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**BAHAMAS**

**POSTAL GUIDE**

**PART 1**

**GENERAL**

**INSTRUCTIONS**

This POST OFFICE GUIDE contains extracts from Post Office regulations. It does not supersede the regulations and, since these are subject to change, it must be emphasised that the regulations in force at the time must govern the conduct of all transactions. Nevertheless, every effort will be made to maintain the Guide as up-to-date as possible by means of amendments.

The information contained in the Guide is necessarily limited to the more frequently used services and items likely to be posted. Additional information on more specific lines concerning the posting of certain articles not specially mentioned can be obtained through your local post office.

# MINISTRY OF TRANSPORT

## Post Office Department

### Post Office Guide – General Information

The Department is administered by the Postmaster-General who is stationed at the General Post Office, East Hill Street, Nassau.

In New Providence there are Branch Post Offices at the following places:—

Shirley Street

Fox Hill

Grants Town

and there is a sub Post Office at Gambier.

There are District and Sub Post Offices located as follows:—

ISLANDS	DISTRICT POST OFFICES	SUB POST OFFICES
Abaco	Marsh Harbour	Hope Town, Man-O-War Cay Great Guana Cay Dundas Town Crossing Rocks Cherokee Sound
	Green Turtle Cay	Cooper's Town Fox Town Cedar Harbour Treasure Cay
	Sandy Point	Moores Island
	The Bluff	Deep Creek Kemp's Bay Long Bay Cays Mangrove Cay Pleasant Bay Driggs Hill
Andros	Fresh Creek	Behring Point Staniard Creek Cargill Creek Blanket Sound Bowen Sound
	Nicolls Town	Lowe Sound San Andros Mastic Point Bullock's Harbour



ISLANDS	DISTRICT POST OFFICES	SUB POST OFFICES
Bimini	Alice Town	Cat Cay
Cat Island	Arthur's Town	Bennetts Harbour Industrious Hill Orange Creek
	The Bight	Devils Point Knowles' Old Bight Port Howe
Crooked Island	Colonel Hill	Fairfield Landrail Point True Blue Church Grove Major's Cay
Acklins		Chester Lovely Bay Pompey Bay Snug Corner Spring Point Binnacle Hill Salina Point Long Cay
Eleuthera	Governor's Harbour	Gregory Town Alice Town Hatchet Bay James Cistern North Palmetto Point South Palmetto Point Savannah Sound
	Rock Sound	Tarpum Bay Deep Creek Green Castle Wemyss Bight Bannerman Town
Exuma	George Town	Williams Town Forbes Hill The Ferry Rolle Town Moss Town Mount Thompson Steventon Rolleville

ISLANDS	DISTRICT POST OFFICES	SUB POST OFFICES
		Barratterre Farmer's Cay Black Point Staniel Cay
Grand Bahama	Freeport	West End Eight Mile Rock Smith Point
	High Rock	McLean's Town Sweetings Cay
Harbour Island	Harbour Island	Spanish Wells The Bluff Upper Bogue Lower Bogue The Current Little Bay (Current Is.)
Inagua	Matthew Town	
Long Island	Clarence Town	Deadman's Cay Lower Deadman's Cay Burnt Ground Grays Sam McKinnons Mortimers Roses Salt Pond Scrub Hill Simms Seymours Stella Maris
Mayaguana	Abraham's Bay	Betsy Bay Pirates' Well
Ragged Island	Ragged Island	
Rum Cay	Rum Cay	
San Salvador	San Salvador	United Estates

## **Hours of Public Business**

The hours during which a Post Office provides the various services available at the Office are shown in the window notice.

### **Postage Stamps and Stamped Stationery**

Stamps and Stamped stationery are issued by the Post Office. Any item not stocked at a particular office can be specially obtained at a few days notice.

### **Souvenir Stamp Folders and Souvenir sheets**

Folders and Sheets of both the Definitive and Commemorative issues are available at Post Offices from time to time.

### **Registered letter envelopes**

Embossed with 7c and 10c stamps – 7c and 10c each.

These envelopes may not be used for the transmission of unregistered mail. The embossed stamps are not to be counted as part payment of the registration fees of 23c and 40c.

### **Aerogrammes**

Embossed with 16c stamp – 16c each.



## POSTAGE STAMPS

### Miscellaneous Regulations

#### Stamp Vending Licences

Licences to sell postage stamps may be issued by the Postmaster-General, at his discretion, to persons not employed by the Post Office. Applications should be addressed to the Postmaster-General, Nassau.

#### Imperfect or defaced stamps

Postage stamps, whether adhesive, embossed or impressed, which have been obliterated, defaced, torn, cut or otherwise rendered imperfect, or which have any word, figure or design written, printed or impressed upon them otherwise than by the authority of the Government, or which have been cut or otherwise separated from embossed or impressed envelopes, aerogrammes or postcards, cannot be used in payment of postage.

#### Stamps not valid for use as cash

Unused postage stamps cannot be accepted as cash for the payment of Departmental charges or for the purchase of postal orders or money orders.

#### Obsolete Stamps

Postage stamps issued during and prior to the reign of King George VI are no longer valid for the pre-payment of postage.

#### Sales to Philatelists

Correspondence and remittances from Philatelists should be addressed to the Philatelic Section, Post Office, Nassau. Counter clerks are not allowed to sell stamps out of series or to allow any member of the public to inspect their stock with a view to selecting any special stamp.

#### Postage Meter Machines

Users of these machines must comply with the following:—

1. They must obtain a licence from the Postmaster-General, Nassau.
2. Payments in advance for postal credit must be made at specified offices.
3. Correspondence franked by the machine must be faced, bundled and separated as required by the Post Office, and handed in at the nominated office. They must not be posted in a letter box.
4. Licencees are required to have the machine inspected and maintained not less frequently than twice in each period of six months so that such repairs as may be necessary to ensure clear and distinct franking impressions and accuracy may be effected.



5. Machines must be hired or purchased from supplying companies licenced by the Postmaster-General, Nassau.

## MISCELLANEOUS INFORMATION CONCERNING THE TRANSACTION OF PUBLIC BUSINESS

### NON-LIABILITY OF THE POST OFFICE DEPARTMENT

The Post Office Department is not legally liable for any loss, or inconvenience arising from the loss, damage, delay, non-delivery or mis-delivery of any article in course of delivery through the Post. Compensation may, however, be paid as an act of grace, subject to compliance with the conditions regarding fastening, sealing, packing and marking and so on, as indicated elsewhere in this Guide.

#### Secrecy

Officers of the Post Office are forbidden to give any information respecting:—

1. Letters or any kind of postal articles, except to the sender or addressee.
2. Money Orders or postal orders, except to the payee or remitter.
3. Savings Bank transactions, except to the depositor.
4. Any matter of a private character which may come to their knowledge in the course of their duties.

#### Cheques

Certified Cheques will be accepted for the payment of any postal transaction, exceptionally, non-certified at the discretion of the Postmaster-General.

#### Officers may not act as agents for the Public

No officer of the Post Office may:—

1. Take delivery of correspondence on behalf of another person.
2. Act as an agent for any person in his dealings with the Post Office except in those cases expressly provided for in Departmental Rules.

#### Prepayment of Postage

Except where special arrangements for payment have been made, or where a postage meter is used, all postal charges must be prepaid by means of postage stamps.

#### Stamps to be affixed by the Public

Officers of the Post Office are forbidden to affix stamps to postal articles on behalf of the public.



### **Unpaid or Insufficiently Prepaid Articles**

A letter addressed to The Bahamas, posted unpaid or insufficiently paid will be delivered to the addressee on payment of the deficiency plus handling charges. If addressed to a place abroad double deficiency is charged.

The sender of a postal article which has been posted either unpaid or insufficiently paid is legally liable for any charges properly levied upon a packet when the addressee cannot be found or when the addressee refuses to pay the charges.

### **Evasion of Postage**

No postal article may contain an enclosure directed to an address different from that borne on the cover, and which is enclosed with the intention of evading postage. Any such forbidden enclosure, if observed, is liable to be extracted and forwarded to the addressee surcharged as above.

### **Return, Detention or Diversion of Postal Articles**

Officers of the Post Office are not permitted to return to the sender, or to detain or divert to another address, any postal packet in course of transmission through the post (such transmission is regarded as having commenced when such an article has been posted or handed over a Post Office employee). Exceptionally, if the Postmaster-General is satisfied that a genuine mistake has been made, he may cause such article to be opened in the presence of an officer of the Post Office, and returned to the owner, subject to the payment of the full rate of postage on any letter or manuscript normally liable to postage.

### **Detention of certain packets**

The Postmaster-General has the power to delay the despatch or delivery of printed papers, postcards and newspapers, when it is necessary to do so in order to secure the due despatch of letters, and also to delay parcels when he considers it expedient to do so for their safety and protection. When such articles are delayed they are sent on in the order of priority in which they were posted.

### **Articles addressed to Government Departments**

A letter or other postal packet addressed to a Government Department must be prepaid, just as if it were addressed to a private person. Any communication addressed to a District Postmaster or Sub-Postmaster should similarly be prepaid. Exceptionally, letters addressed to a Government Department, enclosed in an official cover provided by that Department for the purpose of a reply, may be posted without payment of postage.



### **Sender's Name and Address**

In the case of non-delivery the return of a postal article is facilitated if the sender's name and address is written, either on the back of the envelope, or inconspicuously, at right angles to the address in such a way that the addressee's address is not obscured. In every case the name and address of the sender should be clearly stated inside the article.

### **Articles sent to Postmasters for reposting**

If an article is forwarded under cover to a Postmaster with a request that he will repost it in his office the packet, on being reposted, will be endorsed with the words "posted at . . . ., under cover to the Postmaster at . . . ."

### **No departure from Regulations**

Officers of the Post Office are forbidden to modify or depart from the rules governing the transactions of the Post Office. The rules are framed with a view to facilitating business and are designed to protect the public interest.

### **Officers of the Post Office and the public**

Officers of the Post Office have no discretionary power to supply information respecting correspondence to persons other than those to whom it is addressed. They are not allowed to publish any official information of a private character.

### **Inquiries and Complaints**

Any inquiry or complaint on a Post Office subject should be addressed to the Postmaster-General, Nassau. A complaint of delay or mis-delivery should be accompanied by the cover of the item with the time and date of delivery stated. Registered item enquiries usually need completion of a form and the payment of a fee. In these cases the receipt of posting must be produced by the sender.

## **DOMESTIC POST**

### **General application of Domestic Postal Regulations**

The regulations of the Domestic Post apply generally to any postal packet sent between one place and another within The Bahamas.

The classes of postal packets admitted to the Domestic post are: Letters, Postcards, Books, Printed Papers (including magazines and newspapers), articles for the Blind and parcels. Samples may be sent by Letter post or Printed papers according to weight and content.

An Air Mail service is available to those places within The Bahamas served by scheduled air lines. Full details of these services are available at Post Office counters.



Money must be registered.

