



SUPPLEMENT TO THE

CEYLON GOVERNMENT GAZETTE

No. 8,100—FRIDAY, JANUARY 18, 1935.

Published by Authority.

THE CEYLON POST OFFICE ORDINANCE, 1908.

IN accordance with the arrangements entered into under section 12 (1) of the Ceylon Post Office Ordinance, 1908; by the Postmaster-General, at the Universal Postal Convention which was held in Cairo in 1934, the following terms, conditions, and requirements relating to the Foreign Post made by the Postmaster-General, by virtue of the powers vested in him by notification dated January 7, 1935, and published in *Government Gazette* No. 8,099 dated January 11, 1935, and section 12 (3) of the said Ordinance are hereby published and declared to come into force as from January 1, 1935, in substitution for the rules relating to the Foreign Letter Post published in *Government Gazette* No. 7,813, dated November 7, 1930, as amended by notification dated January 16, 1933, and published in *Government Gazette* No. 7,963 of January 20, 1933, which are hereby declared to be repealed from and after January 1, 1935.

General Post Office,
Colombo, December 22, 1934.

A. G. TILLEKERATNE,
Acting Postmaster-General.

Terms, Conditions, and requirements referred to.

Foreign Letter Post.

GENERAL.

1. These terms, conditions, and requirements relating to the Foreign Letter Post may be cited as the Foreign Letter Post Regulations, 1935.
2. (1) In these regulations, unless the context otherwise requires—
 - (a) "Foreign post" shall mean the post maintained by sea between any place in Ceylon and any place beyond the limits of Ceylon.
 - (b) "Correspondence" (with the exception of correspondence addressed to India) shall mean and include the following six classes :—
 - (1) Letters.
 - (2) Post Cards (both single and reply-paid).
 - (3) Small packets.
 - (4) Commercial papers.
 - (5) Samples.
 - (6) Printed papers (including articles printed in relief for the use of the blind).

(2) As regards India, the classification of correspondence, definitions, conditions, rates of postage, and the limits of size and weight shall be the same as for the Inland Post.

3. Correspondence shall in all cases be transmitted subject to the special conditions and prohibitions specified against each country in the Foreign Post Directory Section of the "Post Office Guide."

4. *Prepayment of Postage.*—Articles other than letters and single post cards shall be fully prepaid.

5. *Inquiries.*—An inquiry in respect of any postal packet shall be entertained only if made within one year, counting from the day following the posting of the article.

6. (1) *Panel Envelopes.*—Articles in envelopes with a transparent panel shall be admitted under the following conditions :—

(a) The transparent panel shall be parallel to the length of the envelope, so that the address of the addressee appears in the same direction and the application of the date stamp is not interfered with.

(b) The panel shall be sufficiently transparent for the address to be perfectly legible even in artificial light, and shall take writing; panel envelopes of which the transparent portion reflects artificial light shall be excluded.

(c) Only the name and address of the addressee shall show through the panel, and the contents of the envelope shall be folded so that the address cannot be obscured, wholly or partly, through slipping.

(d) The address shall be legibly indicated in ink or typewriting. Articles addressed in copying-ink pencil or lead pencil shall not be admitted.

(2) Articles in envelopes entirely transparent or in envelopes with an open panel shall not be admitted.

7. All postal articles of which the whole or a part of the address side has been marked off into several divisions intended to receive successive addresses shall not be admitted.

PROHIBITIONS.

8. The following shall not be sent by post :—

(a) Articles which, from their nature or by their packing, may expose postal officials to danger, or soil or damage correspondence.

(b) Articles liable to Customs duty, when the importation of these articles by letter post is prohibited in the country of destination, as well as samples sent in quantities with the intention of avoiding the payment of this duty. This prohibition shall not, however, apply to printed papers liable to Customs duty.

(c) Opium, morphine, cocaine, and other narcotics.

(d) Any articles whatever of which the importation or circulation is forbidden in the country of origin or of destination.

(e) Explosives, inflammable, or dangerous substances.

(f) Obscene or immoral articles.

(g) Living creatures, except bees, leeches, and silk worms.

9. *Articles requiring Special Handling.*—Articles other than sealed registered letters shall not contain coin, banknotes, currency notes, negotiable instruments payable to bearer, platinum, gold, or silver, manufactured or not, precious stones, jewels, and other valuable articles.

LETTERS.

10. *General Conditions.*—The administration of the countries of origin and destination reserve to themselves the right to treat according to their internal legislation letters which contain documents having the character of current and personal correspondence, addressed to persons other than the addressee or persons living with him.

11. *Articles Liable to Customs Duty.*—Packets prepaid at the letter rate for despatch to certain countries may contain articles liable to Customs duty when the importation of such articles is admitted in the country of destination. A special green label obtainable at any Post Office giving particulars of the contents for Customs purposes shall be affixed on the address side of each packet; and if the packet is addressed to a country requiring the use of one or more Customs declarations, as indicated in the Foreign Post Directory Section of the "Post Office Guide", the appropriate declaration or declarations shall, in addition, either be securely fastened to the outside of the packet by a string tied crosswise or enclosed in the packet. In the latter case, only the upper part of the Customs green label should be affixed to the packet.

The countries which admit the importation of such articles are shown in the Foreign Post Directory Section of the "Post Office Guide".

12. *Weight and Size.*—(a) Letters to the United Kingdom, to a British Dominion, Colony or Possession shall not exceed 4 lb. in weight, 2 ft. in length by 18 in. in width or depth : a letter in the form of a roll shall not exceed 30 in. in length by 4 in. in diameter.

(b) Letters to other countries shall not exceed 4 lb. 6 ounces in weight—length, width, and depth combined shall not exceed 3 ft., but the greatest dimension shall not exceed 2 ft. ; in roll form length and twice the diameter shall not exceed 3 ft. 3 in., but the greatest dimension shall not exceed 2 ft. 8 in.

13. *Postage.*—The postage on letters for (a) the United Kingdom and British Possessions, (b) Egypt, including the Soudan, and (c) members of His Majesty's Forces serving abroad, or addressed to His Majesty's Ships in foreign waters, shall be 9 cents for every ounce or part of that weight.

The postage on letters for all other countries or places served by the Foreign Post, with the exception of India, shall be 20 cents for the first ounce, and 10 cents for every additional ounce or part of that weight.

REPLY COUPONS.

14. (1) International Reply Coupons shall be sold at a cost of 30 cents, and Imperial Reply Coupons at 15 cents each.

