as it applies for the interpretation of an Act of Parliament, and as if this Scheme and the schemes hereby revoked were Acts of Parliament and the Act were an Act conferring the power to make this Scheme.

#### **Application**

4.—(1) This Scheme, except where otherwise expressed, applies exclusively to postal packets transmitted by post from or to the British postal area otherwise than under the Post Office Inland Post Scheme 1975.

(2) This Scheme does not apply to parcels.

## **PART II**

### **RATES OF POSTAGE**

#### **Letters and postcards other than airmail packets**

5.—(1) Postage at the rates specified in Part 1 of Schedule 1 shall be charged and paid on letters and postcards posted in the British postal area, or posted on board a ship registered in any part of the British postal area while the ship is on the high seas:

(i) for transmission to a person on board a ship of the Royal Navy (whether on the high seas or in any port or place outside the British postal area); or

(ii) for transmission to a member of the armed forces of the United Kingdom or of any other Commonwealth country serving outside the British postal area with the armed forces of the United Kingdom or of any other Commonwealth country, being transmission through a British Forces Post Office or a civilian Postal Administration in any Commonwealth or foreign country which has agreed to deliver without surcharge letters and postcards at the said rates.

(2) Postage at the rates specified in Part 2 of Schedule 1 shall be charged and paid on all other outgoing letters and postcards and on all other letters and postcards posted on board a ship registered in any part of the British postal area while the ship is on the high seas, for transmission to a person anywhere in the world.

(3) This paragraph does not apply to air mail packets.

#### Reduced rate printed packets

6.—(1) Postage at the rates specified in Part 1 of Schedule 2 shall be charged and paid on outgoing printed packets to which this paragraph applies.

(2) Subject as hereinafter mentioned this paragraph applies to outgoing printed packets consisting of or containing only one or more things of any of the following descriptions:

(a) any newspaper or other periodical publication which complies with the following conditions:

- (i) it is printed and published in the British Postal Area;
- (ii) it is issued in consecutive numbers at intervals of not more than one year;
- (iii) it consists only of paper or of some substance ordinarily used for printing publications;
- (iv) it is not in the nature of current and personal correspondence and at least one third of the publication consists of articles of a literary character (with or without publicity or advertising matter);
- (v) the full title, and the date, month or year of issue, or an indication of the frequency of issue, are conspicuously printed on the cover (or, in the absence of a cover, at the top of the first page) and on every detached sheet, page or piece of paper which is issued as part of such newspaper or publication;

(b) any book;

(c) any pamphlets, which expression for this purpose means short printed publications or works of a literary character whether or not enclosed within covers;

(d) any musical scores;

(e) any maps;

Provided that:

This paragraph shall not apply to:

air mail packets;

All-up newspapers;

printed packets of a commercial character (such as catalogues, prospectuses or price lists);  
printed packets consisting of or containing:

newspapers or other periodical publications with advertisement slips annexed;

books, pamphlets, musical scores or maps which contain publicity matter or advertisements otherwise than on the cover or fly leaves;

nor shall this paragraph apply to any printed packet unless the cover thereof is conspicuously marked "Printed Papers Reduced Rate" on the left hand side of the space above the address.

(3) The decision of the Post Office as to whether a particular printed packet is one to which this paragraph applies shall be conclusive.

#### Other printed packets and small packets

7.—(1) Postage at the rates specified in Part 2 of Schedule 2 shall be charged and paid on all printed packets posted:

(a) in the British postal area for transmission to those persons mentioned in paragraphs 5(1)(i) and (ii); or

(b) on board a ship of the Royal Navy (whether on the high seas or in any port or place outside the British postal area) for transmission to a person in the British postal area; or

(c) by a member of the forces referred to in paragraph 5(1)(ii) serving as therein mentioned, for transmission through a British Forces Post Office at which British postage stamps are issued, to a person in the British postal area; or

(d) on board a ship registered in any part of the British postal area while the ship is on the high seas, for transmission to the persons mentioned in paragraphs 5(1)(i) and (ii), wherever they may be stationed.

(2) Postage at the rates specified in Part 1 of Schedule 2 shall be charged and paid on the printed packets specified in paragraph 6 posted on board a ship registered in any part of the British postal area while the ship is on the high seas, for transmission to anyone other than those persons mentioned in paragraphs 5(1)(i) and (ii) wherever they may be stationed.

(3) Postage at the rates specified in Part 3 of Schedule 2 shall be charged and paid on All-up Newspapers except those which are posted under the provisions of sub-paragraph (1) of this paragraph.

(4) Except as otherwise provided by paragraph 6 or sub-paragraphs (1) to (3) of this paragraph, postage at the rates specified in Part 4 of Schedule 2 shall be charged and paid on outgoing printed packets and on outgoing small packets.

(5) This paragraph does not apply to air mail packets.

#### Literature for the blind

8. No postage shall be payable on an outgoing packet (other than an air mail packet) consisting of or containing only literature for the blind.

#### Air mail packets

9.—(1) There shall be charged and paid:

- (a) on every air letter of the smaller size, postage of 10½p;
- (b) on every air letter of the larger size, postage of 11p;
- (c) on every Forces air letter, postage of 7p;
- (d) on other air mail packets, postage at the rate specified in Schedule 3.

(2) In this paragraph, the expression "air letter of the smaller size" means an air letter which (when folded) is approximately 150 millimetres long and 107 millimetres wide, and the expression "air letter of the larger size" means an air letter which (when folded) is approximately 210 millimetres long and 100 millimetres wide.

#### Bulk posting in mail bags

10.—(1) There shall be charged and paid on mail bags containing printed matter for transmission as provided by paragraph 30 postage at the following rates:

(a) on every bag containing nothing but printed matter which would be transmissible in separately posted printed packets to which paragraph 6 applies, postage at the rate of 40p for each 1 kilogramme, or part of 1 kilogramme, weight of the bag and its contents, with a minimum charge per bag equal to the charge for a 23 kilogramme bag, and a maximum charge per bag equal to the charge for a 30 kilogramme bag;

(b) on every bag containing nothing but printed matter which would not be so transmissible, postage at the rate of 59p for each 1 kilogramme, or part of 1 kilogramme, weight of the bag and its contents, with a minimum charge per bag equal to the charge for a 23 kilogramme bag, and a maximum charge per bag equal to the charge for a 30 kilogramme bag.

(2) Where postage is charged and paid under this paragraph on any mail bag, postage shall not be charged on any individual postal packet contained therein.

### PART III

#### GENERAL CONDITIONS

##### Prohibitions

11.—(1) Save as the Post Office may either generally or in any particular case allow, there shall not be conveyed or delivered by post any postal packet of a description referred to in paragraphs (a), (b) or (c) of section 11(1) of the Act.

