



BERMUDA

POST OFFICE REGULATIONS 1933

BX 1 / 1933

*[made under sections 65 and 66 of the Post Office Act 1900 and brought into operation on 18 March 1933]*

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*[these Regulations were originally part of the Post Office (Departmental Administration) Regulations 1933]*

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### PART I PRELIMINARY

#### Arrangement of Regulations

1 These Regulations are divided into Parts as follows—

PART I — Preliminary (Reg. 1 - 3).

PART II — Conditions of posting, etc., of postal packets (Reg. 4 - 68).

PART III— Registration and Insurance of postal packets (Reg. 69 - 97).

PART IV— Money Orders (Reg. 98 - 120).

PART V — Post Office services, etc. (Reg. 121 - 127).

PART VI— Legal proceedings (Reg. 128).

#### Interpretation and Construction

2 (1) 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 or postal packets sent to or from Bermuda by any aircraft;

“cluster box unit” means a unit containing more than one private post box;

“condominium” means a scheme for the sharing of land used for residential purposes whereby the land is divided into individual parts and common parts so that—

- (i) the individual parts are capable of being enjoyed separately; and
- (ii) persons having rights in individual parts can enjoy the common parts in common with other persons having rights in other individual parts;

“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;

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“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;

“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;

“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;

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

“postal packet” means a letter, post card, newspaper, bookpacket, pattern or small packet, or parcel, an official notice, and every packet or article transmissible by post;

“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;

“the Post Office Act” means the Post Office Act 1900 [*title 24 item 1*];

“post office box” means a numbered lockable post box provided to a person by a post office, for which the person pays rent in accordance with Post Office Regulations, and to which postal packets addressed to that post box address are delivered by mail;

“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;

“private post box” means a post box at a person’s street address, to which postal packets addressed to that street address are delivered by mail.

(2) Where any measurement of size or weight is stated in these Regulations in terms of Imperial measure and the equivalent metric measure in terms of the regulations of the Universal Postal Union is stated thereafter in brackets either measure shall have

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effect until such day as the Minister of Finance may appoint by notice in the Gazette and thereafter every such measurement shall have effect as a reference to metric measure only.

*[Regulation 2(1) amended by BR 38/2009 reg.2 effective 31 August 2009]*

To be read with Post Office Act 1900

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

### PART II

#### CONDITIONS OF POSTING, ETC., OF POSTAL PACKETS

Local postage rates

4 (1) Subject to the limits of size and weight applicable thereto, the rates of postage in respect of prepaid postal packets conveyed by inland mail shall be as set out in the following table in respect of the classes of mail therein mentioned—

#### LOCAL POSTAGE RATES

Class of Mail	Weight	Rate S
(a) Letters (including greeting cards)	not exceeding 50 g	0.50
	each additional 50 g or part thereof not exceeding 2 kg	0.35
(b) Postcards	not exceeding 50 g	0.40
(c) Printed papers including books, newspapers and periodicals	not exceeding 50 g	0.40
	each additional 50 g or part thereof not exceeding 5 kg	0.20
(d) Literature for the blind		Free
(e) Parcels (small packets) including merchandise	not exceeding 50 g	0.75
	each additional 50 g or part thereof not exceeding 5 kg	0.50
(f) Flyer (addressed to "Occupier")		
(i) sent by a registered charity	not exceeding 50 g	0.10
(ii) sent by person other than a registered charity	not exceeding 50 g	0.15
(g) Flyer or envelope-enclosed advertisement (addressed to a particular recipient)		
	(i) sent by a registered charity	not exceeding 50 g

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Class of Mail	Weight	Rate \$
(ii) sent by person other than a registered charity	not exceeding 50 g	0.20

(2) To qualify for the applicable rate specified in paragraph (1)(f) or (1)(g), the flyer or envelope-enclosed advertisement, as the case may be, must—

- (a) be of a type approved by the Postmaster General;
- (b) have a valid prepaid postage mark on the flyer or envelope, as the case may be;
- (c) be delivered to the post office—
  - (i) at a time and in a manner approved by the Postmaster General; and
  - (ii) in a quantity of not less than 500; and
- (d) where addressed to a particular recipient—
  - (i) contain no personalized message, bill or statement of the person's finances; and
  - (ii) be postal code sorted for the post office.

*[Regulation 4 amended by BR 31/1990 effective 1 August 1990; by BR 43/1996 effective 1 August 1996; and by BR 60/2000 effective 25 August 2000; revoked and replaced by BR 49 / 2015 reg. 2 effective 1 July 2015]*

Pre-sorted Surface Mail Discounts

4A Notwithstanding any provisions in these Regulations where postal packets—

- (a) have been pre-sorted in a manner approved by the Postmaster General
- (b) are delivered in bulk at the same time and in a manner approved by the Postmaster-General; and
- (c) are to be mailed by surface air lift or by sea surface mail

postage rates shall be charged allowing for the following discounts:

	Percentage discount on all items
(i) 10,000 but not exceeding 50,000 postal packets	5%
(ii) exceeding 50,000 but not exceeding 100,000 postal packets	7.5%
(iii) exceeding 100,000 but not exceeding 250,000 postal packets	10%
(iv) exceeding 250,000 but not exceeding 500,000 postal packets	12.5%
(v) exceeding 500,000 postal packets	25%

*[Regulation 4A inserted by BR 11/1992 effective 1 April 1992]*



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### Pre-sorted local Mail Discounts

4B Where pre-sorted bulk mail is to be mailed locally, the postage rates shall allow for the following discounts—

Pre-sorted Bulk Mail	<u>Discount per item</u>
500 to 1,000 postal packets	1 cent
1,001 to 10,000 postal packets	2 cents
10,001 to 20,000 postal packets	4 cents
exceeding 20,000 postal packets	5 cents

*[Regulation 4B inserted by BR 43/1996 effective 1 August 1996]*

### Post cards; restrictions

5 Nothing whatsoever shall be in any manner attached to a post card—

- (a) except postage stamps, in payment of postage; and
- (b) except, on the side which bears the postage stamp, a gummed label, not exceeding 2 inches in length or 3/4 inch in breadth, and bearing the address at which the post card is to be delivered.

### Official post cards

6 An official post card shall not after the issue thereof be folded or be cut or otherwise altered in any manner.

### Private post cards

7 (1) Private post cards may be sent by post at the rates of postage applicable to post cards if they are in conformity with the official post cards.

(2) Private post cards must be of the same size and substance as the official post cards and must have "Post Card" printed or written on the address side.

(3) Private Post cards posted unpaid are charged on delivery with double postage, and, if insufficiently prepaid, with double the deficient postage.

(4) A private post card shall not be in any way folded, but shall be sent open in one piece, through the post.

### Post cards not complying with regulations

8 Post cards not in accordance with regulations 5, 6 or 7 as to indications, size, are treated as insufficiently paid letters.

### Printed papers

9 The following articles shall be allowed to pass at the reduced postage applicable to printed papers, that is to say—

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- (a) books, stitched or bound, pamphlets, sheets of music, visiting cards, address cards, proofs of printing with or without the manuscripts relating thereto, engravings, photographs and albums containing photographs, pictures, drawings, plans, maps, catalogues, prospectuses, announcements, and notices of various kinds, printed, engraved, lithographed or autographed, and in general all impressions or copies obtained upon paper, parchment or cardboard, by means of printing, engraving, lithography, photography, or any other mechanical process easy to recognize, except the copying press and the typewriter; and
- (b) reproductions of a manuscript or typewritten original when obtained by a mechanical process or polygraphy.

### Exclusions from category of printed papers

10 Stamps for repayment, whether obliterated or not, and all printed articles constituting the sign of a monetary value, are excluded from transmission at reduced rate.

### Exceptions to Regulation 10

11 By way of exception to the rule laid down by regulation 10 it is allowed, outside or inside a packet of printed papers—

- (a) to indicate by hand or by a mechanical process the name, position, profession, style, and address of the sender and of the addressee, as well as the date of despatch, the signature, telephone number, telegraphic address and code, the postal cheque or banking account of the sender, as well as a serial or identity number referring solely to the article;
- (b) to correct errors in printing;
- (c) to strike out, to underline, or to enclose by marks, certain words or certain parts of a printed text, unless this is done with the object of constituting correspondence;
- (d) to indicate or to add by hand or by a mechanical process—
  - (i) in advices of the departures and arrivals of ships, then the dates and times of departures and arrivals, as well as the names of the ships and the ports of departure, call and arrival;
  - (ii) in travellers' advices, then the name of the traveller, the date, time and place of his intended visit, and the address at which he is staying;
  - (iii) in forms of order or subscription for publications, books, newspapers, engravings, and pieces of music, then the works required or offered, the price of those works, the method of payment, the edition and the names of the authors and publishers, as well as the number of the catalogue and the words "broche" (paper covers), "cartonne" (stiff covers) or "relie" (bound);
  - (iv) on pictorial cards and printed visiting cards and also on Christmas and New Year cards, then good wishes, congratulations, thanks,

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

- (v) in proofs of printing, then alterations and additions concerned with corrections, form and printing, and also notes such as "Bon a tirer" (passed for press), "Vu - Bon a tirer" (Read - Passed for Press) or any similar note concerned with the execution of the work; and in case of want of space these additions may be made on separate sheets;
  - (vi) in fashion plates, maps, etc., then colours;
  - (vii) in price lists, tenders for advertisements, stock and share lists, market quotations, trade circulars and prospectuses, then figures and other notes representing essential elements of the price;
  - (viii) on books, pamphlets, newspapers, photographs, engravings, sheets of music, and in general on all literary or artistic productions, printed, engraved, lithographed or mimeographed, then a dedication consisting simply of an expression of regard and, on photographs, a very concise description;
  - (ix) on cuttings from newspapers and periodicals, then the title, date, number, and address of the publication from which the article is extracted; and
- (e) to enclose with proofs of printing, whether corrected or not, the copy.

### Wrappers for printed papers

12 (1) Printed paper must be either placed in wrappers, upon rollers, between board, in cases open at both sides or at both ends, or in unclosed envelopes, or secured with a string easy to untie.

(2) Printed papers of the form and substance of a card may be sent unenclosed without band, envelope or fastening.

(3) The same method of despatch is allowed for printed papers folded in such a way that they cannot become unfolded during transmission, and that there is no risk of their entrapping other articles.

(4) The right-hand half at least of the address side of printed papers sent as cards is reserved for the address of the addressee and the service indications or labels.

(5) Cards bearing the heading "Carte Postale", or the equivalent of this heading in any language, are admitted at the rate for printed papers, if they conform to the general conditions applicable to printed papers; but those which do not fulfil these conditions are treated as post cards or letters, as the case may be.

### Commercial papers as printed papers

13 (1) Printed papers include all papers and all documents, wholly or partly written or drawn, not having the character of an actual and personal correspondence, such as open letters and out-of-date post cards which have already fulfilled their original purpose, papers

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of legal procedure, documents of all kinds drawn up by public functionaries, way bills or bills of lading, invoices, certain documents of insurance companies, copies of or extracts from deeds under private seal written on stamped or unstamped paper, musical scores or sheets of music in manuscript, the manuscripts of works or of newspapers forwarded separately, pupils' exercises in original or with corrections, but without any note which does not relate directly to the execution of the work.

(2) These documents may be accompanied by reference slips showing the following or similar particulars, that is to say, lists of the papers included in the packet, and references to correspondence exchanged between the sender and the addressee.

Other articles at local parcel (small packet) rate

14 (1) In addition to the articles enumerated as admissible as printed papers any other articles not of a dangerous, noxious, or explosive nature may, subject to the foregoing regulations, be transmitted by inland post at the reduced postage applicable to local parcels (small packets).

(2) The following things are to be considered as inadmissible for transmission by post under this regulation, that is to say, gunpowder, matches, gun cotton or any other explosive substance, live animals, flour, sugar, sharp instruments posted unprotected, meat, fish and game.