(2) An International Reply Coupon is exchangeable in any country which undertakes the sale of International Reply Coupons for a stamp or stamps representing the postage on a single rate letter originating in that country for abroad.

(3) An Imperial Reply Coupon is exchangeable in any country of the British Empire for a stamp or stamps representing the postage on a single-rate letter originating in that country for any other country in the Empire.

(4) An International Reply Coupon shall be exchangeable on presentation at any Post Office in Ceylon for a stamp or stamps to the value of 20 cents, and an Imperial Reply Coupon shall be exchangeable for a stamp or stamps to the value of 9 cents.

(5) The exchange of Reply Coupons shall, however, be made before the end of the sixth month following the month of issue.

POST CARDS.

15. *General Conditions.*—(1) Post cards shall be made of cardboard or of paper stout enough to be easily handled.

(2) Post cards shall be sent unenclosed, *i.e.*, without wrapper or envelope.

(3) The right hand half at least of the address side shall be reserved for the address, for indications relating to the postal service and for official labels. The sender may make use of the back and of the left hand half of the address side, subject to the provisions of paragraph (4) following.—

(4) It is forbidden to join or attach to post cards samples of merchandise or similar articles. Nevertheless, illustrations, photographs, stamps of any kind, address labels or slips to fold back for address purposes, labels and cuttings of any kind may be affixed to them, provided that these articles are not of such nature as to alter the character of the post cards, that they consist of paper or other very thin substance and that they adhere completely to the card. These articles may be affixed only to the back or to the left hand half of the address side of post cards, with the exception of address labels or slips which may occupy the whole of the address side. Stamps of any kind liable to be mistaken for postage stamps shall be affixed only to the back.

(5) Post cards which do not comply with the conditions laid down for this class of correspondence shall be treated as letters.

16. *Dimensions.*—Private post cards shall not be more than 5½ in. by 4¼ in. or less than 4 in. by 2½ in., as regards size.

17. *Postage.*—(1) The postage on post cards shall be 6 cents on each card if addressed to the United Kingdom or a British Possession (except India), and 12 cents if addressed to a foreign country.

(2) The postage stamps on post cards shall be affixed to the address side of a post card and as far as possible to the right hand half of the card.

18. *Reply-paid Post Cards.*—(1) Reply-paid post cards shall bear on the face, the following headings :—

(a) On the first half : “ Carte postale avec réponse payée ”.

(b) On the second or reply half : “ Carte postale réponse ”.

Each of the two halves shall, moreover, comply with the other conditions laid down for single post cards ; one half is doubled over the other so that the fold forms the upper edge and they shall not be closed in any way.

(2) The address of the “ Reply ” half shall be on the inside.

(3) The sender of a reply-paid post card may indicate his name and address on the face of the "Reply" half, either in writing or by affixing a label. The sender may also print on the back of the "Reply" half a questionnaire to be answered by the addressee.

(4) The prepayment of the "Reply" half by means of the postage of the country which has issued the card shall be valid only if the two halves of the reply-paid card were attached to each other when received from the country of origin, and if the "Reply" half is despatched from the country where it has been received by post to the said country of origin. If these conditions are not complied with it shall be treated as an unpaid post card.

(5) Reply-paid post cards of which the two halves are not fully prepaid at the time of posting shall not be forwarded.

SMALL PACKETS.

19. *General Conditions.*—(1) The service of small packets is limited to and from those countries specially mentioned in the Foreign Post Directory Section of the "Post Office Guide".

(2) Small packets may be registered but shall not be insured.

(3) Small packets may contain articles liable to Customs duty. A special green label obtainable at any Post Office giving particulars of the contents for Customs purposes shall be affixed on the address side of each packet; and if the packet is addressed to a country requiring the use of one or more Customs declarations, as mentioned in the Foreign Post Directory Section of the "Post Office Guide", the appropriate declaration or declarations shall, in addition either be securely fastened to the outside of the packet by a string tied crosswise or enclosed in the packet. In the latter case only the upper part of the Customs green label shall be affixed to the packet.

(4) Small packets shall be subject to the regulations laid down for samples of merchandise as regards form, make-up, and packing.

Note.—It will be observed that the make-up of small packets precludes the enclosure of the articles enumerated in regulation 9 even if the small packet is registered.

20. *Make-up.*—Small packets shall be made up in such a manner as to admit of their being easily examined. In addition, the name and address of the sender shall be shown on the outside of the packet; and each packet shall be marked conspicuously "Small Packet" in the left hand top corner.

21. *Weight and Size.*—The weight and size of small packets to all countries shall not exceed the limits fixed for letters under regulation 12 (b).

22. *Postage.*—(1) The postage on a small packet for the United Kingdom or a British Possession or for any other country or place served by the Foreign Post shall be 9 cents for every 2 ounces or part of that weight, subject to a minimum charge of 36 cents for each packet.

(2) Small packets shall be fully prepaid.

COMMERCIAL PAPERS.

23. *Definition.*—(1) The following are considered as commercial papers; provided that they have not the character of current and personal correspondence:—All papers and all documents, wholly or partly written or drawn, such as correspondence—open letters and post cards—which is out-of-date and has already fulfilled its original purpose, and copies thereof, out of date correspondence bearing cancelled postage stamps which served to prepay the original postage, papers of legal procedure, documents of all kinds drawn up by public functionaries, waybills or bills of lading, invoices, certain documents of insurance companies, copies of or extracts from deeds under private seal, written on stamped or unstamped paper, musical scores or sheets of music in manuscript, the manuscripts of works or of newspapers forwarded separately, pupils' exercises in original or with corrections, but without any note which does not relate directly to the execution of the work.

These documents may be accompanied by reference slips or statements showing the following or similar particulars; list of the papers included in the packet, reference to correspondence exchanged between the sender and the addressee, such as—

"Annex to our letter of _____ to Mr. _____.
Our reference _____ Your reference _____."

Out of date correspondence may bear the obliterated postage stamps which served for the original postage.

(2) Commercial papers shall be subject so far as form and make-up to the regulations laid down for Printed Papers.

(3) *Weight and Size.*—(a) A packet of commercial papers addressed to the United Kingdom, British Dominion, Colony or Possession shall not exceed 5 lb. in weight, 2 ft. in length, and 1½ ft. in width or depth; in roll form: 30 in. in length and 4 in. in diameter.

(b) A packet of commercial papers addressed to any other country shall not exceed the limits of weight and size specified in regulation 12 (b).

