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POST OFFICE

SCHEME P2/1982

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 1st February 1982, when it will replace:

- (a) the Post Office Overseas Letter Post Scheme 1977 (Post Office Scheme P5/1977) and,
- (b) the following schemes which amended that Scheme, that is to say, the Post Office Overseas Letter Post Amendment (No. 1) Scheme 1979 (Post Office Scheme P2/1979), the Post Office Overseas Letter Post Amendment (No. 2) Scheme 1979 (Post Office Scheme P7/1979), the Post Office Overseas Letter Post Amendment (No. 3) Scheme 1979 (Post Office Scheme P8/1979), the Post Office Overseas Letter Post Amendment (No. 4) Scheme 1980 (Post Office Scheme P2/1980), the Post Office Overseas Letter Post Amendment (No. 5) Scheme 1980 (Post Office Scheme P7/1980), the Post Office Overseas Letter Post Amendment (No. 6) Scheme 1981 (Post Office Scheme P2/1981), the Post Office Overseas Letter Post Amendment (No. 7) Scheme 1981 (Post Office Scheme P10/1981), the Post Office Overseas Letter Post Amendment (No. 8) Scheme 1981 (Post Office Scheme P10/1981), the Post Office Overseas Letter Post Amendment (No. 9) Scheme 1981 (Post Office Scheme P13/1981) and the Post Office Overseas Letter Post Amendment (No. 10) Scheme 1981 (Post Office Scheme P14/1981).

The new Scheme consolidates the provisions of the above mentioned schemes with amendments and revises postal charges generally and certain fees for ancillary services.

(This note is not part of the Scheme)

THE POST OFFICE OVERSEAS LETTER POST SCHEME 1982

Made - - - - - 11th January 1982
Coming into operation 1st February 1982

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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 1st day of February 1982 and may be cited as the Post Office Overseas Letter Post Scheme 1982.

Revocation

2. The schemes mentioned in Schedule 11 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 and the British Telecommunications 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;

“Datapost packet” means a postal packet which is posted as a Datapost packet in accordance with the provisions of this Scheme, or, if the context so requires, a postal packet received at a post office in the British postal area from abroad which is intended by the sender to be dealt with as a Datapost packet in the British postal area.

“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;

“IPBS packet” means a postal packet which is posted as an IPBS packet in accordance with the provisions of this Scheme, or, if the context so requires, a postal packet received at a post office in the British postal area from abroad which is intended by the sender to be dealt with as an IPBS packet in the British postal area;

“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 Union 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 letter 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 1982 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, a Datapost packet, an IPBS 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.

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 1982.

(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 and a Datapost packet) consisting of or containing only literature for the blind.

Air mail packets

9. There shall be charged and paid ;

(a) on every air letter, postage of 24p. ;

(b) on every Forces air letter, postage of 12½p. ;

(c) on other air mail packets, postage at the rate specified in Schedule 3.

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 80p. 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 10 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 £1.00 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 10 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) 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.

(5)—(a) This sub-paragraph applies to incoming postal packets, addressed to persons at addresses within the British postal area, which were posted by or on behalf of any one person resident or carrying on business outside that area in a country other than the country in which he resides or carries on business.

(b) If within any period of 30 days the Post Office receives more than 100 incoming postal packets to which this sub-paragraph applies, all or any of such packets so received may, at the discretion of the Post Office, be detained and returned to the country in which they were posted or to the country in which the sender resides or carries on business.

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 roll, its length and twice its diameter taken together shall not be 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 80p 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 £1.10 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 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)) may at the discretion of the Post Office, unless it is dealt with and forwarded in the manner provided by sub-paragraph (2), be dealt with in either of the following ways:

- (a) it may be forwarded charged with the postal deficiency or;
- (b) it may be returned to the sender in order that the postage deficiency be made good.

(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 the 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 20p 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 21p the amount charged shall be 21p.

(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 with its length at least equal to the width multiplied by 1.414 and be made of cardboard or of paper stout enough not to hinder its 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) brochures, prospectuses, advertisements, catalogues and notices.
- (b) impressions or copies obtained upon paper or other similar material by means of painting, 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 serial or registration numbers.
 - (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) and (9) 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 card-board; or (b) in an open bag, box, envelope or container; or (c) in a closed unsealed bag, box, envelope or container which can be easily 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 wrappings 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 £20 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.

