



BERMUDA

POST OFFICE (DEPARTMENTAL ADMINISTRATION) REGULATIONS 1933

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Division of regulations into Parts

- 1 These Regulations are divided into Parts as follows—

PART I- Preliminary.

PART II- Administration of postal services.

PART III- Transmission of Money Orders.

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PART IV- Post Office accounting.

PART V-Duties, etc., of officers of the Post Office.

PART VI- Miscellaneous administrative provisions.

PART VII-Legal proceedings.

INTERPRETATION

Interpretation

2 In these Regulations—

“addressee”, in relation to a postal packet, means the person to whom the postal packet is addressed;

“air mail” means any mail of postal packets sent to or from Bermuda by any aircraft;

“inland”—

(i) in relation to any postal packet or any description thereof, means posted in Bermuda and addressed to some place in Bermuda; and

(ii) in relation to postage, means the postage charged on the postal packet;

“mail” includes—

(i) every conveyance by which postal packets are carried; and

(ii) a person employed in conveying or delivering postal packets; and

(iii) any ship, vessel or aircraft employed by or under the Post Office for the transmission of postal packets by contract or otherwise in respect of postal packets transmitted by the ship, vessel or aircraft;

“mail bag” includes a bag, box, parcel, envelope, or any other covering in which postal packets in course of transmission by post are conveyed, whether the mail bag does or does not contain any such postal packet;

“mail ship” means any ship or vessel carrying sea mails to or from Bermuda under contract with the Postmaster-General, or with the Government of the United Kingdom or with any foreign or colonial government;

“master”, in relation to a ship or vessel, means the master, officer, or other person in command or charge of the ship or vessel whether the ship or vessel is a ship of war or other vessel, but does not include the pilot of a ship or vessel unless he is also the master;

“newspaper” means any publication consisting wholly, or in great part, of political or other news, or of articles relating thereto or to other current topics, with or without advertisements, and published in numbers at intervals of not more than seven days, and having the full title and date of publication printed at the top of the first page, and the whole or part of the title printed at the top of every subsequent page;

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“officer of the Post Office” includes—

- (i) the Postmaster-General; and
- (ii) any person employed in any business of the Post Office whether employed by or under the Government of Bermuda, or by or under the Postmaster-General, or by any person under him, or on behalf of the Post Office; and
- (iii) any mail contractor;

“overseas mail” means air mail or sea mail, as the case may be;

“post office” includes—

- (i) any building, house, room, vehicle, or place used for the purpose of the Post Office; and
- (ii) any post office letter box;

“post office letter box” includes any pillar box, wall box, or other box or receptacle provided by or under the authority of the Postmaster-General for the purpose of receiving postal packets, or any postal packet, for transmission by or under the authority of the Postmaster-General;

“the Post Office Act” means the Post Office Act, 1900;

“Post Office Regulations” means any regulations made under the provisions of the Post Office Act, and for the time being in force;

“postage” means the sum chargeable for the transmission of postal packets;

“postal packet” means a letter, post card, reply post card, newspaper, book-packet, pattern or sample packet, or parcel, an official notice, and every packet or article transmissible by post;

“sea mail” means any mail of postal packets sent to or from Bermuda by any mail ship, or by one of Her Majesty’s ships, or by any other vessel.

[Regulation 2 definition “overseas mail” inserted by BR 97 / 2019 reg. 2 effective 7 October 2019]

CONSTRUCTION

Construction of Regulations with Post Office Act

3 These Regulations shall be read in connection with the corresponding provisions of the Post Office Act.

PART II
ADMINISTRATION OF POSTAL SERVICES
INLAND MAIL SERVICES

Sealing of inland mails

4 All postal packets despatched from any post office from which a mail vehicle starts shall be enclosed in locked or sealed mail bags with labels thereon plainly addressed to the post offices for which they are intended, and bags shall likewise be used for despatching postal packets from each sub-post office in the Eastern district, for the General Post Office, Hamilton and the Post Office, St. George's and at each sub-post office in the Western district for the General Post Office, Hamilton, and the sub-post office, Mangrove Bay.

[Regulation 4 amended by BR 97 / 2019 reg. 2 effective 7 October 2019]

Despatch of inland mails between sub-post offices

5 Postal packets sent from one sub-post office to another shall be enclosed either in bags or in small canvas envelopes specially provided for the purpose, which shall be locked or sealed.

Requirement that mail vehicles call at post offices en route

6 Every mail vehicle employed in conveying the daily inland mails shall call at all sub-post offices on the route travelled to receive and deliver mails.

[Regulation 6 amended by BR 97 / 2019 reg. 2 effective 7 October 2019]

Special mail vehicles

7 Every special mail vehicle shall call at all sub-post offices on the route travelled except when such vehicle is employed for the purpose of conveying special mails to some particular office or offices only.

[Regulation 7 amended by BR 97 / 2019 reg. 2 effective 7 October 2019]

Reception of mails from mail vehicles, etc.

8 On the arrival of a mail vehicle at, or at the nearest practicable point to, any sub-post office it shall be the duty of the Sub-Postmaster to go or to send a competent and reliable person to the vehicle to receive all mails for his own post office and deliver to the driver of the vehicle all mails which he has to forward to other post offices, without detaining the vehicle for a longer time than is necessary for that purpose.

[Regulation 8 amended by BR 97 / 2019 reg. 2 effective 7 October 2019]

Delivery of ordinary mails

9 Every ordinary mail shall be delivered at the terminal post office to which it is despatched within such time as may from time to time be prescribed by the contract for the service made with the sanction of the Minister.

[Regulation 9 amended by BR 97 / 2019 reg. 2 effective 7 October 2019]

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Special mails

10 (1) Due notice of the time of the despatch of a special mail vehicle for the General Post Office, Hamilton or the Post Office, St. George's shall always, when practicable, be given to the post office of destination in order that timely preparation may be made for sorting the mails.

(2) A like notice shall also be given to all sub-post offices on the route to be travelled by any special mail vehicle conveying mails for despatch by an outward bound ship, vessel or aircraft.

[Regulation 10 amended by BR 97 / 2019 reg. 2 effective 7 October 2019]

Circulation of Mails

Eastern and Western Districts

11 For the purposes of circulation the Parishes of St. George's, Hamilton, Smith's and Devonshire shall be known as the Eastern District, and the Parishes of Pembroke, Paget, Warwick, Southampton and Sandys as the Western District.

Mail processing to be done at Bermuda Mail Processing Centre

12 Postal packets posted at any post office, whether in the Eastern District or Western District, shall be forwarded for processing to the Bermuda Mail Processing Centre, which shall be a place designated by the Postmaster General that is, in his opinion, a central location.