All items going by air mail are at the rate of 10c per 2 ozs. or fraction thereof, (except Air Parcels and postcards).

## LETTERS

### Surface postage:

5c per 2 ozs. or part thereof.

### Weight and size:

The limit of weight is 4 lbs.

The limits of size are:—

3 feet in length, width and breadth combined, or, if made up in the form of a roll, the length and twice the diameter combined may not exceed 3 feet 3 inches nor the greatest dimension 2 feet 8 inches.

### Minimum size:

Envelopes less than  $5\frac{1}{2} \times 3\frac{1}{2}$  inches must not be used.

### Packing:

The sender of a packet prepaid at letter rate of postage, which by reason of its size or make-up could be mistaken for another class of packet, should endorse the address side of the packet 'Letter Rate'.

### Air Mail labels:

All Domestic Air Mail is at the same rate of postage and is treated as first class. All Air Mail Letters for the Domestic service should bear a blue Air Mail label, or alternatively, the words 'Air Mail' should be written boldly on the address side.

### Surcharge:

A letter posted unpaid, or insufficiently paid, is charged on delivery with the amount of the deficiency.

## POSTCARDS

Surface postage: 3c.

Air postage: 6c.

Large cards, which exceed the Postcard size limits, are normally charged at the ordinary letter rate, but may be eligible for Printed Paper rate, depending upon the nature of the message.

**Size:**

No card may exceed 5 7/8 inches in length by 4 1/8 inches in breadth or be less than 4 x 2 3/4 inches. The material used for private cards may not be less than one hundredth of an inch thick.

**Conditions:**

Nothing may be attached to a postcard except:

1. Stamps
2. An address label completely adherent to the card.
3. Photographs, engraving, drawing etc. completely adherent to the card and on thin paper.

A postcard may not be folded, nor may it be cut in such a way as to reduce the size below 4 x 2 3/4 inches. A Postcard may not be fastened against inspection in any way, or enclosed in a cover of any kind. If these conditions are not fulfilled the card will be treated as a letter, or as a printed paper if admissible at the rate.

The articles specified in (3) above must not be stuck on the right side of the front of the card which is reserved exclusively for the address.

Contravention of this rule may result in the item being withheld from delivery.

**Surcharge:**

A postcard posted unpaid or insufficiently paid will be charged on delivery with the deficient sum.

**BOOK POST**

**Surface Postage:** 3c up to 2 ozs. and 3c each additional 2 ozs. or part thereof.

**Conditions:**

To qualify for this service books must contain no advertising material or publicity matter, except on the fly-leaf or cover.

**NEWSPAPERS**

**Surface Postage:** 3c up to 2 ozs. and 3c each additional 2 ozs. or part thereof.

**Air Postage:** Same as for a letter.

**Conditions:**

Newspapers are generally liable to the Printed Paper rate.



## PRINTED PAPERS

**Surface postage:** 3c. up to 2 ozs; 3c. for each additional 2 ozs.

**Concession:**

Announcements, notices of meetings etc., mailed by Charitable or Philanthropic bodies, Societies etc., if posted in unsealed covers and in quantities of a dozen or more, may be mailed for 1c if addressed for delivery in New Providence or settlement where mailed.

**Maximum Weight:** 4 lbs.

**Size:**

**Minimum:**

Envelopes, cards or folders must not be less than  $5\frac{1}{2} \times 3\frac{1}{2}$  inches. Cards must comply with the Postcard regulations as regards size and flexibility.

**Maximum:**

3 feet in length, width and depth combined, or, if in the form of a roll  $3'3''$  for the length and twice the diameter –  $2'8''$  for the length.

**Definition:**

The expression Printed Papers means a packet, not exceeding 4 lbs in weight which consists of or contains only articles of the descriptions set out below, but it is important to note that a packet is not necessarily admissible because it contains nothing but printed matter; the whole of the contents must fall clearly within the definition given:

1. Books, Magazines, newspapers and other similar publications of a literary or technical character, sheet music, annual diaries and almanacks printed on paper or other substance normally used for printing:
2. Sketches, drawings, painting, photographic prints and engravings on paper or other substance normally used for the purpose, provided that it is not of a brittle or fragile nature:
3. Maps, plans and charts on paper or other substance normally used for the purpose, but not of a brittle or fragile nature:
4. The binding or mounting of any article described above provided that it is not of a fragile nature and is included in the same packet as the item described in 1 – 3.
- 5.(a) Formal commercial or business papers of the kinds specified below, provided that the document consists of a printed form, and that any



writing refers solely to the subject matter or consists of a formula of courtesy or of a conventional character not exceeding five words or initials.

A printed form within the meaning of the regulations is one bearing printed matter, not imitation typewriting, clearly indicating the purpose for which the form is to be used, e.g., Invoice, Statement etc. The following is a list of such forms:

Advice notes	Orders for goods or works
Bills of Lading	
Confirmation of orders	Price Lists
Contract notes	Prices current
Delivery and shipping notes	Quotations
Estimates	Receipts
Inquiries for quotations	Share transfer notices
Invoices	Statements
Lists and tabular statements	Tenders
Market reports	Waybills

(b) Copies of the following are also admitted:

Legal papers	Orders of court
Affidavits	Powers of attorney
Agreements	Insurance proposals
Briefs	and policies
Certificates	Proxy papers
Deeds	Testimonials
Licences	Voting Papers

(c) **Printed Circulars:** that is, notices and letters printed, hand stamped or cyclostyled in characters not resembling those of the typewriter. Nothing may appear in writing in the document except matters directly related to the form e.g., names and addresses, dates and times, prices, terms of business, method of delivery etc.

(d) Printed Christmas Cards, New Year, Easter, Birthday Cards, Picture Cards, Visiting Cards or Calendars.

These are allowed provided that nothing appears in writing except 5 conventional words or initials. E.G., 'Kind Regards', 'Best Wishes'. Phrases of the character of current information which convey a specific message such as 'see you Tuesday' or 'arrived safely', are not admissible.

(e) Manuscripts for Press and Printers proofs, including information for insertion in directories and similar publications, with corrections and instructions.



Any writing not forming part of the document itself must refer solely to the arrangement or correction of the type, or the execution of the work.

- (f) Educational exercises and examination papers, with comments, corrections and instructions.

Any writing not forming part of the document itself must refer solely to the subject matter of the exercise or to the questions put, or to the answers thereto.

- (g) Blank forms intended to be completed by the addressee. Not more than three forms of the same kind may be enclosed in one cover. An accompanying document which is in itself admissible is allowed, or a combined document and blank form for completion may be accepted. It is important to remember that, when the form is completed by the addressee, it will not necessarily be acceptable at the Printed Paper rate.

- (h) Up to 2 envelopes, cards, labels or wrappers, enclosed for the purpose of a reply either to the sender or to another person designated by the sender.

- (i) Samples in unsealed covers.

6. Out of date correspondence, dress patterns and dress transfers.

7. Anything necessary for the safe or convenient transmission of any of the above articles by post, when enclosed in the same packet as the article in respect of which it is used.

#### Notes:

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



### Style of Printing:

For the purpose of the Domestic Printed Paper regulations, printing does not include imitation typewriting or copies of typewritten matter produced by any copying process including carbon paper. Writing includes matter produced by means of a typewriter. The conditions relating to the acceptance of imitation typewritten circulars are described later in this Guide.

### Make-up:

Every Printed Paper is subject to examination in the Post. It must be possible to remove the whole of the contents without breaking any seal, tearing any paper or separating any adhering surface. They must therefore, be posted without a cover, or in an unfastened cover, or in a cover which can easily be removed for the purpose of examination. The cutting of the corners of any envelope which is otherwise sealed does not constitute 'open for examination' and is not allowable. A packet posted without a cover may not be so fastened or sealed as to prevent easy examination. Partial closing of any cover by means of gum is inadmissible, but special re-seal envelopes are allowed.

Packets having an opening large enough to entrap other packets are prohibited. Such packets should have a special fastening such as a push through tongue section, button and tape or special fastener. Closing by means of ordinary metal paper clips is not allowed.

### Inadmissible Articles:

Examples of some inadmissible articles are given below. The list is not comprehensive.

Paper money  
Bulk Stationery  
Bulk visiting cards

Bulk Forms  
Bulk greetings cards  
Blotting paper.

However, as an example, a single sheet of blotting paper, having fixed to it an advertisement, printed on paper or card, is admissible.

### Imitation Manuscript or typewritten Characters:

Circulars printed in imitation of typewriting or reproduced from a manuscript or typewritten original by means of a mechanical process used to produce a number of *identical* copies are admitted as Printed Papers provided that they are handed in at a Post Office counter for examination, and provided that a declaration is made at the time of posting that:

1. All the circulars are printed or reproduced in imitation of manuscript or typewriting.
2. All the copies are identical in text. The circulars must be tied in bundles with all the addresses facing the same way. For any infringement of the regulations they may be detained or surcharged.



### **Surcharges**

A printed paper posted unpaid will not be forwarded. If posted underpaid will be charged deficient postage. A printed paper item which infringes the foregoing regulations in any respect, is charged as an underpaid letter.

### **ARTICLES FOR THE BLIND**

Packets containing literature and other articles specified below, specially adapted for the use of the Blind, will be transmitted by surface mail within The Bahamas free of charge.

#### **Weight and size:**

The maximum weight is 15 lbs. The limits of size are as for letters.

#### **Permissible articles:**

1. Books and papers (including letters to and from Blind persons) impressed or otherwise prepared for the use of the Blind.
2. Paper posted for the purpose of being so impressed or prepared.
3. Relief maps.
4. Machines, frames and attachments for making impressions for the use of the Blind.
5. Pencil writing frames and attachments.
6. Braillette pegs and boards.
7. De Braille instructional devices.

Certain other articles for the Blind may be sent or received by persons or institutions who have entered into special arrangements to the satisfaction of the Postmaster-General.

#### **Conditions:**

A packet may consist only of articles described above for the use of the Blind, and may not contain any communication, either in writing or printing in ordinary type except.

1. A title, date of publication, serial number, names and addresses of printer, publisher or manufacturer, price and table of contents of a book or paper, or any key to or instructions for the use of the special type or enclosed article.
2. A printed label for the return of the article.

A packet must be posted without a cover, or in a cover that can be easily removed for the purpose of examination.



A packet must bear on the outside the indication 'Article for the Blind', and the written or printed name and address of the sender. The use of a printed label is recommended.

If these conditions are not fulfilled, the packet will either be charged as a Printed Paper or letter, or as a Parcel, whichever charge is the lower.

## PARCELS

Rates of postage are shown in the Post Office Rates Book.

**Maximum Weight:** 22lbs.

**Maximum Size:** Length 3 feet 6 inches, length and girth combined 6 feet 7 inches.

For example: A parcel which measures 3'6" in length may measure 3'1" round its thickest part, if only 3' in length it may measure 3'7" in girth (all the way round the thickest part).

### Addressing:

The address should be written on the parcel itself in ink or copying pencil, and not merely on a label which may become detached.