(9) Books and brochures made up in such a way as is specified in sub-paragraph (4) of this paragraph may be sealed in closed transparent wrappings.

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 £20 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 in the top left hand corner of the address side, or alternatively the words "Par Avion (by Air Mail)" may be written boldly 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.

Accelerated treatment and express delivery

29.—(1) Upon every outgoing postal packet bearing the label referred to in sub-paragraph (2) to indicate the desire of the sender that the postal packet shall receive accelerated treatment, there shall be charged and prepaid the fee of £1.50.

(2) Each packet shall bear such label in such position as may be prescribed.

(3) Such packets shall be posted by being handed to an officer of the Post Office and shall be segregated from all other postal packets.

(4) Upon every outgoing postal packet which is posted to an address in Europe and which is marked "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 £1.50.

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 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 shall, at the request of the sender of an unregistered postal packet, give the sender, free of charge, a certificate of the posting of such postal packet.

Registration

32.—(1) Subject to the provisions of this Scheme, any outgoing postal packet, other than a printed packet or a small packet for transmission through a British Forces Post Office outside the British postal area, 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 £1.

(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.—(1) Where the Post Office is satisfied that any article of pecuniary value enclosed in or forming part of a registered postal packet (other than an insured letter) is lost or damaged whilst in course of transmission by post, or that any registered postal packet (other than an insured letter) is lost whilst in course of transmission by post, the Post Office may (but subject to and in accordance with the provisions of this paragraph) pay such sum as it thinks just to any person who in its opinion establishes a reasonable claim thereto, whether as the sender or as the addressee.

(2) The total amount of compensation which the Post Office may pay under sub-paragraph (1) in respect of any one registered packet shall not exceed:

(a) in the case of a registered packet for transmission through a British Forces Post Office the sum of £500 or such smaller sum as in the opinion of the Post Office, represents;

(i) in a case where the Post Office is satisfied that any article enclosed in or forming part of the registered packet has been lost or rendered valueless in the post the market value thereof (excluding the value of any message of communication) at the time of posting; or

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

(b) In the case of any other registered packet, the sum of £12.

(3) No compensation may be paid under sub-paragraph (1) in respect of any registered postal packet or its contents unless the Post Office is satisfied that the conditions set out in paragraphs (2) to (4) and (6) of Schedule 9 hereto have been complied with in the case of that postal packet.

(4) In the case of a registered postal packet which was redirected under paragraph 40 of the Scheme after delivery at the place to which it was addressed, no compensation may be paid under sub-paragraph (1) for loss of, or damage to, the postal packet, or any of its contents, while in the course of further transmission by post, unless the postal packet was so redirected by being posted anew and full postage was prepaid on such reposting, in which case compensation may be paid subject to and in accordance with this paragraph, for any such loss or damage which the Post Office is satisfied occurred while the postal packet was in course of transmission by post after such reposting.

(5) No compensation may be paid under sub-paragraph (1) in respect of any registered postal packet or its contents if the packet has been destroyed or otherwise dealt with or disposed of by the Post Office pursuant to Section 8(3) of the Act or sub-paragraph (1) of paragraph 18, or paragraph 19, of the Scheme, or by another Postal Administration under a provision of the law of the country or place of that Postal Administration.

(6) No compensation may be paid under sub-paragraph (1) in respect of any registered postal packet or its contents if the packet was lost, damaged or destroyed in circumstances beyond the control of the Postal Administration in whose service the loss, damage or destruction occurred.

(7) No compensation may be paid in respect of any postal packet or its contents unless:

- (a) a claim for such compensation is made by the sender or the addressee within a period of 12 months beginning with the date on which the packet was posted;
- (b) in the case of an outgoing registered packet, the certificate referred to in paragraph 32(1)(d) of the Scheme was obtained at the time of posting.

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 £1,000 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 transmission by post, the Post Office may (but subject to and in accordance with the provisions of this paragraph) pay such sum as it may think just to any person who in its opinion establishes a reasonable claim thereto, whether as the sender or as the addressee.

(2) In the case of an outgoing insured letter, the sum paid by way of compensation shall not exceed the sum of £1,000 or such smaller sum as, having regard to the amount of the compensation fee paid in respect of the letter according to the scale set out in Schedule 6 in addition to the postage and registration fee, may be from time to time fixed in accordance with the terms of any relevant postal arrangements with a Postal Administration.