[Regulation 12 revoked and substituted by BR 97 / 2019 reg. 2 effective 7 October 2019]

Stamping Postal Packets

Provision of date stamps

13 All post offices in Bermuda shall be provided with a date stamp.

Use of date stamps

14 The use of the date stamp is to deface the postage stamps on postal packets and to show where and when they are posted, and where and when they are received.

Adjustment of figures on date stamps

15 The figures of the date stamps must be carefully adjusted at the beginning of each day; and as soon as this has been done a clear impression must be made on a spare piece of paper or in a book to be kept for the purpose, in order to ascertain that the stamp is in good order.

Index letters

16 Index letters "A", "B", and "C" are supplied with the date stamps and care must be taken to change the "A" stamp to the "B" stamp after the first despatch, and "B" to the "C" after the second despatch.

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Use of index letters

17 The use of an index letter is to show between what hours a postal packet is posted at or received at a post office and should the index letter not be punctually changed at any post office a postal packet may seem to have been delayed at the post office when the delay may have really arisen elsewhere.

Impression of stamp on packets for dispatch

18 All postal packets for despatch must be impressed with the date stamp on the postage stamps affixed thereto or, if there is no postage stamp, on the front or address side of the cover in the upper right hand corner.

Impression of stamp on packets received from post offices

19 All letters received from local post offices for delivery must be impressed with the date stamp on the reverse side of the cover.

Method of stamping packets

20 Care must be taken not to deface the address of a postal packet with the date stamp.

Provision of stamping pads and composition

21 Stamping pads and composition for them are supplied to every post office in Bermuda; and when a new pad or more composition is required, application should be made to the Postmaster-General.

Legibility of stamping

22 To ensure good stamping, it is essential that the stamping pad be kept moist, and to ensure this a small quantity of the composition should be frequently applied to the pad and rubbed evenly into the surface.

Delivery of Postal Packets

Delivery of postal packets

23 The Postmaster-General shall cause to be delivered, to their proper addresses, as soon as practicable, all inland and foreign postal packets other than parcels or packets which are detained for customs purposes.

Deliveries to be made by postmen

24 The deliveries to and from post offices and sub-post offices shall, except as otherwise provided by any statutory provisions, be made by postmen duly appointed as such.

Duties of postmen in connection with deliveries

25 (1) A postman after starting on his delivery must continue until all mail matter received by him is delivered; and is forbidden to carry any letters, articles or packets

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ordinarily transmissible by post except such as have passed through the post, or such as have been given to him for transmission by post.

(2) Mail matter which for any reason cannot be delivered must be immediately returned to the Post Office.

Letter Bills

Entry of sums for collection on letter bill

26 Whenever postal packets on which postage has to be collected on delivery, or registered postal packets, are forwarded from any post office in Bermuda to any other post office in Bermuda, the amount of postage to be collected, or the address of the registered postal packet, shall be entered on an inland letter bill, which must be forwarded therewith and such letter bill shall be returned to the despatching office by the first post.

General provisions relating to letter bills

27 (1) Each letter bill shall be impressed with the date stamp both of the despatching and receiving office.

(2) The letter bill shall also be signed by the officer who forwards it and the officer who receives it; but the latter officer must first satisfy himself that the postal packet or packets entered on the bill have actually reached his office.

Insufficiently Prepaid Packets

Postage due

28 Whenever an inland postal packet liable to postage is unpaid or insufficiently prepaid, the amount of the postage due which is to be collected from the addressee before the letter or packet is delivered, shall be marked thereon in the post office where it is posted.

Provisions relating to taxing of packets

29 An inland postal packet, liable to postage, which is unpaid or insufficiently prepaid, and which has been forwarded untaxed from the post office where it was posted, must be taxed at the first post office where it is noticed, whether that post office is an intermediate post office or the post office of destination; and the same rule shall be observed in the case of unpaid or insufficiently prepaid postal packets received from abroad, which have escaped taxation at the post office where the mail was made up or sorted.

Taxing of packets for transmission abroad

30 Unpaid or insufficiently prepaid postal packets, posted for transmission abroad, shall not be taxed at any sub-post office in Bermuda but shall be forwarded to the post office where the mail is made up enclosed in a cover marked "Tax".

Remission of sums collected as postage due

31 All sums collected by Sub-Postmasters for postage on unpaid and insufficiently prepaid postal packets shall be remitted without delay to the Postmaster-General except in

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the case of Sub-Postmasters at whose post offices Money Orders are issued who are required by Post Office Regulations to make weekly remittances.

Undelivered Postal Packets

Undelivered postal packets

32 All postal packets that cannot be delivered shall be dealt with in accordance with the Post Office Regulations 1933.

[Regulation 32 revoked and substituted by BR 97 / 2019 reg. 2 effective 7 October 2019]

Authority to open and return undelivered packets

33 The Postmaster-General alone is authorized to determine what postal packets are to be opened and returned; and any subordinate officer of the Post Office who opens any postal packet without the permission of the Postmaster-General, shall commit an offence against these Regulations.

Record of disposal, etc., of undelivered packets

34 The Postmaster-General shall cause to be kept a record in a book, provided for the purpose, of the number of all undelivered postal packets, whether they are returned to Bermuda from abroad, or are postal packets addressed to places within Bermuda, which cannot, for any reason, be delivered as addressed; and, in the case of registered postal packets or packets containing articles of value, the record shall show:

- (a) the full address of each such postal packet;
- (b) the name and address of the sender, in the case of an inland postal packet, or the name of the country of origin in the case of a postal packet posted out of Bermuda;
- (c) the nature of any article of value found therein; and
- (d) how the postal packet has been disposed on

Missing Postal Packets

Application for missing packet

35 An applicant for a missing postal packet should be requested at once to furnish the Postmaster-General with a written description of the postal packet, stating the address, contents, and where, when, and by whom it was posted.

Tracing of missing packets

36 (1) The Postmaster-General should then in the case of an inland postal packet make careful enquiry of the person alleged to have posted the postal packet to ascertain that it actually was posted and addressed as stated by the applicant.

(2) He should then endeavour to trace the postal packet and to ascertain that it has not been misdelivered or missent to any post office and detained there.

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(3) In the case of a postal packet posted in or addressed to a place out of Bermuda, enquiry should, when necessary, be made of the post office of origin or destination, as the case may be.

Recording etc., missing packet

37 Where no trace of a postal packet can be found, after every possible enquiry has been made, the applicant should be informed to that effect, and the address of the postal packet, with other particulars concerning it, should be recorded in a book to be kept for the purpose.

Missing registered packets

38 Missing registered postal packets are dealt with in Post Office Regulations relating to such packets.

Postal Packets Found Open

Packets found open

39 (1) Postal packets found open during their transit through the post, except such as are obviously intended to be sent open, should be sealed with the post office seal, care being taken that the wax is not placed upon the original seal or fastening of the postal packet.