In case the wrapping becomes damaged, or the parcel cannot be delivered, the sender's address should appear both inside the parcel and on the cover. On the cover it should be kept distinct from the address to which the parcel is sent, and should preferably be to the left of, and at right angles to the destination address.

### Packing and Sealing:

Parcels should be securely fastened, either with strong string, or with adhesive tape, or with a combination of both. If string is used it should be passed round the parcel in at least two directions. If adhesive tape is used it should be about 1" wide as a minimum.

### Prepayment and Posting:

Parcels must not be posted in a Letter box. They must be handed to an officer of the Post Office and all charges paid in advance. The customer is responsible to see that the weight, size and postage are in order, and must himself, affix the stamps to the parcel.

A certificate of posting may be obtained for an ordinary parcel. The fee for the certificate is 4c.



## **Packing and Make-Up-All Domestic packets:**

### **General information:**

Letter and postal packets of every kind, especially parcels, must be so made up as to not only preserve the contents from loss or damage in the post, but also not to injure other packets, or any officer of the Post Office. If insecurely packed they are liable to delay.

### **Fragile Articles:**

Any fragile article, whether sent by Parcel Post, or Registered Letter post, must be packed in a container of sufficient strength and surrounded in that container with sufficient and suitable soft material or wadding to protect the articles from the effects of concussion, pressure and knocks to which postal packets are ordinarily exposed in transmission. Any packet which contains fragile articles must bear the words 'Fragile with care' written conspicuously on the cover above the address. It is recommended that all fragile articles should be surrounded in the packet by at least 2 inches of soft packing such as wadding, wood, wool or similar material.

### **Packing regulations for certain articles:**

#### **Glass, crockery and china:**

Such articles should be securely packed in rigid boxes of metal, wood or stout fibreboard, or, if in very small packets, or strong rigid cardboard. Soft packing should be used between the articles, and between the articles and the sides, top and bottom of the box (at least two inches of soft packing is recommended in these areas). Each article should be separately wrapped. There should be no movement of the contents when the packet is shaken.

#### **Non-inflammable or slow burning films:**

These should be marked 'Films non-inflammable' in plain black letters.

#### **Phonograph (Gramophone) records:**

These should be enclosed in their envelopes and sorted in sets according to size. Each set should be placed between corrugated cardboard and cross-tied. Then packed as for Glass etc. above.

#### **Maps, plans, drawing and so on:**

Enclose in strong cardboard tubes with either rigid support in the form of a wooden rod inside the roll, or by means of stout strips of wood on the outside of the tube.

#### **Metal castings, tiles and similar articles:**

As for glass etc., but straw or hay roping or wood wool should be the internal packing. The outside box should be tied with very strong string or cord.



**Nuts, bolts, small machine parts:**

If allowed to move inside the outer wrapping these are liable to burst through all but the strongest packing. Wrapping in hessian, sacking or similar material, tied tightly, is recommended. Then wrap in soft material so that no movement is allowed between the contents of the outer cover, which can be a box, or a hessian or similar type container.

**Musical Instruments:**

These should be enclosed in stout wooden cases with sufficient soft padding to prevent movement. Leather or American cloth cases do not provide adequate protection, especially to stringed instruments which should have bridges removed and packed separately.

**Photographic Prints:**

**Unmounted.** If not sent in cardboard tubes (as for maps etc. above) they should be enclosed in good quality, stout envelopes with at least one, preferably two sheets of fibreboard or cardboard; the sheets to be slightly larger than the print so as to protect the edges.

**Mounted:**

These should be wrapped in tissue and firmly fixed between two, stiffeners of fibreboard or cardboard or plyboard, at least an inch larger all round than the mounts. If a quantity of mounted photographs are to be sent they should be wrapped in tissue and corrugated paper and packed in a rigid box padded inside with soft material to prevent movement. The box, if of fibreboard or similar substance, should have a wooden framework to ensure rigidity.

**Pictures in frames:**

Place between two boards of slightly larger dimensions than the frame. Soft packing should be placed between the frame and the boards, especially at the corners, but not so as to press on the glass more than is necessary to prevent movement. Then place in a rigid box with additional soft packing to prevent movement of the whole of the contents.

**Plastics:**

If of thin section, pack as for glass etc. If not particularly fragile, use sufficient packing material inside a strong box to ensure the article enclosed cannot be smashed against the side of the box by movement.

**Powders and fine grains:**

Such as tea, coffee, flour: These must be so packed that the contents will not damage other postal packets. They must have a double covering with the outer covering a strong box of wood or metal.



**Sharp instruments:**

Must be covered so that there is no risk of injury to any officer of the Post Office or to other postal packets.

**Suit cases and similar articles:**

Should be protected by wooden boards covering the sides.

**Umbrellas, tennis racquets, fishing rods etc:**

These should be protected by two stout strips of wood, each as long as, and slightly wider than, the article to be protected, securely tied or fastened, one on either side of the article so that it cannot slip out.

**METHOD OF ADDRESS**

Delays to correspondence and mistakes in delivery are frequently caused by the use of incomplete and incorrect addresses. The Postmaster-General appeals to the public to co-operate with the Post Office in preventing delay by:—

1. Displaying their own correct postal address on their notepaper etc.
2. Addressing their correspondence with the full address given them by the person to whom they are writing.
3. Typing or writing the address legibly in the lower right of the envelope.

The address should be as full as possible and should normally include:—

- (a) The name of the addressee.
- (b) The number and letter of the Post Office box, if the addressee has a box.
- (c) The name of the Post Office at which the box is located.
- (d) The name of the settlement or town if this is not the name of the Post Office.
- (e) The name of the Island.
- (f) In place of (b), where the addressee has no Post Office box, the words 'General Delivery', followed by the name of the Post Office.

**Addressing of Parcels**

The directions about addressing letters apply equally to parcels, but the following additional points should be noted:—

1. Write or type the address plainly, preferably in BLOCK letters, on the cover of the parcel itself, and not merely on a label which may become detached.
2. If a stick-on label is used, be sure it is securely attached to the parcel.



The sender's name and address should appear both inside and outside the parcel. On the cover it should be written on the left, and at right angles to the main address, and should be less prominent than the destination.

### PROHIBITED ARTICLES

Prohibited articles, if tendered for transmission will be refused, or, if detected in transit, detained. They will be dealt with in such manner as the Post Office thinks fit.

The following articles are prohibited:

Poisons

Explosive or inflammable substances.

Fatty substances.

Liquids and substances which easily liquify, except by letter post.

Live or dead animals, except dead insects and reptiles when thoroughly dried.

Fruit and vegetables.

Substances which exhale a bad odour.

Lottery tickets, or advertisements and circulars respecting such tickets.

Articles which may damage or destroy mails or injure persons handling the mails.

Contraband.

Counterfeit bank-notes, currency notes or postage stamps.

Filth.

Money by letter post except in registered covers.

Indecent or obscene communications, prints, photographs, books, or other articles, and packets bearing grossly offensive, indecent or obscene words, marks or designs.

Packets purporting to be prepaid by means of any stamp or machine impression which has been previously used to prepay any other packet or any other revenue duty or tax.

Any packet bearing marks calculated to lead the recipient to believe that the packet is sent on Her Majesty's Service. Packets consisting of or containing two or more postal packets of the same or different description addressed to different persons at different addresses.

Postal packets may also be prohibited because of the make-up etc., of the packet. These prohibitions are as follows:—

#### Embarrassing Packets:

(Packets which by reason of their make-up cause difficulty in handling). This difficulty can be caused by the method of addressing, the position of the



stamp, the colour, type, shape, or dimensions of the envelope, packet or card, or by the use of a badly reconditioned envelope which has already passed through the post.

#### Addresses:

A packet may not have anything written, printed or impressed upon it which may cause confusion in reading the address, or by inconvenient proximity to the postage stamps, or in any other way, impede the officers of the Post Office in dealing with it. Cards, envelopes, wrappers etc. are admitted if the writing is confined to the left hand side, the right side being reserved exclusively for the address and postage stamps. Because it causes difficulty in sorting, a packet in the form of an envelope, having its address parallel to the breadth, instead of to the longer side, is regarded as an embarrassing packet.

#### Stamps:

A packet bearing on the address side any label or design resembling a postage stamp in shape or size, or having stamps fixed elsewhere than at the right hand corner.

#### Colour:

Red, or other very bright colours used for envelopes or wrapping, or the use of bright red ink which may cause strain to the eyes of the sorters, is prohibited.

#### Window envelopes:

The panel must be parallel to the length of the envelope. A space of 1½ inches must be left at the top for the stamps. Nothing may show through the panel except the address. The contents must be folded in such a way that the address portion is always clearly visible to the sorter, i.e., it must not be allowed to move inside the envelope so that the address is obscured. (This is a frequent occurrence with window envelopes and causes serious difficulty and delay). Posters of such items are urged, in their own interest, as well as that of the Post Office, to ensure that the contents are carefully folded so that movement is avoided.

#### Aperture envelopes:

As well as the requirements of window envelopes shown above, the cut-out (open) portion of an aperture envelope must not be more than 3¾ inches by 1¼ inches nor must the end of the cutout be nearer than ½ inch from the edge of the envelope.

#### Trap packets:

A packet or envelope having an opening large enough to entrap small envelopes or cards is prohibited. Envelopes with large openings may not be sent



unsealed, unless having a special kind of flap or temporary closing device so adjusted as to prevent the entry of small postal items. String may be used provided it can be easily untied for examination purposes. Metal paper fasteners may not be used, but envelopes having specially designed metal fasteners, are admissible. Paper clips may not be used.

#### **Folders:**

The maximum dimensions for a folder are 6 inches by 3½ inches.

#### **Dimensions:**

The minimum size for any postal packet is 5½ inches by 3½ inches.

#### **Re-use of envelopes:**

The re-use of envelopes is discouraged, but if used, they must be properly reconditioned by the obliteration of all previous marks, date stamps, addresses, stamps etc., by means of gummed paper which must be well stuck down. Special conditions apply to the re-use of envelopes for registration purposes and this is dealt with under the heading of Registration.

### **DELIVERY**

House to house delivery is not provided. Local residents should rent private boxes where these are available. Alternatively, letters should be addressed 'General Delivery' followed by the name of the Post Office from which they are to be collected.

#### **Poste Restante or 'General Delivery':**

Letters may be addressed to any Post Office to be called for. The words 'General Delivery' or 'Poste Restante', should appear in the address. Items may not be addressed to initials, or fictitious names, or to first names only.

The address for persons on board yachts or ships must include the name of the vessel.

To ensure delivery to the proper person, persons calling for General Delivery mail may be asked to produce evidence of identity.

After one month, items uncollected are returned to sender, unless marked for return in a shorter period, when they will be dealt with in accordance with such request.

#### **Private Post Office Boxes:**

These may be rented at certain Post Offices. All correspondence, except registered or taxed items and parcels, is sorted into the box. Arrival notices of parcels, registered items and taxed items are sorted into the boxes, and renters



are required to apply at the appropriate Post Office counter for these items. Private box renters are required to have the number of their box quoted on all correspondence. Failure to do this will lead to delay, and possibly non delivery.