24. *Postage.*—(1) The postage on a packet of commercial papers for the United Kingdom or for any other country or place served by the Foreign Post, with the exception of India, shall be 4 cents for every 2 ounces or part of that weight subject to a minimum charge of 20 cents for each packet.

(2) Commercial papers shall be fully prepaid.

SAMPLES.

25. *General Conditions.*—Samples of merchandise shall be allowed to pass at the special sample rate only under the following conditions:—

- (a) They shall not bear any notes or contain any document having the character of current and personal correspondence, postage stamps or form of prepayment whether obliterated or not, and any paper representing a monetary value.
- (b) They shall be placed in bags, boxes, or removable covers in such a manner as to admit of their being easily examined.
- (c) Packing is not obligatory for articles consisting of one piece, such as pieces of wood, metal, &c., which it is not the custom of the trade to pack.
- (d) The address of the addressee shall be indicated, as far as possible, on the packing or on the article itself. If the packing or the article is not suitable for the inscription of the address and service indications or for affixing the postage stamps, a tie on label preferably of parchment, shall be securely attached. The same provision shall apply when the date stamping is likely to injure the article.

26. *Special Packing.*—(1) Articles of glass or other fragile materials, packets containing liquids, oils, fatty substances, dry powders, whether dyes or not, as well as packets of live bees, leeches, and of silk worm eggs shall be transmissible as samples of merchandise, provided that they are packed in the following manner:—

- (a) Articles of glass or other fragile materials shall be securely packed (boxes of metal, wood, or strong corrugated cardboard) so as to prevent all danger to postal officers and to correspondence.
- (b) Liquids, oils, and substances which easily liquefy shall be enclosed in receptacles hermetically sealed. Each receptacle shall be placed in a special box of metal, strong wood, or strong corrugated cardboard containing sawdust, cotton, or spongy material in sufficient quantity to absorb the liquid in the event of the breakage of the receptacle. The lid of the box shall be fixed in such a manner that it cannot easily become detached.
- (c) Fatty substances which do not easily liquefy, such as ointments, soft-soap, resin, &c., as well as silk worm eggs, the transmission of which presents fewer difficulties, shall be enclosed in an inner cover (box, bag of linen or parchment, &c.), which shall itself be placed in a second box of wood, metal, or stout thick leather.
- (d) Dry colouring powders, such as aniline blue, &c., shall not be admitted unless enclosed in stout tin boxes placed inside wooden boxes with sawdust between the two covers. Dry non-colouring powders shall be placed in boxes of metal, wood, or cardboard; these boxes shall be themselves enclosed in a bag of linen or parchment.
- (e) Live bees and leeches shall be enclosed in boxes so constructed as to avoid all danger.

(2) Articles which would be spoilt if packed according to the general rules, may exceptionally be admitted in a cover hermetically sealed. In that case, the Administrations concerned may require the sender or the addressee to assist in the check of the contents, either by opening certain packets indicated by them, or in some other satisfactory manner.

27. *Authorized Annotations.*—It is permissible to indicate by hand or by a mechanical process, outside or inside packets containing samples, the name, position, profession, firm, and address of the sender and of the addressee, as well as the date of despatch, the signature, telephone number, telegraphic address and code, postal cheque, or banking account of the sender, a manufacturer's or trade mark, numbers, prices, and notes

representing essential elements of the price, particulars relating to weight, measurement, and size, or to the quantity to be disposed of, and such as are necessary to determine the origin and the character of the goods.

28. *Articles specially admitted.*—Transmission at the sample rate shall be accorded to printers' blocks, keys sent singly, fresh-cut flowers, articles of natural history (dried or preserved animals and plants, geological specimens, &c.), tubes of serum or of vaccine and pathological objects rendered harmless by their mode of preservation and packing. These articles, except tubes of serum and of vaccine sent in the general interest by laboratories or institutions officially recognized, may not be sent for a commercial purpose. Their packing shall be in accordance with the general regulations concerning samples of merchandise.

29. *Weight and Size.*—(a) Packets addressed to the United Kingdom, a British Dominion, Colony or Possession, shall not exceed 5 lb. in weight, 2 ft. in length, 1 foot in width or depth ; in roll form : 18 in. in length and 6 in. in diameter.

(b) Packets addressed to other countries shall not exceed the limits of weight and size specified in regulation 12 (b).

30. *Postage.*—(1) The postage on a packet of samples for the United Kingdom or for any other country or place served by the Foreign Post, with the exception of India, shall be 4 cents for every two ounces or part of that weight, subject to a minimum charge of 8 cents for each packet.

(2) Packets of samples shall be fully prepaid.

PRINTED PAPERS.

31. *Definition.*—The following shall be considered as printed papers :—Newspapers and periodicals, books, pamphlets, sheets of music, visiting cards, address cards, proofs of printing, engravings, photographs and albums containing photographs, pictures, drawings, plans, maps, paper patterns, catalogues, prospectuses, advertisements, and notices of various kinds, printed, engraved, lithographed or mimeographed, and, in general, all impressions or copies obtained upon paper, or similar material parchment, or cardboard by means of printing, engraving, lithography, mimeography or any other mechanical process easy to recognize except the copying press, hand-stamps, with or without movable type, and the typewriter.

32. *Articles specially admitted.*—Reproductions by a mechanical manifolding process such as hectography, &c., of a manuscript or a typewritten original, but in order to pass at the reduced postage, these reproductions shall be handed over the counter of a Post Office to the number of at least 20 packets containing precisely identical copies. The manuscript additions authorized for printed papers may also be made to these reproductions.

33. *General Conditions.*—(1) Printed papers which bear any marks whatever capable of constituting a conventional language or save the exceptions specifically authorized below, those of which the text has been modified after printing, shall not be sent at the printed papers rate.

(2) Stamps, obliterated or not, shall be excluded from transmission at the reduced rate. It is however allowed to enclose a card, envelope, or wrapper, bearing the address of the sender of the packet and having a postage stamp of the country of destination affixed for the prepayment of the return postage.

(3) Articles of stationery, properly so called, when it is clearly evident that the printed portion is not the essential part of the article, shall not be sent at the printed papers rate.

(4) Printed papers of any kind shall not contain any letter, note, or document which has the character of current and personal correspondence.

(5) Cinemotograph films, gramophone records, as well as perforated sheets intended to be used with automatic musical instruments shall not be admitted.

34. *Authorized Annotations.*—(1) It is permissible outside or inside a packet of printed papers—

(a) To indicate the name, position, profession, style, and address of the sender and of the addressee, as well as the date of despatch, the signature, telephone number, telegraphic address and code, the postal cheque or banking account of the sender, as well as a serial or identity number referring solely to the articles.