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

(4) If a letter is contained in any such packet, then the packet may be charged as an insufficiently prepaid letter of the same weight.

*[Regulation 14 heading and paragraph (1) amended by BR 49 / 2015 reg. 3 effective 1 July 2015]*

Newspapers

15 (1) Newspapers as defined by section 2 of the Post Office Act shall be subject, so far as regards conditions of transmission by post, to the foregoing regulations regarding printed papers.

(2) A newspaper supplement consisting in great part of printed paper matter like that of a newspaper or of advertisements, printed on a sheet or sheets or on a piece or pieces of paper unstitched, or wholly or in part of engravings, prints, or lithographs illustrative of articles in the newspaper and bearing the title and date of publication of the newspaper printed at the top of the first page, or if it consists of engravings, prints or lithographs, at the top of every sheet, may be sent by post as a newspaper.

Air mail

16 (1) Postal packets may be sent by air mail at the rates of postage set out in the Schedule.

(2) A special blue Air Mail label shall be affixed to the top left-hand corner of postal packets transmitted by air mail. Such labels may be obtained free of charge at any post office. Postal packets bearing a manuscript indication "By Air Mail" will be accepted, but the absence of an Air Mail label may lead to delay.

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### Parcels

17 Parcels intended for transmission by parcel post may be posted at all post offices and sub-post offices throughout Bermuda.

### Posting of parcels

18 The following provisions shall apply to the posting of parcels, that is to say—

- (a) it shall be the duty of a person bringing a parcel to hand it to the officer on duty at the post office;
- (b) such parcel must be accompanied by or have affixed to it the declaration referred to in regulation 25;
- (c) such parcel shall be measured and weighed by such officer, and (if such parcel does not exceed the limits of measurement or weight specified in regulations 43 and 44) the postage thereof, according to the rates hereinbefore mentioned, shall, subject as hereinbefore mentioned, be prepaid as hereinafter provided, and shall be verified by such officer, and no parcel shall be forwarded by post without the before mentioned requirements being complied with; and if any such parcel is left at a post office without such requirements being complied with, then such parcel shall be detained, and may be returned or given up to the sender thereof, or otherwise dealt with or disposed of in such manner as may be authorized by the Postmaster-General.

### Parcels posted in letter-boxes

19 Any packet transmissible by parcel post from Bermuda, which from any words or marks thereon, or other external evidence thereon, appears to have been intended for transmission as a parcel, but has been posted in a post office letter box, or otherwise than according to the manner hereinbefore prescribed for the posting of parcels, may, in the discretion of the Postmaster-General, either be detained or returned or given up to the sender, or if the said packet is fully prepaid with the letter or book rate of postage, and otherwise conforms to these Regulations as to the letter or book post, the packet may be forwarded as a letter or book-packet, as the case may be.

### Pathological specimens

20 (1) Packets containing deleterious liquids or substances, including perishable biological matter, are only admissible for transmission by post under this regulation if they are being transmitted for medical examination or analysis to a recognised medical laboratory or institute, whether or not belonging to a public health authority, or to a qualified medical practitioner, dental practitioner or veterinary practitioner.

(2) Such packets may only be transmitted by post as letter or small packets.

(3) Any such liquid or substance must be enclosed in a receptacle, hermetically sealed or otherwise securely closed, which in turn must be placed in a strong wooden box, leather or metal case in such manner that the receptacle cannot move about inside such box or case, and which must be surrounded with a sufficient quantity of some absorbent

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material (such as cotton wool or sawdust) so packed about the receptacle as absolutely to prevent any possible leakage in the event of damage to such receptacle.

(4) Packets containing such liquids or substances must be labelled in a conspicuous manner "Fragile with care" and "Pathological Specimen".

(5) Packets containing such liquids or substances are forwarded in the letter post as letter or small packets, by air or surface routes as appropriate. Any packet containing such liquids or substances found in the parcel post, or found in the letter post not packed and marked as aforesaid, may at once be stopped and destroyed with all its wrappings and enclosures.

### Secure packing and sealing of parcels

21 (1) Parcels must be securely and substantially packed and closed by the sender, and in some cases seals may be found necessary.

(2) If wax is used it should be of special quality which will withstand a hot climate.

### Restriction on contents of parcels

22 (1) A parcel must not consist of or contain two or more parcels or letters or other postal packets addressed to different persons at different addresses.

(2) If such a parcel is discovered the contents will be sent forward charged with postage at the rates applicable to such contents respectively.

(3) As regards parcels to or from Canada a letter or communication of the nature of personal correspondence may not be written on, enclosed with, or attached to any parcel.

### Parcel postage must be prepaid

23 The postage in all cases must be prepaid by means of postage stamps, which must be affixed by the sender.

### Addressing of parcels

24 (1) Each parcel must be plainly directed, such direction setting forth the name and full address of the person for whom the parcel is intended.

(2) It should bear the words "Parcel Post" in the upper left-hand corner.

### Customs Declaration Form for parcels

25 Parcels will be liable to customs duties and regulations and the sender of each parcel will be required to fill up a Customs Declaration Form, which will be provided for the purpose at the post office, furnishing an accurate statement of the contents and value, the date of posting and the sender's name and address.

### Reception of parcels

26 (1) Parcels received in Bermuda by parcel post will be delivered at the General Post Office at Hamilton and at the Post Office, St. George's, and all sub-post offices throughout

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Bermuda, to the addressees or their authorized agents after due entry and payment of the import duties thereon (if dutiable) at the office where the parcels are deliverable.

(2) In the case of any parcel containing articles which appear to be imported for trade or commercial purposes an invoice must be produced.

### Notice of arrival of parcel

27 A notice shall be sent to the addressee of each parcel received in Bermuda by parcel post stating the address and declared value and contents of the parcel and at which post office it is deliverable.

### Declaration as to contents of parcel

28 All officers of the Post Office are authorized to receive declarations as to the contents or particulars of any parcel imported by parcel post at their respective post offices and to collect the import duties thereon, and no parcel is to be delivered until the contents have been duly entered:

Provided that nothing in these Regulations shall prevent the readdressing to other places without payment of duty of parcels which cannot be delivered in Bermuda.

### Parcels with prohibited contents

29 (1) Parcels of the following descriptions will not be accepted for transmission, that is to say—

- (a) parcels consisting of or containing any indecent or obscene picture, painting, photograph, lithograph, engraving, print, book, or card, or any indecent or obscene article, or any parcel having thereon or on the cover thereof any words, marks or designs of an obscene, indecent, or grossly offensive or libellous character;
- (b) parcels containing any article or thing not authorized by the customs or other laws of the countries to which they are addressed;
- (c) parcels consisting of or containing any explosive or dangerous substance, any filth, any noxious or deleterious substance, any sharp instrument not properly protected, or any liquid unless securely packed in proper cases;
- (d) parcels which contain any live animals, except bees put up in suitable cases and so packed as to avoid all risk of injury to officers of the Post Office or to other parcels;
- (e) parcels containing any article or thing whatsoever which is likely to injure other parcels in course of conveyance, or any receptacle in which the same are conveyed, or an officer of the Post Office, or other person who may deal with such parcel.

(2) Any such parcel if tendered or posted for conveyance by post, may be detained and either returned or given up to the sender thereof or dealt with or disposed of in such manner as may be authorized by the Postmaster-General.

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(3) Any parcel which is discovered, after being forwarded, to contravene these provisions, or of which the contents or value have been falsely declared, shall be liable to be detained on arrival at the office of destination, and dealt with in accordance with the customs and other laws and regulations there in force.

### Parcels becoming offensive or injurious; disposal

30 A parcel becoming offensive or injurious to any officer of the Post Office or other person, or which is found to be dangerous, or any parcel arriving by parcel post found to contain goods of a dangerous or offensive nature, or to be in an offensive condition, may be dealt with or disposed of as the officer in whose possession the parcel may be may determine.

### Compensation limits for uninsured parcels

31 Compensation in respect of the loss of or damage to an uninsured parcel exchanged between the United Kingdom and Bermuda is limited to the amounts set out in the following table, that is to say—

#### Weight of Parcel:

Not exceeding 1 kg:	\$ 4.80
Exceeding 1 kg but not exceeding 3 kg:	\$ 8.40
Exceeding 3 kg but not exceeding 5 kg:	\$13.20
Exceeding 5 kg but not exceeding 10 kg:	\$19.40

Such compensation is payable only when loss or damage has occurred while the parcel is in the custody of the Post Office.

*[Regulation 31 amended by BR 49 / 2015 reg. 4 effective 1 July 2015]*

### Enquiry fee

32 The fee for an enquiry regarding an ordinary parcel shall be thirty-five cents.

### COD parcels exchanged between Bermuda and United Kingdom

33 Cash on delivery parcels may be exchanged between Bermuda and the United Kingdom.

### Conditions of posting COD parcels

34 (1) The trade charge on any one parcel shall in no case exceed ninety-six dollars.

(2) Parcels posted under this service must be handed in at the General Post Office, Hamilton.

(3) In addition to the postage, and insurance (if insured), a fee of four cents must be paid, such fee being paid by means of postage stamps.



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### Trade charge cards for COD parcels

35 (1) The sender of a cash on delivery parcel must fill up a special trade charge card in respect of each parcel with all the particulars required on the card, except the number of the parcel and those in space headed "Service Instructions."

(2) Pencil must not be used for this purpose.

(3) No erasure or alteration of the entry of the amount of the trade charge is allowed.

(4) If the sender desires to correct the entry of the amount he must make out a fresh card.

(5) The trade charge card will in due course be returned to the sender as a Money Order for the full amount entered by the sender on it and on the relative parcel.

### Certificate of posting COD parcel

36 (1) The sender of a cash on delivery parcel must obtain a certificate of posting, of which the production may be required as a condition of payment of the trade charge Money Order.

(2) No application as to the disposal of the amount of a trade charge can be entertained unless made within a year of the posting of the parcel.

### Ordinary parcel regulations apply in other respects

37 (1) Parcels on which trade charges are to be collected are, in other respects than those above specified, treated like other parcels, e.g., as regards insurance and compensation.

(2) The regulations governing the despatching of ordinary and insured parcels are applicable to cash on delivery parcels.

### Fee on delivery of COD parcel

38 The following cash on delivery fee will be collected on all cash on delivery parcels delivered:

For a trade charge not exceeding \$2.40: .06

For each additional \$2.40 or fraction thereof: .03

### Dutiable postal packets

39 (1) The Postmaster-General may detain any postal packet suspected to contain any goods liable to import duty, and shall in any such case by a written notice left at, or forwarded by post to, the address on the packet require the addressee to attend personally, or by his authorized agent, within five days after the date of such notice at a post office to be named in the notice so that such packet may be opened and examined in the presence of the addressee or of his authorized agent.

(1A) A customs clearance and processing fee of \$5.00 ("processing fee") shall be charged on delivery of all dutiable postal packets.

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(2) If on such examination such packet is found to contain any goods liable to duty the packet shall be delivered to the addressee after due entry and payment of the import duty and processing fee thereon.

(3) If after such notice the addressee fails to attend as aforesaid within the prescribed time, the Postmaster-General may open and examine such packet, and if he does not find therein any goods liable to duty he shall forward the packet to the addressee; but, if on such packet being examined the packet is found to contain any goods liable to duty, the Postmaster-General shall send written notice thereof to the addressee, informing him that unless the packet is claimed and entry thereof made and the duty and processing fee paid within twenty-five days from the date of such last mentioned notice, the packet will be dealt with as an ordinary unclaimed packet.

(4) This regulation shall not be construed as superseding the provisions of section 29 of the Post Office Act, and the Postmaster-General may in any case in which he sees fit comply therewith instead of with the foregoing provisions of this regulation.