(2) The words "found open at (name of post office)" should be written near the seal and initialled by the officer who writes them.

Missent Postal Packets

Stamping of missent packets

40 All postal packets which are missent to any post office must be impressed with the date stamp of that post office before being forwarded to the post office for which they are intended, in order that the cause of delay may be clearly shown.

Reports of missent packets

41 A report must be promptly sent to the Postmaster-General on one of the forms provided for the purpose, whenever a missent postal packet is received at any post office.

Wrongly Delivered Postal Packets

Handling of wrongly delivered packets

42 Whenever, owing either to an error in the address or to the mistake of an officer of the Post Office, a postal packet has been delivered to, and opened by, a person for whom it was not intended, the words "opened by (name of person) not for him" should be written on the cover of the packet which should be refastened and delivered to the right addressee if he is known,

Improperly Stamped Packets

Cancelling, taxing, etc., of improperly stamped packets

43 (1) Where a postal packet is posted bearing a postage stamp which appears already to have passed through the post, the postage stamp should not be impressed with the date stamp, but should be cancelled by means of lines drawn across it in ink, and the words "old stamp" should also be written below it.

(2) The postal packet, if bearing no other postage stamp, should then be charged as an unpaid packet and sent to the Postmaster-General for disposal.

Inspection of Postal Packets

Inspection and disposal of postal packets with respect to dangerous, etc., articles

44 (1) Glass bottles or other fragile articles may be sent by post provided they are packed securely so that they may be transmitted without danger of injuring other postal packets.

(2) In any case where the foregoing paragraph is not complied with, the glass bottle or other article is not to be forwarded, but is to be detained at the post office where it was posted, and the sender, if known, notified of its detention, and it can be given up to him on his application free of charge.

(3) Otherwise the circumstance is to be reported to the Postmaster-General, who will give directions as to the final disposal of the packet.

(4) Such packets need not always be opened, but a careful examination of them should frequently be made, in order that it may be ascertained that they do not contain prohibited articles or communications in the nature of a letter.

(5) In any case where such a communication is found in one of these packets, the whole packet is to be charged as an insufficiently prepaid letter of the same weight.

Cash on Delivery Parcels

Procedure on receipt of c.o.d. parcels

45 (1) On receipt of cash on delivery parcels from the United Kingdom, the c.o.d. numbers of the parcels must be compared with the number entered on the c.o.d. parcel bill.

(2) The total number of c.o.d. parcels received in any one despatch should agree with the number of c.o.d. parcels entered on the respective c.o.d. parcel bill.

(3) After all c.o.d. parcels have been carefully checked, they must be entered on the c.o.d. parcel list, showing the number of the parcel, the trade charge, the name and address of the addressee, the contents and the value.

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Distribution of c.o.d. parcels

46 (1) Cash on delivery parcels addressed to St. George's, Ireland Island, and Mangrove Bay will be forwarded to the above named post offices accompanied by a c.o.d. list.

(2) Such lists shall be compiled from the c.o.d. parcels addressed to the respective postal districts.

Cash on delivery trade charge book

47 (1) A cash on delivery trade charge book must be kept.

(2) The address of the sender, the number of the c.o.d. parcel, the name and address of the addressee, the sender's name and address, and the trade charges must be entered therein.

(3) On delivery of a c.o.d. parcel the delivery clerk and the person receiving the c.o.d. parcel must sign the c.o.d. trade charge book.

Advice of receipt to addressees; collection of charges, duty, etc.

48 (1) Addressees of c.o.d. parcels must be advised of their receipt at the General Post Office, Hamilton, or any other post office issuing c.o.d. parcels, in the same manner as that applicable to insured or ordinary parcels.

(2) Care must be taken that the trade charges, the correct customs duty of the value of the parcel, and the c.o.d. fees are collected from the addressee,

Accounting for c.o.d. payments

49 (1) The amount of trade charges, and the c.o.d. fees must be paid to the Postmaster-General every week.

(2) The trade charges and fees must be entered in the cash on delivery money order book, and a receipt obtained for the amount so paid.

(3) The number of the c.o.d. parcel, the name of the addressee, and the name of the sender must also be entered in the c.o.d. money order book.

Trade charge money order cards

50 (1) The trade charge collected, and other information must be entered in the space provided on the trade charge money order card, that accompanies c.o.d. parcels.

(2) Such amount must agree with the amount of the trade charge entered in the cash on delivery money order book.

Transmission of money order cards to London

51 The trade charge money order cards when complete and correctly checked are forwarded for acceptance to the Controller, Money Order Department, General Post Office, London.

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Registration of Postal Packets

Receipts and records of packets registered for transmission abroad

52 (1) Receipts for postal packets registered for transmission abroad should be given on forms similar to those given for registered inland postal packets.

(2) The addresses of such postal packets should always be entered in a book kept for the purpose at the post office of despatch with the date of the despatch of the mail by which the postal packets are sent.

Entry of registered packets on letter bills

53 Every registered postal packet despatched from one post office to another must be entered on a letter bill, which must be tied up with the postal packet before being enclosed in the mail bag for transmission.

Entry of registered packets in delivery receipt book

54 When a registered parcel packet is received for delivery at any post office, whether from abroad or from another post office in Bermuda, the address of the postal packet must be duly entered in the delivery receipt book, and the officer of the Post Office who makes the entry must take care that the registered packet does not go out of his possession without obtaining a receipt for the same either from another officer of the Post Office or other person to whom it is delivered.

Receipts for registered packets

55 No registered postal packet shall be sent out for delivery by a letter carrier without a receipt being sent with it, and the letter carrier must sign the counterfoil or duplicate in the delivery receipt book at the time of receiving the registered postal packet, to show that the postal packet has been given into his charge and that he is responsible for its delivery to the addressee.

Correspondence of receipts and delivery receipt book

56 The entries made on the counterfoil or duplicate in the delivery receipt book must correspond with those made on the receipt, and both the receipt and counterfoil or duplicate must be impressed with the date stamp of the post office where the delivery receipt is made out.

Duties of letter carriers with respect to registered packets

57 Every letter carrier must be made to understand distinctly that he is never to give up a registered postal packet until the delivery receipt for it has been signed by the person to whom it is delivered, and that he must return the delivery receipt to be replaced in the delivery receipt book.

Power of servant, etc., to give receipt for registered packet

58 In any case where the signature of the addressee cannot be obtained at the time the receipt may be signed by his servant or agent or other person, considered to be

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authorized to receive postal packets for the addressee, who takes charge of the postal packet.

Safe custody of registered packets

59 All registered postal packets which cannot be delivered at once because they are addressed to a post office to be called for must be kept under lock and key.