**Clearing of boxes:**

The renters of private boxes must arrange to have their boxes cleared. The Post Office does not undertake to inform a box renter that there is correspondence in his box.

**Conditions of rental:**

The renter of a private post box will accept the lease under the following conditions, and will forfeit all rights by non-compliance or failure to carry out any or all of the rules which follow. He will be held responsible for the observance of the rules, and no other person will be recognised in connection therewith.

1. In New Providence and Freeport a rental of \$14.00 per annum is charged. A number of large sized boxes are available for commercial and large users at a rental of \$28.00 per annum. Elsewhere in The Bahamas boxes, where available are rented for an annual charge of \$5.00.
2. Periods of less than a year are reckoned in full quarters with any period of less than a quarter reckoned as a full quarter, but, in every case, whatever the starting date of the rental, it will terminate on 31st December.
3. The rent is due on 1st January each year, and is payable in advance. Should any renter not have paid for his box by 31st January, no correspondence will be placed in the box, which will be rented to any applicant on the waiting list.
4. An applicant for a private box must complete an official form stating clearly the name in which the box is registered and his place of residence or business. A box may not be rented in a fictitious name or for an improper purpose.
5. The transfer of a box from one person to another is subject to the approval of the Postmaster, and will be considered only in cases of bona fide change of business or other sufficient reasons.
6. No two persons unless they are in business partnership, may jointly rent a box, and persons or firms trading under two or more names may be required to rent a box for each designation. A group of companies, having a joint management, may be required to rent a separate box for each company.
7. Delivery into a post office box is in all respects equivalent to personal delivery to the addressee.



8. A person, not being the renter, whose mail is addressed to a box, can obtain his mail only through the renter.
9. If, in exceptional circumstances, mail from a private box is temporarily delivered over the counter, the receipt for the box rent will be the only admitted proof of identity.
10. Mail matter will be re-directed from one box to another only in very exceptional circumstances and upon application to the Postmaster. Postmasters are not obliged to redirect mail unless the box is closed.
11. Boxes are to be used only for mail matter. Any private articles deposited therein will be charged postage at the appropriate rate as if posted out of course.
12. No lock may be placed on any box other than by the Post Office, and no repairs may be executed except by the Post Office.
13. The renter must defray all expenses for damage to the box or locks, if caused by him or due to his neglect.
14. The Post Office is not responsible for any loss caused by renters failing to close their box correctly.
15. The Postmaster may refuse to let or re-let a box to any person without assigning any reason for such refusal.
16. Mail matter delivered in error, or accidentally addressed to a wrong box, *must* be immediately reposted with the words 'not for Box.....' written thereon. Other endorsements, particularly the use of the single word 'not' lead to confusion as to whether the item has been placed in the box indicated and is not for them, or, has been placed in an incorrect box. Should a case come to notice where this is not done, or if neglect is shown by the renter in detaining or delaying mail, the box may be declared forfeit.
17. The foregoing conditions may at any time be augmented or revised by the Postmaster by notification, and any such addition or revision shall apply to every box rented under the foregoing conditions.

### REDIRECTION

Any kind of postal packet may be redirected to the same addressee at another address, either by an officer of the Post Office, or at the original address after delivery.



**Re-direction by the Public:**

Letters, postcards and printed papers are re-transmitted by surface mail within The Bahamas, without additional charge; provided that the packet is reposted not later than the day after delivery. Sunday and Public Holidays being ignored, and that it has not, prior to redirection, been opened or tampered with. Any packets which appear to have been opened or tampered with, or which are not reposted within the time mentioned above, will be treated as freshly posted, and unpaid.

**Redirection of Parcels:**

Parcels, whether originally posted in The Bahamas or abroad, are, when redirected from one address to another within The Bahamas, charged additional postage at the Domestic rate for each redirection.

**Registered Postal Packets:**

Registered letters or packets, on being redirected, must not be dropped into a posting box, but handed in at a Post Office counter, where a fresh receipt will be given. When posted later than the day after delivery, fresh postage, but not fresh redirection fees, will be charged. If such an item is dropped into a posting box it will be treated in all respects as a letter intended for registration but irregularly posted.

If an article appears to have been opened or tampered with before reposting then both postage and registration fee appropriate to the new destination will be charged.

**Redirection by the Post Office:**

The Post Office does not undertake to redirect postal packets which can be redirected at the place of address, for example to a Government Department, in care of another person's box, hotel, firm, bank, etc. Such redirection should be arranged by the addressee with the Government Departments etc. concerned. The Post Office reserves the right to decline redirection in any case, and to discontinue redirection at any time.

Where the Post Office undertakes to redirect it will do so free of charge for a period of three months, but such postage as is due on parcels etc. will be levied as above. Applications for redirection must be signed by the persons to whom the postal packets to be redirected are addressed. No application for redirection of parcels will be acted upon unless it contains a definite undertaking from the addressee that all charges will be paid.

Redirection by air, in every case, is only undertaken if the air mail surcharge is paid. The air mail surcharge is the additional charge over and above the normal surface postage which makes up the air mail postage rate.



## DISPOSAL OF UNDELIVERABLE CORRESPONDENCE

### Letters, Postcards, Parcels:

If posted in The Bahamas and bearing the name and address of the sender on the outside the articles are returned to the sender unopened. In other cases the item is opened by an officer of the Post Office deputed for the purpose. If it contains the senders address inside it is returned to him. An undeliverable item, other than a parcel, or which does not contain any article of importance, is destroyed if no address is found.

If parcels and packets containing something of importance, which cannot be returned, are not applied for within two months, they will be disposed of. Packets containing perishable articles will be dealt with as requisite.

### Printed Matter including newspapers and magazines:

If the sender gives his name and address, and asks for the item to be returned to him in the event of non-delivery, this will be done on payment of an additional postage on redelivery. Those bearing no address on the outside to which they can be returned, or which are not marked for items to be returned, will be destroyed.

### Undeliverable items containing articles of value:

Any undeliverable item which contains a valuable enclosure, and which is due for destruction, will be retained for one year. If at the end of that time no-one has satisfied the Postmaster that he is entitled to the item it will be disposed of and the proceeds credited to the Post Office.

### Sender's name and address:

It will be seen from the foregoing that return to sender is expedited if the name and address appear on the outside of the cover, and in the case of printed papers, if return is requested.

## REGISTRATION

Any letter, or other postal packet, except a parcel, may be registered. The fee for registration is 23c. This fee is charged primarily for clerical services incidental to registration, but it covers also, subject to the following conditions, compensation for loss or damage not exceeding the standard rate of compensation laid down by the Universal Postal Union.

The fee for registration is payable over and above the postage rate, and the sender is responsible for ensuring that postage stamps to the correct amount are affixed to the item. The Post Office does not undertake to deliver a registered packet to the addressee in person.



**Instructions for registering:**

Anything intended for registration must be handed to an officer of the Post Office, and a certificate of posting must be obtained. Nothing intended for registration should be dropped into a (posting) box.

A postal packet of any kind intended for registration must be made up in a reasonably strong cover appropriate to the contents. *Letters and Packets paid at Letter rate* must be fastened with wax, gum, or other adhesive substance. It is not sufficient merely to tie them with string, but, if string is used in addition to the fastening specified above, the string need not be sealed also. Packets of a suitable type are also accepted if securely tied with string which is sealed with wax, lead, steel or strong metal seal, at each intersection of the string, and over the knot. Whichever method of sealing is used it is essential that it should not be possible to remove any part of the contents without breaking or tearing the wrapping, or forcing two adhesive surfaces apart, or breaking any seal. Fastening by means of transparent adhesive tape is allowed, but a mark, distinctive of the sender, such as initials or name must be written or impressed across each strip in such a way that removal of the tape will be noticeable by reason of the break in the mark or signature. Coloured tape must not be used.

What is said respecting fastening and sealing does not apply to postcards, Blind Literature or to printed papers, which must be left open for inspection, whether registered or not.

**Re-use of envelopes:**

An envelope which has previously passed through the post may be used again for transmission by registered post only on the following conditions:

1. It must be larger than 10 inches by 5 inches, or otherwise over 50 square inches in area.
2. It must not contain bank-notes, coin, or other forms of readily negotiable money, or valuables such as jewellery, gold or silver articles.
3. All old addresses on the envelope must be completely covered by a gummed label, and if this is not of sufficient size to cover the post-mark and any registration label already on the envelopes, strips of paper must be used to cover these also.

**Money sent by registered post:**

It is advisable that bank-notes currency notes, coins or any of the following monetary documents should be enclosed in registered envelopes sold by the post office, and sent by registered letter post:—

- (a) Uncrossed postal orders or money orders.
- (b) Cheques or dividend warrants uncrossed and payable to bearer.



- (c) Any bearer security (including a share warrant, scrip, or subscription certificate, bond or relative coupon).
- (d) Unobliterated postage or revenue stamps available for current use.

If registered letter envelopes sold by the Post Office are not used claims for compensation may be rejected at the Postmaster's discretion.

Coin must be packed in such a way that it cannot move about inside the envelope or packing.

#### **Packing:**

Any article contained in a registered packet must be adequately packed as a precaution against damage in course of transmission. In particular, an article of a fragile nature must be packed in a container of sufficient strength and must be surrounded in that container with a suitable soft material or wadding to protect the article against the effects of concussion, pressure and knocks to which postal articles are ordinarily exposed in transmission. Such an article must bear the words 'Fragile with care' written conspicuously on the cover. Compensation may be refused if this is not done.

Any officer to whom a packet of any kind is tendered for registration is instructed to refuse it if the packing is, in his opinion, obviously inadequate, but the registration of a packet will not, in itself, be regarded as evidence of satisfactory packing. The Post Office assumes no liability as a consequence of the registration of a packet afterwards found to have been imperfectly packed.

#### **Addressing:**

Must be in ink; must be to a person or firm by name; should be on the cover or an adhesive label securely fixed to the cover.

#### **Special marking:**

Unless a Post Office envelope is used, the words 'registered' should be written boldly in the bottom left hand corner of the cover.

#### **Compulsory Registration:**

Packets bearing the word 'registered' the abbreviation 'R', rectangular cross marking, posted without being registered, will be compulsorily registered and charged on delivery with a registration fee of 23c less any excess postage already paid.

Any packet found open in the Post, or which has been opened for return to sender, which contains money in any form, postage stamps, jewellery etc. to a value of \$1.50 or over will also be compulsorily registered as above.



**Advice of delivery:**

The sender of a registered postal packet may, at the time of posting, arrange for an advice of delivery to be returned to him (also known as the return receipt service). He completes a card. A service fee of 15c is chargeable. This fee is payable whether the registered item is delivered or not. The receipt will be returned by the fastest route available whether air or surface. A blue air mail label must be affixed to the card, (except for local delivery).