*[Regulation 39 paragraph (1A) inserted and paragraphs (2) and (3) amended by BR 12 / 2012 reg. 2 effective 1 April 2012]*

### Entry and delivery of parcels

40 Parcels received in Bermuda by parcel post will be delivered at the General Post office at Hamilton, and at the Post Office, St. George's and all sub-post offices throughout Bermuda, to the addressees or their authorized agents after due entry and payment of the import duties thereon (if dutiable) at the post office where the parcels are deliverable.

### Powers of officers of Post Office with respect to dutiable parcels

41 All officers of the Post Office are authorized to receive declarations as to the contents or particulars of any parcel imported by parcel post at their respective post offices and to collect the import duties thereon and no parcel is to be delivered until the contents have been duly entered:

Provided that nothing in these Regulations shall prevent the readdressing to other places without payment of duty of parcels which cannot be delivered in Bermuda.

### Express Delivery in United Kingdom

42 (1) Letters and parcels addressed to the United Kingdom which the sender desires to be delivered by express messenger on arrival at the place of destination will be received for transmission by post.

(2) Such letters or parcels must have the word "Express" marked distinctly thereon.

(3) In the case of a letter the fee for express delivery is not prepaid but collected on delivery, and in the case of a parcel a fee of five cents for express delivery must be prepaid by the sender in addition to the postage.

### Limits of weight

43 The limits of weight of postal packets are—

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(a) Letters	2 kg
(b) Local printed papers including books, newspapers and periodicals	5 kg
(c) Local parcel (small packet)	5 kg
(d) Airmail letter and printed paper	2 kg
(e) Airmail film or small packet	1 kg
(f) Literature for the blind	7 kg
(g) Parcels and Express Mail Service—	
(i) to the United States of America	20 kg
(ii) to Canada	20 kg
(iii) to the United Kingdom	20 kg

*[Regulation 43 revoked and replaced by BR 49 / 2015 reg. 5 effective 1 July 2015; amended by BR 96 / 2019 reg. 2 effective 7 October 2019]*

### Limits of size

44 (1) The limits of size of postal packets are:—

- (a) Letters: The maximum size is 3 ft (900 mm) in length, width and depth combined, the greatest such dimension not to exceed 2 ft (600 mm).

In all cases in the form of a roll the length and twice the diameter combined may not exceed 3 ft 5 ins (1040 mm) and the greatest dimension may not exceed 2 ft 11 ins (900 mm).

The minimum size for envelopes is 3 1/2 ins x 5 1/2 in (90 mm x 140 mm) but letter packets of smaller size may be sent if the address label is not less than 2 3/4 ins x 4 ins (70 mm x 100 mm).

- (b) Post cards: The maximum size is 5 7/8 ins x 4 1/8 ins (148 mm x 105 mm). The minimum size is as for letter envelopes.

- (c) Newspapers and all printed papers: As for letters.

- (d) Small packets: The maximum size is 12 ins x 8 ins x 4 ins (30 cm x 20 cm x 10 cm).

- (e) *[revoked]*.

- (f) Parcels: 3 ft 6 ins (1.05m) in length, width or depth or 6 ft 7 ins (2.0 m) in length and girth combined.

(2) In addition to the limitations prescribed in paragraph (1) the following restrictions shall apply:—

- (a) the material for private post cards must be cardboard or paper not less than 1/100 ins (.25 mm) thick and not more flexible than the material used for official post cards;

- (b) small packets must not be sealed in such manner that they may not be opened for inspection without breaking any seal or tearing apart any

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adhering surface. They may be tied with string if the string can be untied without cutting. They must be accompanied by customs declaration forms.

*[Regulation 44 paragraph (1) amended by BR 49 / 2015 reg. 6 effective 1 July 2015]*

Official documents exempt from weight and size limits; method of dealing with other over weight or outsize postal packets

45 (1) Limitations as to size and weight do not extend to—

- (a) packets to or from any of the Government Offices or Departments or Public Offices;
- (b) petitions or addresses to Her Majesty the Queen or to the Governor;
- (c) petitions to either House of the Legislature, when directed to a member of either House.

(2) If any other packet is posted exceeding the prescribed limit as to size or weight it must, if it cannot be returned at once to the sender, be dealt with under the regulations applicable to an undelivered postal packet.

Prohibited contents

46 (1) There shall not be posted or conveyed or delivered by post any postal packet—

- (a) consisting of or containing any indecent or obscene print, painting, photograph, lithograph, engraving, book or card, or any other indecent or obscene article, whether similar to the above or not; or
- (b) having thereon, or on the cover thereof, any words, marks, or designs of an indecent, obscene or grossly insulting or offensive character; or
- (c) consisting of or containing or enclosing—
  - (i) any explosive substance;
  - (ii) any dangerous substance;
  - (iii) any filth;
  - (iv) any noxious or deleterious substance;
  - (v) any sharp instrument not properly protected;
  - (vi) any noxious living animal;
  - (vii) any written or printed letter, book or pamphlet of a seditious character;
  - (viii) any article or thing whatsoever which is likely to injure other postal packets in course of conveyance or any receptacle in which the same are conveyed, or an officer of the Post Office or other person who may deal with such packet;

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- (ix) any substance in respect of which the import, export or possession constitutes an offence under the Misuse of Drugs Act 1972 [*title 11 item 4*]; or
- (d) containing or bearing any fictitious postage stamp; or
- (e) purporting to be prepaid with any stamp which has been previously used to prepay any other postal packet, or any other revenue duty or tax; or
- (f) having thereon or on the cover thereof any words, letters, or marks (used without due authority) which signify or imply, or may reasonably lead the recipient thereof to believe, that the postal packet is sent on the public service of Bermuda; or
- (g) having thereon or on the cover thereof any words, marks, or designs of a character likely, in the opinion of the Postmaster-General, to embarrass the officers of the Post Office in dealing with the packet in the post.

(2) Any postal packet posted or tendered for conveyance by post in contravention of this regulation may be detained and either returned or given up to the sender thereof, or dealt with or disposed of in such manner as may be authorized by the Postmaster-General.

### Improperly addressed postal packets

47 Nothing shall be written, printed, or otherwise impressed upon or attached to any part of that side of a postal packet which bears the address at which the packet is to be delivered which, either by tending to prevent the easy and quick reading of the address of the packet, or by inconvenient proximity to the stamp or stamps used in the payment of postage, or in any other way, is in itself, or in the manner in which it is written, printed, impressed, or attached, likely in the opinion of the Postmaster-General to embarrass the officers of the Post Office in dealing with such packet.

### No postal packets containing separately addressed postal packets

48 (1) There shall not be posted, or conveyed or delivered by post, any postal packet consisting of or containing two or more postal packets (whether of the same or of different descriptions) addressed to different persons at different addresses.

(2) If any such postal packet is posted, or tendered for conveyance by post, then each postal packet contained therein may be forwarded to the addressee thereof charged with a distinct rate of postage according to the prepaid rates fixed by these Regulations,

### Treatment of postal packet with fictitious stamps

- 49 (1) There shall not be posted or conveyed or delivered by post any postal packet—
- (a) containing or bearing any fictitious postage stamp as defined by section 66 of the Post Office Act; or
  - (b) purporting to be prepaid with any stamp which has been previously used to prepay any other letter or postal packet or parcel, or to prepay any other revenue duty or tax.

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(2) Any such Postal Packet if posted or tendered for conveyance by post may be detained and either returned or given up to the sender thereof, or dealt with or disposed of in such manner as may be authorized by the Postmaster-General.

### Prepaid inland printed papers

50 (1) Postage on any inland printed papers may be prepaid in money at the General Post Office, Hamilton.

(2) Printed papers tendered for conveyance under the "Prepayment in Money System" must be tied in bundles of sixty chargeable with a uniform rate of postage, which must be indicated.

(3) Prepayment cannot be made partly in money and partly in stamps.

(4) The money must be paid at the time the packages are handed in at the General Post Office, Hamilton.

(5) The amount prepaid cannot be less than two dollars and forty cents, and must not include any fraction of a cent.

### Treatment of unpaid and insufficiently prepaid postal packets

51 Every postal packet, except a parcel, liable to postage, posted in Bermuda, either unpaid or insufficiently prepaid shall, when intended for inland delivery, be forwarded to its destination, charged with double the deficient postage; but when addressed to any place out of Bermuda shall be treated in accordance with the Postal Regulations of the United Kingdom, or with those of the Universal Postal Union, except such postal packets as are otherwise provided for under the Post Office Act, or by these Regulations.

### Dispute as to accuracy of tax

52 If the accuracy of the tax on any postal packet is disputed by the addressee, the officer in charge of the post office to which the postal packet has been sent for delivery must not deliver such postal packet until the sum taxed has been paid even if he himself believes the tax to be inaccurate; but, after testing the weight, he must report the facts to the Postmaster-General, who may, if he is satisfied that the tax was either wholly or partially inaccurate, direct that the amount overcharged be remitted.

### Re-direction application

52A (1) A person may make written application to the Postmaster-General to have postal packets re-directed—

- (a) to another address;
- (b) to a particular Post Office for collection; or
- (c) to a person other than the addressee.

(2) A person making an application under paragraph (1)(c)—

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- (a) shall satisfy the Postmaster-General that the person to whom the postal packets are to be re-directed has the legal authority to receive the postal packets on behalf of, or instead of, the addressee; and
- (b) may be required by the Postmaster-General to indemnify the Post Office against any claims that may result from the re-direction of the addressee's postal packets to the person.

(3) An application under paragraph (1) may be granted for a period not exceeding three months.

(4) A re-direction shall not be extended beyond the period granted in respect of an application under paragraph (1) unless, on written application to extend the re-direction period, the Postmaster-General is satisfied that special circumstances exist which necessitate such extension.

(5) Any application under this regulation shall be in such form as the Postmaster-General may require.

(6) The Postmaster-General may refuse to grant an application for re-direction in circumstances where in his opinion, the provision of such a service would be impractical.

*[Regulation 52A inserted by BR 38/2009 reg.3 effective 31 August 2009; paragraph (6) inserted by BR 12 / 2012 reg. 3 effective 1 April 2012]*

### Re-direction of inland postal packets

53 An inland postal packet may be re-directed from its original address without any additional charge for postage.

*[Regulation 53 amended by BR 38/2009 reg.4 effective 31 August 2009]*

### Re-direction of letters etc. to and from Bermuda

54 (1) A person may make an application under regulation 52A for all letters, post cards, book-packets, newspapers, printed paper or small packets received in Bermuda whether,

- (a) posted in Bermuda; or
- (b) posted in a country outside Bermuda,

to be re-directed to a country outside Bermuda.

(2) A non-refundable administrative fee of \$25.00, together with a charge for postage as required, shall be charged at the time of making an application under paragraph (1) and will cover the period of three months or any part thereof.

(3) An application granted under paragraph (1) shall be extended under regulation 52A(4), provided that the application for extension is made before the expiration of the period of re-direction.

(4) Where a person makes an application pursuant to regulation 52A(4), a non-refundable administrative fee of \$25.00, together with a charge for postage as required,

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shall be charged at the time of making the application for extension and will cover a further period of three months or any part thereof.

*[Regulation 54 revoked and replaced by BR 12 / 2012 reg. 4 effective 1 April 2012]*

### Re-direction of parcels

55 Parcels which are re-directed from one country to another at the request of the sender or addressee shall be charged with the ordinary parcel postage when forwarded to a country other than the country of origin.

### Re-direction and evasion of postage

56 In any case where an officer of the Post Office has reasonable cause to believe that a postal packet, purporting to be re-directed, has been posted as a re-directed packet with a view to evading the payment of any postage chargeable on such packet, he may, before the delivery of such packet, require the addressee (who shall furnish proof of identity to the satisfaction of such officer) to sign a receipt for the same.