(3) In the case of an incoming insured letter, the sum paid by way of compensation shall not exceed £1,000 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 in accordance with the terms of any relevant postal arrangement with a Postal Administration.

(4) Subject to sub-paragraphs (2) and (3) the maximum amount of compensation which the Post Office may pay in respect of any article enclosed in or forming part of an insured letter shall be such sum as, in its opinion, represents:

- (a) in a case where the Post Office is satisfied that the article has been lost or rendered valueless in the post, the market value thereof (excluding the value of any message or communication) at the time of posting;
- (b) in any other case, the amount by which such value has been diminished by damage suffered in the post.

(5) Where the Post Office pays compensation in respect of an insured letter in accordance with the foregoing sub-paragraphs it may additionally pay an amount equivalent to the amount of postage and registration fee paid by the sender of the letter.

(6) No compensation may be paid in respect of any insured letter or its contents unless the Post Office is satisfied that the conditions set out in paragraphs 3, 4 and 6 of Schedule 9 hereto, and in the case of an outgoing insured letter paragraph 35 (1) (c) of the Scheme, have been complied with in the case of that insured letter.

(7) In the case of an insured letter which was redirected under paragraph 40 of the Scheme after delivery at the place to which it was addressed, no compensation may be paid under sub-paragraph (1) for loss of, or damage to, that insured letter, or any of its contents, while in the course of further transmission by post, unless the letter was so redirected by being posted anew and full postage was prepaid on such posting, in which case compensation may be paid subject to and in accordance with this paragraph, for any such loss or damage which the Post Office is satisfied occurred while the letter was in course of transmission by post after such reposting.

(8) No compensation may be paid in respect of any insured letter or its contents if the letter has been destroyed or otherwise dealt with or disposed of by the Post Office pursuant to Section 8 (3) of the Act or sub-paragraph (1)

of paragraph 18, or paragraph 19, of the Scheme, or by another Postal Administration under a provision of the law of the country or place of that Postal Administration.

(9) No compensation may be paid in respect of any insured letter or its contents if the letter was lost, damaged or destroyed in circumstances beyond the control of the Postal Administration in whose service the loss, damage or destruction occurred.

(10) No compensation may be paid in respect of any insured letter or its contents unless:

(a) a claim for such compensation is made by the sender or the addressee within a period of 12 months beginning with the date on which the letter was posted;

(b) in the case of an outgoing insured letter, the certificate referred to in paragraph 32 (1) (d) of the Scheme was obtained at the time of posting.

(11) 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 for certain other postal packets

37.—(1) Where the Post Office is satisfied that any article of pecuniary value enclosed in, or forming part of, a postal packet other than a registered letter, an insured letter, a Datapost packet, an IPBS packet or a postal packet consisting of or containing only literature for the blind or an All-up Newspaper, has been lost or damaged whilst in the custody of the Post Office, it may (but subject to and in accordance with the provisions of this paragraph) pay such sum as it may think just by way of compensation for such loss or damage to any person who in its opinion establishes a reasonable claim thereto, whether as the sender or as the addressee of the postal packet.

(2) The total amount of compensation which the Post Office may pay under sub-paragraph (1) in respect of any one postal packet and its contents shall not in any case exceed £12.

(3) Subject to sub-paragraph (2), the maximum amount of compensation which the Post Office may pay under sub-paragraph (1) in respect of any article enclosed in or forming part of a postal packet shall be such sum as, in its opinion, represents:

(a) in a case where the Post Office is satisfied that the article has been lost or rendered valueless whilst in its custody, the market value thereof (excluding the value of any message or communication) at the time of posting;

(b) in any other case, the amount by which such value has been diminished by damage suffered whilst the packet was in its custody.

(4) No compensation may be paid under sub-paragraph (1) in respect of, or damage to, any such article as is described in sub-paragraph (2) of paragraph 34 of the Scheme.

(5) No compensation may be paid under sub-paragraph (1) in respect of any postal packet or its contents unless the Post Office is satisfied that the conditions set out in Schedule 9 hereto have been complied with in the case of that postal packet.