(2) Subject to the powers of the Post Office under paragraph 18, there shall not be posted or conveyed or delivered by post any postal packet:

(a) containing:

- (i) opium, morphine, cocaine, or other narcotic:  
Provided that such narcotics may be sent for medical or scientific purposes in insured letters to countries which admit them when sent for those purposes;
- (ii) any living creatures, except:  
Bees, leeches, silkworms, or parasites or destroyers of noxious insects used for the purpose of controlling those insects and exchanged between officially recognised institutions;
- (iii) anything which, by the law of the country or place in which the packet is posted or to which it is addressed, or of any country or place through which it may pass, it is unlawful respectively to send, import or convey by post or otherwise than by parcel post;
- (iv) save as the Post Office may either generally or in any particular case allow, coin or gold bullion exceeding £200 in value;
- (v) any imitation of a bank note within the meaning of section 38 of the Criminal Justice Act 1925;

(b) containing or bearing any fictitious stamp (not being a fictitious stamp made with the approval of the Post Office), or any counterfeit impression of a postal franking machine used under the direction or by the permission of the Post Office, or any counterfeit of any other impression authorised by or under this Scheme to be used to denote payment of postage or fees;

(c) having thereon, or on the cover thereof, any words, letters or marks (used without due authority) which signify or imply, or may reasonably lead the recipient thereof to believe, that the postal packet is sent on Her Majesty's service;

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

(e) having on the outer cover a metal fastener with sharp edges such as might injure any person dealing with the packet or obstruct or impede the performance of any postal operation;

(f) having anything written, printed or otherwise impressed upon or attached to any part of the postal packet which, either by tending to prevent the easy and quick reading of the address of the packet or by inconvenient proximity to the stamp or stamps used to denote payment of postage or fees, or in any other way, is in itself, or in the manner in which it is written, printed, impressed or attached, likely in the opinion of the Post Office to embarrass the officers of the Post Office in dealing with the packet;

(g) bearing any stamp or impression of a postal franking machine, press or device denoting payment of postage or fees which is imperfect or mutilated or defaced in any way, or across which anything is written or printed or otherwise impressed; but a stamp shall not be deemed to be imperfect or mutilated or defaced or to have anything written or printed or impressed across it within the meaning of this provision, by reason only that it is distinctly perforated with initials by means of a punch if the perforating holes are not larger than those dividing one stamp from another in a sheet of stamps;

(h) the cover whereof or the part thereof reserved for the address is divided into separate sections for the insertion of successive addresses;

(i) the cover whereof is entirely transparent or has therein any open panel:

Provided that there may be a transparent panel in the cover for the purpose of showing the address of the addressee, subject to such rules as may be prescribed;

(j) whereon the payment of any postage or fees purports to be denoted by any stamp or impression which has been previously used to denote payment of the postage or fees on any other postal packet (including a parcel);

(k) consisting of or containing two or more postal packets (of the same or of different descriptions) addressed to different persons who are at different addresses.

(3)—(a) This sub-paragraph applies to incoming postal packets addressed to persons at addresses within the British postal area which were posted outside that area by or on behalf of any one person resident or carrying on business in that area, not being packets addressed to that person or to an agent of that person.

(b) If within any period of 30 consecutive days (inclusive) the Post Office receives more than 100 incoming postal packets to which this sub-paragraph applies, being packets posted by or on behalf of any one person, all or any of such packets so received within that period may, if the Post Office so determines, be either:

(i) detained and returned to the country or place of origin, or (at the discretion of the Post Office)

(ii) forwarded charged, in the case of each packet, with such amount of postage as the Post Office may in the particular case determine (not exceeding the amount of postage which would have been prepayable thereon if it had been originally posted in the British postal area (singly) as a first class letter); and if a packet shall be so forwarded, the amount charged thereon shall be payable on or before the delivery of the packet, and the Post Office may withhold the packet from delivery until such amount has been paid.

(c) Without prejudice to the application of paragraph 3(5), in this sub-paragraph "person" includes any corporation or unincorporated association of persons or partnership, and "any one person" shall be construed accordingly; and for the purposes of this sub-paragraph a postal packet (by whomsoever and wheresoever made up) shall be deemed to have been posted by or on behalf of a person, corporation, association or partnership if it was posted for the purposes of that person, corporation, association or partnership.

(4) Subject to the provisions of this Scheme there shall not be posted or conveyed or delivered by post any postal packet (other than an insured letter or, where the law or regulations of the country or place of destination allow, an outgoing uninsured registered letter) containing coin, bank notes, currency notes, securities or instruments payable to bearer, travellers cheques, platinum, gold or silver whether manufactured or not, precious stones, jewels, or other valuable articles.

#### Contents of certain packets

12. Subject to the provisions of this Scheme every printed packet and small packet shall be subject to examination in the post, and shall not contain anything sealed or otherwise closed against inspection or contain or bear anything in the nature of current and personal correspondence, or contain any postage stamp or form (whether cancelled or not) denoting payment of postage or fees or any paper representing monetary value.



**Packing and posting**

13.—(1) Every postal packet shall be made up and secured in such manner as in the opinion of the Post Office is calculated to prevent injury to any other postal packet in course of conveyance, or to any receptacle in which the same is conveyed, or to any other postal equipment, or to an officer of the Post Office or other person who may deal with such packet.

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

**Limits of weight and size**

14.—(1) Save as the Post Office may either generally or in any particular case allow, no postal packet shall be posted, conveyed, or delivered by post under this Scheme unless its weight and size are within the respective maximum limits specified in Schedule 5:

Provided that save as aforesaid:

(a) where the packet is made up in the form of a roll, its length and twice its diameter taken together shall not exceed 1,040 millimetres and neither its length nor its diameter shall exceed 900 millimetres.

(b) in the case of a printed packet on which postage is chargeable in accordance with paragraph 6 or paragraph 7 and which contains only one or more of the following articles, namely,

(i) books;

(ii) pamphlets, which expression for this purpose means short printed publications or works of a literary character in book form sewn, bound or stapled within covers;

not being books or pamphlets issued in consecutive numbers at intervals of less than one year, the maximum weight shall be 5 kilogrammes.

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

(a) where the packet is made up in the form of a roll, its length and twice its diameter taken together shall be not less than 170 millimetres, and either its length or its diameter shall be not less than 100 millimetres;

(b) where the packet is not so made up, it shall have at least one surface measuring not less than 140 millimetres in length and not less than 90 millimetres in breadth.

**Articles liable to duty**

15.—(1) Subject to the powers of the Post Office under paragraph 18, there shall not be posted as a packet consisting of or containing only literature for the blind, or conveyed or delivered by post as such a packet, any postal packet which consists of or contains any article liable to customs duty in the country or place of destination.

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

(a) the importation of such articles by means of postal packets of that description is permitted by the law or regulations of the country or place of destination;

(b) the packet is registered if the law or regulations of the country or place of destination so require; and

(c) for customs purposes the packet bears such label and has attached or contains such declarations as may be required by or under any Treasury Regulations made in that behalf.

(3) With respect to the clearance through customs of an incoming postal packet or of such a mail bag as is mentioned in (b) below, the Post Office may charge a fee as follows:

(a) a fee of 40p on each such packet (not being a printed packet in course of transmission in bulk as mentioned in (b) below) which is produced to the proper officer of Customs and Excise;

(b) a fee of 55p on each mail bag produced to the proper officer of Customs and Excise which contains printed matter (as defined by paragraph 30(3)) in course of transmission in bulk in pursuance of arrangements made between the sender and the postal administration of the country or place of posting corresponding to those described in paragraph 30;

and such fee (if charged) shall be paid by the addressee if the packet or the mail bag (as the case may be) is delivered to him.

**Payment of postage and fees**

16.—(1) Except as the Post Office may otherwise direct, and subject to the provisions of this Scheme, the postage and fees payable on every outgoing postal packet and the fees payable in respect of postal facilities shall be prepaid.



(2) The provisions of this Scheme with reference to prepayment of postage and fees shall not apply to postage and fees payable on postal packets with respect to which the Post Office has entered into an arrangement with the senders thereof for the grant of credit facilities.