### Re-direction of postal packets which have been opened

57 Any re-directed closed postal packet which appears to have been opened before being re-directed, and any packet which purports to be redirected, but which appears to have been treated in a manner designed to evade the payment of any postage chargeable thereon, shall be dealt with and charged as an unpaid packet of the same description or otherwise dealt with as may be authorized by the Postmaster-General.

### Irregular posting; charges

58 If a postal packet apparently intended for transmission as a letter, post card, book-packet, printed paper, newspaper or small packet is found, when in the post, not to comply with the conditions applicable to its transmission as intended it shall be forwarded charged with the lowest rate of postage applicable to the packet:

Provided that—

- (a) it shall be charged with double the prepaid rate of postage;
- (b) the postage prepaid upon the packet shall in every case be allowed in payment or part payment of any postage or other sum charged under this regulation; and
- (c) the Postmaster-General may, in any case, in his discretion, instead of forwarding the packet, return the packet to the sender.

### Undelivered postal packets

59 All postal packets which bear an incorrect address or for any other reason cannot be delivered, or which are returned to the post office after delivery, are to be sent to the Postmaster-General in accordance with regulation 63.

*[Regulation 59 amended by BR 38/2009 reg.5 effective 31 August 2009]*



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Undelivered postal packets may be opened

60 The Postmaster-General is authorized to cause to be opened (if necessary) and returned to the senders all postal packets posted in Bermuda which cannot be delivered.

Postage of returned letters

61 Letters which cannot be delivered shall not be liable on return to the senders to any postage beyond what would have been chargeable on their delivery to the original addressees.

Postage of returned postcards, book-packets and newspapers

62 Post cards, book-packets and newspapers which cannot be delivered shall be liable on return to the senders to the payment of a second postage and shall be dealt with as follows, that is to say—

- (a) where a request for the return of such postal packet to the sender thereof, or some person designated by him, appears on the outside of such packet, such packet shall be charged with a new and distinct rate of postage equal in amount to the prepaid rate of postage originally chargeable upon the packet, and such rate of postage shall be payable by the sender of such packet, and the packet shall, upon payment of such rate of postage and any other charges to which it has become liable, be returned to the sender thereof or to the person so designated by him as aforesaid;
- (b) where no such request as aforesaid appears upon the packet, but where the packet has been insufficiently prepaid or where from any other cause the Postmaster-General considers it expedient to do so, he may tender such packet to the sender thereof, charged with a new and distinct rate of postage equal in amount to the prepaid rate of postage originally chargeable upon the packet, and the packet shall, upon payment of such rate of postage and other charges to which it has become liable, be returned to the sender thereof;
- (c) where no such request as aforesaid appears upon the packet, or where upon the tender of the packet to the sender thereof he refuses or fails to pay the charges to which the packet has become liable, the packet may be dealt with or disposed of in such manner as the Postmaster-General may in his discretion direct or authorize.

Reference to Postmaster-General of certain undelivered items

63 (1) The following postal packets are not to be detained at the delivery office, but are to be at once sent to the Postmaster-General, that is to say—

- (a) a postal packet addressed to a deceased person which cannot be delivered to a proper representative;
- (b) a postal packet posted without an address;
- (ba) a postal packet bearing an invalid or incorrect address;

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- (bb) a non-existent address;
- (c) a postal packet bearing an address equally applicable to two or more persons, so that it cannot be decided for whom the letter is intended;
- (ca) a postal packet bearing an address equally applicable to two or more persons, that cannot be delivered because there is a dispute between those persons over which one of them is entitled to delivery of the postal packet;
- (d) a postal packet addressed to a ship which has sailed to some other port without instructions having been left as to how such postal packet should be dealt with.

(2) Before being sent to the Postmaster-General postal packets mentioned in the foregoing paragraph should be endorsed with the reason for their return as follows, that is to say—

- (a) "Deceased.";
- (b) "Not addressed.";
- (ba) "Invalid address." or "Incorrect address.";
- (bb) "Non-existent address.";
- (c) "Insufficient address.";
- (ca) "Mail in dispute.";
- (d) "Ship sailed, no instructions left."

(3) The following postal packets should be sent to the Postmaster-General after having been kept for one week at the delivery office, that is to say—

- (a) a postal packet which the addressee has refused;
- (b) a postal packet for a person who has gone away without leaving an address;
- (c) a postal packet, the owner of which cannot be found, although it is addressed to a particular house;
- (d) a postal packet that for any other reason cannot be delivered.

(4) Postal packets mentioned in the last foregoing paragraph should be indorsed as follows, that is to say—

- (a) "Refused.";
- (b) "Gone, no address.";
- (c) "Cannot be found.";
- (d) "No private post box at address." Or "Vicious dog at address.", etc., as the case may be."

(5) In any of the cases mentioned in the foregoing provisions of this regulation the Postmaster-General should, if it is an inland letter, if possible, return it to the sender

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without delay, and if an inland post card, book-packet or newspaper deal with it as directed by the foregoing provisions respecting such packets, and if it is a foreign letter return it in the next Dead Letter Return to the country of origin.

(6) If the Postmaster-General has kept a postal packet which has been sent to him under these Regulations and which does not contain the sender's address, in safe custody for at least 1 month but the postal packet remains unclaimed, the Postmaster-General may destroy or otherwise dispose of the postal packet as the Postmaster-General thinks fit.

*[Regulation 63 amended by BR 38/2009 reg.6 effective 31 August 2009]*

### Disposal of undelivered parcels

64 When a parcel arriving by parcel post is addressed to a person unknown or who cannot be found, or who is dead, or is not claimed or accepted by the person to whom addressed or his authorized agent or is improperly or illegibly addressed or so torn or defaced that it cannot be ascertained for whom it is intended, or for any other reason cannot be delivered, the same shall, within one month after receipt thereof, be returned to the sender or office of origin for disposal.

### Time limit on postal packet addressed "to be called for"

65 A postal packet addressed to a post office "to be called for" shall be kept at the office to which it is addressed for one month, and shall then, if still unclaimed, be sent to the Postmaster-General indorsed "not called for".

### Charge of advice of delivery

66 A charge of \$2.00 shall be made for an advice of the delivery of a postal packet.

*[Regulation 66 amended by BR 31/1990 effective 1 August 1990]*

### Charge for enquiry

67 A charge of \$2.00 shall be made for an enquiry regarding a postal packet.

*[Regulation 67 amended by BR 31/1990 effective 1 August 1990]*

### OHMS

68 (1) The following public authorities may send or receive postal packets free of postage in their official capacities—

The Governor and the Deputy Governor

The Chief Justice

The President of the Senate

The Speaker of the House of Assembly

Government Departments

Government Boards

Coroners

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Justices of the Peace

The Bermuda Hospitals Board

The Premier and Ministers of Cabinet

Official surveyors under the Bermuda Merchant Shipping Act 1930 [*title 31 item 1*].

(2) In order to be allowed this privilege, the words "On Her Majesty's Service" must be printed or written above the address of every such postal packet, and the packet must bear on the front or face of the outer cover or envelope the official designation of the sender.

(3) Proceedings of either House of the Legislature and books, papers and documents transmitted by or to any Government Board or Committee, or Commissioners, shall be forwarded free of inland postage, if they bear above the address a written or printed indorsement showing what they are.

(4) If the provisions of this regulation are not complied with, the postal packet may be treated as an unpaid postal packet.

(5) The Postmaster-General and all other officers in charge of post offices may also send and receive postal packets relating to the duties of their respective offices, free of postage.

### PART III

#### REGISTRATION AND INSURANCE OF POSTAL PACKETS

Postal packets (except parcels) may be registered

69 Subject to the provisions of the Post Office Act and of these Regulations, any postal packet except a parcel may be registered.

Conditions of acceptance

70 (1) The following provisions shall apply to the registration of postal packets, that is to say—

- (a) every such packet must be posted by being handed for registration to an officer on duty at a post office;
- (b) all sums chargeable on the registration of the packet, and all postage chargeable thereon, must be prepaid at the time of posting;
- (c) on the posting of the packet a certificate of posting must be given to the person who posts it, and any such certificate must be signed by the officer of the post office receiving the packet;
- (d) for the registration of a postal packet there shall be charged and paid the sum of \$2.50, hereinafter called the "ordinary registration fee";
- (e) a postal packet addressed in pencil or by initials only must not be registered;

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- (f) a registered postal packet must not, unless insured, have the declared value of the contents marked on the outside; and a person presenting an uninsured packet for registration so marked must be requested to erase the words declaring the value of the contents, and if he declines to do so, such postal packet must not be registered.

(2) The sender of any registered postal packet may arrange at the office of posting, either at the time of posting or subsequently, for an advice of its delivery to be sent to him. The fee is \$2.00 which is payable by means of stamps affixed by the sender to a form provided for the purpose.

(3) Enquiry as to the alleged loss or non-delivery of a registered packet must also be accompanied by a fee of \$2.00 and should, if possible, be made upon the form used in applying for an advice of delivery. If it is found that the Post Office is in fault the enquiry fee will be refunded.

*[Regulation 70 amended by BR 31/1990 effective 1 August 1990; and by BR 43/1996 effective 1 August 1996]*

### Issue of receipt

71 (1) When a postal packet is presented and accepted for registration, either for inland or foreign transmission, a receipt in the prescribed form must be given to the person presenting it.

(2) The full address of the postal packet must be entered on the receipt and also on the counterfoil or duplicate; and both the receipt and counterfoil or duplicate must be signed, numbered and impressed with the office date stamp, and cross lines in blue pencil must be drawn perpendicularly and horizontally across each side of the cover.

### Air mail

72 Postal packets to be transmitted by air mail will be accepted at any post office for registration.

### Signature of recipient

73 If the signature of the addressee of a registered postal packet cannot be obtained at the time the receipt may be signed by his servant or agent or other person, considered to be authorized to receive postal packets for the addressee, who takes charge of the postal packet.

### Unclaimed registered postal packets

74 The period for keeping unclaimed registered postal packets shall be the same as that prescribed for ordinary unclaimed postal packets.

### Compulsory registration

75 If an inland postal packet containing coin, bank notes, currency notes, negotiable instruments payable to bearer, platinum, gold or silver (manufactured or not), precious stones, jewels, or other valuable articles is posted as an ordinary postal packet instead of

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being tendered for registration, it must be compulsorily registered and charged with a double registration fee, after having been indorsed "Compulsory Registration".

### Avoidance of compulsory registration

76 (1) Subject to the provisions of these Regulations, if a postal packet addressed to a place outside Bermuda, and containing coin, bank notes, currency notes, negotiable instruments payable to bearer, platinum, gold or silver (manufactured or not), precious stones, jewels, or other valuable articles is posted otherwise than by registered post, it shall be held and returned to the sender by the officer in charge of the post office at which it was posted.

(2) Before any such postal packet as aforesaid is delivered to any person appearing or claiming to be the sender, that person shall furnish a written description of the contents of the packet and the packet shall be opened by or in the presence of an officer of the Post Office at which the packet has been detained.

If the written description of the contents of the packet is found to be inaccurate, or it otherwise appears that the person claiming to be the sender is not the sender, the packet shall be securely refastened and delivered to the Postmaster-General.

(3) If the sender of any such postal packet as aforesaid is not known or cannot be found, the Postmaster-General shall report accordingly to the Minister and shall dispose of the packet as the Minister may direct.

(4) When returning any such postal packet to the sender, the Postmaster-General should register the packet and should charge the registration fee against the person to whom the postal packet is returned.

### Insured letters and boxes

77 Under the Insurance Agreement of the Universal Postal Union letters containing valuables, paper money, securities, etc., or documents of value, as well as boxes containing jewellery or valuables on which a value has been declared, may be sent from Bermuda, insured to the amount of the declared value, to any country or place with which the Post Office of the United Kingdom has come to an agreement to that effect.