Compulsory Registration of Postal Packets

Record of packets compulsorily registered

60 (1) The addresses of all postal packets compulsorily registered should be entered, by way of record, in the receipt book used for postal packets regularly registered.

(2) The letters "C.R." should be written at the top of the receipt in these cases.

Payment of Indemnities for Loss of a Registered Postal Parcel

Enquiries, etc., prior to payment for indemnity for loss of registered packet

61 (1) Before paying any indemnity for the loss of a registered inland postal packet the Postmaster-General shall make careful enquiry of the sender and addressee of the postal packet, and of every person through whose hands the postal packet would have passed in the course of transmission to ascertain that the postal packet was actually registered and has not been delivered to the addressee, that all the Post Office Regulations affecting inland registration were complied with, and that the sender can produce the receipt given at the time of registration.

(2) Unless the foregoing conditions are fulfilled the Postmaster-General may refuse to pay any indemnity under section 43 or section 45 of the Post Office Act without the special authority of the Minister.

Receipt for indemnity

62 (1) Upon payment of an indemnity the Postmaster-General must obtain a receipt signed by the person receiving the indemnity stating the amount paid and describing the contents of the registered postal packet on account of which the payment was made.

(2) The receipt must be retained by the Postmaster-General as a voucher for the amount paid.

Receipt of Overseas Mail

Duties of officers upon arrival of overseas mail

63 (1) On the arrival of overseas mail at the Post Office either by an aircraft, one of Her Majesty's ships, or by any other ship, the Postmaster or Clerk or Sub-Postmaster receiving the same must, in the first place, see that the number of mail bags, parcels, etc., received agrees with the number of bags, parcels, etc., marked on the way bill received with such mail.

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(2) He must then examine every bag, parcel, etc., to ascertain that it is properly secured, sealed and labelled, and must report immediately to the Postmaster-General any instance which he may observe to the contrary.

[Regulation 63 heading and paragraph (1) amended by BR 97 / 2019 reg. 2 effective 7 October 2019]

Checking of overseas mail

64 (1) Each mail bag must be carefully emptied on the sorting counter, and must then be turned inside out.

(2) The Postmaster, Clerk or Sub-Postmaster who is dealing with it should first ascertain whether a letter bill is enclosed, and if so, note if the entries therein are correct, and see whether the number and addresses of the registered postal packets advised correspond with the registered postal packets actually received.

(3) In any case where he detects errors or omissions he must immediately make the necessary corrections on the letter bills or registered letter lists, carefully striking through the erroneous entries with a pen or pencil in such a manner as to let the original entries be seen, and initial the corrections.

(4) These errors and corrections must, when practicable, be checked by a second officer who must also initial the corrections.

[Regulation 64 heading amended by BR 97 / 2019 reg. 2 effective 7 October 2019]

Notification of errors, etc.

65 (1) All errors should be reported to the despatching office by the next mail on the note of verification with any remarks which the receiving officer may find necessary to make.

(2) The receiving officer should take care that the despatching office returns the note of verification acknowledging the accuracy of the corrections or making observations thereupon.

Stamping of letter bills, etc.

66 All letter bills and registered letter bills received by any mail must be impressed with the date stamp of the post office at which they are examined, as soon as they have been checked.

Sorting of overseas mail

67 (1) The mail shall be sorted as soon as practicable and all postal packets not intended for delivery within the delivery limits of the post office where the mail arrives shall be forwarded with all practicable despatch to their respective destinations.

(2) The Postmaster-General or other officer of the Post Office, may, however keep back any postal packets on the special request of the addressee.

[Regulation 67 heading amended by BR 97 / 2019 reg. 2 effective 7 October 2019]

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Delivery of overseas mail

68 All postal packets except parcels shall as far as practicable be sent out by the first regular postal delivery after they are received at the respective post offices.

[Regulation 68 heading amended by BR 97 / 2019 reg. 2 effective 7 October 2019]

Despatch of Overseas Mail

Sorting, etc. of outward overseas mail

69 All postal packets posted for despatch by any overseas mail shall at once be impressed with the date stamp of the post office at which they are posted, and forwarded by the next inland mail to the post office where the mail for which they are intended is made up, where they should be put in a place allotted to postal packets awaiting despatch, and be forwarded as soon as practicable to their destination by the most direct route, unless directed to be sent by any particular route, in which case they must be forwarded as directed.

[Regulation 69 heading and provision amended by BR 97 / 2019 reg. 2 effective 7 October 2019]

Insufficiently stamped overseas mail

70 (1) In making up the mails care must be taken to separate paid postal packets from unpaid and insufficiently paid postal packets, and such packages should be tied separately.

(2) The latter packets must be charged with double the deficient postage, each packet being impressed with the "T" stamp and marked as prescribed by the Regulations of the Universal Postal Union.

[Regulation 70 heading amended by BR 97 / 2019 reg. 2 effective 7 October 2019]

Exception from taxation of official packets

71 Official postal packets relating to Post Office business should not be taxed.

Handling of registered packets in outward overseas mail

72 (1) The address of each registered postal packet sent abroad must be entered either on the letter bill or on a separate list sent with the registered postal packets.

(2) Such packets must be enclosed in a small separate bag which must be carefully sealed and forwarded inside the general mail bag.

(3) The addresses of such packets should also be noted in the registered letter book kept for the purpose at the post office from which the overseas mail is despatched.

[Regulation 72 heading and paragraph (3) amended by BR 97 / 2019 reg. 2 effective 7 October 2019]

Handling of newspapers, etc., in outward overseas mail

73 (1) Book-packets, commercial papers, samples and newspapers may be sent loose, but letters and postcards must be packed separately secured with twine and bearing a label or indorsement showing the nature of the contents.

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(2) These packets should be placed in the mail bag which must be firmly tied with twine and secured with wax or lead seals.

(3) A label bearing the name of the destination of the mail should be firmly attached to the mail bag.

[Regulation 73 heading amended by BR 97 / 2019 reg. 2 effective 7 October 2019]

Letter bills

74 A letter bill of the mail despatched must be enclosed in the bag or one of the bags containing the postal packets to which the letter bill refers and even when a bag is sent empty, a letter bill must be enclosed with the headings properly filled up.

Handling of mail prior to despatch of outward overseas mail

75 In order to avoid extreme pressure of work just before the despatch of a overseas mail, all postal packets received for despatch should be stamped and sorted as soon as practicable after they are received, and every effort made to diminish as much as possible the work to be done between the time at which the mail closes and the time of despatch.

[Regulation 75 heading and provision amended by BR 97 / 2019 reg. 2 effective 7 October 2019]

Receipts for outward overseas mail

76 The master, commander or authorized officer of any ship or aircraft by which mails are forwarded, or the person acting on his behalf, must sign a receipt in a book kept for the purpose for all mails received by him for conveyance.