(6) In the case of a postal packet which was redirected under paragraph 40 of the Scheme after delivery at the place to which it was addressed, no compensation may be paid under sub-paragraph (1) for loss of, or damage to, the postal packet, or any of its contents while in the custody of the Post Office, unless the postal packet was so redirected by being posted anew and full postage was prepaid on such reposting, in which case compensation may be paid subject to and in accordance with this paragraph, for any such loss or damage which the Post Office is satisfied occurred while the postal packet was in its custody after such reposting.

(7) No compensation may be paid under sub-paragraph (1) in respect of any postal packet or its contents if the packet has been destroyed or otherwise dealt with or disposed of by the Post Office pursuant to section 8 (3) of the Act or sub-paragraph (1) of paragraph 18, or paragraph 19, of the Scheme.

(8) No compensation may be paid in respect of any postal packet or its contents unless:

(a) a claim for such compensation is received from the sender or the addressee within a period of 12 months beginning with the date on which the packet was posted;

(b) in the case of an outgoing packet, a certificate was obtained on the posting of the packet.

Advice of delivery, enquiries and claims for compensation

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 22½p 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 40p may cause an enquiry to be made into the suspected loss or non-delivery of the packet.

(3) The sender or addressee of a registered postal packet or an insured letter shall, on making an application for compensation under this Scheme in the prescribed form, other than an application for compensation in respect of damage to the packet or letter or its contents, pay a fee of 40p which fee will be refunded to him in the event of compensation being paid by the Post Office.

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 30p.

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 reposted (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.

(8) An incoming Datapost packet shall not be redirected to an address in Northern Ireland, the Channel Islands or the Isle of Man.

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 10 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.

Alteration of rates of postage, postage charges, fees, conditions etc.

47.—(1) On and from the date when this Scheme comes into operation until such time as the Post Office may determine under (2) below, the postage charges, rates of charge and other sums chargeable under this Scheme shall be those set out in this Scheme as amended from time to time.

(2) The Post Office may at any time after the coming into operation of this Scheme, and from time to time thereafter determine that different charges, rates of charge and other sums chargeable under this Scheme shall be substituted for all or any of such charges, rates of charge and other sums chargeable under this Scheme and such substituted charges, rates of charges and sums shall be applicable on and after such day as may be so determined. Such substituted charges, rates of charges and sums (or any of them) may be determined on such basis and subject to such conditions and limitations as the Post Office may think fit.

PART VII. DATAPOST SERVICE

48.—(1) An outgoing Datapost packet shall bear the word "Datapost" or such other word, words, lines or marks as the Post Office may require. The sender of the packet shall complete (and deliver up to an officer of the Post Office referred to in Schedule 8) such forms and other documents, and attach to the packet such label in such position as the Post Office may prescribe.

(2) This service may be provided by the Post Office at such times, during such periods, between such places and at such post offices or in such areas as it may from time to time consider expedient.

(3) There shall be charged and paid on each outgoing Datapost packet such fee as the Post Office may fix.

(4) Paragraphs 16(3)(a), 16(3)(b), 28 to 36 inclusive, 38 and 42 shall not apply to Datapost packets.

(5) The conditions set out in Schedule 8 shall be complied with in relation to an outgoing Datapost packet.

PART VIII. COMPLAINTS PANEL

49.—(1) The Post Office may make arrangements whereby the sender or addressee of a postal packet, who has applied to the Post Office for compensation in respect of any article of pecuniary value enclosed in or forming part of that packet which he claims was lost or damaged in the post and who is dissatisfied with the way in which his application has been dealt with by the Post Office, may submit a complaint to a complaints panel (the members of which are not members, servants or agents of the Post Office) so that a member of the panel may advise the Post Office on the merits of the complaint and submit to the Post Office by way of advice a recommendation either that a sum of money be paid to the complainant by way of compensation for such loss or damage or that compensation be refused. Any such arrangements shall include the provisions set out in sub-paragraphs (2) to (5) of this paragraph.