### Insured letters and boxes by air mail

78 Postal packets to be transmitted by air mail will (subject to those provisions of these Regulations which have effect with respect to the insurance of ordinary letters and boxes) be accepted at the General Post Office, Hamilton, and at all sub-post offices.

### Fees for insurance

79 The fees for insurance (including registration) of insured letters and boxes shall be as follows:—

Fee	Limit of Compensation
.39	70.93
.57	141.87

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.75	212.81
.92	283.75
1.10	354.96

### Fixing of postage stamps for insurance fee

80 (1) The fee in respect of an insured letter must be prepaid, in addition to the full postage, by means of postage stamps, which the sender must fix to the cover of the letter.

(2) As few stamps as possible must be used to prepay the postage and insurance fee.

(3) The stamps must not be folded over the edge of the cover of the letter, and, when more stamps than one are used, they must be affixed with spaces between them.

### Letters to which insurance system applicable

81 (1) A letter to which the insurance system is applicable is one which contains valuable paper (bank notes, currency notes, bonds, coupons, securities, etc.) or valuable documents (plans, estimates, securities, etc.).

(2) Such articles as are liable to customs duty may only be sent in insured letters to those countries which admit dutiable articles by letter post.

(3) Post cards, packets or printed papers or commercial papers, sample packets, or letters which contain articles other than those above-mentioned cannot be insured.

### Over the counter presentation of insured letter

82 A letter intended for insurance must be presented at a post office to an officer of the Post Office and must not be dropped into a letter box.

### Addressing and sealing of insured letter

83 (1) A letter tendered for insurance must not be addressed to initials or in pencil, and must be enclosed in a strong cover, which must be securely fastened and sealed with fine sealing wax, in such a way that it cannot be opened without either breaking the seals or leaving obvious traces of violation.

(2) An envelope with a black or coloured border must not be used.

(3) The seals must be placed over each flap or seam of a packet; and if the packet is tied round with string or tape, a seal must be placed on the ends where they are tied.

(4) All the seals must be of the same kind of wax and must bear distinct impressions of the same private device.

(5) Coin must not be used for sealing; and the device of the seal must not consist merely of straight, crossed or curved lines, which could be readily imitated.

(6) The onus of properly enclosing and sealing an insured letter lies upon the sender, and the Post Office does not assume liability for loss arising from defects of the cover or the seals, which may not be observed at the time of posting.

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### Statement of value of insured letter

84 (1) The amount for which a letter is insured must not exceed its actual value and must be written by the sender both in words and figures at the top of the address side of the cover—

“Insured for seventy dollars and ninety-three cents (\$70.93).”

(2) No alteration or erasure of the inscription will be allowed.

(3) If a mistake is made, the entry must be completely obliterated and an entirely new one made by the sender.

### Sealing of ordinary envelope

85 When an ordinary envelope is used as a cover for an insured letter the seals must be placed as shown below—

*[diagram omitted]*

### Refusal of acceptance for non-compliance with conditions

86 Letters which do not fulfil the foregoing conditions will not be accepted for insurance.

### Insured boxes

87 Articles of gold and silver, precious stones, jewellery and other articles of a like nature (which are prohibited from transmission in insured letters) may be sent in the letter mails as insured boxes.

### Articles prohibited in insured boxes

88 (1) The undermentioned classes of articles are prohibited from transmission in insured boxes for any destination, that is to say, articles the admission or circulation of which in the country of destination is prohibited, letters or notes which may serve as a substitute for correspondence, current coin, bank notes or securities payable to bearer, bonds and articles included in the category of commercial papers.

(2) It is however permissible to insert in an insured box an open invoice confined to the particulars which constitute an invoice, and also a simple copy of the addressee's name and address, and the name and address of the sender.

(3) A box containing any prohibited articles will be stopped and returned to the sender.

### Construction, sealing and addressing of insured boxes

89 (1) The box employed for packing must be strongly made of metal or wood, and when a wooden box is used the wood must be at least 1/3 of an inch thick (8.45 mm).

(2) An insured box must be tied crosswise with a single strong string, the two ends of the string, being held together under a seal of fine wax bearing a private mark.



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(3) The box must also be sealed on the four sides with seals identical with that used for the ends of the string.

(4) The box must not be wrapped in paper, but the surfaces of the top and bottom must be covered with white paper for the inscription of the addressee's name and address and the insured value of the contents and for the impression of the official stamps.

### Customs declaration; insured boxes

90 (1) An insured box is subject to the customs regulations and laws in force in the country of destination, and must be accompanied by a customs declaration prepared by the sender.

(2) The customs declaration must be on a non-adhesive form—printed as follows—"Insured Boxes. Boites avec valeur declaree."—and must specify the style of packing and include a description of the box, its gross weight and the total value of the contents.

(3) The net weight and value of each of the different kinds of articles contained in the box must also be shown separately.

### Insured boxes postage and insurance must be pre-paid

91 The postage and insurance fee for an insured box shall be prepaid.

### Safeguards for insured letters and boxes

92 (1) Insured letters and boxes will have all the safeguards of the registration system, and a certificate of posting must always be given to the sender of an insured letter or box.

(2) On this certificate must be written "Insured for ..... dollars", the number of dollars being inserted in words.

### Acknowledgement of delivery

93 An acknowledgement of delivery of an insured letter or box may be obtained under the same conditions as those applicable to registered letters.

### Re-direction

94 (1) When an insured letter or box is re-directed from one country to another, a fresh insurance fee becomes payable for each such transmission.

(2) If this fee is not prepaid, it will be collected from the addressee on delivery.

(3) Insured letters or boxes can only be re-directed to countries which have adopted the insurance system.

### Compensation

95 (1) Compensation for the loss in the post of an insured letter or box or its contents shall not exceed the amount of the actual loss, and will not be paid at all for a letter or box containing any prohibited article, or for any letter or box which has been delivered without external trace of injury and has been accepted without remark by the addressee; nor shall

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it follow as a matter of course that compensation will be given when loss arises from tempest, shipwreck, loss of aircraft, war, or other causes beyond control.

(2) No claim for compensation will be admitted if made more than a year after the letter or box was posted.

(3) No legal liability to give compensation in respect of any letter or box for which an insurance fee has been paid attaches to the Postmaster-General, either personally or in his official capacity.

(4) The final decision upon all questions of compensation rests with the Postal Administration of the country in which the loss has taken place.

Facts to be ascertained before payment of indemnity for loss of registered postal packet

96 (1) Before paying any indemnity for the loss of a registered postal packet alleged to have been sent from, or addressed to, a country of the Universal Postal Union and not to have reached its destination, the Postmaster-General is required to ascertain—

- (a) in the case of a registered postal packet alleged to have been sent to Bermuda from another country of the Universal Postal Union—
  - (i) that the indemnity is claimed by the Post Office of the country from which the letter is alleged to have been sent;
  - (ii) that the postal packet was actually registered and was not a postal packet prohibited to be sent by post when forwarded from a country of the Universal Postal Union, and that the country of origin has accepted the terms of the Universal Postal Union as regards the payment of indemnities for lost registered postal packets;
  - (iii) that the address of the lost postal packet was duly entered on a list of registered postal packets received in Bermuda and that the list has been acknowledged as correct; and
  - (iv) that the postal packet has not been delivered at the place of its address, and that no delivery receipt for it has been signed by any person considered to be authorized to receive postal packets similarly addressed;
- (b) in the case of a registered postal packet alleged to have been posted in Bermuda addressed to another country of the Universal Postal Union—
  - (i) that the postal packet was actually registered and that the sender claiming the indemnity can produce the receipt for it given at the time of registration;
  - (ii) that it was not a postal packet prohibited by the regulations of the Postal Union, and that the country to which it was addressed has accepted the terms of the Universal Postal Union;

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- (iii) that it was not entered on a list of registered postal packets forwarded from Bermuda to another country, or if it were entered on such a list, that the list has not been accepted as correct as regards the missing postal packet by the country to which the list was sent;
- (iv) that the Post Office of the country to which the postal packet was addressed, has made thorough enquiry of the addressee, in order to ascertain that the postal packet has not been delivered as addressed.

(2) If it is proved to his satisfaction that a letter or packet duly admitted to registration has been entirely lost whilst in his custody, the Postmaster-General undertakes, subject to the conditions set out in subparagraph (b) of the foregoing paragraph, to pay to the sender the sum of fifteen dollars and seventy-six cents.

Cases in which compensation will not be paid

97 No compensation will be paid in respect of—

- (a) any packet which has been lost through a cause beyond control (e.g., tempest, shipwreck, loss of aircraft, earthquake and war);
- (b) any packet which the Post Office cannot account for in consequence of the destruction of official documents through a cause beyond control;
- (c) any packet containing a prohibited article;
- (d) any packet in respect of which a claim is not made within a year of the date of posting.

### PART IV

#### MONEY ORDERS

Hours of business for money order offices

98 The Money Order offices in Bermuda shall be open between the hours of 8 a.m. and 4 p.m. every day excepting Sundays, and other Post Office holidays.

Payment

99 Money Orders may be made payable to a particular person (designated either by name or by an official title or description) or to a firm or business undertaking or corporation or society or joint stock company, and may be made payable at any Money Order office of the country on which the order is drawn.

Issue

100 (1) 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.

(2) 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

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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.

### Commission on money orders drawn on United Kingdom and West Indies

101 The rate of commission chargeable on Money Orders issued in any Money Order office in Bermuda shall be as follows—

For Orders drawn on the United Kingdom and the West Indies.

For an order not exceeding \$2.40:	0.03
exceeding \$2.40 and not exceeding \$4.80:	0.06
exceeding \$4.80 and not exceeding \$12.00:	0.12
exceeding \$12.00 and not exceeding \$16.80:	0.18
exceeding \$16.80 and not exceeding \$24.00:	0.24
exceeding \$24.00 and not exceeding \$28.80:	0.28
exceeding \$28.80 and not exceeding \$33.60:	0.32
exceeding \$33.60 and not exceeding \$38.40:	0.36
exceeding \$38.40 and not exceeding \$43.20:	0.40
exceeding \$43.20 and not exceeding \$48.00:	0.44
exceeding \$48.00 and not exceeding \$52.80:	0.48
exceeding \$52.80 and not exceeding \$57.60:	0.52
exceeding \$57.60 and not exceeding \$62.40:	0.56
exceeding \$62.40 and not exceeding \$67.20:	0.60
exceeding \$67.20 and not exceeding \$72.00:	0.64
exceeding \$72.00 and not exceeding \$76.80:	0.68
exceeding \$76.80 and not exceeding \$81.60:	0.72
exceeding \$81.60 and not exceeding \$86.40:	0.76
exceeding \$86.40 and not exceeding \$91.20:	0.80
exceeding \$91.20 and not exceeding \$96.00:	0.84

### Commission on money orders drawn on Canada or United States

102 Wherever the local banks charge a premium on bank drafts drawn on Canada or the United States of America the rate of commission on Money Orders drawn on these countries shall be at the per centum rates calculated to the nearest cent on the actual amount of the order in accordance with the bank's rate of exchange for the time being, with a minimum charge of three cents on every order.

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Postmaster-General may refuse to issue

103 Whenever the Postmaster-General finds it impracticable to secure on reasonable terms the remittance of money to meet Money Orders drawn on places out of Bermuda, he may either refuse to issue such Money Orders, or may limit the issue of such orders to such number and amount as he may deem advisable.

Whole cents

104 No Money Order shall contain a fractional part of a cent.

Loss

105 (1) In the event of a Money Order drawn on Bermuda miscarrying or being lost a duplicate order may be granted on a written application from the payee addressed to the Postmaster-General containing the necessary particulars of the missing order.

(2) On the receipt of a similar application orders may be given to stop payment on a Money Order.