(3) Payment of postage or fees payable under this Scheme may be denoted:

(a) by adhesive postage stamps bearing the effigy of Her Majesty Queen Elizabeth the Second, being stamps of denominations of money in the currency of the United Kingdom provided for by the Decimal Currency Act 1967;

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

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

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

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

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

(6) Except as regards any postal franking machine the use of which is for the time being authorised by a licence in writing granted by the Post Office, the provisions of Schedule 2 to the Post Office Inland Post Scheme 1975 (provided that references in that Schedule to provisions of the Post Office Inland Post Scheme 1975 shall be read as references to the corresponding provisions of this Scheme) shall apply with respect to the granting and termination by the Post Office of authority to use a postal franking machine and the use thereof.

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

(8) No stamp or impression which is imperfect or mutilated or defaced in any way, or across which anything is written or printed or otherwise impressed, shall be used to denote payment of postage or fees; but a stamp shall not be deemed to be imperfect or mutilated or defaced or to have anything written or printed or impressed across it within the meaning of this provision, by reason only that it is distinctly perforated with initials by means of a punch if the perforating holes are not larger than those dividing one stamp from another in a sheet of stamps.

#### **Unpaid or underpaid postage**

17.—(1) An outgoing postal packet (including an air mail packet) upon which no part, or a part only, of the postage payable thereon has been prepaid (not being an insured letter or other registered postal packet or a postal packet the postage on which is subject to such an arrangement as is mentioned in paragraph 16(2)) shall, unless it is dealt with and forwarded in the manner provided by sub-paragraph (2), be dealt with as follows:

(a) if it is a letter or a post card, it shall be forwarded charged with the postage deficiency;

(b) if it is neither a letter nor a post card, it shall (at the discretion of the Post Office) either:

(i) be detained and returned or given up to the sender, or

(ii) be forwarded charged with the postage deficiency.

(2) Notwithstanding anything in sub-paragraph (1), where no part, or a part only, of the postage payable on an outgoing postal packet (including an air mail packet) has been prepaid, the Post Office (whether or not requested so to do by the sender) may (if it thinks fit), instead of dealing with the packet in accordance with that sub-paragraph, affix to the packet stamps to the value of the postage deficiency, or endorse thereon an indication that it should be treated as if the full postage thereon had been paid, and the packet shall thereupon be forwarded as if the full postage thereon had been prepaid; and the sender of a packet so forwarded shall pay to the Post Office on demand the amount of the postage deficiency.

(3) An air mail packet on which no part, or a part only, of the postage payable thereon has been prepaid (not being a packet the postage on which is subject to such an arrangement as is mentioned in paragraph 16(2) or which is or has been dealt with by the Post Office in the manner provided by sub-paragraph (2)), may be dealt with as if it were not an airmail packet.

(4) An incoming postal packet (other than a packet redirected from an address outside the British postal area to an address in that area) upon which no part, or a part only, of the postage payable thereon has been prepaid:

(a) unless it is an insured letter or other registered postal packet, may be detained and returned to the country of origin, or may be forwarded charged with the amount of the postage deficiency, in addition to an amount of 15p, payable at the discretion of the Post Office;

(b) if it is an insured letter or other registered postal packet shall be forwarded without any charge in respect of the postage deficiency.

(5) The following provisions (as appropriate) shall apply to an incoming postal packet redirected from an address outside the British postal area, whether or not within the country in which it was posted, to an address in the British postal area:

(a) a postal packet, other than an insured letter or other registered postal packet, shall be forwarded charged with the following sum, unless it has been prepaid on the redirection of the packet:

- (i) if the postage on the first transmission was fully prepaid, a sum equal to the difference (if any) between the amount of that postage and the postage which would have been chargeable if the packet had been originally addressed to the new address;
- (ii) otherwise, a sum equal to the amount which would have been chargeable on the packet under sub-paragraph (4) if the packet had been originally addressed to the new address, and were forwarded in accordance with (a) of that sub-paragraph;

(b) an insured letter or other registered postal packet shall be forwarded charged with the following sum (unless it has been prepaid on the redirection of the packet), that is to say, a sum equal to the difference (if any) between the postage chargeable on the first transmission, whether or not that postage was fully prepaid, and the postage which would have been chargeable if the packet had been originally addressed to the new address;

(c) a postal packet of whatever description which has been transmitted by air to the British postal area after redirection without prepayment of additional postage in respect of the transmission by air shall be forwarded charged with such sum (in addition to any sum charged under (a) or (b) of this sub-paragraph) as the overseas Postal Administration concerned has requested the Post Office to collect in respect of that transmission.

(6) Where the amount chargeable under sub-paragraph (4) or (5) would otherwise be less than 16p, the amount charged shall be 16p.

(7) Any sums charged on an incoming postal packet under sub-paragraphs (4) and (5), and any other sums payable in respect of the packet under the law, regulations or Scheme in force in any part of the British postal area or any country or place from or through which the packet has been transmitted, shall be payable on the delivery of the packet, and the Post Office may withhold the packet from delivery until such sums have been paid.

(8) In this paragraph, "the postage deficiency", in relation to a postal packet, means, if no part of the postage payable thereon has been prepaid, the full amount of the postage which ought to have been prepaid thereon, and if part only of such postage has been prepaid, the difference between such full amount and the amount of such postage which has been prepaid.

#### **Treatment of irregular packets**

18.—(1) Except as otherwise provided in this Scheme, any postal packet which is found when in the post not to comply with a provision of the law of the country or place in which the packet was posted or to which it is addressed or of any country or place through which it may pass (including the Act, this Scheme, and the Postal Packets (Customs and Excise) Regulations 1975), or not to be accompanied by a document required by any such provision, may be either detained or returned or given up to the sender, or forwarded and delivered, or dealt with or disposed of in such other manner as the Post Office may think fit.

(2) Any postal packet which is found when in the post to be such that the conveyance or delivery thereof is prohibited by paragraph 11(2)(k) may if the Post Office thinks fit be delivered to the addressee subject to such charge as the Post Office may fix in the particular case, not exceeding the aggregate amount of the separate charges which would have been payable in respect of all the individual postal packets contained therein if each of them had been posted singly without prepayment of postage.

(3) Any postal packet (other than a letter), which is found when in the post not to comply with the provisions of this Scheme which are applicable to postal packets of its particular description, may if the Post Office thinks fit be treated as if it had been posted as a letter or as a postal packet of such other description as the Post Office considers appropriate, and the provisions of this Scheme shall apply thereto accordingly.

#### **Undeliverable packets**

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

### **PART IV**

#### **CONDITIONS RELATING TO PARTICULAR CLASSES OF PACKETS**

##### **Letters**

20. If an envelope is used as the cover for a postal packet intended for transmission as a letter, it must be of a rectangular shape.

##### **Postcards**

21.—(1) The following rules shall apply to postcards:

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

(b) A postcard shall be rectangular and be made of cardboard or of paper stout enough not to hinder its manipulation or the manipulation of other postal packets. It shall not have projecting or raised relief parts.

(c) Nothing whatever shall be in any manner attached to a postcard except:

- (i) postage stamps denoting payment of postage or fees;
- (ii) illustrations, photographs, stamps of any kind, and labels and cuttings of any kind, being made of paper or other very thin substance, and address slips and fold-back sheets;

Provided that:

- (1) every such article shall be of such a nature as not to alter the character of the postcard, and shall adhere completely to the postcard;
- (2) every such article, except a label or an address slip, shall be affixed only to the back or to the left-hand half of the address side of the postcard;
- (3) no stamp likely to be mistaken for a stamp used to denote payment of postage or fees shall be fixed to the address side of the postcard.

(d) A postcard shall not be embellished with cloth, embroidery, spangles or similar materials.

(e) Stamps or impressions of postal franking machines, presses or devices denoting payment of postage or fees shall be placed on the address side of the postcard, as far as possible on the right-hand half.