**Enquiry regarding loss or non-delivery:**

Enquiry about the loss or non-delivery of a registered packet must be accompanied by a fee of 20c, unless the sender has already paid the special fee for advice of delivery. The inquiry should be made on the special tracer form provided for the purpose if possible. The fee is refundable if the Post Office is at fault.

**COMPENSATION**

The Post Office pays compensation for the loss or damage of registered packets subject to compliance with the conditions regarding fastening, sealing, packing and so on, and to the regulations shown below.

Compensation is not paid in respect of unregistered packets or parcels.

**General regulations:**

The compensation paid will not exceed the market value of the articles lost or the amount of damage sustained. Where a claim for loss is made the value of any part of the contents which may be found and returned to the claimant will be taken into account.

The Post Office must be satisfied that the loss or damage occurred in the Post.

In the case of damage or loss of contents the packet should be retained for inspection as nearly as possible in the state in which it was delivered.

If complaint has been made that the contents of a packet have been abstracted, the cover must be produced.

The certificate of posting must be produced.

Compensation may not be paid for money (as defined in (a) to (d) under 'Money by Registered Post, unless it is enclosed in one of the registered envelopes sold by the Post Office, and it was sent by registered post.

Compensation will not be paid for money sent by parcel post.

In the case of paper money details sufficient for identification must be furnished.



**No Compensation:**

The Post Office is not legally liable for the loss, damage, delay, non-delivery or mis-delivery of any unregistered letter or parcel sent by post.

The onus of making up properly any packet sent by post and of packing adequately any article enclosed therein lies upon the sender, and the Post Office does not accept any liability for loss arising from faulty or inadequate packing or fastening. Loss of address label incomplete or incorrect address or for any failure to observe defects in these respects at the time of posting.

Compensation cannot be paid for loss or damage in the case of any packet containing anything not legally transmissible by post.

Compensation may be refused in respect of a packet not posted in the prescribed manner.

No compensation is payable for damage to an exceptionally fragile article which is liable to damage however carefully packed.

No compensation is paid for injury, damage or financial loss consequent on the loss, damage, delay, non-delivery or mis-delivery of anything sent by post.

**Registered Packets:**

Compensation is paid up to a maximum 40 gold francs as laid down by the Universal Postal Union. Compensation is not paid in respect of damage to any packet which contains an article of a fragile nature unless the cover is marked with the words 'Fragile with care'.

A claim for compensation in respect of the loss in the post must be supported by proof of posting in the form of a certificate of posting. To help Post Office enquiries, claims should preferably be made within 28 days of the expected date of delivery. Claims will not normally be entertained unless made within 3 months of the date of posting.

**Additional information:**

The Post Office does not enter into a contract of carriage either expressed or implied. It accepts postal packets for transmissions by post under, and subject to, the provisions of the Post Office Act, and the regulations made thereunder. The Post Office does not undertake to deliver any postal packet, registered or otherwise, to the addressee in person.

The final decision upon all questions of compensation rests with the Post Office.

**Definitions:**

Money: The term 'money' means:

1. Coin, 2 paper money.

The term 'coin' means coins of all kinds, whether or not current in



The Bahamas, or elsewhere, except those used or designed for the purposes of ornament.

The term 'paper money' means:

1. Bank notes or currency notes, being current in The Bahamas or elsewhere.
2. Money orders and Postal Orders.
3. Unobliterated postage or revenue stamps available for current use in The Bahamas or elsewhere (except revenue stamps embossed on the instrument which has been executed).
4. Exchequer bills, bills of exchange, promissory notes, cheques credit notes which entitle the holder to money or goods, and all orders and authorities for the payment of money whether negotiable or not.
5. Bonds and coupons relating thereto, and other securities for money, whether negotiable or not.

#### **Jewellery:**

The term 'jewellery' means:

1. Gold, silver, platinum or other precious metal in a manufactured state, that is to say, a state in which value is added by skilled workmanship, and in this definition are included coins used or designed for the purpose of ornament.
2. Diamonds and precious stones.
3. Gold, silver or platinum watches.
4. Any article of a like nature which, apart from workmanship, has an intrinsic or market value.

### **OVERSEAS POST**

#### **Universal Postal Union:**

All countries of the world, except a few lesser territories, are members of the Universal Postal Union, or have agreed to abide by the decisions which its members have drawn up in the Universal Postal Union for the control of international letter post. The general regulations governing the letter and parcel post to places abroad have been adopted as part of the international obligations of the Post Office Department of The Bahamas.



**Classification of Postal articles:**

The undermentioned classes of postal articles are admitted to the Overseas post.

- (a) Letters
- (b) Aerogrammes
- (c) Postcards
- (d) Small Packets
- (e) Printed Papers
- (f) Literature for the Blind
- (g) Parcels.

N.B. Registration, Express, Insured etc., are supplementary services, for example you can register any of the classes above (a) to (f), but Registration is not, in itself, a class of correspondence.

**Application of Domestic Postal Regulations:**

In the absence of any specific regulations in this section, the appropriate regulations of the Domestic Post apply also in the Overseas service.

**AIR MAIL SERVICES****First class mail:**

Letters, letter packets, aerogrammes and postcards may be sent by air to most overseas countries.

**Second Class mail:**

Printed Papers, Literature for the Blind, and small packets (to those countries which admit them) may be sent by air at the Second Class rate of postage.

**Air Parcels:**

Air Parcels may be sent to most destinations. For rates of postage see Post Office Rates Book or apply at any Post Office.

**Air Mail labels:**

Blue air mail labels, available at Post Offices, must be affixed to the top left hand corner of letter mail items, or, alternatively the words 'By Air Mail' may be written in the same place. The use of Air Mail labels is compulsory in the case of Air Parcels and one label should be affixed at the side of each place where the address appears.

**Aerogrammes (Air Letter forms).**

These must not contain enclosures and must be written on the air letter



forms obtainable from Post Office price 11c. Forms which contain enclosures will be treated as ordinary letters and forwarded by surface mail.

Rates of postage (Air and Surface) are set out in the Post Office (Postage Rates) order.

#### **Weight and size:**

The limit of weight to all destination is 4 lbs. The limits of size are:

3 feet in length, width and depth combined. The greatest dimension not to exceed 2 feet.

The minimum size allowed is 5½ inches in length by 3½ inches in width.

#### **Size for letters in the form of a roll:**

The length and twice the diameter combined may not exceed 3 feet 3 inches, nor the greatest dimension 2 feet 8 inches.

The minimum size in the form of a roll is 6¾ inches for the length and twice the diameter combined (at least 4 inches for the greatest dimension)

#### **Large Letter Packets:**

If likely to be mistaken for a Parcel Post item, these should be marked boldly 'Letter'.

#### **Surcharge:**

An unregistered letter posted unpaid or underpaid is forwarded and charged on delivery with double the amount of the deficiency based on the currency and postage rate of the country of delivery.

#### **Customs Declaration:**

See under heading for letter packets containing goods.

#### **Postcards:**

**Size, limits and conditions:** Same as Domestic post.

#### **Small Packets**

#### **Rates of postage:**

Under international regulations the postage must be fully paid otherwise the packet is not forwarded.

#### **Weight and size:**

The limit of weight is 2 lbs. to most countries, but some countries, notably Australia, Bolivia, Burma, Canada, Chile, Colombia and Cuba limit the weight to 1 lb. The limits of size are as for letters.



**Definition:**

The small packet service is specially provided for the transmission of goods, whether dutiable or not, and samples (but see inadmissible articles below). Alternatively samples may be sent at Letter Rate, when the weight limit is 4 lbs. Small packets are sent in the same mails as Printed Papers which, generally, travel faster than Parcel mails.

**Packing and make-up:**

The sender must show his name and address on the outside of the packet, and must mark the packet conspicuously 'Small Packet', in the top left hand corner of the address side.

Small packets must be packed so that they may be easily examined without breaking any seal. String may be used to secure the wrapping if tied with a simple knot easy to untie. Adhesive tape may not be used.

**Posting:**

Small packets may be dropped into a posting box or handed over the counter. They may be registered but the packing requirements given above still apply. They may be sent by air at the second class rate of postage, but, in addition to the make-up requirements given above they should then bear a blue air mail label and the written or stamped endorsement 'Second Class Air Mail'.

**Inadmissible articles:**

Articles which may not be sent by Letter post are also excluded from transmission in small packets, and, in addition, the following may not be sent in small packets;—

Coin, bank notes, currency notes, securities of any kind and instruments payable to bearer, platinum, gold or silver, manufactured or not, precious stones, jewels and other valuable articles, postage stamps, cancelled or not, or any paper representing a monetary value. Letters, notes or documents having the character of personal correspondence, but an open envelope containing an invoice and a copy of the name and address of the sender and the addressee may be enclosed.

Films may be sent by the small packet service.

**Customs Declarations:**

A green customs label must be affixed to the address side of the packet and, if the value exceeds \$100.00 or if the sender prefers, the packet should also be accompanied by the required number of non-adhesive customs declarations either attached to the packet by means of string tied crosswise or inserted in the packet. Where separate declarations are provided only the upper part of the green



label need be affixed to the packet. In some cases the country of destination requires that the green customs label and the customs declaration should be made out in a language other than English. Details of these requirements may be obtained from any Post Office offering parcel service.

## PRINTED PAPERS

### Weight and size:

Same as Domestic Post.

The 11 lb. limit for books does not apply to commercial publications such as catalogues, prospectuses, price lists and advertisements.

### General Conditions:

In general, the printed paper rate in the overseas post applies to printed impressions or copies, obtained on paper or similar material, parchment or card, whether by means of letterpress printing, engraving, lithography, photography or readily recognisable mechanical process ordinarily used to produce a number of identical copies. Copies obtained by means of a typewriter, tracing or handstamps are not admissible.

The printed paper category is not appropriate for sound recordings, films, stationery, postage stamps and papers representing monetary value.

Except as mentioned under "Additions and Alterations" no printed matter of which the text has been modified after printing, or which bears any marks whatever capable of constituting a correspondence is admissible at the printed paper rate in the overseas post.

Printed papers are subject to examination in the post, and should conform with the requirements set out under "Make-up".

### Examples:

The following are examples of printed papers which may be sent abroad when they conform with the requirements regarding printing, additions and alterations and so on:

Address cards	Periodicals
Advertisements	Photographs (and albums of photographs)
Books	Plans
Catalogues	Printed notices of various kinds
Drawings	Proofs of printing, corrected or not, with or without the manuscript
Greetings, Xmas, Birthday and Visiting Cards	Prospectuses
Illustrations	Sheets of music (but not perforated sheets intended for use with automatic musical instruments).
Maps	
Newspapers	
Pamphlets	
Paper patterns to be cut out	



### **Inadmissible Articles**

The following articles are not admissible:

Postage stamps or forms of prepayment, except as provided under "Enclosures", whether cancelled or not, or any paper representing a monetary value;

Receipt unless entirely printed or containing only the annotations generally admissible under "Additions and Alterations";

Completed invoices, statements of accounts and similar commercial documents except as provided under "Enclosures";

Blank paper, note-paper or envelopes (with or without printed address), notebooks and all other articles of stationery; exceptionally blank forms are admitted providing the number of any one kind does not exceed three;

Sound recordings and films of any kind, these are proper to Small Packet or Letter Categories.

