

LOCAL POST REGULATIONS

Regulations made under ss.5, 7, 8, 10, 12 and 54.

**Subsidiary
1961.12.22-3**

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(1961.12.19-3)

22.12.1961

Amending enactments	Relevant current provisions	Commencement date
23.5.1962	reg. 20(1)	
16.3.1965	reg. 24(2)	
23.12.1966	–	
11.3.1969	Regs. 20(1) and 24(2)	
28.1.1970	reg.29	
LN. 1971/014	–	
1971/086	reg. 29	
1973/031	–	
1975/080	regs. 20(1), 24(2) and 29	
1976/154	regs. 20(1), 24(2) and 29	
1977/016	–	
1980/078	regs. 20(1), 24(2) and Sch. 1	
1981/119	regs. 20(1), 24(2) 29 and Sch. 2	
1984/021	rr. 20(1), 24(2) and Sch. 2(5)	1.4.1984
1986/016	rr. 20(1), 24(2), 29 and Sch. 1 - (8) and Sch 2 - (4)	1.3.1986
1991/005	rr. 24(2), 29, Sch. 1 - (1), (2), (8) and Sch. 2 - (1), (4), (5)	1.2.1991
1992/151	Sch.1 - (1)(2)(3)(4)(5)(7)	1.1.1993
1996/117	rr.20(1), 24(2), 29 and Sch. 2 - (1), (4), (5)	1.1.1997
2004/092	rr. 20(1), 24(1) and Sch. 1 - (1), (2), (3), (4), (5) and (7)	13.9.2004
2006/006	rr.2, 33 and Sch.1	12.1.2006
2006/098	Sch. 1	1.9.2006
2008/058	rr. 20(1), 24(2), Sch. 1 & 2	15.8.2008

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Post Office

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1. These regulations may be cited as the Local Post Regulations.

Interpretation.

2. In these regulations, unless the context otherwise requires,—

“articles for the use of the blind” has the meaning assigned to it by regulation 17;

“coin” means coin (whether or not current) except such as is used or designed for purposes of ornament;

“express packet” means a postal packet conveyed and delivered by special messenger, at the request of the sender or addressee, throughout its whole course in the post or any part thereof;

“first class letter” means a letter that will be given priority for local delivery over and above the standard local mail service;

“jewellery” means—

- (a) gold, silver or platinum or other precious metal in a manufactured state; that is to say, a state in which value is added to the raw material by skilled workmanship, and in this definition are included any coins used or designed for purposes of ornament;
- (b) diamonds and precious stones;
- (c) watches, the cases of which are entirely or mainly composed of gold, silver or platinum or other precious metal; and
- (d) any article of a like nature which, apart from workmanship, has an intrinsic or marketable value;

“letter”, except where that expression is used in regulation 15, means any postal packet except a postcard, printed packet, sample packet, registered newspaper, parcel, or a packet consisting of articles for the use of the blind;

“paper money” means—

- (a) bank notes or currency notes, being current in Gibraltar or elsewhere;

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- (b) money orders and postal orders;
- (c) unobliterated postage or revenue stamps available for current use in Gibraltar or elsewhere (except revenue stamps embossed or impressed on an instrument which has been executed);
- (d) exchequer bill, bank post bills, bills of exchange, promissory notes, cheques, credit notes which entitled the holder to money or goods and all orders and authorities for the payment of money, whether negotiable or not;
- (e) bonds and coupons relating thereto and other securities for money, whether negotiable or not;

“parcel” means a postal packet which is posted as a parcel in accordance with the provisions of these regulations;

“postal form” means a form issued by or under the authority of the Director;

“postal packet” means a letter, postcard, printed packet, sample packet, registered newspaper, parcel, and a packet consisting of articles for the use of the blind, but does not include a telegram;

“postcard” means a card of the authorized dimensions bearing either an impressed or an adhesive stamp denoting payment of postage, and, except where the context otherwise requires, includes a reply postcard;

“prescribed” means prescribed by the Director;

“printed packet” has the meaning assigned to it by regulation is;

“redirection” as applied to a postal packet includes re-posting;

“sample packet” means a postal packet containing a specimen (without saleable value) of goods for sale in respect of which no payment (apart from the cost of postage and packing) has been or is intended to be made by the addressee and sent by or on behalf of a dealer in such goods, and a postal packet containing such specimen which is being returned to the original sender.

Application.

3. These regulations shall apply exclusively to local postal packets, except in so far as the provisions of these regulations are expressly made applicable

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to any other postal packets by any regulations relating to such postal packets.

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Rates of postage.

4. There shall be charged and paid upon the postal packets specified in the first column of Schedule 1 the rates of postage respectively specified in the second column thereof.