Correction of errors

106 When it is desired that any error in the name of the remitter or of the payee should be corrected, or that the amount of a Money Order should be repaid to the remitter, application must be made by the remitter to the chief Money Order office in which the order was issued.

Repayment to remitter

107 Repayment of a Money Order must not be made to the remitter until it has been ascertained through the chief office of the country where such order was payable, that the advice has been cancelled at the office on which the order was originally drawn.

Receipt by payee

108 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.

Unclaimed money orders become forfeited

109 Any Money Order, payment of which is not claimed within twelve months after the date of issue, becomes forfeited to the country of issue.

Liability

110 (1) After once paying a Money Order, by whomsoever presented, the Post Office will not be liable to ally further claim.

(2) If a wrong payment, however, is made owing to the negligence on the part of any officer of the Post Office, the Postmaster-General may, with the approval of the Minister, require the officer in fault to make good the loss.

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### Advice of payment

111 In the Money Order service between Bermuda and the United Kingdom, including the "Through" Money Order service, a remitter may, on application and payment of a fee of three cents, be furnished with an advice of payment of a Money Order, signed by the Postmaster of the office of payment.

### Telegraph money order service with United Kingdom

112 Telegraph Money Orders for sums not exceeding the maximum amount allowed in the case of ordinary Money Orders may be exchanged between Bermuda and the United Kingdom.

### Charges for telegraph money order

113 (1) The remitter of a Telegraph Money Order shall be required to pay, in addition to the ordinary Money Order commission, the cost of the telegram of advice, and also, a supplementary fee of six cents.

(2) The telegram of advice shall be charged for at the deferred rate, and shall be subject to all the conditions governing the transmission of messages accepted at that rate, unless the remitter prefers to telegraph at the full rate.

(3) A form of receipt (or certificate of issue) showing the amount of the remittance and the charges shall be given to the remitter.

### Addition of short message by sender

114 (1) The remitter of a Telegraph Money Order shall be allowed, on paying for the additional words required, to add to the official telegram of advice any short communication in English which he may wish to send to the payee, and may also, if he so desires, prepay the cost of a telegraphic reply to such communication.

(2) The full rate per word shall be charged for the prepaid reply.

### Transmission

115 All telegrams of advice for Money Orders payable in the United Kingdom shall be transmitted to the office of destination through the Central Telegraph Office in London, and all telegrams of advice of orders payable in Bermuda shall be transmitted through the Exchange Office at Hamilton.

### Form of telegram of advice

116 *[omitted]*

### Office of payment not a telegraph office

117 (1) If the office of payment is not a telegraph office, the name of the nearest telegraph office should be written after the name of the office of payment.

(2) If the sender is unable to indicate the nearest telegraph office, the telegram of advice may be accepted at his risk provided that the name of the country of destination is added after the name of the office of payment.

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### Post Restante

118 (1) If a Telegraph Money Order is intended to be called for at a post office, the words "Poste Restante" must be written instead of an address after the payee's name.

(2) In the absence of these words it must be assumed that the Money Order is to be sent out for delivery.

### Advice of payment

119 (1) If the remitter desires to receive an advice of payment the words "Advise payment" should appear as the first words of the text of the telegram of advice.

(2) In such cases the Exchange Office of the country of payment will arrange for an advice of payment to be sent by post to the Exchange Office in the country of issue for transmission to the remitter.

### Application of money order regulations

120 In other respects Telegraph Money Orders shall be subject to the same regulations as ordinary Money Orders.

## PART V

### POST OFFICE SERVICES, ETC.

121 *[Revoked by BR 38/2009 reg.7 effective 31 August 2009]*

### Postal districts; postal codes

122 (1) The Postmaster-General may, for the purpose of achieving the efficient despatch and delivery of mail, divide Bermuda into postal districts.

(2) The Postmaster-General may ascribe a postal code number to each postal district.

(3) The limits of delivery from each post office shall be such as the Postmaster-General may from time to time determine.

### Despatch of inland mails

123 Inland mails may be despatched from the General Post Office, Hamilton, at such times as the Postmaster-General may determine.

### Delivery to street address

123A (1) A postal packet addressed to a person's street address is to be delivered to that address if, and only if—

- (a) a number has been assigned to the house or building, under section 21 of the Public Lands Act 1984, and the number is fixed in a conspicuous place, in accordance with that section, so as to be clearly legible from the highway or private road serving that house or building;

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- (b) in the case of delivery to a residential address, other than in a condominium—
  - (i) a private post box is situated as close as practicable to the highway or private road boundary entrance to the property on which the house is situated; or
  - (ii) where there is more than one post box in respect of the house, all such post boxes are situated together and are as close as practicable to the highway or private road boundary entrance to the property on which the house is situated;
- (c) in the case of delivery to a residential address in a condominium—
  - (i) a cluster box unit, containing that person's private post box, is situated as close as practicable to the highway or private road boundary entrance to the property on which the building is situated;
  - (ii) on the ground floor of a multistorey building there is a cluster box unit containing that person's private post box; or
  - (iii) in a reception area on the ground floor of a multistorey building there is a receptionist who is authorized to receive the postal packet;
- (d) in the case of delivery to a business address—
  - (i) a private post box is situated as close as practicable to the highway or private road boundary entrance to the property on which the building is situated;
  - (ii) where there is more than one post box in respect of the building, a cluster box unit, containing that person's private post box, is situated as close as practicable to the highway or private road boundary entrance to the property on which the building is situated;
  - (iii) on the ground floor of a multistorey building there is a cluster box unit containing that person's private post box; or
  - (iv) in a reception area on the ground floor of a multistorey building there is a receptionist who is authorized to receive the postal packet;
- (e) an officer of the Post Office can easily and safely effect delivery of the postal packet; and
- (f) the location and design of the private post box or cluster box unit—
  - (i) does not pose a danger to any person or to traffic; and
  - (ii) meets the approval of the Postmaster-General.

(2) Where any of the requirements for delivery under paragraph (1) are not met, the Postmaster-General may in special circumstances, on written application in such form as he may determine, give written authorization for postal packets to be delivered to that address, subject to any conditions he may see fit.



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(3) The Postmaster-General may, by Notice published in the Official Gazette, issue guidelines on the required location and design of a private post box or cluster box unit, as the case may be, and any such guidelines shall be available, on request for inspection, at a post office.

*[Regulation 123A inserted by BR 38/2009 reg.8 effective 31 August 2009; Regulation 123A paragraph (1)(a) amended by BR 5 / 2011 para. 3 effective 25 February 2011]*

### Suspension of delivery to ensure safety of officers of the Post Office

123B (1) No postal packet will be delivered to any address where officers of the Post Office are exposed to personal risk that could result in injury to them or damage to their property or post office property.

(2) The Postmaster-General is to, where reasonably practicable, cause a notification that delivery has been suspended under this regulation to be sent to the address or addressee in such manner as he sees fit.

*[Regulation 123B inserted by BR 38/2009 reg.8 effective 31 August 2009]*

### Post office boxes

124 (1) An application for a new post office box shall be accompanied by an application fee of \$25.00 and the applicable rent for the post office box.

(2) For any renewal of the post office box rental, the applicable rent (but no application fee) shall be paid.

(3) The rent for a post office box shall be—

(a) for the small size—

(i) for a period of six months, \$50.00;

(ii) for a period of 12 months, \$85.00; and

(iii) for a period of 24 months, \$150.00;

(b) for the medium size—

(i) for a period of six months, \$75.00;

(ii) for a period of 12 months, \$120.00; and

(iii) for a period of 24 months, \$220.00; and

(c) for the large size—

(i) for a period of six months, \$175.00;

(ii) for a period of 12 months, \$300.00; and

(iii) for a period of 24 months, \$575.00.

(4) Two keys shall be supplied to the holder in respect of each post office box.

(5) The charge for additional or replacement keys shall be \$3.00 per key.

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(6) The charge for the replacement of any lock at the request of a post office box holder shall be \$25.00.

*[Regulation 124 amended by BR 43/1996 effective 1 August 1996; amended by BR 60/2000 effective 25 August 2000; by BR 38/2009 reg.9 effective 31 August 2009; paragraphs (1) and (2) revoked and substituted by BR 12 / 2012 reg. 5 effective 1 April 2012; Regulation 124 revoked and substituted by BR 96 / 2019 reg. 2 effective 7 October 2019]*

### Rent for post office box

125 (1) The rent for the renewal of a post office box rental becomes due on the day after the rental period for which rent has been paid expires, and if the rent is not paid within a month after that day, the holder of the box shall be required to give up the keys until he pays the rent due, and his letters shall not be placed in the box until the rent is paid.

(2) A fee of \$25.00 shall be charged to a post office box holder who fails to pay the rent before or on the day it is due.

*[Regulation 125 amended by BR 38 / 2009 reg. 10 effective 31 August 2009; amended by BR 12 / 2012 reg. 6 effective 1 April 2012; Regulation 125 revoked and substituted by BR 96 / 2019 reg. 2 effective 7 October 2019]*

### Postage meters

126 (1) The use of franking (postage meter) machines (in this regulation referred to as "franking machines") is hereby authorized.

(2) Users of franking machines must conform to the following requirements, that is to say—

- (a) they must obtain a licence from the Postmaster-General in respect of the use of each franking machine;
- (b) any impression made by a franking machine must be in such form and of such colour as the Postmaster-General may from time to time require;
- (c) payments in advance in respect of postage must be made from time to time to the General Post Office, Hamilton, where the franking machine must be presented for meter setting or registering;
- (d) franking dies and machines must be maintained in good condition, and any necessary replacements or repairs made, at the licensee's expense, to ensure clear and distinct franking impressions and accuracy in recording.

(3) Franking machines shall be of such design and manufacture as may be approved by the Postmaster-General.

### Business reply service permit

126A (1) An application for a business reply service permit shall be accompanied by a fee of \$350.00.

(2) A business reply service permit is valid for a period of 12 months from the date it is issued.

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(3) An application for the renewal of a business reply service permit shall be made annually, before the expiry of the permit, and accompanied by a fee of \$275.00.

*[Regulation 126A inserted by BR 96 / 2019 reg. 2 effective 7 October 2019]*

### Prepaid postage permit

126B (1) An application for a prepaid postage permit shall be accompanied by a fee of \$275.00.

(2) A prepaid postage permit is valid for a period of 12 months from the date it is issued.

(3) An application for the renewal of a prepaid postage permit shall be made annually, before the expiry of the licence, and accompanied by a fee of \$250.00.

(4) Where a postal packet—

(a) is not prepaid, or is insufficiently prepaid; and

(b) purports to be sent under a prepaid postage permit that has expired,

the postage to be charged on the postal packet shall be double the amount of the postage that would be required thereon if the postal packet were prepaid, unless the Postmaster-General, on good cause shown, remits all or part of such amount.

*[Regulation 126B inserted by BR 96 / 2019 reg. 2 effective 7 October 2019]*

### Lost property

127 (1) 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, is to be at once sent to the Postmaster-General in a registered letter with a report stating when and where it was found.

(2) The Postmaster-General shall give up the article to any person proving himself to be the owner.

### Express Mail Service

127A The fees for the preferential delivery of a postal packet of a maximum weight of 20 kilograms are as follows—

(a)	United States of America and Canada	
	Not exceeding 500 g	\$35.00
	For each additional 250 g or part thereof	\$4.00
(b)	United Kingdom	
	Not exceeding 500 g	\$38.50
	For each additional 250 g or part thereof	\$4.50
(c)	United States of America transit — Mexico, Caribbean, Central America and South America (See Key to Transit Zones)	

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	Not exceeding 500 g	\$38.00
	For each additional 250 g or part thereof	\$4.25
(d)	United Kingdom transit — All other countries (See Key to Transit Zones)	
	Not exceeding 500 g	\$55.00
	For each additional 250 g or part thereof	\$6.25

*[Regulation 127A repealed and replaced by BR 31/1990 effective 1 August 1990; by BR 43/1996 effective 1 August 1996; by BR 60/2000 effective 25 August 2000; revoked and replaced by BR 12 / 2012 reg. 7 effective 1 April 2012; revoked and replaced by BR 49 / 2015 reg. 7 effective 1 July 2015; Regulation 127A heading deleted and substituted by BR 96 / 2019 reg. 2 effective 7 October 2019]*

### Holding of residential postal packets

127B (1) A person may make a written application to the Postmaster-General, to hold at the post office, all postal packets addressed to him at his residence.