### **Additions and Alternations:**

The sender may, either outside or inside a packet of printed papers:

Indicate by hand or by a mechanical process, 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, telegraphic address and code, telex number and answer-back code, the banking account of the sender; a serial or registration number referring solely to the packet;

Correct errors in printing;

Strike out, underline or ring around certain words or parts of a printed text, provided this does not give to the printed text the character of current and personal correspondence.

The following kinds of printed matter may bear additions and alternations made by hand or by a mechanical process, to the extent indicated in each case;

### **Advices of the departures and arrivals of ships or aircraft:**

The dates and times of departures and arrivals, as well as the names of the ships or aircraft and the ports of departure, call and arrival.

### **Travellers' advice:**

The traveller's name, the date, time and place of his intended visit, and the address at which he is staying.

### **Order forms for books and publications:**

Order forms or subscription forms or forms of offer for publications, books, newspapers, engravings and pieces of music may bear the names of the works and the number of copies asked for or offered; the price and notes representing



essential elements of the price; the method of payment; the edition and names of the authors and publishers; the catalogue number and the words "Paper Covered", "Stiff Covered" or "Bound".

#### **Forms used by the lending services of libraries:**

The titles of the works; the number of copies asked for or sent, the names of the authors and publishers, the catalogue numbers, the number of days allowed for reading, the names of the persons wishing to consult the works, and other brief notes referring to the works in question.

#### **Printed Cards:**

Illustrated cards, printed visiting cards, Christmas and New Year cards may bear good wishes, greetings, congratulations, thanks, condolences or other formula of courtesy, expressed in not more than five words or by means of not more than five conventional initials.

#### **Proofs of Printing:**

Alternations and additions concerned with corrections, form and printing, and also such notes as "Passed for Press", or similar notes concerned with the execution of the work. In case of insufficient space, these additions may be made on separate sheets.

#### **Fashion plates and maps:**

Colour charts and so on.

#### **Price lists and so on:**

Price lists, tenders for advertisements, stock and share lists, market quotations, trade circulars and prospectuses may bear figures and any other notes representing essential elements of the price. The figures which price lists may bear represent dates, percentage, quantities available and so on.

#### **Books:**

Books, pamphlets, newspapers, photographs, engravings, sheets of music and in general all literary or artistic productions, whether printed, or engraved, lithographed or mimeographed, may bear a dedication consisting of a simple expression of regard, and, on photographs or engravings, a very brief explanatory caption and other short notes referring to photograph or engraving.

#### **Cutting from Newspapers and periodicals:**

The title, date number and address of the publication from which the article is taken.

#### **Notices of change of address:**

The old and new address of the sender and the date of the change.



**Enclosures:**

The sender may enclose in a packet of printed papers, a card, envelope or wrapper bearing his address which may be prepaid for return by means of postage stamps of the country of destination of the packet.

This invoice, even though completed by hand, may be enclosed with articles listed in the paragraph "Books"; the copy may be sent with proofs of printing whether connected or not, see "Proofs of printing"; and cut-out patterns may be enclosed with fashions papers of which according to the indications appearing on them, they form an integral part.

**Make-Up:**

Packets of printed papers should be clearly marked in the upper left-hand corner of the address side "Printed Papers". They are subject to examination in the post, and must be made up in such a way as to be easily examined. They may be placed in a wrapper, upon a roller, between boards, in an open container or in an unsealed envelope furnished with blunt clips easy to unfasten and refasten; or they may be secured with a string easy to untie. Printed matter in the form of a card may be sent unenclosed without wrapper, envelope, or fastening, and must then conform to the conditions for postcards except as regards postage rates and maximum dimensions. Similarly, printed papers may be sent unenclosed if they are folded in such a way that they cannot become unfolded during transmission, and that there is no risk of their entrapping other articles.

In view of the risk of other packets being entrapped when open covers are used, posters are reminded that embarrassing packets generally are prohibited from the post.

**Liability of Customs duty abroad:**

Advertising matter is subject to customs duty on entry into certain countries. In some cases books are also liable to duty.

**Items in imitation of Manuscript or Typewritten Characters:**

These are admitted to the Overseas Printed Paper service under the same general conditions as those applicable to the Domestic post.

**Literature for the Blind:**

Rate of Postage: Free (Surface mail only).

**Weight and size:**

The limit of weight is 15 lbs.

The limits of size are: *Maximum* All countries 3 feet in length, width and depth combined, but the greatest dimension must not exceed 2 feet.



**Minimum:**

All destinations – One surface  $5\frac{1}{2}$  inches in length,  $3\frac{1}{2}$  inches in width.

**Packets in the form of a roll:**

*Maximum* all destinations – The length and twice the diameter combined must not exceed 3 feet 3 inches, and the greatest dimension must not exceed 2 feet 8 inches.

**Minimum:**

All destinations –  $6\frac{3}{4}$  inches for the length and twice the diameter combined (at least 4 inches for the greatest dimension).

**Definition:**

Periodicals, books, and papers of any kind including unsealed letters, impressed in Braille or other special type for the use of the blind, may be sent.

**Make-Up:**

The packets should conform to the regulations applicable to printed papers. In addition, in the upper left-hand corner of the address side, they should be clearly marked "Literature for the Blind" or bear a similar expression which clearly indicates the nature of the packet.

**Admissible Articles:**

The following articles are also admitted free of postage as literature for the blind: Plates for embossing blind literature; discs, tapes or wires bearing voice recordings and special paper intended solely for the use of the blind provided that they are sent by or addressed to an officially recognised institution for the blind.

**Registration:**

All classes of correspondence, except parcels, may be registered.

The registration fee is 40c and must be prepaid in addition to the postage. This fee provides for compensation in the event of loss of the entire packet. Parcels for abroad cannot be registered, although in some cases they may be insured.

**Instructions for Registering:**

A packet to be registered must be handed to an officer of the Post Office and a receipt obtained for it; it must not be dropped into a posting box.

The regulations in respect of the packing and make-up of Domestic registered letters apply also in the case of registered letters for places abroad.



**Advice of Delivery:**

The sender of a registered postal packet may obtain an application for advice of delivery at the office of posting at the time of posting only.

When the application is made, the sender must indicate his name and address on the outside of the packet. A fee of 15c must be paid by stamps. The weight of the form is taken into account when assessing postage on the packet.

**Inquiry Regarding Loss or Non-Delivery:**

Inquiries regarding the loss or non-delivery of a registered packet must also be accompanied by a fee of 20c and if possible, by a facsimile the envelope or of the address of the packet. If it is found that the postal service is at fault the inquiry fee will be refunded. One fee of 20c covers inquiries concerning several packets posted at the same time by the same sender to the same addressee.

**Parcels:**

Parcel services are available to practically any place abroad.

**Rates of postage:**

These are closely related to the actual cost of handling and conveyance, and vary considerably for the various parts of the world. The rates to the various countries can be obtained at Post Office counters, or from the postage Rates Book.

**Weight and Size:**

The maximum weight is 22 lbs.

The limits of size to all destinations are: Maximum' 3 feet 6 inches in length and 6 feet 7 inches in length and girth combined.

**Minimum:**

One surface 5½ inches in length, 3½ inches in width.

**Delivery:**

In some countries a small fee is charged for delivery. In a number of countries there are areas (sometimes the whole country) where parcels are not delivered, but have to be collected from the Post Office by the addressees. Where this is the case the local Post Office, or other concern handling postal parcels, may notify the addressee when a parcel is available for collection.

**Customs Declaration and Despatch Note:****Preparation of customs declaration:**

All parcels for places abroad are liable to be opened for examination in the country of destination and the contents are subject to the customs, assay, trade



mark and other legal requirements of the country of destination. The sender of a parcel is accordingly required to make an accurate declaration of the nature and value of the contents. Customs declaration forms for this purpose can be obtained before hand from any post office which accepts parcels for places abroad. The forms should be filled up in ink, and senders are recommended to avoid the use of abbreviations, ditto marks and so on, which may not be intelligible in the country of destination. The impression of a rubber stamp is not sufficient signature for such declarations, and in the case of a parcel sent by a firm, if the declarations, is not signed by a responsible member of the firm it must be signed thus: A.B., clerk to . . . If the contents are not fully described or are undervalued, the parcel is liable to seizure and penalties may be incurred. The declaration should be made out in English and also, when the country of destination requires, in the appropriate foreign language.

#### **Types of customs declaration forms:**

Two kinds of customs declaration forms are in use namely: A white cardboard label to be tied to the parcel, known as type "A". The other form is known as C2/CP3 or Buff form of which one or more copies may be required with Buff forms a despatch note as indicated below is also required.

Details of the type of customs declaration form to be used and, where appropriate, the number of declaration forms required are given in the Post Office Rates Book.

#### **Details to be shown:**

The value of the contents of the parcel must be shown in Bahamian currency on the customs declaration, and the net weight or quantity and the value of the different kinds of articles enclosed should be shown in detail with such other particulars as are likely to facilitate the customs clearance of the parcel: for instance, the material of which clothing is made, and whether or not it is new. If an article is being returned to its country of origin, this should be stated.

If a consular invoice, a certificate of origin or other similar document accompanies a parcel, this should be stated on the customs declaration under the list of the contents, and on the cover of the parcel if the customs declaration is of the Buff kind.

#### **Preparation of despatch Note:**

With a Buff form of declaration a despatch note is also required. A despatch note is not necessary with the white card declaration. The address on the despatch note should always be complete as the address on the parcel.

Despatch note can be obtained beforehand from any post office which accepts parcel for abroad.



**Parcels in bulk:**

Where white declarations are used a separate declaration must be affixed to each parcel except in the services to Canada and U.S.A. To these countries one white declaration may be used for any number of ordinary parcels posted simultaneously from one sender to one addressee.

Where Buff declarations and despatch notes are used, one set of declaration forms and a despatch note may be used for several ordinary parcels from one sender to one addressee, unless the contrary is stated in the detailed country entries. In such a case each parcel must be clearly marked by the sender "One of a batch of . . . parcels.

**Disposal instructions in the event of non-delivery:**

Directions must always be given as to what is to be done with a parcel if it cannot be delivered. Space is provided for this purpose on the white label customs declaration and on the despatch note. If a despatch note is used, the instructions as to disposal must be written conspicuously on the cover of the parcel as well as on the despatch note. In this connection, it should be noted that the option for the return to sender in the event of non-delivery, either forthwith or at the end of the stated period will not necessarily have any practical effect in the case of a parcel addressed; "Poste Restante" or to a place where parcels are not delivered to the door, but have to be collected from the Post Office. See also heading under "Non-delivery".