**PART I.
GENERAL CONDITIONS.**

Prohibitions.

5.(1) Save as the Director may either generally or in any particular case allow, there shall not be conveyed or delivered by post any postal packet of a description referred to in section 11(1) (a), (b) or (c) of the Act.

(2) Subject to section 8(3) of the Act, there shall not be posted or conveyed or delivered by post any postal packet-

- (a) containing—
 - (i) except as may be permitted by the Director either generally or in any particular case, any living creature;
 - (ii) any imitation of a bank note within the meaning of section 2 of the Criminal Offences Act;
- (b) containing or bearing any fictitious stamp (not being a fictitious stamp which is authorized to be made by or under Post Office regulations) or any counterfeit impression of a stamping machine used under the direction or by the permission of the Director or any counterfeit of any other impression authorized by or under these regulations to be used to denote payment of postage or fees;
- (c) having thereon, or on the cover thereof, any words, letters or marks (used without due authority) which signify or imply, or may reasonably lead the recipient thereof to believe, that the postal packet is sent on Her Majesty's service;
- (d) of such a form or colour or so made up for transmission by post as to be likely in the opinion of the Director to embarrass the officers of the Post Office in dealing with the packet;

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- (e) having anything written, printed or otherwise impressed upon or attached to any part of the postal packet which, either by tending to prevent the easy and quick reading of the address of the packet or by inconvenient proximity to the stamp or stamps used 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 Director to embarrass the officers of the Post Office in dealing with the packet;
- (f) whereon the payment of any postage or fees purports to be denoted by any stamp or impression which has been previously used to denote payment of the postage or fees on any other postal packet or any other revenue duty or tax.

Packets containing others for different persons.

6.(1) There shall not be posted or conveyed or delivered by post any postal packet consisting of or containing two or more postal packets addressed to different persons who are at different addresses.

(2) If any such postal packet be posted, or tendered for conveyance by post, each postal packet contained therein may be forwarded to the addressee subject to such charges as the Director may fix in the particular case, not exceeding the total of the charges which would have been payable in respect of each of the separate postal packets contained therein if they had been posted singly without prepayment of postage.

Packing.

7. Every postal packet shall be made up and secured in such manner as in the opinion of the Director is calculated to prevent injury to any other postal packet in course of conveyance, or to any receptacle in which the same is conveyed, or to an officer of the Post Office or other persons who may deal with such packet.

Limits of size and weight.

8. The limits of size and weight of the postal packets specified in the first column of Schedule 1 shall not (except with special permission of the Director) exceed those respectively specified in the third and fourth columns of that Schedule.

Payment of postage and fees.

9.(1) Except as the Director may otherwise direct, and subject to the provisions of these regulations, the postage and fees payable on every postal packet, and the fees payable in respect of postal facilities, shall be prepaid.

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(2) Payment of postage or fees payable under these regulations may be denoted—

- (a) by adhesive postage stamps; or
- (b) by impressions of stamping machines working under the direction or by the permission of the Director; or
- (c) by the use of a stamped envelope, cover, postcard, or other postal form; or
- (d) by the use of an embossed or impressed stamp cut out of or otherwise detached from an envelope, cover, postcard, or other postal form; or
- (e) in such other manner as the Director may from time to time permit.

(3) No stamp or impression of a stamping machine which is imperfect or mutilated or defaced in any way, or across which anything is written or printed or otherwise impressed, shall be used to denote payment of postage or fees; but a stamp shall not be deemed to be imperfect or mutilated or defaced, or to have anything written or printed or impressed across it, within the meaning of this provision, by reason only that it is distinctively perforated with initials by means of a punch if the perforating holes are not larger than those dividing one stamp from another in a sheet of stamps.

(4) No stamp indicating on the face thereof payment of a registration fee as well as postage shall be used to denote payment of postage or fees on any unregistered postal packet.

(5) Packets bearing the impression of stamping machines or intended for impression by stamping machines shall be accepted only at such post offices, within such hours, and under and subject to such conditions and restrictions as the Director may consider appropriate.

(6) Subject to the provisions of these regulations, the stamp or impression denoting payment of postage or fees shall be placed in such position on the envelope, cover, postcard or other form as the Director may consider appropriate.

Treatment of irregular packets.

10.(1) If any postal packet which appears to have been intended for transmission as a packet of a particular description (other than a letter) is found in the post or is left at a post office, and it does not comply, or its manner of posting did not comply, with the provisions of these regulations which are applicable to postal packets of its purported description, the

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Director may if he thinks fit treat it as if it had been posted as a postal packet of such description (including a letter, and including its purported description) as he considers appropriate; and the packet shall for all purposes be deemed to be a postal packet of such description.