(2) A person making an application under paragraph (1) shall provide—

- (a) photographic identification; and
- (b) proof that he resides at the specified address.

(3) A person making an application under paragraph (1) on behalf of another—

- (a) shall satisfy the Postmaster-General that the person for whom the application is made, has authorised the application, by providing—
  - (i) photographic identification of himself;
  - (ii) written permission from the person for whom the application is made;
  - (iii) proof that the person giving written permission resides at the specified address; and
- (b) may be required by the Postmaster-General to indemnify the post office against any claims that may result from the holding of mail.

(4) An application under paragraph (1) may be granted for a period of not less than three consecutive days and not exceeding 90 consecutive days.

(5) The holding of postal packets shall not be extended beyond the period granted in respect of an application under paragraph (1) unless, on written application to extend the hold period, the Postmaster-General is satisfied that special circumstances exist which necessitate such extension.

(6) A fee of \$10.00 per week or any part thereof, shall be charged and paid at the time of making an application under paragraph (1) and any application for extension under paragraph (5).

(7) A postal packet addressed to more than one addressee shall not be held unless an application has been made in respect of all addressees.

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(8) The Postmaster-General shall not accept applications to hold postal packets addressed to transitory accommodations, including hotels, guest houses, rooming houses, nursing homes, or hospitals.

(9) The post office shall not be liable for—

- (a) time sensitive or perishable items held; and
- (b) items held that were not registered under Part III.

(10) Any application under this Regulation shall be in such form as the Postmaster-General may require.

*[Regulation 127B inserted by BR 12 / 2012 reg. 8 effective 1 April 2012]*

### PART VI LEGAL PROCEEDINGS

#### Offences

128 Any 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 \$288.

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SCHEDULE

(regulation 16)

AIR MAIL POSTAGE RATES

Destination	Letters (including greeting cards and air letter forms)	Post-cards	Printed papers	Film and small packets
	\$	\$	\$	\$
A. Zone 1 — 50 g	1.15	1.00	1.00	1.00
each additional 50 g	0.80		0.80	0.80
Zone 2 — 50 g	1.35	1.20	1.20	1.20
each additional 50 g	0.90		0.90	0.90
Zone 3 — 50 g	1.55	1.40	1.40	1.40
each additional 50 g	1.00		1.00	1.00
B. The rate in respect of literature for the blind shall be 10 cents per 50 g (to a maximum of 7 kg) irrespective of the country of destination.				
C. Parcels				
(i) United States of America —				
Not exceeding 500 g				\$20.00
For each additional 250 g or part thereof				\$4.00
(ii) Canada —				
Not exceeding 500 g				\$20.00
For each additional 250 g or part thereof				\$3.75
(iii) United Kingdom —				
Not exceeding 500 g				\$25.50
For each additional 250 g or part thereof				\$4.25
(iv) United States of America transit — Mexico, Caribbean, Central America and South America (See Key to Transit Zones)				
Not exceeding 500 g				\$27.00
For each additional 250 g or part thereof				\$4.00
(v) United Kingdom transit — All other countries (See Key to Transit Zones)				
Not exceeding 500 g				\$28.00
For each additional 250 g or part thereof				\$5.25

*[Schedule revoked and replaced by BR 43/1996 effective 1 August 1996; and by BR 60/2000 effective 25 August 2000; revoked and replaced by BR 49 / 2015 reg. 8 effective 1 July 2015]*

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KEY TO AIR MAIL ZONES

<u>Country</u>	<u>Zone</u>
Afghanistan	3
Algeria	2
Angola (People's Rep. of)	3
Antigua	1
Argentina	2
Ascension	2
Australia	3
Azores	2
Bahamas	1
Bahrain (state of)	3
Balearic Islands	2
Bangladesh	3
Barbados	1
Barbuda	1
Belize	1
Benin (People's Rep. of)	3
Bhutan	3
Bolivia	2
Botswana	3
Brazil	2
British Indian Oc. Territory	3
British Virgin Is.	1
Brunei	3
Burma	3
Burundi	3
Cameroon (United Rep. of)	3
Canada	1
Canary Islands	2
Cape Verde	2
Caroline Islands	3
Cayman Islands	1
Central African Rep.	3
Chad (Rep. of)	3
Chile	2
China (People's Rep. of)	3
Christmas Is, (Indian Oc.)	3
Cocos (Keeling) Is.	3
Colombia	1
Comoros (Rep. of)	3
Congo (People's Rep. of the)	3
Cooks Islands	3
Costa Rica	1

POST OFFICE REGULATIONS 1933

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<u>Country</u>	<u>Zone</u>
Crete	2
Cuba	1
Cyprus	2
Djibouti (formerly French Terr. of Afars & Issas)	3
Dominica	1
Dominican Rep	1
East Timor	3
Ecuador	2
Egypt (Arab Rep. of)	2
El Salvador	1
Equatorial Guinea (Rep. of)	3
Ethiopia	3
Europe	2
Falkland Islands & Dependencies	2
Fiji	3
French Guiana	2
French Polynesia	3
French Southern Antarctic Territ.	3
French West Indies	1
Gabon (Rep. of)	3
Gambia (Rep. of the)	3
Gaza & Khan Yunis	2
Ghana	3
Gibraltar	2
Greenland	2
Guam	3
Guatemala	1
Guinea (Rep. of)	3
Guinea-Bissau (Rep. of)	3
Guyana	2
Haiti	1
Honduras (Rep. of)	1
Hong Kong	3
Iceland	2
India	3
Indonesia	3
Iran	2
Iraq	2
Ireland (Rep. of)	2
Israel	2
Ivory Coast (Rep. of)	3
Jamaica	1
Japan	3
Jordan	2
Kampuchea	3
Kenya	3



## POST OFFICE REGULATIONS 1933

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<u>Country</u>	<u>Zone</u>
Khmer (Rep. of)	3
Kiribati (Gilbert)	3
Korea (Rep. of)	3
Korea (Dem. People's Rep. of)	3
Kuwait	2
Lao (People's Dem. Rep.)	3
Lebanon	2
Lesotho	3
Libyan (Soc. People's Arab Jamahiriya)	2
Macao	3
Madagascar (Dem. Rep.)	3
Madeira	2
Malawi	3
Malaysia (incl. Malaya, Sabah & Sarawak)	3
Maldives (Rep. of)	3
Mali	3
Malta	2
Mariana Islands	3
Marshall Islands	3
Mauritania	3
Mauritius	3
Mexico	1
Mongolia (People's Rep. of)	3
Montserrat	1
Morocco	2
Mozambique	3
Namibia (SW Africa)	3
Nauru Islands	3
Nepal	3
Netherlands Antilles	1
New Caledonia	3
New Zealand Island Territories	3
Nicaragua	1
Nigeria (Fed. Rep. of)	3
Niger Republic	3
Norfolk Island	3
Oman (Sultanate of)	3
Pakistan	3
Panama (Rep. of)	1
Papua New Guinea	3
Paraguay	2
Peru	2
Philippines	3
Pitcairn Islands	3
Puerto Rico	1
Qatar (State of)	3

## POST OFFICE REGULATIONS 1933

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<u>Country</u>	<u>Zone</u>
Reunion	3
Rwanda	3
Ryukyu Islands (Japan)	3
St. Helena	3
St. Kitts-Nevis-Anguilla	1
St. Lucia	1
St. Pierre & Miquelon	1
St. Vincent	1
Samoa (U.S.A. Territory)	3
Sae Tome & Principe (Dem. Rep. of)	3
Saudi Arabia	3
Senegal (Rep. of)	3
Seychelles	3
Sierra Leone (Rep. of)	3
Singapore (Rep. of)	3
Solomon Islands	3
Somali (Dem. Rep.)	3
South Africa	3
Spanish Territories of North Africa (Ceuta, Chafarinas, Jadu & Melilla)	2
Sri Lanka	3
Sudan (Dem. Rep.)	3
Surinam	2
Swaziland	3
Syrian Arab Rep.	2
Taiwan	3
Tanzania	3
Thailand	3
Tibet	3
Togo (Rep. of)	3
Tonga	3
Trinidad & Tobago	1
Tristan da Cunha	3
Tunisia	2
Turkey	2
Turks & Caicos Is.	1
Tuvalu	3
Uganda	3
United Arab Emirates <sup>+</sup>	3
United Kingdom	2
United States of America	1
Upper Volta (Rep. of)	3
Uruguay	2
Vanuatu (New Hebrides)	3
Venezuela	1
Vietnam	3

## POST OFFICE REGULATIONS 1933

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<u>Country</u>	<u>Zone</u>
Virgin Is. of U.S.A.	1
Wake Island	3
Western Samoa	3
Yemen (People's Dem. Rep. of)	3
Zaire (Rep. of)	3
Zambia	3
Zimbabwe	3

\*(Martinique & Guadeloupe)

\*\* (Aruba, Bonaire, Curacao, Saba, St. Eustatius, St. Martin)

+(Abu Dhabi/Ajman/Dubai/Fujairah/Ras al Khaimah/ Shar Jah/ Umm al Qaiwain)

### KEY TO TRANSIT ZONES

Country Name	Parcel and IDE Transit Zone
AFGHANISTAN	UK TRANSIT
ALBANIA	UK TRANSIT
ALGERIA	UK TRANSIT
ANDORRA	UK TRANSIT
ANGOLA (PEOPLE'S REPUBLIC OF)	UK TRANSIT
ANGUILLA	USA TRANSIT
ANTIGUA AND BARBUDA	USA TRANSIT
ARGENTINA	USA TRANSIT
ARMENIA	UK TRANSIT
ARUBA	USA TRANSIT
ASCENSION	UK TRANSIT
AUSTRALIA	UK TRANSIT
AUSTRIA	UK TRANSIT
AZERBAIJAN	UK TRANSIT
AZORES	UK TRANSIT
BAHAMAS	USA TRANSIT
BAHRAIN (STATE OF)	UK TRANSIT
BALEARIC ISLANDS	UK TRANSIT
BANGLADESH	UK TRANSIT
BARBADOS	USA TRANSIT
BELARUS	UK TRANSIT
BELGIUM	UK TRANSIT

## POST OFFICE REGULATIONS 1933

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Country Name	Parcel and IDE Transit Zone
BELIZE	USA TRANSIT
BENIN (PEOPLE'S REPUBLIC OF)	UK TRANSIT
BHUTAN	UK TRANSIT
BOLIVIA	USA TRANSIT
BOSNIA-HERZEGOVINA	UK TRANSIT
BOTSWANA	UK TRANSIT
BRAZIL	USA TRANSIT
BRITISH INDIAN OCEAN TERRITORY	UK TRANSIT
BRITISH VIRGIN ISLANDS	USA TRANSIT
BRUNEI	UK TRANSIT
BULGARIA	UK TRANSIT
BURKINA FASO	UK TRANSIT
BURUNDI	UK TRANSIT
CAMBODIA	UK TRANSIT
CAMEROON (UNITED REPUBLIC OF)	UK TRANSIT
CANADA	DIRECT
CANARY ISLANDS	UK TRANSIT
CAPE VERDE	UK TRANSIT
CAROLINE ISLANDS	UK TRANSIT
CAYMAN ISLANDS	USA TRANSIT
CENTRAL AFRICAN REPUBLIC	UK TRANSIT
CHAD (REPUBLIC OF)	UK TRANSIT
CHILE	USA TRANSIT
CHINA (PEOPLE'S REPUBLIC OF)	UK TRANSIT
CHRISTMAS ISLAND (INDIAN OCEAN)	UK TRANSIT
COCOS (KEELING) ISLANDS	UK TRANSIT
COLOMBIA	USA TRANSIT
COMOROS (REPUBLIC OF)	UK TRANSIT
CONGO (PEOPLE'S REPUBLIC OF)	UK TRANSIT
COOK ISLANDS	UK TRANSIT
COSTA RICA	USA TRANSIT
COTE D'IVOIRE	UK TRANSIT
CRETE	UK TRANSIT
CROATIA	UK TRANSIT
CUBA	USA TRANSIT