**Articles Liable to Customs Duty or other Restriction:****Letter Post-Outgoing Packets:**

The facilities for sending dutiable articles abroad in letter mails vary according to the country of destination. The general regulations which apply to letters, and printed paper packets are given below; but additional regulations applying to certain countries may be obtained from any post office.

Before posting a packet for abroad containing dutiable articles the sender should make sure that the regulations are complied with, as failure to do so may lead to the return or confiscation of the packet, or a payment of a fine in addition to the duty as a condition of delivery, according to the laws of the country of destination. The Post Office abroad may charge a postal fee for customs clearance in addition to the customs duty.

**Green Label Letters:**

Under the regulations of the Universal Postal Union, articles liable to customs duty may be sent abroad in packets prepaid at the letter rate of postage to those countries which have agreed to admit them. A green customs label, obtainable at Post Offices must be affixed to the address side of each packet.



If the value of the contents exceeds \$100.00, a C2/CP3 Buff customs declaration form must be attached to the packet, and in this case only the top portion of the green label is used. In some cases the country of destination requires the declaration to be made out in a language other than English.

**Printed Papers:**

Printed matter liable to customs duty is not debarred on that account from transmission by printed paper post but a customs declaration is necessary.

**Small Packets Post:**

Dutiable articles may be sent by small packet post. Declarations as for Green label letters.

**Letter Post-Incoming Packets:**

Dutiable articles can be sent to this country in green label letters, and small packets as well as by Parcel post.

Duty on goods imported by post is calculated in accordance with the customs charges being in force at the time, and any inquiry should be addressed to the Comptroller of Customs, Nassau, N.P., Bahamas, and should be accompanied by the portion of the cover with the address.

**Outgoing Parcels:**

Most parcels sent abroad are dutiable, but some countries make concessions in the case of gifts of small value.

Exporters who require information about rates of duty abroad should apply to the Comptroller of Customs, Nassau, specifying the country concerned and the exact nature of the goods to be sent. The Post Office accepts no responsibility for loss, delay or charges arising from the customs or other regulations to which the contents of parcels are subject.

**Incoming Parcels:**

Parcels imported into the Bahamas are subject to customs duty and may be opened for examination. Delivery will not be effected until the charges have been paid. A declaration of contents must be attached to every incoming parcel from abroad. A customs clearance fee of 10c is chargeable.

**Retention in the Bahamas of Parcels posts Overseas:**

Parcels posted overseas for delivery in the Bahamas are usually retained at the office of delivery for two months. Parcels are retained free of charge at the delivery office for 30 days. After 30 days a storage charge of 20c per day is charged on delivery.



If parcels are not delivered after two months they are forwarded to the Returned Letter Branch, Nassau, for disposal in accordance with the sender's instructions.

### **Packing and Make-Up-Letter Mails:**

#### **General Information:**

All articles for abroad should be securely packed, particularly if addressed to a distant country. In general, a higher standard of packing than in the Domestic post is necessary. For special conditions applicable to the make-up of letter packets, small packets and printed papers see under the respective headings.

Special regulations exist in many countries whereby the use, as packing, of hay or straw is either prohibited or restricted, notably Australia and Canada.

#### **Special Packing Regulations for certain articles:**

##### **Non-inflammable or slow-burning films:**

Each parcel which contains non-dangerous films must have on the outside a white label bearing the words in plain black letters "Safety Films" or "Films Non-Inflammable". Senders of parcels must ascertain and comply with any special conditions concerning, the importation of celluloid or film into particular countries.

##### **China, Crockery or Glass:**

Each article should be separately wrapped with plenty of soft packing in between. The articles should be packed in a strong wooden case with soft packing between the articles and the top, bottom and sides of the case to a depth of at least 2 inches all round. There should be no movement of the contents when shaken. Compensation for damage will not be considered unless the articles are so packed.

##### **Coin for ornamentation or collections, bullion, precious metals and jewellery in Insured Parcels:**

These must be enclosed in a strong metal box or a case made of wood of a minimum thickness of  $\frac{3}{8}$  inch. If a plywood box is used its thickness may be limited to  $\frac{1}{5}$  inch if the edges of the case are reinforced by metal angle strips. The box or case must be sewn up or fastened in a wrapper of linen, canvas, strong paper or other substantial material. The address must be written on the covering.

Seals must be placed along the edges of each join or loose flap, at distances of not more than 3 inches.

##### **Dyes and similar substances:**

These must be enclosed in a stout metal box, placed inside a wooden box with sawdust between the two receptacles.



**Gramophone Records:**

Same as Domestic post.

**Umbrellas, Tennis Racquets and similar articles:**

These should be enclosed in stout cases of wood at least 3/8 inch thick; but the two small ends of such cases may be of three-plywood. Plenty of soft interior packing should be used for the protection of any brittle or fragile part, such as a handle.

**Method of Address-Letter and Parcel Post:**

Delay to correspondence and mistakes in delivery are caused mainly by incorrect or incomplete postal addresses. The Post Office cannot undertake to correct or complete a wrong or insufficient address.

**Letters:**

The full address should be typed or legibly written on the front of the envelope, in characters in normal use in this country, with a clear margin above (not less than 1½ inches deep) for the postage stamps and postmarks, leaving the left hand bottom corner blank. The name of the place and country of destination should be indicated in capital letters, (see also the following illustration). It is recommended that the sender's name and address be written on the back of the envelope in order to facilitate return in the event of non-delivery.

The Address should include:

- (1) Name of addressee;
- (2) Number of house (if the house does not bear a number, the name of the house). If a house bears a name and also a number, the number should always be used, whether or not the name is added. If the address is an apartment, chamber or suite of offices, the number of the apartment and so on, or the floor on which it is situated, or both, as well as the name or number of the block of which the premises form a part; if the address is a private letter box, the number of such box together with the name of the post office to which it is attached.
- (3) Name of street, road and so on;
- (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) The initials or number of the postal district, if known;
- (6) Name of province, state, department, country and so on.
- (7) Name of country.



### Example of proper addressing method:

Mr. R. Smith, 137, High Street, BRENTFORD, Middlesex, ENGLAND.	<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;">           Postage Stamp         </div>
--	---

### Parcels:

The address on a parcel must be complete as for a letter and in characters in normal use in this country. Addresses in pencil are not allowed, nevertheless parcels on which the address is written in copying ink pencil on a surface previously dampened are accepted. It should appear on the parcel itself as well as on the label, if one is used; but the use of labels is not recommended where this can possibly be avoided. The name and address of the sender as well as of the addressee should be given both inside the parcel and on the cover. On the cover, the sender's address should be kept distinct from that to which the parcel is sent and should preferably be to the left of and at right angles to the name and address of the addressee.

### Example of correct addressing method (Parcels):

FROM: Miss A. Green, P. O. Box 00423, Nassau, N.P., BAHAMAS.	<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;">           Postage Stamp         </div>
Mr. A. L. Brown, 836, Queen Street, MELBOURNE, CI, Victoria, AUSTRALIA.	



Items addressed to some countries should include the appropriate code in the address where given.

#### **Prohibitions:**

- (a) All the articles prohibited in the domestic postal service (except that liquids, properly packed may be accepted in the Overseas Parcel Post unless prohibited by the country concerned) are also prohibited in the overseas service.
- (b) Many kinds of goods are entirely prohibited from entry into certain countries, or are admitted only under licence. Inquire at your local post office. Exporters are advised not to despatch goods until they have satisfied themselves that the importer has obtained or will be able to obtain the necessary licence from the appropriate authority in the country of destination, or that such licence is not required.
- (c) Articles infringing trade mark or copy right laws are prohibited.
- (d) Parcels declared to contain articles which are absolutely prohibited from importation abroad will not be forwarded, and if accepted in error, will be returned to the sender.
- (e) Parcels declared to contain articles of which the importation is permitted only under certain conditions will be accepted and despatched; but the onus of insuring compliance with these conditions rests entirely upon the senders; no responsibility will be accepted by the Post Office for the return or disposal of parcels through the failure either of the senders or the addressee to comply with the necessary formalities.

#### **Redirection:**

Postal articles may be redirected to the same addressee at another address, subject to the same conditions as in the domestic post, and provided that they satisfy the conditions required for transmission to the new country of destination. This does not however exempt from additional postage a postal packet which, although fully prepaid for the first transmission, is redirected to a country to which the postage is higher than that originally prepaid. A parcel redirected to a country abroad is charged the full postage.

#### **Non-delivery: Letter Post:**

An undelivered letter, aerogramme, postcards, small packet, or printed paper returned to this country from abroad is returned direct and unopened on payment of any charges due if it bears on the outside the full name and address of the sender. Any other such undeliverable packet is opened by an officer of the Post Office deputed for the purpose, and if it contains the sender's address it is returned to him. An undelivered printed paper of no value is not returned unless the sender, by means of a note outside of the packet, in a language known in the country of destination, has asked for its return, and undertakes payment of return charges.



**Parcels:**

A parcel which cannot be delivered abroad is usually returned to the sender at his expense, without previous notification, unless he has expressed a wish for disposal otherwise. An undeliverable parcel may, on the request of the sender endorsed on the customs forms and despatch note if one is used be treated as abandoned, or tendered for delivery at a second address in the country of destination.

The cost of returning a parcel includes postage, generally equivalent to the outward postage, and in many cases charges levied abroad is generally cancelled if the parcel is returned; but on parcels sent back from certain countries, the customs charges are not cancelled, and must be paid on delivery, in addition to the other charges due.

**Early Return to Sender:**

In 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 should be written or printed either on the back of the envelope or wrapper, or inconspicuously on the left-hand half of the address side in such a manner as not to obscure, or prevent, the easy reading of the name and addressee.

**Express Delivery:**

Postal packets exchanged between this country and other countries which show "Express" as a supplemental service under the individual country entries, will be delivered specially at the office of delivery subject to the conditions set out below.

**Outgoing Packets:**

The charge is 40c in addition to the normal postage. A postal packet intended for express delivery must have an "Express" label, obtainable at Post Office counters affixed to the top left-hand side of the envelope and it must be handed in at a Post Office.

The special fee covers express delivery when the addressee resides in the immediate neighbourhood of the Post Office of destination, but when the place of address is beyond the limits of the ordinary postal delivery, an additional charge is levied in the country of destination at its domestic express rate, allowance is made for the 40c already paid.

It should be clearly understood by users of this service that items forwarded "Express" receive no special treatment either at the point of posting or in transit.

**Incoming Packets:**

The "Express" delivery service is available to places within the Bahamas, items receive special treatment at the main office and delivered within the city area only; others are transferred to the private boxes immediately upon arrival.



### **Cash On Delivery Parcels:**

An arrangement is in operation for collecting from the addressee for remittance to the sender, the value of articles sent from the United Kingdom to the Bahamas by parcel post.

Such parcels are subject to all rules, regulations and restrictions to which ordinary parcels are subject.

Postmasters are strictly forbidden to deliver a C.O.D. parcel or allow it to be opened (except for customs examination) until the Trade Charge and all other charges due have been paid.