(2) Where any postal packet is treated as a parcel under sub-regulation (1), there shall be payable by the addressee on the delivery of the packet, or, if the packet is refused or cannot for any other reason be delivered, by the sender, the appropriate postage at the rate applicable to parcels and the additional sum of one penny less the amount of any postage prepaid.

Return of undeliverable postal packets (except parcels).

11.(1) With regard to any postal packet (other than a parcel) chargeable by law with a postage equal to or greater than the lowest rate of postage for the time being payable in respect of a local letter, which for any reason cannot be delivered, the following provisions shall apply :-

- (a) where the full name and address of the sender appear legibly on the outside of the packet, the packet shall be returned to the sender unopened, but subject to payment of any charges to which it has become liable;
- (b) where the name and address of the sender do not appear on the outside of the packet or are illegible, the packet shall be opened by any officer of the post office duly authorized in that behalf, and if the name and address of the sender can be ascertained, the packet shall be returned to the sender, subject to payment of any charges to which it has become liable.

(2) With regard to any postal packet chargeable by law with a postage less than the lowest rate of postage for the time being payable in respect of a local letter, which cannot for any reason be delivered, the following provisions shall apply:-

- (a) where a request for the return of such postal packet to the sender, or some person designated by him, appears on the outside of the packet, the packet shall be charged with additional postage equal in amount to the prepaid rate of postage originally chargeable upon the packet and such postage shall be payable by the sender of the packet; and the packet shall, upon payment of such postage and any other charges to which it has become liable, be returned to the sender or to the person so designated by him;
- (b) where no such request appears upon the packet, but where the packet has been insufficiently prepaid, or where from any other cause the Director deems it expedient so to do, he may tender

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the packet to the sender charged with additional postage equal in amount to the prepaid rate of postage originally chargeable upon the packet and the packet shall, upon payment of such postage and any other charges to which it has become liable, be returned to the sender;

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- (c) where no such request appears upon the packet, or where upon the tender of the packet to the sender he refuses or fails to pay the charges to which the packet has become liable by law, the packet may be dealt with or disposed of in such manner as the Director may think fit.

Return of undeliverable parcels.

12. With regard to parcels which for any reason cannot be delivered, and parcels which are addressed to a place beyond the limits of the postal delivery of Gibraltar and which are not called for or delivered within such times as the Director considers reasonable, the following provisions shall apply.

- (a) The parcel shall be retained at or forthwith forwarded to such place as the Director may from time to time appoint, and may, if necessary, be there opened and examined.
- (b) Where the name and address of the sender can be ascertained from the parcel, then, subject, to paragraph (d), the parcel shall be returned to the sender free of charge.
- (c) Where the name and address of the sender cannot be ascertained from the parcel, the parcel shall be retained pending a claim from the sender or addressee. In default of any claim within a period of three months, the parcel shall be disposed of in such manner as the Director may think fit.
- (d) Where, in the case of a parcel which cannot be delivered for want of a true direction, the sender corrects the address of the parcel, the parcel shall be forwarded to the corrected address.
- (e) The Director may require proof to his satisfaction that an applicant for a parcel is entitled to receive it.
- (f) Where an applicant fails to prove to the satisfaction of the Director that he is entitled to receive the parcel, the parcel may be dealt with or disposed of in such manner as the Director may think fit.
- (g) Any parcel in the possession of the Director which becomes offensive or injurious to any officer of the Post Office, or other

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person, or to other parcels, or which is likely from its character or condition to become so offensive or injurious or to become valueless before it can be delivered or otherwise dealt with in accordance with the provisions of these regulations, may forthwith be dealt with or disposed of in such manner as the Director may think fit, notwithstanding that the provisions of these regulations as to the return of such parcel have not been, or have only partially been, complied with.

Treatment of packets addressed to deceased persons.

13. Where the Director is satisfied that the addressee of a postal packet is dead he may in his discretion—

- (a) deliver or redirect such postal packet on the written application of any one or more of the executors named in the will of the addressee or of a person appearing to the Director to be entitled to take out letters of administration to the estate of the addressee;
- (b) deliver or redirect such postal packet on the written application of any person appearing to the Director to be conducting the affairs of the deceased addressee of the postal packet; or
- (c) retain such postal packet for such period as he may think fit and on production of probate of the will or letters of administration to the estate of the addressee together with the written application of one or more of the executors or administrators, deliver or redirect the packet in accordance with such request; or
- (d) treat such postal packet in accordance with the provisions of these regulations as postal packets which cannot be delivered.