(b) To correct errors in printing.

(c) To strike out, to underline, or to enclose by marks, certain words or certain parts of a printed text, unless this is done with the object of constituting correspondence.

(2) It is also allowed to indicate or to add—

(a) In advices of the departures and arrivals of ships—

the dates and times of departures and arrivals, as well as the names of the ships and the ports of departure, call, and arrival;

(b) In travellers' advices—

the name of the traveller, the date, time, and place of his intended visit, and the address at which he is staying;

(c) In forms of order or subscription for publications, books, newspapers, engravings, pieces of music—

the works and the number of copies required or offered, the price of these works, also notes representing essential elements of the price, the method of payment, the edition and the names of the authors and publishers as well as the number of the catalogue and the words "broché" (paper covers), "cartonne" (stiff covers) or "relie" (bound);

(d) On pictorial cards and printed visiting cards and also on Christmas and New Year Cards—

good wishes, congratulations, thanks, condolences, or other formulas of courtesy, expressed in five words or by means of five conventional initials at most;

(e) In proofs of printing—

alterations and additions concerned with corrections, form and printing, and also notes, such as "Bon a tirer" (Passed for press), "Vu-Bon a tirer" (Read—passed for press) or any similar note concerned with the execution of the work. In case of want of space these additions may be made on separate sheets;

(f) In fashion plates, maps, &c—

Colours;

(g) In price lists, tenders for advertisements, stock and share lists, market quotations, trade circulars, and prospectuses—

figures; any other notes representing essential elements of the price;

(h) On books, pamphlets, newspapers, photographs, engravings, sheets of music, and in general on all literary or artistic productions, printed, engraved, lithographed, or xeroographed—

a dedication consisting simply of an expression of regard and, on photographs a very concise description as well as a short note referring to the photograph;

(i) On cuttings from newspapers and periodicals—

the title, date, number, and address of the publications from which the article is extracted.

(3) The additions and corrections permitted under sections (1) and (2) of this rule may be made by hand or by any mechanical press.

(4) It is moreover, allowed to enclose—

(a) With proofs of printing, whether corrected or not—

"the relative copy".

(b) With articles of the categories mentioned under paragraph 2 (h)—

the relative open invoice reduced to its essential elements.

(c) In all printed paper packets: a card envelope or a wrapper bearing the address of the sender of the packet stamped for the purpose of its return, by means of postage stamps of the country of destination of the packet.

35. *Make-up*.—(1) Printed papers shall be made up in such a manner as to admit of their being easily examined.

(2) Printed papers shall be either placed in wrappers, upon rollers, between boards, in open cases, or in unclosed envelopes furnished if necessary with clips easy to raise and replace and not dangerous, or secured with a string easy to untie.

(3) Printed papers of the form and substance of a card may be sent unenclosed without band, envelope, or fastening. The same method of despatch is allowed for printed papers folded in such a way that they cannot become unfolded during transmission.

(4) In all cases articles shall be made up in such a manner that there is no risk of their entrapping other articles.

36. *Cards at Printed Paper Rate.*—(1) Printed papers of the form and substance of a card may be sent unenclosed without band, envelope, or fastening. The right-hand half at least of the address side of printed papers sent as cards shall be reserved for the address of the addressee and indications or labels of the postal service.

(2) Cards bearing the heading "Carte Postale" (Post Card) or the equivalent of this heading in any language shall be admitted at the rate for printed papers, provided that they conform to the general conditions applicable to printed papers. Those which do not fulfil these conditions shall be treated as post cards or letters, as the case may be.

37. *Weight and Size.*—The same limits as for commercial papers shall apply, *vide* regulation 23 (3). Printed papers sent unenclosed in the form of cards whether folded or not shall be subject to the same minimum dimensions as post cards—*see* regulation 16.

38. *Postage.*—(1) The postage on a packet of printed papers for the United Kingdom or a British Possession shall be 3 cents for every two ounces or part of that weight, and for all other countries and places served by the Foreign Post, shall be 4 cents for every two ounces or part of that weight.

(2) Printed papers shall be fully prepaid.

MIXED PACKETS.

39. (1) It is permissible to enclose in one and the same packet commercial papers, samples of merchandise, and printed papers (but not printed papers intended for the blind), subject to the following conditions:—

- (a) That each article taken singly does not exceed the limits which are applicable to it as regards weight and size.
- (b) That the total weight does not exceed 5 lb. per packet if intended for the United Kingdom, the British Colonies in Australasia, Hong Kong, the Straits Settlements, Togo (British), the Union of South Africa, Southern Rhodesia, and the Bechuanaland Protectorate; and 4 lb. 6 oz. if intended for any other country served by the Foreign Post.
- (c) That the minimum charge shall be 20 cents if the packet contains commercial papers, and 8 cents if it consists only of printed matter and samples.

(2) The enclosure in a mixed packet of articles of other classes of correspondence is forbidden; if such articles are so enclosed, the packet shall be charged on its total weight at the rate applicable to the class subject to the highest postage.

LITERATURE FOR THE BLIND.

40. *Postage.*—Articles printed in relief for the special use of the blind shall be transmitted at a specially reduced rate of 3 cents per 2 lb.

41. The weight and size of blind literature: Same as for printed papers.

ARTICLES WRONGLY ADMITTED TO THE POST.

42. (1) Apart from the exceptions prescribed by the present regulations, articles which do not fulfil the conditions laid down for each class of correspondence shall not be forwarded.

(2) Articles which have been wrongly accepted may be returned to the office of origin. But the office of destination, if its inland regulations so allow, may deliver such articles to the addressee, in which case it may, if necessary, apply to them the rates of postage and surcharges prescribed, for the category of correspondence to which they properly belong.

(3) Articles of which the weight exceeds the maximum limits laid down for each class of correspondence may be taxed according to their actual weight.

ADDRESS.

43. *Method of Address.*—(1) The address shall include in all cases—

- (1) Name of addressee.
- (2) Number of the house (if the house does not bear a number, the name of the house).
- (3) Name of the street, road, &c.
- (4) Name of place (if it is not known that there is a Post Office there, the name of the nearest known Post Office should be added).
- (5) Name of Province, State, Department, &c.

(6) Name of country.

For example—

Mr. John Smith, 85, Dover Street, Halifax, England.	Postage Stamp.
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Mr. J. Williams, 10, South Street, Toronto, Ontario, Canada.	Postage Stamp.
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(2) Postal packets shall be addressed in Roman characters, parallel to the length of the article in such a manner as to leave the necessary space for the service indications and labels.