(2) If any postcard is found when in the post not to comply with any of the rules (a) to (d) inclusive in sub-paragraph (1), it shall be dealt with and charged as a letter.

(3) If any postcard is found when in the post not to comply with rule (e) in sub-paragraph (1), it shall be dealt with as if the postage or fees denoted by the stamps or impressions placed otherwise than in conformity with that rule had not been prepaid.

#### Printed packets

22.—(1) The expression “printed packet” in this Scheme means a packet consisting of or containing only:

(a) articles or documents (whether printed, engraved, lithographed, mimeographed or photographed) of any of the following descriptions:

- (i) newspapers and periodicals, books and pamphlets;
- (ii) sheets of music (except perforated sheets intended to be used with automatic musical instruments), visiting cards, address cards, and proofs of printing, with or without the relative manuscript;
- (iii) engravings, photographs and albums containing photographs;
- (iv) pictures and drawings, plans, maps and patterns intended for cutting out;
- (v) prospectuses, advertisements, catalogues and notices;

(b) impressions or copies obtained upon paper or other similar material by means of printing, engraving, lithography, mimeography, photography or any other mechanical process easy to recognise, except impressions or copies obtained by means of tracing, a stamp with or without moveable type, or a typewriter;

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

Provided that a packet may be transmitted as a printed packet notwithstanding that in addition to any such things as are described in (a) and (b) above there is enwrapped or enclosed therein:

- (i) a card, envelope or wrapper for reply bearing the printed name and address (in the country or place in which the packet containing it was posted) of the sender or his agent, and having either postage stamps of the country or place to which such packet is addressed properly affixed thereto by way of payment of the return postage, or a suitable space for the proper fixing of such stamps;
- (ii) if the only other things so enwrapped or enclosed are printed literary or artistic productions, an open invoice (the terms whereof are such only as are necessary to its essential function as an invoice), with or without copies of the invoice deposit notes or international or internal money order forms of the country of destination, which notes or forms may indicate by any means the amount to be deposited or paid and the particulars of the postal giro account or the address of the beneficiary of the order.

(2) No packet shall be transmissible as a printed packet which consists of or contains:

(a) anything designed or adapted for future use as stationery which bears no printed matter other than such as might serve for such future use;

(b) any film or sound recording;

(c) any punched paper tape or ADP card bearing perforations, marks or signs which could constitute annotations;

(d) any printed paper of which the text has been modified after printing, or which bears any characters or marks whatever of such a kind as to constitute a code.

Provided that matter otherwise transmissible as or in a printed packet shall be so transmissible notwithstanding any addition or modification made as follows:

(a) outside or inside the packet:

- (i) to indicate the name or business name, status, profession, and address of the sender and of the addressee, the date of despatch, the signature, telephone exchange and number, telex number and answer-back code, telegraphic address and code, current postal account, and current banking account of the sender, and a serial or registration number referring solely to the packet;
- (ii) to correct errors in printing;
- (iii) to strike out, to underline or to ring round certain parts of a printed text, provided that this does not give to the printed text the character of current and personal correspondence;

(b) to indicate or add:

- (i) on order forms, subscription forms or offers in respect of published works, books, pamphlets, newspapers, engravings or musical scores: the works and the number of copies asked for or offered, the price of the works, and notes giving essential elements of the price, the method of payment, the edition, the names of the authors and publishers, the catalogue number, and the words "paper covered", "stiff covered" or "bound";
- (ii) on forms used by lending services of libraries: the titles of the works, the number of copies asked for or sent, the names of the authors and of the publishers, the catalogue numbers, the number of days allowed for reading and the name of the person wishing to consult the work;
- (iii) on illustrated cards, printed visiting cards, and Christmas and New Year cards: good wishes, greetings, congratulations, thanks, condolences, or other formulas of courtesy, expressed in five words, or by means of five conventional initials at most;
- (iv) on proofs of printing: alterations and additions concerned with the correction, layout and printing, and also notes such as "Passed for press", "Read—Passed for press", or any similar note concerned with the production of the work. In case of want of space these additions may be made on separate sheets;
- (v) on books, pamphlets, newspapers, photographs, engravings, sheets of music, and in general on all literary or artistic productions, printed, engraved, lithographed or mimeographed: a dedication consisting of a simple expression of regard;
- (vi) on cuttings from newspapers and periodicals: the title, date, number, and address of the publication from which the article is taken;
- (vii) on notices of change of address: the old and the new address and the date of the change.

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

(4) Except as provided in sub-paragraph (5) of this paragraph, every printed packet shall be made up in such a way that it can be easily examined, and shall be placed: (a) in a wrapper, upon a roller, or between cardboard; or (b) in an open bag, box, envelope or container; or (c) in a closed unsealed bag, box, envelope or container which can easily be opened; or (d) in an envelope secured with a clip which can be easily unfastened and refastened, or secured with string which can be easily untied:

Provided that a printed packet may be sent unenclosed without wrapper or envelope if it satisfies the rules and conforms to the limits of size applicable to postcards.

(5) The Post Office may authorise printed packets posted in bulk to be sealed either in closed transparent wrappings or other forms of wrapping acceptable to the Post Office. Such authority may be granted subject to such conditions as the Post Office may from time to time think fit, and before such authority is granted the applicant shall pay the fee of £10 therefor, which fee shall be again due and payable on every anniversary of the day when the authority was granted whilst it remains in force.

(6) A printed packet sent unenclosed without a wrapper or envelope which does not comply with the requirements of the proviso to sub-paragraph (4) shall be dealt with and charged as a letter (and not as a printed packet) except in a case where all such requirements other than rule (e) of paragraph 21(1) are complied with, in which case the packet shall be dealt with as if the postage denoted by the stamps or impressions placed otherwise than in conformity with that rule had not been prepaid.

(7) Every packet (other than an All-up Newspaper) posted for transmission as a printed packet shall be conspicuously marked "Printed Papers" or "Printed Papers Reduced Rate" (if such be the case) on the left-hand side of the space above the address.

(8) Every All-up Newspaper shall be conspicuously marked "All-up Newspaper" on the left-hand side of the space above the address.

#### **Despatch of certain printed packets**

23. Without prejudice to the generality of paragraph 43, any printed packet, other than an All-up Newspaper, may be withheld from despatch until any subsequent despatch.

**Small Packets**

24.—(1) The expression “small packet” in this Scheme means a packet which contains goods and contains or bears no letter, note or other communication save such as may be expressly required or permitted by the following provisions of this paragraph.

(2) A packet may be transmitted as a small packet:

(a) if it contains in addition to goods:

- (i) an open invoice relating to such goods, the terms whereof are such only as are necessary to its essential function as an invoice;
- (ii) any other document not having the character of current personal correspondence;

Provided that the sender and intended recipient of the document are respectively the same persons as the sender and addressee of the packet;

(b) if it bears on the outside thereof, or on a sheet of paper enclosed therein, or on any of the goods therein, words, figures or symbols indicating all or any of the following:

- (i) the address of the sender and addressee with the indications in use in commercial traffic;
- (ii) a manufacturer's trade mark;
- (iii) a bare reference to correspondence exchanged between the sender and the addressee relating to the goods;
- (iv) the identity and address of the manufacturer and the supplier of the goods or the person for whom they are intended;
- (v) serial or registration numbers of the goods, prices and particulars relating to the weight, volume and size thereof and quantity of such goods available and further particulars necessary to determine the source and character of the goods.