[Regulation 76 heading and provision amended by BR 97 / 2019 reg. 2 effective 7 October 2019]

Deleted

[Heading deleted by BR 97 / 2019 reg. 2 effective 7 October 2019]

Notice of closing of sea mails

77 *[Revoked by BR 97 / 2019 reg. 2]*

[Regulation 77 revoked by BR 97 / 2019 reg. 2 effective 7 October 2019]

Deleted

[Heading deleted by BR 97 / 2019 reg. 2 effective 7 October 2019]

Payment for sea mails carried otherwise than in mail ship or one of H.M. ships

78 *[Revoked by BR 97 / 2019 reg. 2]*

[Regulation 78 revoked by BR 97 / 2019 reg. 2 effective 7 October 2019]

Payment for carriage of air mail

79 *[Revoked by BR 97 / 2019 reg. 2]*

[Regulation 79 revoked by BR 97 / 2019 reg. 2 effective 7 October 2019]

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PART III

TRANSMISSION OF MONEY ORDERS

GENERAL PROVISIONS RELATING TO TRANSMISSION OF MONEY ORDERS

Issue, etc., of Money Orders

80 A Money Order when issued, unless it is a "Through" Order, shall be handed by the issuing officer to the remitter to be transmitted by him to the payee, and a separate advice of each order issued shall be sent from the issuing post office to the Postmaster of the office of payment.

Certificate of issue, etc., of Through Money Orders

81 In the case of a "Through" Order, that is, an order drawn through the Money Order service between Bermuda and the United Kingdom on a place to which no direct money order service from Bermuda exists, a certificate of issue only shall be given to the remitter as a receipt for the amount paid in, and an order in the currency of the country of payment will be issued by the chief office of that country and sent to the payee.

Accounting for Money Orders

82 The requisition for the Money Order, which is filled up by the issuing officer, shall be retained and forwarded as a voucher with the next weekly account to the Postmaster-General and the corresponding certificate of issue shall be handed to the remitter to be retained by him for reference.

Recording of issue of Money Orders, etc.

83 (1) Care should be taken when issuing a Money Order to write the names of the remitter and the payee distinctly, and the particulars of each order must be carefully entered in the journal of orders issued.

(2) The advice and order, requisition and certificate of issue must be impressed with the date stamp of the issuing post office, and the advice should be kept in a secure place while awaiting transmission to the country on which the Money Order is drawn.

Cancellation, etc., of spoiled Money Order

84 (1) If an error of any kind is made in filling up a Money Order, and it is discovered at the time of issue, a new order must be made out, as no alterations or erasures are permitted on an order.

(2) The order and advice, etc., should be marked with the word "cancelled" and forwarded to the Postmaster-General with the next weekly account.

Restrictions on payment of Money Orders

85 A Money Order can only be granted payable at any office named in the list of Money Order offices of the country on which it is drawn.

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Correction of lists of Money Order offices

86 When notice is received of the opening of any new Money Order office, or of any change whatsoever relative to Money Order offices, the necessary correction must be made at one in the lists.

Advices of Money Orders issued on the United Kingdom

87 (1) The advices of Money Orders issued in Bermuda on the United Kingdom must be entered on lists and the advice forwarded to the respective offices.

(2) The lists must be numbered consecutively in the order of despatch, the numbers re-commencing at the beginning of every year at No. 1.

(3) A duplicate of each list must be despatched by the following mail.

Accounting for Money Orders with United States, Canada and West Indies

88 In the Money Order service with the United States, Canada, and the West Indies, the paid Money Orders being the basis of settlement of account, a list of all Money Orders issued in the above named countries and paid in Bermuda shall be prepared immediately after the end of each month and forwarded to the head Money Order office of such countries.

Despatch of advices to Postmaster-General

89 Advices of Money Orders issued on all places must be forwarded to the Postmaster-General by the first mail despatched to Hamilton after they are issued.

Checking of Money Orders drawn on the United Kingdom, etc.

90 On the receipt at the General Post Office, Hamilton, of Money Orders issued in the United Kingdom and paid in Bermuda they should be compared with the lists of Money Orders drawn on Bermuda which have been received from the exchange office in London and the respective dates of payment entered on the lists.

Stamping of Money Order lists

91 The original Money Order lists accompanying advices should always be impressed with the date stamp of the General Post Office, Hamilton, as soon as it has been ascertained that all the advices entered in such lists have been actually received.

Stamping of advices

92 Every advice of a Money Order to be paid in Bermuda must be impressed on the back with the date stamp of the paying office as soon as it is received there, and must be again impressed with the date stamp at the time of payment in the space provided for the stamp of the paying office.

Stamping, etc., of Money Orders, and recording of payment

93 The Money Order itself should also when paid be impressed with the date stamp and be attached to the advice, and the payment of the order must be at once recorded in the journal for paid orders provided for the purpose.

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Accounting of Money Order officers

94 Every subordinate officer in charge of a Money Order office must forward to the Postmaster-General with his weekly account the paid orders, and relative advices for which credit is taken in the account.

Conditions upon which payment of Money Order may be made

95 (1) Every Money Order must be signed by the payee before it is paid, and the person claiming payment of it must give the name or designation of the remitter entered in the advice.

(2) The Order must then be carefully compared with the relative advice, in order that it may be ascertained whether the signature of the payee on the order agrees with the name or designation of the payee entered on the advice, and that the amount agrees with that stated in the advice.

(3) If the order is not properly signed the claimant must be told that it cannot be paid until it is signed by the person to whom it is made payable; but the name of the payee given in the advice must not be divulged.

Prohibition of payment of Money Order prior to advice

96 A Money Order must not be paid until the corresponding advice has been received at the paying office.

Security of Money Orders, advices, etc.

97 (1) All advices of Money Orders awaiting payment should be kept locked up in a secure place; and all advices of orders payment of which has not been claimed within twelve months after the date of issue should be forthwith returned to the Postmaster-General.

(2) The stock of Money Order and advice forms in each Money Order office must also be kept locked up in a secure place.

Loss of Money Order of advice forms

98 Should any Money Order and advice forms at any time be missed, careful search should at once be made for them, and if not found the loss should be reported to the Postmaster-General giving, when practicable, the numbers of the missing forms.

Periodic accounting for Money Order transactions

99 The total Money Order transaction for each month shall in the case of the Money Order service between Bermuda and the United Kingdom be included in a monthly account, and in the case of the Money Order services between Bermuda and other countries and colonies such account shall be prepared quarterly.