(3) Address on postal packets shall be indicated precisely and completely so that transmission and delivery to the addressee can be effected without inquiry.

(4) Each article of correspondence sent at the reduced rate of postage shall be conspicuously marked "Small Packet", "Commercial Papers", "Sample", "Printed Papers", or "Blind Literature", as the case may be, in the left-hand top corner of the cover.

44. *Stamps and Impressions.*—(1) Postage stamps shall be affixed in the top right-hand corner of the address side; the impressions of postal franking machines shall also be applied in that place.

(2) Stamps other than postage stamps, stamps in aid of charitable objects and others which may be mistaken for postage stamps shall not be affixed to the address side. The same rule applies to impressions of stamps which may be mistaken for impressions of postal stamping machines.

45. *Address of the Sender.*—In the case of non-delivery the return of a postal packet to the sender is facilitated if the sender's name and address appear on the outside of the packet. The sender's name and address may be printed or written either on the back and preferably on the left-hand side in such a manner as not to obscure the address of the addressee nor prevent the application of the service indications or labels or on the back.

WITHDRAWAL OF CORRESPONDENCE—ALTERATION OF ADDRESS.

46. (1) The sender of a postal packet may have it withdrawn from the post or have its address altered, so long as the article has not been delivered to the addressee.

(2) If the postal packet has not been despatched from Ceylon, it may be withdrawn from the post, or its address may be altered under the conditions specified in rule 14 of section 1 of the "Post Office Guide".

(3) If the postal packet has been despatched from Ceylon the request to withdraw it or to alter its address may be sent by post or by telegraph at the expense of the sender, who shall pay, for every request by post the charge for a registered single-rate letter, and for every request by telegraph the charge for the telegram. Provided, however, that in the case of every request by post for the withdrawal of several packets posted simultaneously by the same sender to the same addressee the sender shall pay the charge for one registered single-rate letter and for every such request by telegraph the charge for the telegram containing particulars of all the packets in question. (See note below.)

(4) A request for simple correction of address (without modification of the name or description of the addressee) may be addressed directly to the delivery office by the sender, that is to say, without fulfilling the formalities required for an alteration of address properly so-called.

Note.—The provisions of this rule do not apply to Great Britain and to the British Dominions, Colonies, and Protectorates, of which the internal legislation does not permit the withdrawal or the modification of the address of correspondence at the request of the sender.

CORRESPONDENCE FOR BOARDSHIP PASSENGERS.

47. (1) Correspondence posted in Ceylon for delivery at Aden, Port Said, &c., to persons on their way to or from Ceylon, shall preferentially be addressed to the care of the local agent of the vessel, full particulars being given of the name, &c., of the vessel, describing it as outward bound or homeward bound.

(2) Correspondence for passengers by sea addressed to the care of agents at seaport towns should always be properly prepaid as correspondence not fully prepaid is almost invariably refused by the agents to whose care it is consigned.

(3) It does not follow that, because no letters are taken on board a steamer for a passenger by the agent of the vessel, there are therefore no letters at the Post Office for that passenger; inquiry should be made at the Post Office, in case any letters be lying there.

Redirection.

48. (1) Correspondence addressed to a person who has changed his address is redirected to him, unless the sender has forbidden redirection by means of a note to that effect on the address side of the correspondence in a language known in the country of destination.

(2) Redirected correspondence is considered as if addressed directly from the place of origin to the place of the new destination.

49. *Unpaid and Insufficiently Prepaid Articles.*—(1) Articles unpaid or insufficiently paid for their first transmission shall be charged the rate which would have been applicable had they been addressed directly from the place of origin to that of the new destination.

(2) Articles properly prepaid for first transmission, but on which the complementary postage appropriate to the further transmission has not been paid before their redirection, shall be charged a rate equal to the difference between the amount of postage already prepaid and that which would have been charged if the articles had been despatched in the first instance to the new destination.

(3) Articles originally addressed in the inland service of a country and fully prepaid at the inland rate shall be considered as articles properly prepaid for their first transmission.

(4) Correspondence which is redirected is delivered to the addressees, against payment of the charges raised on departure or arrival or in course of transmission in consequence of redirection after the first transmission, without prejudice to the repayment of Customs duty or other special charges which the country of destination does not cancel.

50. *Articles posted Free of Postage and subsequently Redirected.*—Articles which have originally circulated free of postage in the inland service of a country are charged with the rate which would have been due had they been addressed directly from the place of origin to that of the new destination.

51. *Freshly posted Correspondence.*—Correspondence ordinary or registered, which, being wrongly or insufficiently addressed, is returned, to the senders in order that they may correct or complete the address, shall when posted with the address completed or corrected, be considered not as redirected correspondence, but as freshly posted correspondence; and it shall consequently be liable to fresh postage.

UNDELIVERED CORRESPONDENCE.

52. (1) If correspondence posted in one country to an address within that country is sent by persons resident in another country, and has, in consequence of non-delivery, to be sent abroad for return to the senders, it enters into the international system, and shall be treated in accordance with the regulations concerning redirection.

(2) Correspondence which is undeliverable is delivered to the senders, against payment of the charges raised on departure or arrival or in course of transmission in consequence of redirection after the first transmission, without prejudice to the prepayment of Customs duty or other special charges, which the country of destination does not cancel.

(3) Printed papers of no value are not returned to origin, unless the sender, by means of a note on the outside of the article, has asked for their return. Undelivered printed papers, if registered, are returned to the sender.

UNPAID OR INSUFFICIENTLY PREPAID CORRESPONDENCE.

53. (1) Correspondence of every kind addressed to Postal Union countries not prepaid or insufficiently prepaid shall be liable to a charge equal to double postage or double the amount of the deficiency, to be paid by the addressees; but that charge may not be less than the equivalent of 5 (gold) centimes in the country of delivery.

(2) In Ceylon the minimum charge shall be 5 cents.

(3) Unpaid or insufficiently prepaid registered articles which have been incorrectly forwarded to the country of destination are in case of delivery charged the amount of the deficiency.

POSTE RESTANTE.

54. The address of articles addressed "Poste Restante" shall give the name of the addressee. The use of initials, figures, Christian names without surnames, fictitious names, or conventional marks of any kind is not admitted for these articles.

EXPRESS PACKETS.