(3) Every packet posted for transmission as a small packet shall be clearly marked “Small Packet” on the left-hand side of the space above the address, and shall bear the necessary customs declaration.

(4) Except as the Post Office may allow, and subject to sub-paragraphs (5), (6) and (7), small packets must be made up in such a way that they can be easily examined.

(5) An article in one piece, such as a piece of wood or metal, which it is not the custom in the trade to pack, need not be packed provided that the address is indicated (with the words “Small Packet”) on the article itself if possible or (if not) on an address label.

(6) Articles of glass or other fragile materials and packets containing liquids, oils, fatty substances, dry powder, live bees, leeches, silkworms' eggs, parasites or destroyers of noxious insects, shall be packed in accordance with such rules as may be prescribed.

(7) The Post Office may authorise small packets posted in bulk to be sealed either in closed transparent wrappings or other forms of wrapping acceptable to the Post Office. Such authority may be granted subject to such conditions as the Post Office may from time to time think fit, and before such authority is granted the applicant shall pay the fee of £10 therefor, which fee shall be again due and payable on every anniversary of the day when the authority was granted whilst it remains in force.

(8) In this paragraph, the expression “goods” includes things of the following descriptions:

- (a) gramophone records and tapes and wires of a kind used for recording sound or visual images;
- (b) automatic data processing cards;
- (c) magnetic tapes or wires;
- (d) QSL cards;

but does not include any such thing which conveys or has recorded thereon, or bears in any form, any message or communication having the character of current personal correspondence, whether or not such message or communication is capable of being heard or seen without the aid of reproducing or other apparatus.

**Literature for the blind**

25.—(1) A packet shall not be transmitted as a packet consisting of or containing only literature for the blind unless:

(a) it consists of or contains nothing but literature for the blind;

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

(b) it is clearly marked on the left-hand side of the space above the address with the words “Literature for the Blind (Cecogrammes)”, and is made up and wrapped or enclosed (or if permissible made up unwrapped and unenclosed) in accordance with the requirements of paragraph 22(4) which shall apply to such a packet as if it were a printed packet.



(2) Sound records and special paper intended solely for the use of the blind may be sent as packets consisting of or containing literature for the blind, provided they are sent by or addressed to an officially recognised institute for the blind and are posted in a manner approved by the Post Office.

#### **Air mail packets**

26.—(1) An air mail packet shall bear a blue "Air Mail" label on the left of the address side, or alternatively the words "PAR AVION (BY AIR MAIL)" may be written boldly or typed in the same place.

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

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

### **PART V POSTAL FACILITIES**

#### **Postal facilities**

27. The postal facilities referred to in this Scheme may be provided by the Post Office at such times, during such periods, at such post offices, in such circumstances, and on such conditions (not being inconsistent with the provisions of this Scheme) as the Post Office may from time to time consider expedient.

#### **Late posted packets**

28.—(1) In this paragraph the expression "late posted packet" means a postal packet of such description as may be prescribed, which is posted after the ordinary hours of collection for a particular despatch from the office of collection on a particular day in order that it may if possible be forwarded by that despatch, and (in the case of a registered postal packet) which is posted within such further time (if any) as the Post Office may from time to time appoint in relation to that office.

(2) There shall be charged and paid in respect of a late posted packet which is a registered packet such sum, not exceeding 10p in addition to the postage and to the registration fee, as the Post Office may fix.

#### **Express delivery**

29. Upon every outgoing postal packet marked with the word "Express" or "Expres" to indicate the desire of the sender that the postal packet may be delivered by special messenger there shall be charged and prepaid the fee of 60p.

#### **Transmission in bulk**

30.—(1) The Post Office may make arrangements with the senders of printed matter whereby such printed matter may be enclosed by the senders in mail bags provided by the Post Office for the purpose, and the rate of postage computed by reference to the weight of each mail bag and its contents, in accordance with paragraph 10.

(2) Each mail bag shall contain only printed matter all of which is destined for transmission to the same person at the same address and the senders shall comply with such conditions as to the make-up of the mail bags, the manner in which they are to be addressed and posted and returned, the manner in which the postage thereon is to be paid, the total weight of each mail bag, the limits of weight and size of the individual items enclosed therein, and any incidental and supplementary matters, as the Post Office may from time to time consider expedient.

(3) In this paragraph "printed matter" means anything which would be transmissible by post as or in a printed packet at a rate of postage payable on such a packet under paragraph 6 or paragraph 7.

#### **Certificate of posting**

31. The Post Office may if it thinks fit, at the request of the sender of an unregistered postal packet, give the sender a certificate of the posting of such postal packet. The fee payable for such certificate shall be at the rate of 1p for each postal packet to which the certificate relates:

Provided that, where the certificate relates to postal packets on which the postage is paid in stamps and which are posted in bulk, the fee payable for the certificate shall be at the rate of 25p for the first thousand packets or part thereof, and 2½p for each additional thousand packets or part thereof.

#### **Registration**

32.—(1) Subject to the provisions of this Scheme, any outgoing postal packet may be registered.

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

(a) The packet shall not be addressed to an addressee identified by initials only, or addressed by means of a pencil:

Provided that it may be addressed by means of a copying ink pencil unless it is sent in an envelope with a transparent panel.

(b) The packet shall be posted by being delivered for registration at a post office to an officer on duty at such office, or by being delivered for registration to some officer of the Post Office authorised to receive packets for registration though not on duty at a post office.

(c) There shall be charged and paid for registration a fee of 60p.

(d) On the posting of the packet the Post Office shall furnish to the sender a certificate of posting bearing an acknowledgement that the registration fee has been paid.

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

### Compensation for registered packets

33. Subject to the provisions of this Scheme:

(a) if any article of pecuniary value enclosed in or forming part of a registered postal packet (other than an insured letter) is lost or damaged so as entirely to destroy its value whilst in the custody of the Post Office, the Post Office may pay to any person or Postal Administration who may in the opinion of the Post Office establish a reasonable claim to compensation (having regard to the nature of the article, the care with which it was packed, and other circumstances) such sum not exceeding £9.00 as it may think just;

(b) if any registered postal packet (other than an insured letter) is lost whilst in the post, the Post Office may pay to the sender or to any other person or Postal Administration who may in the opinion of the Post Office establish a reasonable claim to compensation a sum not exceeding £9.00:

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

### Compulsory registration and insurance

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

(a) if the registration fee thereon has been prepaid, shall be registered before the same is forwarded, and may be detained for that purpose until the ordinary despatch of packets next after that by which such packet would otherwise be forwarded, and

(b) if the registration fee has not been prepaid in full, shall be withheld from transmission and may be returned to the sender for registration.

(2) An outgoing postal packet containing coin, bank notes, currency notes, securities or instruments payable to bearer, platinum, gold or silver manufactured or not, precious stones, jewels or other valuable articles, which is found in the post unregistered, shall not be forwarded until it has been registered and (if the regulations of the country or place to which the packet is addressed so require) insured, and may be returned to the sender for that purpose. An incoming postal packet containing any such articles which is found in the post unregistered may be forwarded to the addressee as a registered postal packet and delivered to him on payment of the registration fee, or may be returned to the Postal Administration of the country or place of origin.

### Insured letters

35.—(1) The following rules shall apply to outgoing insured letters:

(a) Every insured letter shall be registered and insured under and in accordance with the provisions of this Scheme.

(b) The letter shall not be addressed to an addressee identified by initials only, or addressed by means of a pencil.