(2) Before recommending payment to a complainant of any sum by way of compensation in respect of a postal packet or any of its contents, the member of the panel who deals with his complaint pursuant to such arrangements shall satisfy himself that:

(a) the packet was of the description claimed by the complainant and had been properly addressed and duly posted as claimed and the complainant was either the sender or the addressee thereof; and

(b) it was not so posted pursuant to any contract with the Post Office; and

(c) the proper postage and any other charge or fee payable was prepaid (or accounted for under credit facilities) and all the prohibitions, requirements and conditions required by this Scheme or by any enactment to be observed or complied with in relation to such a packet or to the posting thereof were observed or complied with in the case of the packet; and

(d) every article in respect of which compensation is sought was enclosed in or formed part of the packet and lost or damaged while in the post; and

(e) provision is made by this Scheme whereby the Post Office may pay such compensation as it thinks just for the loss of or damage to the packet or those contents; and

(f) that sum does not exceed the amount which might be paid by the Post Office under and in accordance with the relevant provision of this Scheme (referred to in sub-paragraph 2(e)); and

(g) the application for compensation was made to the Post Office by the complainant within the appropriate time limit under this Scheme and no compensation was paid by the Post Office to any other person in respect of the packet or its contents before the Post Office received the complainant's application.

(3) The panel's secretariat will require every complaint in respect of each postal packet which is the subject of his complaint:

(a) to complete and submit in such form as the secretariat thinks fit a full statement of the facts and grounds of the complaint, and of the amount of compensation sought;

(b) to pay a fee of:

£1 ... where the amount of compensation sought does not exceed £10.

£5 ... where the amount of compensation sought exceeds £10 but does not exceed £50,

£10 ... where the amount of compensation sought exceeds £50;

but so that any fee paid will be refundable:

(i) in a case where the panel member has recommended payment of a sum by way of compensation to the complainant in respect of the packet or its contents and either no compensation in respect thereof had been offered by the Post Office to the complainant before the submission of his complaint to the panel, or the sum recommended exceeds in amount any sum which the Post Office had informed the complainant before such submission that it was prepared to pay (ex gratia) in respect of the packet; or

(ii) in any case in which the panel member expressly recommends refundment;

(c) to submit all relevant evidence in the form of written statements, together with such of the following as may be relevant: the certificate of posting; in a case where loss of the packet is alleged, a declaration by the addressee that the packet was not delivered to him or to the address on that certificate; in a case where damage is alleged, the cover of the packet, the damaged article, its packing material and any container in which the damaged article was enclosed; in a case where loss or abstraction of any of the contents is alleged, the cover of the packet.

(4) A copy of the recommendation of the panel member shall in every case be sent by post to the applicant.

(5) Any such arrangements may provide for other procedural matters and for time limits within which any procedural steps are to be taken.

(6) The Post Office shall consider the recommendation of the panel member before reaching its final decision whether compensation should be paid to the applicant (and if so, as to the amount thereof) or refused. Such decision by the Post Office shall be final and conclusive.

(7) This paragraph shall not apply to a Datapost packet.

(b) Printed packet complying with paragraph 14(1)(b):	
exceeding 2 kg but not exceeding 3 kg in weight	£2.61
exceeding 3 kg but not exceeding 4 kg in weight	£3.52
exceeding 4 kg but not exceeding 5 kg in weight	£4.37

PART 2

Rates of postage under paragraph 7(1)

Printed packet:

not exceeding 20 g in weight	11p
exceeding 20 g but not exceeding 60 g in weight	12p
exceeding 60 g but not exceeding 100 g in weight	15p
exceeding 100 g but not exceeding 150 g in weight	20p
exceeding 150 g but not exceeding 200 g in weight	25p
exceeding 200 g but not exceeding 250 g in weight	30p
exceeding 250 g but not exceeding 300 g in weight	35p
exceeding 300 g but not exceeding 350 g in weight	40p
exceeding 350 g but not exceeding 400 g in weight	45p
exceeding 400 g but not exceeding 450 g in weight	50p
exceeding 450 g but not exceeding 500 g in weight	55p
exceeding 500 g but not exceeding 750 g in weight	80p
exceeding 750 g but not exceeding 1 kg in weight	£1.05

PART 3

Rates of postage under paragraph 7(3)

All-up Newspaper:

not exceeding 20 g in weight	13½p
exceeding 20 g but not exceeding 60 g in weight	20p
exceeding 60 g but not exceeding 100 g in weight	29p
exceeding 100 g but not exceeding 150 g in weight	34p
exceeding 150 g but not exceeding 200 g in weight	37p
exceeding 200 g but not exceeding 250 g in weight	41p
exceeding 250 g but not exceeding 300 g in weight	46p
exceeding 300 g but not exceeding 350 g in weight	53p
exceeding 350 g but not exceeding 400 g in weight	59p
exceeding 400 g but not exceeding 450 g in weight	65p
exceeding 450 g but not exceeding 500 g in weight	71p
exceeding 500 g but not exceeding 750 g in weight	£1.08
exceeding 750 g but not exceeding 1 kg in weight	£1.35
exceeding 1 kg but not exceeding 2 kg in weight	£2.19