55. (1) Correspondence is, at the request of the senders, sent out for delivery by a special messenger immediately after arrival, in the countries undertaking this service and shown in the Foreign Post Directory Section of the "Post Office Guide".

(2) Such correspondence, which is called "Express" shall be subject, in addition to the ordinary postage, to a special charge amounting to 40 cents. This charge shall be fully paid in advance by the sender.

(3) When the addressee's house is situated outside the town delivery zone of the office of destination a complementary charge not exceeding that prescribed in the inland service may be collected for express delivery. In this case, however, express delivery is not obligatory.

(4) Express packets, upon which the total amount of the charges payable in advance has not been prepaid are delivered by the ordinary means, unless they have been treated as express by the office of origin. In the latter case they are taxed in accordance with the rules laid down for unpaid or insufficiently prepaid correspondence.

(5) Express packets which after reasonable exertions (administrations shall not be obliged to make more than one attempt) the special messenger is unable to deliver or which are addressed to persons residing outside the town delivery zone, will be dealt with as ordinary mail matter after cancelling the marking "Express."

REGISTRATION.

56. *Articles which may be Registered.*—Letters, post cards, both single and reply-paid ; the reply halves of reply-paid post cards cannot, however, be registered by the original sender, small packets ; commercial papers ; samples ; printed papers of every kind (including articles printed in relief for the use of the blind).

57. *General Conditions.*—(1) Registered articles shall be conspicuously marked "Recommandé" or "Registered" at the head of the address side.

(2) Subject to the exceptions in clause 3 of this rule, no special condition as to form, make-up, or address is prescribed for these articles, apart from the exceptions below.

(3) Correspondence addressed to initials, or in pencil, shall not be admitted to registration. However, the address of articles other than those sent in a transparent envelope may be written in copying-ink pencil.

58. *Charges.*—(1) The charge on any registered article shall be paid in advance. It shall be made up of :—

(a) The postage ordinarily prepayable on the packet according to its class ;

(b) A fixed registration fee of 15 cents, in the case of an article addressed to India, and 20 cents in the case of an article addressed to any other country.

(2) A receipt shall be issued free of charge to the sender of a registered article at the time of posting.

59. *Advice of Delivery.*—(1) The sender of a registered article may obtain an advice of delivery by paying, at the time of posting, a fee of 5 cents, in the case of an article addressed to India, and 20 cents in the case of an article addressed to any other country.

(2) An advice of delivery may be applied for within one year of the posting of the article, counting from the day following the posting of the article, on payment of a fee of 5 cents, in the case of an article addressed to India, and 30 cents in the case of an article addressed to any other country.

60. *Inquiries.*—(1) The sender of a registered article may have inquiry made as to its disposal on application at the office of posting. The fee is 5 cents, in the case of an article addressed to India, and 30 cents in the case of an article addressed to any other country. This fee is charged in respect of each packet even if the inquiry concerns several packets posted at the same time by the same sender to the same addressee. When an inquiry has arisen through a fault of the postal service, the inquiry fee shall be refunded.

(2) An application is only entertained if made within one year, counting from the day following the posting of the article.

61. *Liability of Post Office for Loss.*—(1) Except in the cases provided for in the following rule, the sender shall be entitled in respect of the loss of registered articles to compensation not exceeding 30 Rupees per article.

(2) No compensation will be paid in respect of the loss of registered articles—

(a) In circumstances beyond the control of the Post Office ;

(b) Which cannot be accounted for in consequence of the destruction of official documents through a cause beyond control unless responsibility can be proved otherwise ;

(c) Of which the contents fall within the prohibition specified in regulations 8, 9, 25 (a), and 33 ;

(d) When the sender has not made any application within one year, counting from the day following the posting of the article ;

(e) Where any packet is seized by the Customs owing to false declaration of the contents.

(3) Administrations shall cease to be responsible for registered articles which have been delivered under the conditions prescribed by their internal regulations for packets of the same class.

Insurance.

LETTERS.

62. *General Conditions.*—(1) Insurance shall be available for foreign registered letters containing valuable paper (money, securities, &c.), or documents of value addressed to any of the countries and places under which a limit of insured value is entered in the Foreign Post Directory Section of the "Post Office Guide", subject to the limitations mentioned therein.

(2) The contents of an insured letter shall be insured up to the amount of the declared value.

(3) Insured letters may also contain articles liable to Customs duty if addressed to countries which admit the importation of such articles as are specially mentioned in the Foreign Post Directory Section of the "Post Office Guide".

(4) The insurance system shall not be available to articles addressed to His Majesty's ships abroad, even if the ship is stationed at a port to which the insurance system extends. Such articles, may, however, be sent from abroad to His Majesty's ships in Home Waters if addressed "H. M. S. (name of ship), c/o General Post Office, London, E.C. 1."

63. *Weight and Size.*—(1) The weight and size of insured letters shall not exceed those fixed for letters—*vide* regulation 12.

(2) No postal article shall be accepted for insurance if it is so small or so covered with writing or sealing wax on the address side, or otherwise made up in such a manner as to render it impracticable to affix to the article the prescribed official labels of the Post Office.

64. *Articles wrongly admitted to the Post.*—Insured packets which do not fulfill the conditions laid down and which have been wrongly accepted may be returned to the office of origin. An office of destination whose internal regulations do not prohibit is, however, authorized to deliver such packets to the addressees, applying to them, if occasion arises, the rules as to charges fixed by regulation 42.

65. *Charges.*—The charges upon insured letters shall be fully prepaid. They shall be made up of—

(a) The postage and fixed fee applicable to a registered letter of the same weight and for the same destination ;

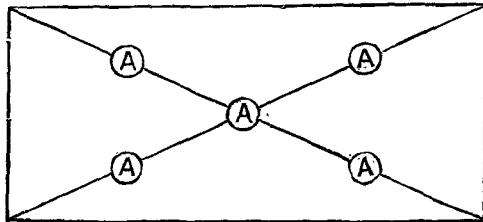
(b) An insurance fee of 25 cents per 180 rupees or fraction of 180 rupees insured.

66. *Receipt.*—The sender of an insured letter shall be issued free of charge at the time of posting a receipt for his packet.

67. *Advice of Delivery.*—The sender may obtain an advice of delivery under the conditions laid down in regulation 59.

68. *Inquiries.*—See regulation 60.