(c) The envelope or packing, which shall not be transparent nor have a transparent panel, shall be strong and secured with seals of wax, lead, or adhesive paper so as to prevent tampering with the contents without apparent damage to the cover or seals; each seal shall bear the same private mark of the sender; an envelope shall be made in one piece; if a box is used it must be of strong wood, metal or plastic (the walls of wooden boxes must be at least 8 millimetres thick), and the surfaces of the top and bottom must be covered with white paper for the inscription of the addressee's name and address and the insured value; if an insured letter is tied with string and sealed in the prescribed manner the string itself need not be sealed, but if the string is required to ensure inviolability of a box, then the two ends must be sealed with wax and marked with the sender's private design; the seals, labels and postage stamps affixed to the packet shall be so spaced that they cannot conceal injuries to the cover; no label relating other than to the postal service shall be affixed by the sender; and no label or postage stamp shall be folded over two sides of the cover so as to hide an edge.



(d) The sender shall mark on the cover of the letter (by means other than a pencil) the words " Insured for " followed by the amount (in words and figures) for which the letter is to be insured, which amount shall not exceed whichever shall be the lower of the following limits—(i) the real value of the letter (with its contents), or (ii) the sum of £600 or such smaller sum as may be from time to time fixed by agreement between the Post Office and the Postal Administration of the country or place to which the letter is addressed.

(e) No erasure or correction shall be made in the address (except on redirection), or in the amount for which the letter is to be insured.

(f) A compensation fee shall be paid of an amount specified in the columns of Schedule 6 headed " Compensation fee ", being the amount appropriate to the amount for which the letter (with its contents) are to be insured.

(g) The letter shall be posted by delivery at a post office to an officer on duty at such office.

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

#### Compensation for insured letters

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

Provided that:

(a) in the case of an outgoing insured letter, the sum paid by way of compensation shall not exceed the sum appropriate thereto according to the scale set out in Schedule 6, having regard to the compensation fee paid in respect of the letter in addition to the postage and registration fee;

(b) in the case of an incoming insured letter, the sum paid by way of compensation shall not exceed the sum of £600 or such smaller sum as, having regard to the amount of the compensation fee paid in respect of the letter in addition to the postage and registration fee, may be from time to time fixed by agreement between the Post Office and the Postal Administration of the country or place from which the letter was transmitted.

(2) If compensation has been paid to any person in respect of the loss of an insured letter which the sender has insured for a sum exceeding the real value of the contents and packing and the letter subsequently comes into the possession of the Post Office, then upon tender of the letter to that person (whether or not he accepts it), he shall repay to the Post Office the sum paid by way of compensation or such part thereof as the Post Office may require.

#### Compensation—general

37. The decision of the Post Office on all questions arising between it and any person claiming payment in respect of the loss of or damage to an insured letter, or other registered postal packet, or of or to any article enclosed in or forming part thereof, shall be final and conclusive.

#### Advice of delivery and enquiries

38.—(1) The sender of an outgoing registered postal packet, on making a request in a prescribed form at the time of posting and on payment of an advice of delivery fee of 12½p, may obtain an advice of delivery of the packet.

(2) The sender of an outgoing registered postal packet, on making a request within one year after the date of posting, and (unless an advice of delivery fee has already been paid in respect of the packet) on payment of an enquiry fee of 25p, may cause an enquiry to be made into the suspected loss or non-delivery of the packet.

#### International Reply Coupons

39.—(1) An international reply coupon means a coupon which is issued in accordance with the terms of the Universal Postal Convention for the time being in force which may be bought at post offices in the British postal area and presented outside that area in any country which is a member of the Universal Postal Union, or bought in such country and presented at a post office in the British postal area, in order in either case to be exchanged, or given in part exchange, for postage stamps of such value or postal stationery of such value and kind, as may be permitted and in accordance with the terms of the said Convention.

(2) The charge for an international reply coupon shall be 25p.

#### Redirection

40.—(1) Subject to the following sub-paragraphs of this paragraph, a postal packet may be redirected from its original address, or any substituted address, to the same addressee at any other address either in or outside the British postal area, provided that:

(a) if the new address is elsewhere than in the British postal area, the Channel Islands, the Isle of Man or the Republic of Ireland, the packet is eligible for transmission to the new address and complies with the conditions applicable to such transmission;

(b) if the new address is in the Channel Islands, the Isle of Man or the Republic of Ireland, the packet would have been eligible for transmission to the new address from the country or place in which the packet was posted, and complies with the conditions applicable to incoming packets;

(c) in any case, the sender has not forbidden redirection by means of a note to that effect on the address side of the packet in English, or in any other language understood by the officers of the Post Office handling the packet.

(2) Except as the Post Office may allow, a postal packet which is redirected from an address in the British postal area more than one day after the day of its delivery at that address (Sundays, Christmas Day, New Year's Day, Good Friday and public holidays being disregarded for this purpose), or which before redirection has been opened, or altered otherwise than by the substitution of the new address, or on which the name of the addressee has been obscured by any adhesive label used to indicate the new address, shall not be treated as a redirected packet, but shall be treated for the purposes of this Scheme or of the Post Office Inland Post Scheme 1975, (as the case may be), as if on redirection it had been posted anew, without prejudice however to the liability of any person for the payment of any sums which had previously become chargeable on the packet.

(3) An incoming registered packet (other than an insured letter) which is redirected from an address in the British postal area shall be accepted for further transmission under this Scheme as a redirected registered packet only if (a) it does not appear to have been opened, and (b) it is re-posted (without any additional cover) in accordance with paragraph 32(2)(b).

(4) An incoming insured letter which is redirected from an address in the British postal area to an address in that area shall be accepted for further transmission under this Scheme as a redirected insured letter only if (a) it does not appear to have been opened, and (b) it is re-posted (without any additional cover) by being handed to an officer on duty at the counter of a post office.

(5) An incoming insured letter which is redirected from an address in the British postal area to an address elsewhere shall be accepted for further transmission under this Scheme as a redirected insured letter only if (a) it does not appear to have been opened, (b) it is re-posted as mentioned in sub-paragraph (4), and (c) it complies with the conditions applicable to insured letters sent by post from the British postal area to the country or place in which the new address is situated, or, if that country is the Republic of Ireland, or that place is in the Channel Islands, or the Isle of Man, with such conditions as may be imposed by the Postal Administration of the Republic of Ireland, or of the Bailiwick in which that place is situated, or of the Isle of Man, as to the acceptance of redirected insured letters from the British postal area.

(6) Where the person redirecting an incoming postal packet from an address in the British postal area to an address which is not in the British postal area, the Channel Islands, the Isle of Man or the Republic of Ireland requests that the packet shall be forwarded by an air mail service, he shall pay additional postage thereon of such amount (if any) as the Post Office may consider appropriate, not exceeding the postage which would be payable thereon under paragraph 9 if the packet were posted anew to the new address as an air mail packet.

(7) Subject to conditions (a) and (c) in sub-paragraph (1) and to sub-paragraph (2), a postal packet posted in the British postal area, the Channel Islands, the Isle of Man or the Republic of Ireland and transmitted under the Post Office Inland Post Scheme 1975 to an address in the British postal area may be redirected from its original address and re-transmitted under this Scheme to the same addressee at any address which is not in the British postal area, the Channel Islands, the Isle of Man or the Republic of Ireland:

Provided that:

(a) a registered packet shall be re-posted in accordance with paragraph 32(2)(b);

(b) a packet on which a registration fee in excess of the minimum payable under the Post Office Inland Post Scheme 1975, has been paid, shall not be transmissible as a redirected packet under this Scheme; and

(c) a packet which has been posted as a recorded delivery packet under the Post Office Inland Post Scheme 1975, shall when redirected under this Scheme cease to be transmitted as a recorded delivery packet and accordingly no compensation shall be paid in respect thereof.