A delivery fee of 15c in addition to the Trade Charge and other charges, is collected from the addressee of C.O.D. parcel. The amount of the Trade Charge collected is remitted to the sender of the parcel without deduction.

A Trade Charge once collected, can in no circumstances be refunded to the addressee.

### **Insured Parcels:**

Parcels can be insured for transmission to most countries. The limits of insurance is restricted to \$100.00. Exceptionally the insurance limits for Canada and United Kingdom are \$200.00 and \$170.00 respectively.

The service is governed by international regulations, which prescribe the manner in which insured parcels should be made up, addressed, sealed and so on; and it is essential that these regulations are complied with in order to avoid disputes about claims or delays in transmission.

Any insurance effected contrary to the following regulations is invalid.

A parcel intended for insurance must be presented at the counter of the Post Office.

An insured parcel may not be addressed with initials or in pencil.

An insured parcel may not bear any erasure or correction in the address at the time of posting.

### **Certificate of Posting:**

The certificate of posting which is given for an insured parcel shows the amount for which the parcel is insured, and the sender should see that the amount is correctly stated.

### **Seals – United Kingdom Insured Parcels:**

All seals on an insured parcel must be of the same kind of wax (or lead or steel) and must bear distinct impressions of the same private device. A coin may not be used for sealing; and the device may not consist merely of straight, crossed, or curved lines which could readily be imitated.

Alternatively an insured parcel may be sealed by adhesive tape (transparent or brown paper), provided that the parcel is entirely closed by the tape, that it cannot be opened without leaving evidence of tampering, and that the tape is marked by the sender at each end of each strip, by written signature or distinctive rubber stamp or personal or company seal.



If an article tendered for insurance does not, in the opinion of the officer of the Post Office to whom it is tendered, fulfil the prescribed conditions as to packing and sealing, it is his duty to refuse to insure it. Nevertheless, the onus of properly enclosing, packing and sealing the parcel lies with the sender; and the Post Office assumes no liability for loss arising from defects which may not be observed at the time of posting.

#### **Insured Value:**

The amount for which a parcel is insured must be written in ink by the sender both in words and in figures, at the top of the address side of the cover, thus "Insured for fifteen dollars \$15.00". No alteration or erasure of the inscription on the parcel is allowed.

No parcel can be insured for more than the actual value of the contents and packing, or for more than the sum shown against the name of the country to which it is addressed. It may be insured for part of its value, and a parcel of which the contents have no pecuniary value may be insured for a nominal sum in order to obtain the safeguards of the system. Over-insurance is an obstacle to compensation.

#### **Insurance Fees:**

The fees for insurance in addition to postage, are given in the Post Office (Postage Rates) Order and may be obtained upon inquiry.

#### **Advice of Delivery:**

The sender of an insured parcel may obtain an advice of its delivery on application at the office of posting at the time of posting only.

#### **Packing and Make-Up:**

Every insured parcel must be substantially packed with due regards to the nature of the contents and the length of the journey. Every insured parcel must be sealed in such a way that it cannot be opened without either breaking the seal or leaving obvious traces of violation.

Label of any kind and postage stamps must be so spaced that they cannot conceal injuries to cover; they must not be folded over two sides of the parcel so as to hide the edge.

#### **Compensation – General:**

The Post Office is not legally liable for the loss, damage, delay; non-delivery or mis-delivery of anything sent by overseas post. Nevertheless, compensation is paid under the following conditions:



### **Registered Packets – Payments for Loss:**

The Post Office pays up to the equivalent of 40 gold francs to the sender of a letter or packet duly admitted to registration which has been entirely lost while in its custody, except in the case of:

Any packet which has been lost through a cause beyond control, generally speaking where no question of negligence arises. Compensation will not be paid for any loss due to an act of war etc.

Any packet which the Post Office cannot account for in consequence of the loss of official documents through a cause beyond control;

Any packet confiscated under the internal legislation of the country to which it is addressed;

Any packet containing a prohibited article; and any packet in respect of which an inquiry is not made within a year of the date of posting.

Under international regulations, compensation is not paid for the loss or damage of the contents of a registered packet as distinct from the loss of the entire packet.

The Post Office is not legally liable to pay compensation in respect of any packet for which a registration fee has been paid. The final decision upon the question of payment rests with the postal administration of the country in which the loss occurred.

### **Insured Parcels:**

#### **Conditions governing the payment of compensation:**

In general, under international regulations any compensation payable for the loss or damage to an insured or uninsured parcel is paid to the sender. Exceptionally, certain postal administrations may pay compensation to the addressee for damage to or loss from a parcel if the addressee makes reservations when the parcel is delivered, in which case no compensation is payable to the sender.

The sender of an insured parcel may waive his claim in favour of the addressee or a third party. The Post Office pays compensation for the loss of or damage to an insured parcel or its contents if it is established that the loss or damage has occurred whilst the parcel was in the custody of The Bahamas Post Office.

On the transfer of an insured parcel to another administration the responsibility of The Bahamas Post Office ceases, and while the Postmaster General will endeavour to obtain compensation for the sender from the administration concerned, it should be clearly understood that final decision upon all questions of compensation rests with the postal administration of the country in which the loss or damage occurred.



Compensation will not exceed the value at the time of posting of the article lost, or the amount of damage sustained. Indirect loss or loss of profits will not be taken into consideration.

In any claim for loss or damage of contents, the packet should be retained for inspection as nearly as possible in the condition in which it was delivered. The sender may waive his claim in favour of the addressee.

The Post Office is under no legal liability to pay compensation in respect of any parcel for which an insurance fee was paid.

**Cases in which compensation is not payable:**

Under international regulations, no compensation is payable in respect of:

Any parcel containing a prohibited article;

Any parcel which has been duly delivered and accepted without reserve;

Any loss or damage caused by the fault or neglect of the sender, such as failure to provide adequate packing having regard to the nature of the contents;

Any damage to an exceptionally fragile article which, from its nature cannot reasonably be expected to travel safely by post, such as a clay figure, a soapstone or alabaster model, collections of butterflies or moths, a vacuum flask, and so on.

Any parcel containing jewellery not packed in accordance with the special regulations; or

Any parcel in respect of which a claim is not made within a year of the date of posting. The Post Office reserves the right to refuse compensation where the damage or loss is due to a cause beyond control, such as hurricane, shipwreck, earthquake, war, etc., or where the parcel cannot be accounted for in consequence of the loss of official documents from any such cause.

**Uninsured Parcels:**

Not all countries allow compensation for uninsured parcels, but where it is payable a claim for compensation must be supported by a certificate of posting, the maximum payable is the equivalent of 40 gold francs.



# INDEX TO GENERAL SECTION

PAGE

## A

Address — (Letter & Parcel Post)	45
Addressing, Domestic	19
Additions and alterations	36
Advice of Delivery	26
Aerogrammes	32
Air Mail Domestic	9
Air Mail Labels	32
Air Mail Overseas	32
Air Parcels	32
Approved Newspapers	10

## B

Birthday Cards	12
Blind Literature	38
Book Post Domestic	10

## C

Cash on Delivery Parcel	49
Cash, Stamps not Valid as	5
Cheques	6
Christmas Cards	12
Compensation, General	29
Compensation, Registered Packets	30
Compensation — Uninsured Parcels	52
Condition of Box Rental	23
Concession for certain organisations	11
Compulsory Registration	9
Customs Declarations	40, 42
Customs Duty Incoming Mail	43
Customs Duty — Printed Papers, abroad	38, 43
Customs Duty Outgoing Letters	42



## D

Dead Letters	26
Delivery	22
Donominations of Stamps	4
Despatch Note	40
Detention of Packets	7
Domestic Air Mail	8
Domestic Book Post	10
Domestic Blind Literature	15
Domestic Letters	9
Domestic Newspapers (approved)	10
Domestic Printed Papers	11
Domestic Parcels	16
Domestic Postcards	9
Domestic Post	8
Dutiable articles Inward	

## E

Enquiries	8
Evasion of Postage	7
Express	48,

## F

Folders	22
Fragile Articles, Domestic	17
Franking (Postage Meter) Machines	5

## G

General Delivery	22
Green Label	42
Greetings Cards	12
Government Departments, Postage	7
Government Departments, Mail to	8



## H

Hours of Business	4
-------------------	---

## I

Inadmissible Articles	36
Insured Parcels	49
Insurance Fees	50
Insured Parcel Make-Up	50
Imitation Typewriting	14
Imperfect or Defaced Stamps	5

## J

## K

## L

Letters, Domestic	9
Letters, Overseas	32
Liability of the Post Office	6, 30
List of Post Offices	1
Loss, Inquiry of	40

## M

Make-Up Packing, Letter Mail	44
Money, Compulsory Registration	9
Money, Definition of	30
Money to be Registered	27
Make-Up of Domestic Packets	17

## N

Newspapers (approved) Domestic	10
Non-Delivery Inquiry regarding	40
Non-Delivery — Letter Post & Parcel	47
Non-Liability of the Post	6



## O

Obsolete Stamps	5
Officers not to act as Agent	6
Overseas Post	31
Overseas Post Air Mail	32
Overseas Post Air Mail Rates	33
Overseas Post Letters	33
Overseas Post Printed Papers	35
Overseas Post Small Packets	33
Overseas Post Surface Rates	33

## P

Packing of Domestic Packets	17
Packing & Makeup Insured Parcels	50
Packing & Makeup – Letter Mails	44
Parcels (Overseas)	40
Parcels – Disposal of	42, 44
Parcels, Domestic	17
Parcels, Insured	49
Payment for Loss	51
Post Offices, List of	1
Postage Meter Machines	5
Postcards, Domestic	9
Prepayment of Postage	6
Printed Papers, Domestic	11
Printed Papers, Overseas	35
Printed Papers – Liability of Customs Duty	38
Private Boxes	22
Prohibitions	47
Prohibited Articles, Domestic	20

## R

Redirection	24, 47
Registered Packets – Payment for Loss	51
Registration (Domestic)	26
Registration Packing etc.	28
Registration (Overseas)	39
Regulations, no Departure from	8



# R (cont'd.)

	8
Reposting by Postmaster	43
Retention Overseas Parcels	7
Return etc. of Postal Articles	28
Return Receipt	29, 39
Re-Use of Envelopes	22, 37

# S

Secrecy of the Post	6
Sender's Name and Address	8
Small Packets, Overseas	33
Souvenir Stamps Folders	4
Special Packing Regulations	44
Stamps Denominations of	4
Stamps Obsolete	5
Stamped Stationery	4
Stamps, Spoiled	5
Stamp Vending Licences	5
Stamp to be affixed by the Public	6
Surcharge — See Class of Item	

# T

Trap Packet	21
-------------	----

# U

Unpaid (Overseas) see Surcharge under Class of Item	
Unpaid or Underpaid Articles (Domestic)	7
Undelivered Correspondence	26
Universal Postal Union	31

# V

# W

Window Envelopes	21
------------------	----



Xmas Cards

<sup>e</sup>  
X

12

Y

Z