69. *Packing and Addressing.*—(1) Insured letters shall be accepted only if enclosed in envelopes fastened by means of identical seals in fine wax, with spaces between, reproducing a private mark, and affixed in sufficient number to secure all the folds of the envelope. If the packet is tied round with string or tape, a seal shall be placed on the ends where they are tied. If the string or tape is made up of several pieces each knot or seam should be sealed. The seals of an ordinary envelope should be placed as shown below :—



Envelopes shall be strong, made up in one piece, and allow the seals to adhere completely. The use of entirely transparent envelopes or envelopes with black or coloured borders or transparent panels is forbidden. In the case of a long envelope with a seam down the centre, the seam should be secured with seals placed not more than 3 inches apart.

(2) Every letter shall be made up in such a manner that its contents cannot be got at without external and visible damage to the envelope or the seals.

(3) Spaces shall be left between the postage stamps used for prepayment so that they cannot serve to hide the injuries to the envelope. They shall not be folded over the two sides of the envelope so as to cover the edge. It is forbidden to affix to insured letters labels other than those belonging to the postal service.

(4) Insured letters addressed to initials or in pencil as well as packets which bear erasures or corrections in the address shall not be accepted. Such insured packets, if forwarded in error, will be returned to the office of origin for delivery to the sender.

70. *Declaration of Value.*—(1) The insured value shall not exceed the real value of the contents of the packet, but the insurance of a part only of that value is permitted. The amount of the insured value of papers which represent value by reason of the cost of preparation may not exceed the cost of replacing these documents in case of loss.

(2) The fraudulent insurance of a packet for a sum greater than the real value of the contents is an offence punishable under the Ceylon Post Office Ordinance, 1908.

(3) The amount of the insured value shall be expressed in rupees and cents, and shall be written by the sender on the address side of the article in words in Roman characters and in Arabic figures, without erasures or corrections, even if certified.

(4) The amount of the insured value shall be converted into gold francs by the sender or by the office of origin, calculated as shown in the following table. The result of the conversion shall be shown by fresh figures placed at the side of or below those representing the amount of the insured value in Ceylon currency :—

CONVERSION TABLE : RUPEES INTO GOLD FRANCS.

Rupees.	Gold.	
	Francs.	Centimes.
1	1	66
10	16	66
20	33	33
30	50	—
40	66	66
50	83	33
60	100	—
70	116	66
80	133	33
90	150	—
100	166	66
1,000	1,666	66

71. *Redirection.*—See regulations 48 to 51.

72. *Undelivered Packets.*—See regulation 52.

73. *Express Delivery.*—(1) The sender of a packet may ask for delivery at the residence of the addressee by a special messenger immediately on arrival, subject to the conditions prescribed by regulation 55.

(2) The office of destination, however, is permitted, when its regulations so require, to deliver by express messenger an advice of the arrival of the packet instead of the packet itself.

74. *Prohibitions.*—It is forbidden to enclose in insured letters—

- (a) Articles which, from their nature or by their packing, may expose postal officials to danger, or soil or damage correspondence ;
- (b) Articles liable to Customs duties, except valuable paper (money, securities, &c.), when the importation of these articles by letter post is prohibited in the country of destination ;
- (c) Opium, morphine, cocaine, and other narcotics ;
- (d) Any articles whatever of which the importation or circulation is forbidden in the country of origin or of destination ;
- (e) Explosive, inflammable, or dangerous substances ;
- (f) Obscene or immoral articles ;
- (g) Living creatures ;
- (h) Coin ; platinum, gold, or silver, manufactured or not, precious stones, jewellery, and other valuables.

75. *Withdrawal from Post—Alteration of Address.*—(1) The sender of an insured article may withdraw it from the post, or have the address altered, with a view to its redirection either within the original country of destination or to any other country which is a party to the insurance system, under the conditions laid down in rule 46.

(2) In the case of a request for alteration of address by telegram, the sender shall pay the charge for a single rate registered letter in addition to the telegraph charge.

76. *Extent of Responsibility of the Post Office.*—(1) Subject to regulations 77 and 78, the sender shall be entitled to compensation corresponding to the actual amount of the loss, extraction, or damage, with the restriction that this compensation may not exceed in any case the amount of the insured value.

(2) Indirect loss or loss of profits shall not be taken into consideration.

(3) In case of loss of the packet or of complete destruction of its contents, the sender shall also be entitled to a refund of the postage charges; but the insurance fee shall not be repaid in any case.

(4) Compensation is calculated on the current prices, converted into gold francs, of articles of the same nature, at the place and time at which the articles were accepted for transmission. In the absence of this current price, compensation is calculated on the ordinary value of the articles estimated on the same basis.

77. *Exceptions to the Principle of Responsibility.*—Postal administrations shall be relieved of all responsibility—

(a) In case of causes beyond their control;

(b) When they cannot trace packets in consequence of the destruction of the relative documents resulting from a cause beyond their control, provided that their responsibility has not been otherwise proved;

(c) When the loss or damage has been caused by the fault or negligence of the sender, or has arisen from the nature of the article;

(d) In the case of packets of which the contents fall under one of the prohibitions mentioned in regulation 74;

(e) When the sender has made a fraudulent declaration of value in excess of the real value of the contents;

(f) When the sender has not made application within a period of one year, counting from the day following the posting of the article.

(g) When the packet is seized by the Customs owing to false declaration of the contents.

78. *Cessation of Responsibility.*—(1) The Ceylon Post Office accepts no responsibility in respect of insured packets which have been delivered under the conditions prescribed by rule 15 of section I of the "Post Office Guide".

(2) Responsibility is however maintained when the addressee notwithstanding the giving of a regular receipt notifies without delay that loss or damage has occurred and proves to the satisfaction of the Postmaster-General that the loss or damage took place before delivery.

BOXES.

79. *General Conditions.*—(1) Coin, platinum, gold, or silver, manufactured or not, precious stones, jewellery, and other valuables, which are prohibited from transmission in insured letters, may be sent in the letter mails as "insured boxes", to those countries and places specially mentioned in the Foreign Post Directory Section of the "Post Office Guide", insured to an amount up to the limit of insured value entered against "insurance" under Letter Post in the "Post Office Guide".

(2) The contents of an insured box shall be insured up to the amount of the declared value.

(3) An insured box may not contain any document having the character of current personal correspondence. It is, however, permissible to enclose in the packet an open invoice reduced to its essential elements, as well as a copy of the address of the box and the address of the sender. See also regulation 62 (4).

80. *Weight and Size.*—(1) An insured box shall not exceed 2 lb. in weight and shall not measure more than 12 in. in length, 8 in. in breadth, and 4 in. in depth.