#### Postal packets in bond

41.—(1) The Post Office may, on application being made in such manner as it may direct by the addressee of any incoming postal packet in bond:

(a) make a search for the packet, or provide any other service, in order that it may if possible receive expedited customs examination; or

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

(c) re-address the packet to any person either within or outside the British postal area; or

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

(e) transfer the packet from the appointed place where the packet is to some other appointed place nominated by the addressee.

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

(a) for each of the facilities mentioned in sub-paragraphs (1)(a), (b), (c) and (e), the fee appropriate to the number of packets comprised in the application, according to the scale of fees set out in columns 1 and 2 of Schedule 7;

(b) for the facility mentioned in sub-paragraph (1)(d), the fee appropriate to the number of packets comprised in the application, according to the scale of fees set out in columns 1 and 3 of Schedule 7.

(3) Any fee charged under paragraph 15(3), and any sums charged or payable under paragraph 17, on a postal packet which is re-addressed under this paragraph shall be paid by the original addressee.

(4) There shall be charged and paid by the original addressee in respect of each postal packet which is re-addressed under this paragraph to an address outside the British postal area the same postage and fees as would have been payable thereon if it had been posted anew for transmission to the new address.

(5) In this paragraph, "postal packet in bond" means a postal packet which is in the custody of the Post Office at some place appointed by it and the Commissioners of Customs and Excise for customs examination, and "appointed place" means a place so appointed for that purpose.

## PART VI

### GENERAL

#### Postal packets posted on ships or by Forces abroad

42.—(1) Unregistered postal packets may be posted on board a ship registered in any part of the British postal area by being deposited in a letter box on board the ship, or in the hands of the Commander of the ship or of a postal agent on board the ship:

Provided that this sub-paragraph shall not apply to any air mail packet except an air letter.

(2) The provisions of this Scheme which apply in relation to outgoing postal packets (whether or not by virtue of an express reference to outgoing postal packets) shall, so far as applicable, apply to any postal packet:

(a) posted in accordance with sub-paragraph (1) of this paragraph when the ship is on the high seas; or

(b) posted on board a ship of the Royal Navy (whether on the high seas or in any port or place outside the British postal area); or

(c) posted by a member of the armed forces of the United Kingdom or of any other Commonwealth country serving outside the British postal area, or a member of the armed forces of any State allied with the United Kingdom serving outside the British postal area with the armed forces of the United Kingdom or of any other Commonwealth country, for transmission through a British Forces Post Office at which British postage stamps are issued;

whether it is addressed to a person outside or within the British postal area.

#### Priority of letter post

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

#### Remission of postage and fees

44. The Post Office may remit in whole or in part any postage or other sums chargeable under this Scheme in such cases or classes of cases as it may determine.

#### Application of Post Office Inland Post Scheme

45. The paragraphs specified in Schedule 8 shall apply to postal packets transmitted by post under the provisions of this Scheme, to the extent and subject to the modifications specified in the said Schedule.

#### Saving for Postal Packets (Customs and Excise) Regulations

46. Nothing in this Scheme shall prejudice, or affect the operation of, the provisions of the Postal Packets (Customs and Excise) Regulations 1975, or any regulations made by the Commissioners of Customs and Excise under any enactment for the time being in force relating to customs.





3. Printed packet, Small packet to Zone C:		
not exceeding 10 g in weight	... ..	8p
each additional 10 g or part of 10 g in weight	... ..	4½p
4. Registered newspaper or periodical to Zone A:		
not exceeding 10 g in weight	... ..	6p
each additional 10 g or part of 10 g in weight	... ..	1½p
5. Registered newspaper or periodical to Zone B:		
not exceeding 10 g in weight	... ..	6p
each additional 10 g or part of 10 g in weight	... ..	2p
6. Registered newspaper or periodical to Zone C:		
not exceeding 10 g in weight	... ..	6p
each additional 10 g or part of 10 g in weight	... ..	2½p
7. Packet consisting of or containing only literature for the blind to:		
(a) Europe:		
not exceeding 1 kg in weight—postage free.		
exceeding 1 kg but not exceeding 7 kg in weight—1p for each 50 g or part of 50 g in weight.		
(b) Zone A, Zone B or Zone C:		
1p for each 50 g or part of 50 g in weight.		

PART 3

*Postal packets posted for transmission to those persons mentioned in paragraphs 5(1)(i) or (ii)*

1. Letter:		
(a) to Europe:		
not exceeding 60 g in weight	... ..	9p
exceeding 60 g but not exceeding 100 g in weight	... ..	12½p
exceeding 100 g but not exceeding 150 g in weight	... ..	16p
exceeding 150 g but not exceeding 200 g in weight	... ..	20p
exceeding 200 g but not exceeding 250 g in weight	... ..	24p
exceeding 250 g but not exceeding 300 g in weight	... ..	28p
exceeding 300 g but not exceeding 350 g in weight	... ..	32p
exceeding 350 g but not exceeding 400 g in weight	... ..	36p
exceeding 400 g but not exceeding 450 g in weight	... ..	40p
exceeding 450 g but not exceeding 500 g in weight	... ..	44p
exceeding 500 g but not exceeding 750 g in weight	... ..	67p
each subsequent 250 g (up to a maximum of 2 kg)	... ..	20p
(b) to anywhere other than Europe:		
not exceeding 40 g in weight	... ..	9p
each subsequent 10 g (up to a maximum of 2 kg)	... ..	5½p
2. Postcard	... ..	9p
3. Printed packet:		
(to anywhere other than Europe):		
not exceeding 40 g in weight	... ..	7½p
each subsequent 10 g (up to a maximum of 750 g)	... ..	2p
4. Small packet:		
(to anywhere other than Europe):		
not exceeding 40 g in weight	... ..	7½p
each subsequent 10 g (up to a maximum of 1 kg)	... ..	2p

## SCHEDULE 4

Paragraphs 3(2), 9(1)(d) and Schedule 3

## COUNTRIES IN AIR MAIL POSTAGE RATE ZONES

## PART 1

ZONE A	Iran	Saudi Arabia
Abu Dhabi	Iraq	Sharjah
Ajman	Israel	Spanish Territories of North Africa (Ceuta, Chafarinas, Jadu, Melilla)
Algeria	Jordan	Sudan (Democratic Republic of)
Bahrain	Kuwait	Syrian Arab Republic
Djibouti (formerly French Territory of the Afars and Issas)	Lebanon	Tunisia
Dubai	Libyan Arab Republic	Umm al Qaiwain
Egypt (Arab Republic of)	Morocco	Yemen Arab Republic
Ethiopia	Oman (Sultanate of)	Yemen (People's Democratic Republic of)
Fujairah	Qatar (State of)	
Gaza and Khan Yunis	Ras al Khaimah	