Books and Forms for Money Order Offices

Books and forms for Money Order offices

100 The following books and forms will be supplied for use in the Money Order offices, that is to say—

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- (a) requisition forms for Money Orders;
- (b) lists of Money Order offices in the United Kingdom and other countries to which the Money Order system of Bermuda has been or may be extended;
- (c) journals and returns for the entry of orders issued and paid at each office;
- (d) three cash books showing, respectively, daily accounts of—
 - (i) cash in hand on account of sales of stamps;
 - (ii) Money Order cash
 - (iii) unpaid postage cash, etc.;
- (e) blank Money Orders with corresponding forms of advice requisition and certificate of issue attached;
- (f) advice forms for use when duplicate or corrected advices are required;
- (g) weekly cash account forms, being a transcript from the journals of the particulars of all orders issued and paid each week and showing what has been received and paid on account in respect of every other form of transaction;
- (h) forms of lists, for transmission to the United Kingdom and other countries, for entering the particulars of each advice forwarded;
- (i) forms required to be used in issuing "Through" Money Orders;
- (j) forms for quarterly report of advices of unpaid orders.

Transmission of Telegraph Money Orders

Checking of inward telegram of advice of Money Order

101 On receipt of the inward telegram of advice at the Exchange Office at Hamilton, it must first be seen that the serial number of the Money Order advised is the next number in the sequence of the series proper to the country of origin and the particulars must then be notified under the same number to the proper office of payment.

Delivery of Money Order or advice to payee

102 (1) On receipt of the telegram of advice or other notification at the office of payment of Money Order (or a notice of the arrival of the order) will be prepared and delivered to the payee.

(2) Any private message for the payee must be communicated to him at the same time on a detachable slip affixed to the Telegraph Money Order.

Application of general international conditions to telegrams sent in connection with Money Orders

103 The general international conditions for deferred telegrams, together with the Regulations of the International Telegraph Convention or any regulations which may in

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future be substituted therefor, shall apply to the telegrams of advice and other telegrams sent in connection with Money Orders, to the apportionment of the telegraph charges, and to the reimbursement of such charges.

Accounting for Telegraph Money Orders

104 The Post Office of the country of issue shall account to the Post Office of the country of payment for the same percentage on the amount of Telegraph Money Orders advised as in the case of ordinary Money Orders.

Listing of particulars of Telegraph Money Orders

105 (1) The particulars of Telegraph Money Orders, including the full address of the payees, shall be entered separately at the end of the ordinary advice list or on separate sheets headed "Advised by Telegraph" and the amounts of such orders shall be included in the total amounts of the lists.

(2) The Exchange Office serial number of each order as well as the serial number of the order at the office of issue must be shown in the list.

Checking of advice lists, etc.

106 (1) When the advice lists reach Bermuda, the telegrams of advice which have been received shall be carefully checked against the relative entries in the lists.

(2) Any difference between the amounts stated in the lists and the amounts in the telegrams of advice, or any other irregularities, shall be reported to the country of issue, by paid service telegram if necessary.

Responsibility for losses involved in transmission

107 (1) In the case of errors or fictitious telegrams the responsibility for any losses involved, other than the loss of telegraph charges, shall be borne by the administration in whose service the error or fraud was committed.

(2) In case it may be impossible to determine in which service the error or fraud was committed, or in cases of fraud or error in connection with the transmission of telegrams over the wires of intermediate countries or cable companies, the responsibility for any losses involved, other than the loss of telegram charges, shall be shared equally by the United Kingdom and Bermuda Post Offices.

Cash Balances on Money Order Account

Authorization of Postmaster-General to hold cash balance for settlement of Money Order account, etc.

108 (1) In order to meet the current disbursement of the Post Office on Money Order account the Postmaster-General is authorized to retain an amount not exceeding twelve hundred dollars over and above the sum required to settle all liabilities on Money Order account.

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(2) The Postmaster-General shall prepare a statement made up to the 31st day of December in each year showing the balance in his hands after the quarterly payments have been made into the Consolidated Fund.

Cash advances to Money Order offices

109 Out of the credit balance authorized by the last foregoing regulation, the Postmaster-General is authorized to make an advance of forty-eight dollars to each Money Order office, which sum is to be held as a permanent credit on Money Order account in the respective offices, any payments made from the amount being refunded from monies received for orders issued in those offices.

PART IV

POST OFFICE ACCOUNTING

MAIN ACCOUNTING

Separate accounts at General Post Office, Hamilton

110 Separate accounts shall be kept at the General Post Office, Hamilton—

- (a) of all postage stamps received and sold at that office, showing the amount sold each day, and the stamps supplied from time to time to each of the sub-post offices in Bermuda;
- (b) of the postage on unpaid and insufficiently prepaid letters collected either at the General Post Office, Hamilton, or at any other post office in Bermuda;
- (c) of the payments made on account of the conveyance of mails or ship letters or any other incidental expenses;
- (d) all Money Orders issued or paid at the General Post Office, Hamilton;
- (e) of the import duties collected on parcels and other dutiable postal packets;
- (f) of all transactions with the Bank in which the Post Office monies are deposited;
- (g) of all postage stamps supplied by post to the Crown Agents for delivery to stamp dealers in the United Kingdom; and
- (h) of all payments made in respect of the use of franking machines.

Preservation of accounts

111 The Postmaster-General shall carefully preserve the accounts rendered to him weekly, or otherwise, by subordinate officers of the Post Office, and all Money Orders paid either at his own office or at any other post office in Bermuda with the relative advices.

Duplicates of accounts kept with certain offices

112 The Postmaster-General shall keep duplicates of his accounts with the Imperial Post Office and other post offices with which there are Money Order or other transactions

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requiring the keeping of accounts and shall produce those duplicates for examination at the quarterly or any other audit of the Post Office accounts.

Periodic Accounting

Weekly accounting by sub-post offices, etc.

113 (1) The Postmaster, St. George's, and each Sub-Postmaster at whose office Money Order business is transacted, shall on Monday in each week send to the Postmaster-General an account for the previous week, showing amongst other things—

- (a) the amount of the postage stamps, etc., received and sold at his office;
 - (b) the value of the postage stamps, etc., remaining on hand; and
 - (c) a statement of the transactions relative to unpaid and insufficiently prepaid postal packets at his office.
- (2) He shall also forward with the weekly account—
- (a) all amounts received for postage stamps, etc., sold during the week;
 - (b) all amounts collected on account of unpaid postage, etc., during the week;
 - (c) the requisitions for Money Orders, issued during the week and a statement compiled from the Money Order journals showing the total amounts of orders issued on different countries and the amounts received for commission thereon, and the date, the number and amount of each order paid during the week at his office;
 - (d) all amounts received on Money Order account, except what is required to meet orders awaiting payment, the advices of which have been received;
 - (e) the advices and counterfoils or duplicates of all Money Orders paid during the week.