(2) No postal article shall be accepted at any Post Office for insurance if it is so small or so covered with writing or sealing wax on the address side, or otherwise made up in such a manner as to render it impracticable to affix to the article the prescribed official labels of the Post Office.

81. *Articles Wrongly admitted to the Post.*—See regulation 64.

82. *Charges.*—The charges upon insured boxes shall be fully prepaid. They shall be made up of—

(a) A postage rate of 12 cents for every 2 ounces with a minimum of 60 cents and, in addition, the fixed registration fee;

(b) An insurance fee of 25 cents per 180 rupees or fraction of 180 rupees insured.

83. *Receipt.*—The sender of an insured box shall be issued free of charge at the time of posting a receipt for his packet.

84. *Advice of Delivery.*—The sender may obtain an advice of delivery under the conditions laid down in regulation 59.

85. *Inquiries.*—See regulation 60.

86. *Packing and Addressing.*—(1) The box employed for packing shall be strongly made of wood or metal, and when a wooden box is used the wood shall be at least $\frac{1}{2}$ of an inch thick.

(2) The surfaces of the top and bottom of insured boxes shall be covered with white paper to receive the address of the addressee, the declaration of insured value, and the impression of the official stamps. The boxes shall be tied round crosswise with strong string without knots, the two ends of the string being held together under a seal in fine wax bearing a private mark. They shall also be sealed on the four sides with identical seals.

(3) Insured boxes addressed to initials, or in pencil, as well as packets which bear erasures or corrections in the address shall not be accepted. Such insured packets, if forwarded in error, will be returned to the office of origin for delivery to the sender.

87. *Declaration of Value.*—(1) The insured value shall not exceed the real value of the contents of the packet, but the insurance of a part only of that value is permitted.

(2) The fraudulent insurance of a packet for a sum greater than the real value of the contents is an offence punishable under the Ceylon Post Office Ordinance, 1908.

(3) The amount of the insured value shall be expressed in rupees and cents, and shall be written by the sender on the address side of the article in words in Roman characters and in Arabic figures, without erasure or correction even if certified.

(4) The amount of the insured value shall be converted into gold francs by the sender or by the office of origin, in accordance with the table given in regulation 70 (4). The result of the conversion shall be shown by fresh figures placed at the side of or below those representing the amount of the insured value in Ceylon currency.

(5) In services necessitating their use, insured boxes shall be accompanied by one or more Customs declarations as shown in the Foreign Post Directory Section of the "Post Office Guide".

88. *Redirection.*—See regulations 48 to 51.

89. *Undelivered packets,* see regulation 52.

90. *Express Delivery.*—(1) The sender of a packet may ask for delivery at the residence of the addressee by a special messenger immediately on arrival, subject to the conditions prescribed by regulation 55.

(2) The office of destination, however, is permitted, when its regulations so require, to deliver by express messenger an advice of the arrival of the packet instead of the packet itself.

91. *Prohibitions.*—(1) It is forbidden to enclose in insured boxes—

(a) Articles which from their nature or by their packing, may expose postal officials to danger or soil or damage correspondence ;

(b) Explosive, inflammable, or dangerous substances ;

(c) Obscene or immoral articles ;

(d) Any articles whatever of which the importation or circulation is forbidden in the country of origin or of destination ;

(e) Living creatures

(f) Bank notes, currency notes, or securities payable to bearer ;

(g) Opium, morphine, cocaine, and other narcotics. This prohibition does not, however, apply to such articles sent for medical or scientific purposes to countries which admit them under this condition.

92. *Withdrawal from Post—Alteration of Address.*—See regulation 75.

93. *Extent of Responsibility of the Post Office.*—See regulation 76.

94. *Exceptions to the Principle of Responsibility.*—Postal administrations are relieved of all responsibility—

(a) In case of causes beyond their control ;

(b) When they cannot trace packets in consequence of the destruction of the relative documents resulting from a cause beyond their control provided that their responsibility has not been otherwise proved ;

(c) When the loss or damage has been caused by the fault or negligence of the sender, or has arisen from the nature of the article ;

(d) In the case of packets of which the contents fall under one of the prohibitions mentioned in regulation 91 ;

- (e) When the sender has made a fraudulent declaration of value in excess of the real value of the contents ;
- (f) When the sender has not made application within the period of one year counting from the day following the posting of the article ;
- (g) When the packet is seized by the Customs owing to false declaration of contents.

95. *Cessation of Responsibility.*—See regulation 78.

Principal Alterations.

The attention of the public is specially drawn to the following principal alterations introduced by the Cairo Conventions—

(1) With the exception of post cards and printed papers in^o the form of cards, the following uniform maximum dimensions have been adopted for *all* classes of articles :—

Length, breadth, and depth combined 90 c.m. (3 ft.), but the greatest dimension shall not exceed 60 c.m. (2 ft.).

In roll form : length and twice the diameter 100 c.m. (3 ft. 3 in.), but the greatest dimension shall not exceed 80 c.m. (2 ft. 8 in.).

Except as regards articles addressed to the United Kingdom and other Empire countries the new rules prescribe the above uniform dimensions.

(2) Whereas under the Convention of London Administrations of the Union may by mutual consent draw up detailed rules for carrying out the Convention and Agreements, the Cairo Convention provides that these matters may be dealt with by the countries of origin and destination according to their internal legislation.

(3) Sample packets and packets containing serums and vaccines are now admitted even when dutiable.

(4) A request for withdrawal from the post, &c., relating to several packets posted simultaneously by the same sender to the same addressee is charged the fee applicable to a single packet.

(5) The sender's instruction forbidding redirection shall appear on the address side of the correspondence *in a language known in the country of destination.*

(6) The charge to be collected on unpaid or insufficiently prepaid registered articles is the amount of the deficiency, instead of double the deficiency, as in the case of ordinary correspondence.

(7) Administrations accept no responsibility in respect of packets seized by the Customs owing to false declaration of contents.

(8) Administrations are not exempt from the responsibility of paying compensation in consequence of the destruction of official documents through a cause beyond control, if its responsibility can otherwise be proved.

(9) The public are recommended to—

(i.) use covers of which the dimensions are not less than 10 c.m. × 7 c.m. (the minimum size for post cards).

(ii.) pack securely—particularly if the packet is addressed to a distant country.

(10) Packets prepared in such a way as to receive successive addresses are not admitted.

(11) The postage rate for Blind Literature has been reduced from 4 cents for 2 lb. to 3 cents for 2 lb.

(12) The minimum surcharge on unpaid or insufficiently prepaid matter has been reduced from 10 cents to 5 cents.