PART 4

Rates of postage under paragraph 7(4)

1. (a) Printed packet:

not exceeding 20 g in weight	13½p
exceeding 20 g but not exceeding 60 g in weight	22p
exceeding 60 g but not exceeding 100 g in weight	30p
exceeding 100 g but not exceeding 150 g in weight	38p
exceeding 150 g but not exceeding 200 g in weight	46p
exceeding 200 g but not exceeding 250 g in weight	54p
exceeding 250 g but not exceeding 300 g in weight	63p
exceeding 300 g but not exceeding 350 g in weight	71p
exceeding 350 g but not exceeding 400 g in weight	80p
exceeding 400 g but not exceeding 450 g in weight	89p
exceeding 450 g but not exceeding 500 g in weight	97p
exceeding 500 g but not exceeding 750 g in weight	£1.30
exceeding 750 g but not exceeding 1 kg in weight	£1.62
exceeding 1 kg but not exceeding 2 kg in weight	£2.27

(b) Printed packet complying with paragraph 14(1)(b):

exceeding 2 kg but not exceeding 3 kg in weight	£3.40
exceeding 3 kg but not exceeding 4 kg in weight	£4.54
exceeding 4 kg but not exceeding 5 kg in weight	£5.67

2. Small packet:

not exceeding 100 g in weight	30p
exceeding 100 g but not exceeding 150 g in weight	38p
exceeding 150 g but not exceeding 200 g in weight	46p
exceeding 200 g but not exceeding 250 g in weight	54p
exceeding 250 g but not exceeding 300 g in weight	63p
exceeding 300 g but not exceeding 350 g in weight	71p
exceeding 350 g but not exceeding 400 g in weight	80p
exceeding 400 g but not exceeding 450 g in weight	89p
exceeding 450 g but not exceeding 500 g in weight	97p
exceeding 500 g but not exceeding 750 g in weight	£1.30
exceeding 750 g but not exceeding 1 kg in weight	£1.62

SCHEDULE 4

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

COUNTRIES IN AIR MAIL POSTAGE RATE ZONES

PART 1

ZONE A

Abu Dhabi
Ajaman
Algeria
Bahrain
Djibouti (formerly French Territory of
the Afars and Issas)
Dubai
Egypt (Arab Republic of)
Ethiopia
Fujairah

Gaza and Khan Yunis
Iran
Iraq
Israel
Jordan
Kuwait
Lebanon
Libyan Arab Republic
Morocco
Oman (Sultanate of)
Qatar (State of)
Ras al Khaimah

Saudi Arabia
Sharjah
Spanish Territories of North Africa
(Ceuta, Chafarinas, Jadu, Melilla)
Sudan (Democratic Republic of)
Syrian Arab Republic
Tunisia
Umm al Qaiwain
Yemen Arab Republic
Yemen (People's Democratic Republic
of)

PART 2

ZONE B

Afghanistan
Angola
Antigua
Argentina
Ascension
Bahamas
Bangladesh
Barbados
Belize
Benin (formerly Dahomey)
Bermuda
Bhutan
Bolivia
Botswana
Brazil
British Indian Ocean Territory
British Virgin Islands
Brunei
Burma
Burundi
Cambodia
Cameroon
Canada
Cayman Islands
Central African Republic
Chad
Chile
Christmas Island (Indian Ocean)
Cocos (Keeling) Islands
Colombia
Comoro (State of)
Congo (People's Republic)
Costa Rica
Cuba
Dominica
Dominican Republic
Ecuador
El Salvador

Equatorial Guinea
Falkland Islands and Dependencies
French Guiana
French West Indies
Gabon
Gambia
Ghana
Grenada
Guatemala
Guinea
Guinea-Bissau
Guyana
Haiti
Honduras Republic
Hong Kong
India
Indonesia
Ivory Coast
Jamaica
Kenya
Lao People's Democratic Republic
Lesotho
Liberia
Macao
Madagascar
Malawi
Malaysia (including Malaya, Sabah and
Sarawak)
Maldives (Republic of)
Mali
Mauritania
Mauritius
Mexico
Montserrat
Mozambique
Nepal
Netherlands Antilles
Nicaragua
Nigeria
Niger Republic