Quarterly statement of account by Postmaster-General

114 A quarterly statement of account shall be prepared by the Postmaster-General showing,—

- (a) the amount realized during the quarter from the sale of postage stamps, etc.;
- (b) the amount paid by the Postmaster-General during the same period to the Accountant-General for postage stamps, etc.;
- (c) the amount received during the quarter for unpaid and insufficiently prepaid postage and paid the Accountant-General;
- (d) the amount received for Money Orders issued and the commission thereon;
- (e) the amount paid to the Accountant-General for Money Order commissions;
- (f) the amount remitted on Money Order account;

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- (g) the amount paid on Money Orders drawn upon Bermuda;
- (h) the amount received as rent of lock boxes and paid to the Accountant-General;
- (i) the amount of customs duties collected on parcels and other dutiable postal packets and paid to the Collector of Customs;
- (j) the amount accruing to the Government of Bermuda for postage on parcels by parcel posts;
- (k) any balances remaining on hand on any of the foregoing accounts; and
- (l) the fees collected on cash on delivery parcels.

Accounting for Customs Duties

Certified account of import duties received by officers of Post Office

115 (1) A certified account of the import duties received in respect of parcels shall be made up by each subordinate officer of the Post Office responsible for the collection of import duties, and shall be transmitted to the Postmaster-General with the amount of duties collected within fourteen days after the expiration of each month.

(2) The Postmaster-General shall within thirty days after the expiration of each quarter forward to the Accountant-General the parcel post lists and other requisite vouchers showing the duties collected during the preceding quarter by the Post Office Department and shall pay into the Consolidated Fund the amount so collected.

Provision where entry not made

116 In case the entry is not made of any parcels described in the parcel post lists forwarded to the Accountant-General the Postmaster-General shall at the time of transmitting his quarterly account of duties notify the same to the Accountant-General furnishing the particulars relating thereto, and if subsequent entry is made he shall adopt a similar course.

Cash

Separation of cash received for Money Orders

117 In order to avoid confusion in his accounts every officer in charge of a Money Order office is strictly enjoined to keep the cash which he receives for postage stamps, etc., sold at this office entirely separate from cash received for Money Orders.

Separation of miscellaneous cash

118 Cash received on account of unpaid postage, or for customs duties on parcels, etc., should also be kept separate from other monies.

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Accounting for cash

119 An account of the cash held under each head should be entered in books kept for the purpose, and the balances shown to be in hand should be frequently checked with the cash.

Inspection of cash books

120 These books must be inspected from time to time by the Postmaster-General.

Audit of Accounts

Production of books upon audit

121 When an audit is held of the Post Office accounts the Postmaster-General shall produce the following books and documents, that is to say—

- (a) the quarterly statements of account;
- (b) separate cash accounts, showing respectively the transactions of the Post Office on account of postage stamps sold, Money Orders, unpaid postage and customs duties on parcels, etc.;
- (c) the duplicates of the monthly accounts between the Government of Bermuda and the Imperial Post Office with the vouchers relating thereto, and also the accounts with other post offices on Money Order and parcel post business and all acknowledgements of remittances abroad;
- (d) the book containing particulars of overseas mail received and despatched;
- (e) vouchers for all payments made to the Accountant-General;
- (f) returns of Money Orders issued and paid, showing the amount of commission received;
- (g) requisitions for Money Orders issued;
- (h) the book showing the amounts paid by renters of lock boxes; and
- (i) all books containing accounts of the transactions with the Bank in which Post Office monies are deposited.

[Regulation 121(d) amended by BR 97 / 2019 reg. 2 effective 7 October 2019]

Checking of entries of paid Money Orders

122 The entries of paid Money Orders in the returns should be checked by comparison with the orders themselves, which must be produced by the Postmaster-General.

Audit of postage stamps

123 The Postmaster-General shall also produce all the postage stamps on hand and all cash on hand derived from the sale of postage stamps; these, with the receipts for stamps issued to other post offices in Bermuda, should represent a total sum of three hundred and

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sixty-thousand dollars, the full amount of the credit stock of postage stamps, etc., allowed to be held by the Postmaster-General.

General duties of Postmaster-General with respect to audit

124 The Postmaster-General shall render to the Auditor or committee of audit every assistance in his power, and shall produce, in addition to the above mentioned documents, any other documents in his possession relating to Post Office business, which the Auditor or committee may require to examine.

PART V

DUTIES, ETC., OF OFFICERS OF THE POST OFFICE

SECURITY AND BONDS

Giving of security by officers of Post Office

125 *[omitted (Spent)]*

Bonds of inland mail contractors

126 (1) Bonds for the following amounts shall be given with two approved sureties by the several contractors for the conveyance of inland mails, that is to say—

Each contractor for the conveyance of daily mails: \$480.

Each contractor for the conveyance of special mails: \$240.

(2) A bond shall be required for each service performed under a separate contract.

Discipline

Official secrecy

127 All persons employed by or under, or in, the Post Office service are strictly forbidden to give any information respecting letters, etc., passing through the post (except to the persons to whom such letters, etc., are addressed) or to divulge any other information they may obtain by virtue of their official position, when that information is of a private nature and is not required in the interest of public justice under a special order from the Governor.

Making private charge to be an offence

128 Any officer of the Post Office who makes a charge, as his own perquisite, upon the delivery of any postal packet shall commit an offence against these Regulations.

Prohibition of application of public funds for private use

129 All officers of the Post Office are strictly forbidden to apply to their private use, for however short a time, any portion of the public money remaining in their hands, whether it is derived from the sale of postage stamps or from any other source.

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General Provisions Relating to Duties

Familiarization with statutory provisions and duties

130 Every officer of the Post Office should, as far as practicable, familiarize himself with the contents of the Post Office Act, of the Post Office Regulations, 1933, and of these Regulations, not only to enable him efficiently to carry out his own duties, but also to put him in a position to answer enquiries by the public.

PART VI

MISCELLANEOUS ADMINISTRATIVE PROVISIONS

DUTY TO REPORT BREACH OF PRIVILEGE, ETC.,

Duty to report breach of exclusive privilege of Postmaster-General, frauds, etc.

131 It is the duty of all persons employed by or under the Post Office Department of Bermuda to report at once to their immediate superiors or to the Postmaster-General any breach of the exclusive privilege accorded to the Postmaster-General under section 6 of the Post Office Act, which may come under their notice, or of which they may receive trustworthy information, whiter such breach, fraud or violation is committed by an officer of the Post Office or by any other person.

Prosecution of offender for breach of privilege, etc.

132 Upon receiving any such report, the Postmaster-General, after satisfying himself as to the facts, shall, if he deems it advisable to do so, take steps for the prosecution of the offender, in accordance with the provisions of the Post Office Act.