## POST OFFICE REGULATIONS 1933

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Country Name	Parcel and IDE Transit Zone
CYPRUS	UK TRANSIT
CZECH REPUBLIC	UK TRANSIT
DENMARK	UK TRANSIT
DJIBOUTI	UK TRANSIT
DOMINICA	USA TRANSIT
DOMINICAN REPUBLIC	USA TRANSIT
EAST TIMOR OR TIMOR-LESTE	UK TRANSIT
ECUADOR	USA TRANSIT
EGYPT (ARAB REPUBLIC OF)	UK TRANSIT
EL SALVADOR	USA TRANSIT
EQUATORIAL GUINEA (REPUBLIC OF)	UK TRANSIT
ERITREA	UK TRANSIT
ESTONIA	UK TRANSIT
ETHIOPIA	UK TRANSIT
FALKLAND ISLANDS AND DEPENDENCIES	UK TRANSIT
FIJI	UK TRANSIT
FINLAND	UK TRANSIT
FRANCE	UK TRANSIT
FRENCH GUIANA	USA TRANSIT
FRENCH POLYNESIA	UK TRANSIT
FRENCH SOUTH AND ANTARCTIC TERR	UK TRANSIT
FRENCH W INDIES (MARTINIQUE AND GUADELOUP	USA TRANSIT
GABON (REPUBLIC OF)	UK TRANSIT
GAMBIA (REPUBLIC OF THE)	UK TRANSIT
GAZA AND KHAN YUNIS	UK TRANSIT
GEORGIA	UK TRANSIT
GERMANY	UK TRANSIT
GHANA	UK TRANSIT
GIBRALTAR	UK TRANSIT
GREECE	UK TRANSIT
GREENLAND	UK TRANSIT
GRENADA	USA TRANSIT
GUAM	USA TRANSIT
GUATEMALA	USA TRANSIT
GUINEA (REPUBLIC OF)	UK TRANSIT

## POST OFFICE REGULATIONS 1933

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Country Name	Parcel and IDE Transit Zone
GUINEA-BISSAU (REPUBLIC OF)	UK TRANSIT
GUYANA	USA TRANSIT
HAITI	USA TRANSIT
HONDURAS (REPUBLIC OF)	USA TRANSIT
HONG KONG	UK TRANSIT
HUNGARY	UK TRANSIT
ICELAND	UK TRANSIT
INDIA	UK TRANSIT
INDONESIA	UK TRANSIT
IRAN (ISLAMIC REPUBLIC OF)	UK TRANSIT
IRAQ	UK TRANSIT
IRELAND (REPUBLIC OF)	UK TRANSIT
ISRAEL	UK TRANSIT
ITALY	UK TRANSIT
JAMAICA	USA TRANSIT
JAPAN	UK TRANSIT
JORDAN	UK TRANSIT
KAZAKHSTAN	UK TRANSIT
KENYA	UK TRANSIT
KIRIBATI (GILBERT ISLANDS)	UK TRANSIT
KOREA (DEM. PEOPLE'S REP. OF)	UK TRANSIT
KOREA (REPUBLIC OF)	UK TRANSIT
KUWAIT	UK TRANSIT
KYRGYZSTAN	UK TRANSIT
LAOS (PEOPLE'S DEM REPUBLIC OF)	UK TRANSIT
LATVIA	UK TRANSIT
LEBANON	UK TRANSIT
LESOTHO	UK TRANSIT
LIBERIA (REPUBLIC OF)	UK TRANSIT
LIBYA	UK TRANSIT
LIECHTENSTEIN	UK TRANSIT
LITHUANIA	UK TRANSIT
LUXEMBOURG	UK TRANSIT
MACAU	UK TRANSIT
MACEDONIA (REPUBLIC OF)	UK TRANSIT

## POST OFFICE REGULATIONS 1933

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Country Name	Parcel and IDE Transit Zone
MADAGASCAR (DEM REPUBLIC)	UK TRANSIT
MADEIRA	UK TRANSIT
MALAWI	UK TRANSIT
MALAYSIA (INC. MALAYA, SABAH, AND SARAWAK)	UK TRANSIT
MALDIVES (REPUBLIC OF)	UK TRANSIT
MALI	UK TRANSIT
MALTA	UK TRANSIT
MARIANA ISLANDS	UK TRANSIT
MARSHALL ISLANDS	UK TRANSIT
MAURITANIA	UK TRANSIT
MAURITIUS	UK TRANSIT
MEXICO	USA TRANSIT
MICRONESIA (FEDERATED STATES OF)	UK TRANSIT
MOLDOVA	UK TRANSIT
MONACO	UK TRANSIT
MONGOLIA (PEOPLE'S REPUBLIC OF)	UK TRANSIT
MONTENEGRO	UK TRANSIT
MONTSERRAT	USA TRANSIT
MOROCCO	UK TRANSIT
MOZAMBIQUE	UK TRANSIT
MYANMAR	UK TRANSIT
NAMIBIA	UK TRANSIT
NAURU ISLANDS	UK TRANSIT
NEPAL	UK TRANSIT
NETHERLANDS ANTILLES (BONAIRE, CURACAO, SABA, ST. EUSTATIUS, ST. MARTIN)	USA TRANSIT
NETHERLANDS	UK TRANSIT
NEW CALEDONIA	UK TRANSIT
NEW ZEALAND	UK TRANSIT
NEW ZEALAND ISLAND TERRITORIES	UK TRANSIT
NICARAGUA	USA TRANSIT
NIGER REPUBLIC	UK TRANSIT
NIGERIA (FEDERAL REPUBLIC OF)	UK TRANSIT
NORFOLK ISLAND	UK TRANSIT
NORWAY	UK TRANSIT

## POST OFFICE REGULATIONS 1933

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Country Name	Parcel and IDE Transit Zone
OMAN (SULTANATE OF)	UK TRANSIT
PAKISTAN	UK TRANSIT
PALAU (REPUBLIC OF)	USA TRANSIT
PANAMA (REPUBLIC OF)	USA TRANSIT
PAPAU NEW GUINEA	UK TRANSIT
PARAGUAY	USA TRANSIT
PERU	USA TRANSIT
PHILIPPINES	UK TRANSIT
PITCAIRN ISLANDS	UK TRANSIT
POLAND	UK TRANSIT
PORTUGAL	UK TRANSIT
PUERTO RICO	USA TRANSIT
QATAR (STATE OF)	UK TRANSIT
REUNION ISLAND	UK TRANSIT
ROMANIA	UK TRANSIT
RUSSIA (FED. OF)	UK TRANSIT
RWANDA	UK TRANSIT
RYUKYU ISLANDS (JAPAN)	UK TRANSIT
SAMOA	UK TRANSIT
SAMOA (AMERICAN)	USA TRANSIT
SAO TOME AND PRINCIPE (DEM REP OF)	UK TRANSIT
SAUDI ARABIA	UK TRANSIT
SENEGAL (REP. OF)	UK TRANSIT
SERBIA	UK TRANSIT
SEYCHELLES	UK TRANSIT
SIERRE LEONE (REP. OF)	UK TRANSIT
SINGAPORE (REP. OF)	UK TRANSIT
SLOVAKIA	UK TRANSIT
SLOVENIA	UK TRANSIT
SOLOMON ISLANDS	UK TRANSIT
SOMALIA (DEM. REP)	UK TRANSIT
SOUTH AFRICA	UK TRANSIT
SOUTH SUDAN	UK TRANSIT
SPAIN	UK TRANSIT
SPANISH TERR. OF N. AFRICA	UK TRANSIT



## POST OFFICE REGULATIONS 1933

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Country Name	Parcel and IDE Transit Zone
SRI LANKA	UK TRANSIT
ST. CHRISTOPHER AND NEVIS (ST. KITTS AND NEVIS)	USA TRANSIT
ST. HELENA	UK TRANSIT
ST. LUCIA	USA TRANSIT
ST. PIERRE AND MIQUELON	USA TRANSIT
ST. VINCENT	USA TRANSIT
SUDAN (DEM. REP.)	UK TRANSIT
SURINAME	USA TRANSIT
SWAZILAND	UK TRANSIT
SWEDEN	UK TRANSIT
SWITZERLAND	UK TRANSIT
SYRIA	UK TRANSIT
TAIWAN	UK TRANSIT
TAJIKISTAN	UK TRANSIT
TANZANIA	UK TRANSIT
THAILAND	UK TRANSIT
TIBET	UK TRANSIT
TOGO (REPUBLIC OF)	UK TRANSIT
TONGA	UK TRANSIT
TRINIDAD AND TOBAGO	USA TRANSIT
TRISTAN DA CUNHA	UK TRANSIT
TUNISIA	UK TRANSIT
TURKEY	UK TRANSIT
TURKMENISTAN	UK TRANSIT
TURKS AND CAICOS ISLANDS	USA TRANSIT
TUVALU	UK TRANSIT
UGANDA	UK TRANSIT
UKRAINE	UK TRANSIT
UNITED ARAB EMIRATES (ABU DHABI, AIMAN, DUBAI, FUJAIRAH, RAS AL KHAIMAH, SHARJAH, UMM AL QAIWAIN)	UK TRANSIT
UNITED KINGDOM	DIRECT
UNITED STATES OF AMERICA	DIRECT
URUGUAY	USA TRANSIT
UZBEKISTAN	UK TRANSIT
VANUATU (NEW HEBRIDES)	UK TRANSIT

## POST OFFICE REGULATIONS 1933

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Country Name	Parcel and IDE Transit Zone
VATICAN CITY	UK TRANSIT
VENEZUELA	USA TRANSIT
VIETNAM	UK TRANSIT
VIRGIN ISLANDS OF U.S.A.	USA TRANSIT
WAKE ISLAND	USA TRANSIT
YEMEN	UK TRANSIT
ZAMBIA	UK TRANSIT
ZIMBABWE	UK TRANSIT

*[Key to Transit Zones inserted by BR 49 / 2015 reg. 9 effective 1 July 2015]*

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*[Amended by:*

SR&O 4 / 1952  
SR&O 16 / 1957  
SR&O 17 / 1957  
SR&O 18 / 1957  
SR&O 16 / 1963  
SR&O 12 / 1965  
SR&O 41 / 1965  
SR&O 8 / 1967  
SR&O 14 / 1969  
SR&O 42 / 1972  
SR&O 74 / 1973  
SR&O 16 / 1974  
1969 : 666  
1970 : 203  
SR&O 34 / 1975  
SR&O 61 / 1975  
SR&O 23 / 1977  
BR 18 / 1978  
BR 35 / 1980  
BR 35 / 1981  
BR 24 / 1982  
BR 31 / 1983  
BR 30 / 1985  
BR 43 / 1985  
BR 60 / 1987  
BR 46 / 1988  
BR 31 / 1990  
BR 43 / 1996  
BR 60 / 2000

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BR 38 / 2009

BR 5 / 2011

BR 12 / 2012

BR 49 / 2015

BR 96 / 2019]