Pakistan
Panama (Republic of)
Paraguay
Peru
Puerto Rico
Reunion
Rwanda
St. Helena
St. Kitts-Nevis-Anguilla
St. Lucia
St. Pierre and Miquelon
St. Vincent
Sao Tome and Principe (Republic of)
Senegal
Seychelles
Sierra Leone
Singapore (Republic of)
Somali Democratic Republic
South Africa
Sri Lanka
Surinam
Swaziland
Tanzania
Thailand
Tibet
Togo
Trinidad and Tobago
Tristan da Cunha
Turks and Caicos Islands
Uganda
United States of America
Upper Volta
Uruguay
Venezuela
Vietnam (Socialist Republic)
Virgin Islands of USA
Zaire (Republic of)
Zambia
Zimbabwe (formerly Rhodesia)

PART 3

ZONE C

Australia
Caroline Islands
China (People's Republic of)
East Timor (formerly Portuguese Timor)
Fiji
French Polynesia
Gilbert Islands
Japan

Korea
Mariana Islands
Marshall Islands
Mongolia (People's Republic of)
Nauru Island
New Caledonia
New Hebrides
New Zealand
New Zealand Island Territories
Norfolk Island

Papua New Guinea
Philippines
Pitcairn Island
Samoa (U.S.A. Territory)
Solomon Islands
Taiwan
Tonga
Tuvalu (formerly Ellice Islands)
Wake Island
Western Samoa

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	
	£	£		£	£
£1.00	100		£2.00	600	
£1.20	200		£2.20	700	
£1.40	300		£2.40	800	
£1.60	400		£2.60	900	
£1.80	500		£2.80	1000	

SCHEDULE 7

Paragraph 41

POSTAL PACKETS IN BOND

Column 1	Column 2	Column 3
Number of packets	£	£
Not exceeding 2 ...	2.50	1.25
3 to 20; per packet ...	1.00	0.50
21 and over ...	20.00	10.00

SCHEDULE 8

DATAPOST PACKETS

Conditions which must be complied with:

1. An outgoing packet shall be handed to an officer of the Post Office on duty at a post office, or where the Post Office allow that method of posting, it shall be handed to an officer of the Post Office authorised to receive it otherwise than at a post office.
2. If the packet is handed in at a post office it shall be handed in between such times as the Post Office may from time to time determine.
3. A packet shall not exceed the limits of size specified in Schedule 5, for letters.
4. A packet shall not exceed 15 kg in weight or such lower weight as the Post Office may in any case from time to time determine.
5. No packet shall contain coin, paper money, jewellery, pearls or charged butane gas lighters.
6. (a) Every outgoing packet shall be made up in a reasonably strong cover appropriate to its contents, and so that no part of the contents can be removed without either breaking or tearing the case, wrapper or cover or forcing two adhesive surfaces apart, or breaking a seal.
(b) Any article contained in the packet shall be adequately packed as a protection against damage in course of transmission and in particular:
 - (i) An article which is of a fragile nature shall be packed in a container of sufficient strength and shall be surrounded in that container with sufficient and suitable material to protect the article against the effect of such concussion, pressure and knocks to which postal packets are ordinarily exposed in transmission, and the packet shall bear the words "FRAGILE WITH CARE" written conspicuously in capital letters on the face of the cover above the address;
 - (ii) An article which is liable to be damaged by bending shall be packed in a container of sufficient strength to prevent the article from being bent in transmission, and the packet shall bear the words "DO NOT BEND" written conspicuously in capital letters on the face of the cover above the address.

SCHEDULE 9

Paragraphs 33, 36 and 37

COMPENSATION CONDITIONS

Conditions which must be complied with

1. On the posting of the packet a certificate of posting shall be obtained on which the fee paid is denoted in manner provided by paragraph 16(3) or the amount of fee charged to the sender pursuant to an arrangement for credit facilities is indicated.
2. The packet shall be made up in a reasonably strong cover appropriate to its contents and shall be securely tied, stitched, sealed or otherwise securely fastened.