Credit Stocks of Postage Stamps, etc.

Credit stocks of postage stamps etc. to be held by Postmaster-General

133 (1) The denominational value of the stock of postage stamps, post cards and stamped envelopes to be held on credit by the Postmaster General shall be such value as he may, with the approval of the Minister, determine to be necessary to supply the General Post Office and all other post offices.

(2) The Postmaster General shall submit to the Accountant General a quarterly return at the end of March, June, September and December of every year showing the stocks of postage stamps etc. which have been received and issued during the preceding quarter and the balances on hand.

Credit stocks of postage stamps, etc., at sub-post offices

134 The denominational value of the credit stock of postage stamps, post cards and stamped envelopes which the Postmaster-General shall supply from credit stock to post offices (other than the General Post Office, Hamilton) shall be such value as the Postmaster General may, with the approval of the Minister, determine.

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Receipts for credit stocks

135 The Postmaster, St. George's and the Sub-Postmasters shall give receipts to the Postmaster-General for their respective credit stocks.

Stocks to be kept on hand

136 *[revoked]*

Applications for supplies of postage stamps, etc.

137 Every Postmaster or Sub-Postmaster shall apply to the Postmaster General at the end of each week for a fresh supply of postage stamps, etc., to the full amount sold, at the same time forwarding the equivalent in cash enclosed in a registered packet; and the same course must be pursued whenever half the credit stock of postage stamps, etc., has been sold.

Requisitions for postage stamps

138 Requisitions for postage stamps etc. sent to the Postmaster-General by subordinate officers of the Post Office, must always be made on the forms supplied for the purpose.

Operation of Sub-Post Offices

Operation of sub-post offices; duties of Sub-Postmasters

139 (1) The main duties of a Sub-Postmaster are to sell postage stamps and to receive and distribute postal packets addressed to persons residing within the district served from his post office, and to forward promptly all postal packets posted at his post office addressed to other parts of Bermuda or to places abroad.

(2) All letters and post cards received for delivery must be impressed with the date stamp of his post office as soon as they are received, and all postal packets posted at his post office must have the postage stamps affixed, impressed with his date stamp before they are forwarded.

(3) He should read carefully, and carry out the regulations with reference to stamping.

(4) He should exercise the greatest care as regards all duties connected with registered letters. All registered letters awaiting delivery or despatch should invariable be kept under lock and key.

(5) He should make himself thoroughly acquainted with the rates of postage as set out in the Post Office Regulations, 1933, in order that he may be able to answer any questions upon the subject. A table of postage rates should be hung up in every post office in Bermuda. When in doubt upon any point, he should communicate with the Postmaster-General for information or instructions.

(6) He must be careful to collect all postage due on unpaid or insufficiently prepaid letters, which reach his office, and send the money to the Postmaster-General.

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(7) He must see that all postal packets, except parcels held for customs purposes, which are sent to his office for delivery are taken out by his letter carrier by the first regular delivery as soon as possible after their arrival.

(8) He must carry out carefully the duties required of him in respect to the collection of import duties on parcels and other dutiable postal packets.

Money Order offices

140 Every Sub-Postmaster at whose office Money Orders are issued and paid must make himself familiar with his duties in connection with the transaction of Money Order business and carry out carefully the regulations relating thereto.

Reference to Post Office Regulations

141 A copy of the Post Office Regulations, 1933, and of these Regulations shall be kept for public reference at every post office.

Siting of letter boxes

142 The letter box at each post office must be easily accessible to the public at all times and may be placed either within one of the windows of the office or within the office door, having an aperture conspicuous and easy of access from the outside.

Pouches for letter carriers

143 A pouch suitable for containing postal packets when sent out for delivery shall be supplied to each post office and such pouches shall be used by all letter carriers when they are on duty.

Lost Property

Disposal of lost property found in post office

144 Any money, jewellery, or other articles of value, including undefaced postage stamps, found loose in a mail bag, or letter box, and any such articles, not being the property of the Postmaster or other officer of the Post Office, found in any other part of a post office, shall at once be sent to the Postmaster-General in a registered letter with a report stating when and where it was found.

Return of lost property

145 The Postmaster-General shall give up the article to any person proving himself to be the owner upon payment of a fee of four cents.

Post Office Stores

Notice of requirements of Post Office stores

146 All subordinate officers of the Post Office should give at least three months' notice to the Postmaster-General of any date or other stamps they will require, or in case of their requiring fresh type, stamping pads, or composition for the pads.

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Official Papers

Official papers

147 (1) When an official paper is referred to any subordinate officer of the Post Office for report, his report shall be written upon the same paper and, if possible, immediately below the enquiry to which he has to reply.

(2) All official papers should be preserved by the Postmaster-General for at least one year.

(3) They should be indorsed and sorted into pigeon-holes or other receptacles suitable for the purpose.

Preservation of correspondence

148 Correspondence from the Imperial or other Post Office abroad or from the International Bureau of the Postal Union should be preserved for three years, and should not be destroyed at the expiration of that period, unless the instructions or information therein contained has been rescinded or rendered valueless by later correspondence.

Annual Report

Returns of subordinate officers

149 The several subordinate officers of the Post Office shall make returns to the Postmaster-General of such details as are required for his annual report.

PART VII

LEGAL PROCEEDINGS

METHODS OF DEALING WITH CONTRAVENTIONS OF REGULATIONS

Punishment for contravention of Regulations

150 Any officer of the Post Office, or any inland mail contractor, or any person in any such contractor's employ, or any other person, who contravenes or fails to comply with any of these Regulations shall for every offence be liable on summary conviction to a fine not exceeding twenty-four dollars.

Administrative measures against officers of the Post Office, etc., in respect of contraventions of Regulations

151 If it is shown to the satisfaction of the Minister that any officer of the Post Office, or any inland mail contractor, or any persons in any such contractor's employ, has contravened or failed to comply with any of these Regulations which would render him liable on summary conviction to a fine not exceeding twenty-four dollars, it shall be lawful for the Minister, if he sees fit to do so, to dispense with the prosecution of such offender on his paying such fine, or such sum by way of compensation to any person thereby aggrieved, or both such fine and compensation, as the Minister may determine; and on payment of the

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amount determined by the Minister within such time as may be allowed for the purpose the offender shall not be liable to prosecution for such offence:

Provided that in the case of an officer of the Post Office the amount determined may, unless paid within such time as the Minister may allow, be retained out of the salary for such officer in such manner as the Minister may sanction, and in the case of an inland mail contractor or any person in his employ may be retained out of any money payable to such contractor out of the Consolidated Fund under his inland mail contract.

[Amended by:

1968 : 343

1969 : 666

1969 : 667

1970 : 203

1971 : 83

1974 : 18

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BR 97 / 2019]