## PART 2

ZONE B	French Guiana	Pakistan
Afghanistan	French West Indies	Panama (Republic of)
Angola	Gabon	Panama Canal Zone
Antigua	Gambia	Paraguay
Argentina	Ghana	Peru
Ascension	Grenada	Puerto Rico
Bahamas	Guatemala	Reunion
Bangladesh	Guinea	Rhodesia
Barbados	Guinea-Bissau	Rwanda
Belize	Guyana	St. Helena
Benin (formerly Dahomey)	Haiti	St. Kitts-Nevis-Anguilla
Bermuda	Honduras Republic	St. Lucia
Bhutan	Hong Kong	St. Pierre and Miquelon
Bolivia	India	St. Vincent
Botswana	Indonesia	Sao Tome and Principe (Republic of)
Brazil	Ivory Coast	Senegal
British Indian Ocean Territory	Jamaica	Seychelles
British Virgin Islands	Kenya	Sierra Leone
Brunei	Lao People's Democratic Republic	Singapore (Republic of)
Burma	Lesotho	Somali Democratic Republic
Burundi	Liberia	South Africa
Cambodia	Macao	Sri Lanka
Cameroon	Madagascar	Surinam
Canada	Malawi	Swaziland
Cayman Islands	Malaysia (including Malaya, Sabah and Sarawak)	Tanzania
Central African Empire	Maldives (Republic of)	Thailand
Chad	Mali	Tibet
Chile	Mauritania	Togo
Christmas Island (Indian Ocean)	Mauritius	Trinidad and Tobago
Cocos (Keeling) Islands	Mexico	Tristan da Cunha
Colombia	Montserrat	Turks and Caicos Islands
Comoro (State of)	Mozambique	Uganda
Congo (People's Republic)	Nepal	United States of America
Costa Rica	Netherlands Antilles	Upper Volta
Cuba	Nicaragua	Uruguay
Dominica	Nigeria	Venezuela
Dominican Republic	Niger Republic	Vietnam
Ecuador		Virgin Islands of U.S.A.
El Salvador		Zaire (Republic of)
Equatorial Guinea		Zambia
Falkland Islands and Dependencies		



PART 3

ZONE C	Japan	Papua New Guinea
Australia	Korea	Philippines
Caroline Islands	Mariana Islands	Pitcairn Island
China (People's Republic of)	Marshall Islands	Samoa (U.S.A. Territory)
East Timor (formerly Portuguese Timor)	Mongolia (People's Republic of)	Solomon Islands
Fiji	Nauru Island	Taiwan
French Polynesia	New Caledonia	Tonga
Gilbert Islands	New Hebrides	Tuvalu (formerly Ellice Islands)
	New Zealand	Wake Island
	New Zealand Island Territories	Western Samoa
	Norfolk Island	

SCHEDULE 5

Paragraph 14

LIMITS OF WEIGHT AND SIZE

The limits of weight and size specified in this Schedule apply to postal packets for all overseas destinations.

	Column 1	Column 2	Column 3
		Maximum weight	Maximum size
1. Letter	... ..	2 kg	Length, breadth and depth: Combined ... 900 mm Length ... 600 mm Breadth ... 600 mm Depth ... 600 mm
2. Postcard	... ..	—	Length ... 148 mm Breadth ... 105 mm
3. Printed packet	... ..	2 kg	As item 1 in this column
4. Small packet	... ..	1 kg	As item 1 in this column
5. Packet consisting of or containing only literature for the blind	... ..	7 kg	As item 1 in this column

SCHEDULE 6

Paragraphs 35 and 36

INSURED LETTERS—COMPENSATION FEES AND MAXIMUM COMPENSATION

Compensation fee	Insured for compensation not exceeding	Compensation fee	Insured for compensation not exceeding
	£		£
70p	100	£1.40	450
80p	150	£1.50	500
90p	200	£1.60	550
£1.00	250	£1.70	600
£1.10	300		
£1.20	350		
£1.30	400		

SCHEDULE 7

Paragraph 41

POSTAL PACKETS IN BOND

Number of packets:	Column 1	Column 2	Column 3
		£	£
1	... ..	1.75	0.85
2	... ..	2.00	1.00
3	... ..	2.25	1.10
4	... ..	2.50	1.25
5	... ..	2.75	1.35
6 to 10 inclusive	... ..	3.50	1.75
11 to 20 inclusive	... ..	4.50	2.25
21 to 30 inclusive	... ..	5.50	2.75
31 to 40 inclusive	... ..	6.50	3.25
41 to 50 inclusive	... ..	7.50	3.75
Every additional 25 or part thereof	... ..	2.00	1.00

## SCHEDULE 8

Paragraph 45

## APPLICATION OF POST OFFICE INLAND POST SCHEME

The Post Office Inland Post Scheme 1975

(Post Office Scheme P8/1975)

Paragraph 14 (Postmarks).

Paragraph 18 (Treatment of packets addressed to deceased persons).

The reference in paragraph 18(1)(d) to the Post Office Scheme P8/1975 shall be read as a reference to this Scheme and the words in paragraph 18(2) " and paragraph 7 of this Scheme shall apply to parcels so redirected " shall be omitted.

Paragraph 21 (Registration of newspapers).

Paragraph 26 (Postal facilities—general).

This paragraph shall apply for the purpose only of the application of the other provisions of the Post Office Scheme P8/1975 mentioned in this Schedule to postal packets transmitted under this Scheme.

Paragraph 32 (Evasion of postage by redirection).

Paragraph 33 (Poste Restante).

The reference in paragraph 33(h) to the provisions of the Post Office Scheme P8/1975 as to the return of postal packets shall be read as a reference to paragraph 19 of this Scheme.

Paragraph 54 (Variation of route).

Schedule 2 (Postal Franking Machines).

As applied by paragraph 16(6) of this Scheme.

Schedule 3 (Postal facilities), items 3, and 8 to 20 inclusive.

The facilities referred to in items 8 to 20 inclusive shall extend to postal packets transmitted under this Scheme, without further charge.

Schedule 4 (Express delivery services), items 2 and 4 to 7 inclusive.

The limits of size and weight in respect of items 2 and 4 shall be those specified in this Scheme.

## SCHEDULE 9

Paragraph 2

## SCHEMES REVOKED

*Schemes revoked**References*

The Post Office Overseas Letter Post Scheme 1971 ... ..	Post Office Scheme P7/1971
The Post Office Overseas Letter Post Amendment (No. 1) Scheme 1972 ...	Post Office Scheme P2/1972
The Post Office Overseas Letter Post Amendment (No. 2) Scheme 1972 ...	Post Office Scheme P6/1972
The Post Office Overseas Letter Post Amendment (No. 3) Scheme 1972 ...	Post Office Scheme P8/1972
The Post Office Overseas Letter Post Amendment (No. 4) Scheme 1973 ...	Post Office Scheme P2/1973
The Post Office Overseas Letter Post Amendment (No. 5) Scheme 1973 ...	Post Office Scheme P6/1973
The Post Office Overseas Letter Post Amendment (No. 6) Scheme 1974 ...	Post Office Scheme P1/1974
The Post Office Overseas Letter Post Amendment (No. 7A) Scheme 1974...	Post Office Scheme P2A/1974
The Post Office Overseas Letter Post Amendment (No. 8) Scheme 1975 ...	Post Office Scheme P2/1975
The Post Office Overseas Letter Post Amendment (No. 9) Scheme 1975 made on 26th March 1975 ... ..	Post Office Scheme P7/1975
The Post Office Overseas Letter Post Amendment (No. 9) Scheme 1975 made on 28th August 1975 ... ..	Post Office Scheme P11/1975
The Post Office Overseas Letter Post Amendment (No. 10) Scheme 1975 ...	Post Office Scheme P17/1975
The Post Office Overseas Letter Post Amendment (No. 11) Scheme 1976 ...	Post Office Scheme P2/1976
The Post Office Overseas Letter Post Amendment (No. 12) Scheme 1976 ...	Post Office Scheme P4/1976
The Post Office Overseas Letter Post Amendment (No. 13) Scheme 1977 ...	Post Office Scheme P2/1977

Dated 27th July 1977.

Signed on behalf of the Post Office by *L. H. Kingsbury* (a person authorised by the Post Office to act in that behalf).