3. Any article contained in the packet shall be adequately packed as a protection against damage in course of transmission. In particular:
- an article which is of a fragile nature shall be packed in a container of sufficient strength and shall be surrounded in that container with sufficient and suitable material to protect the article against the effects of concussion, pressure and knocks to which packets are ordinarily exposed in transmission and the packet shall bear the words "FRAGILE WITH CARE" written conspicuously in capital letters on the face of the cover above the address;
 - an article which is liable to be damaged by bending shall be packed in a container of sufficient strength to prevent the article from being bent in transmission and the packet shall bear the words "DO NOT BEND" written conspicuously in capital letters on the face of the cover above the address;
 - a packet containing any perishable article shall bear the word "PERISHABLE" written conspicuously in capital letters on the face of the cover above the address.
4. The address of the person to whom the packet is to be transmitted shall be written fully and correctly on the cover thereof or on a label securely affixed or tied thereto.
5. There shall not appear on the cover of the packet or on any label affixed or tied thereto any word, phrase or mark indicating or conveying the impression that the packet is, or is intended to be, registered or that a compensation fee has been, or is intended to be, paid.
6. The packet shall not contain anything the posting of which in a postal packet is prohibited by or under any enactment of this scheme.

SCHEDULE 10

Paragraph 45

APPLICATION OF POST OFFICE INLAND POST SCHEME

The Post Office Inland Post Scheme 1979 (Post Office Scheme P1/1979) Paragraph 14 (Postmarks) Paragraph 18 (Treatment of packets addressed to deceased persons.)

Paragraph 21 (Registration of newspapers). Paragraph 27 (Postal facilities—general).

Paragraph 33 (Evasion of postage by redirection). Paragraph 34 (Poste Restante).

Paragraph 55 (Variation of route). Schedule 2 (Postal Franking Machines).

Schedule 3 (Postal facilities), items 1, 3, and 7 to 18 inclusive.

PART VIII Recorded Delivery) and Schedule 7 (Recorded Delivery Packets).

The reference in paragraph 18(1)(d) to "this Scheme" 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.

This paragraph shall apply for the purpose only of the application of the other provisions of the Post Office Scheme P1/1979 mentioned in this Schedule to postal packets transmitted under this Scheme.

The reference in paragraph 34(h) to "this Scheme" as to the return of postal packets shall be read as a reference to paragraph 19 of this Scheme.

This paragraph shall not apply to a Datapost packet. As applied by paragraph 16(6) of this Scheme.

The facilities referred to in items 7 to 18 inclusive shall extend to postal packets transmitted under this Scheme, without further charge. Items 1, 3, 7 to 9 inclusive and 15 to 18 inclusive shall not apply to a Datapost packet.

1. These paragraphs and provisions shall apply only to outgoing postal packets posted under this Scheme other than printed packets, Datapost packets and small packets for transmission through a British Forces Post Office outside the British Postal Area.

2. References to "postage" and "charges" shall be read as references to postage and charges payable under this Scheme.

3. The references to "this Scheme" in paragraph 43 and Schedule 7 shall be read also as references to this Scheme.

SCHEDULE 11

Paragraph 2.

SCHEMES REVOKED

Schemes revoked

The Post Office Overseas Letter Post Scheme 1977
 The Post Office Overseas Letter Post Amendment (No. 1) Scheme 1979
 The Post Office Overseas Letter Post Amendment (No. 2) Scheme 1979
 The Post Office Overseas Letter Post Amendment (No. 3) Scheme 1979
 The Post Office Overseas Letter Post Amendment (No. 4) Scheme 1980
 The Post Office Overseas Letter Post Amendment (No. 5) Scheme 1980
 The Post Office Overseas Letter Post Amendment (No. 6) Scheme 1981
 The Post Office Overseas Letter Post Amendment (No. 7) Scheme 1981
 The Post Office Overseas Letter Post Amendment (No. 8) Scheme 1981
 The Post Office Overseas Letter Post Amendment (No. 9) Scheme 1981
 The Post Office Overseas Letter Post Amendment (No. 10) Scheme 1981

Dated 11th January 1982.

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

References

Post Office Scheme P5/1977
 Post Office Scheme P2/1979
 Post Office Scheme P7/1979
 Post Office Scheme P8/1979
 Post Office Scheme P2/1980
 Post Office Scheme P7/1980
 Post Office Scheme P2/1981
 Post Office Scheme P6/1981
 Post Office Scheme P10/1981
 Post Office Scheme P13/1981
 Post Office Scheme P14/1981