PART II.

**CONDITIONS RELATING TO PARTICULAR CLASSES
OF POSTAL PACKETS.**

Postcards.

14.(1) A postcard shall be made of cardboard or paper stout enough not to hinder its manipulation and no writing or printing, other than the name and address of the addressee, shall appear on the right hand half of the face thereof.

(2) Nothing whatever shall be in any manner attached to a postcard except—

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- (a) postage stamps denoting payment of postage or of sums payable for registration or for advice of delivery or for express delivery;
- (b) illustrations, photographs, stamps of any kind, cuttings, paper bearing the address or other written or printed matter:

Provided that any such articles shall be of such nature as not to alter the character of the postcard, and shall be completely adherent, and that stamps likely to be mistaken for stamps used to denote payment of postage shall not be affixed to the address side of a postcard.

Printed packets.

15.(1) In these regulations the expression “printed packed means a packet which consists of or contains only articles or documents of the following descriptions:–

- (a) books, magazines, newspapers, and other similar publications or works of a literary or technical character, whether containing written dedications or not; sheet music; catalogues; almanacs; and annual diaries; in each case being printed on paper or on some other substance ordinarily used for printing;
- (b) sketches, drawings, paintings, photographic prints, and engravings, on paper or on some other substance ordinarily used for the purpose, provided it is not a brittle or exceptionally fragile substance;
- (c) maps, plans and charts, on paper or some other substance ordinarily used for the purpose, provided it is not a brittle or exceptionally fragile substance;
- (d) the binding or mounting of any article hereinbefore described, provided such binding or mounting be of a kind ordinarily used for the purpose, be not made of glass, or any brittle or exceptionally fragile substance, and be transmitted in the same packet with the article in respect of which it is used;
- (e) letters and postcards which are out of date and have already fulfilled their original purpose; dress patterns and dress transfers;
- (f) documents, whether containing matter in the nature of a letter or not, provided they conform to the conditions set out in Schedule 3;

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- (g) anything necessary or convenient for the safe transmission of any of the before-mentioned articles by post when transmitted in the same packet with the article in respect of which it is so used :

Provided that—

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

(2) In sub-regulation (1) expressions referring to print or printing shall be taken to refer to any species of type-printing easy to recognize as such, and to include lithography, hand stamping, or any mechanical process ordinarily used to produce a number of identical copies of written matter, and easy to recognize as such, but (except in relation to any article or document referred to in paragraph (a) of sub-regulation (1) or to circulars) shall not be taken to include typeprinting after the fashion or in imitation of typewriting, or the reproduction of typewriting by the Mimeograph or any other mechanical process ordinarily used to produce a number of identical copies of written matter; and expressions referring to writing shall be taken to include typewriting or any mechanical or other process ordinarily used to produce a single document.

(3) Every printed packet shall be subject to examination in the post, and if posted without a cover shall not be fastened or otherwise treated so as to prevent easy examination. A covered packet shall be unfastened or so adapted that the contents can be easily examined without breaking any seal or tearing any paper or separating any adhering surfaces or cutting any string.

(4) No printed packet shall contain or bear any communication in the nature of a letter not being matter coming within the definition of such packet or being otherwise expressly allowed by these regulations.

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(5) No circular which is reproduced from or produced after the fashion or in imitation of a typewritten document shall be sent by post as a printed packet save under such conditions as the Director may from time to time consider appropriate.

(6) No paper money shall be posted or conveyed or delivered by post in a printed packet:

Provided that this paragraph shall not apply to a single stamped proxy paper or to a single stamped and addressed card, wrapper or envelope forwarded by the sender of the packet in order that such card, wrapper or envelope may be returned through the post to such sender or some person designated by him.

Parcels.

16.(1) All parcels intended to be transmitted by post shall be posted by being handed in at a post office to an officer on duty at the counter, on the days and within the hours during which such office shall be open to the public for the posting of parcels.

(2) Every parcel shall be packed in such a manner as in the opinion of the Director is calculated to preserve the contents from loss or damage in the post and to prevent any tampering with its contents.

Articles for the use of the blind.

17.(1) In these regulations the expression “articles for the use of the blind” means—

- (a) books and papers (including letters to or from blind persons) impressed or otherwise prepared for the use of the blind;
- (b) papers posted to any person for the purpose of being so impressed or prepared; and
- (c) any articles especially adapted for the use of the blind.

(2) The following provisions shall apply to postal packets consisting of articles for the use of the blind:—

- (a) every packet shall bear on the outside thereof the inscription “Articles for the blind” and the written or printed name and address of the sender;
- (b) every packet shall be subject to examination in the post;

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- (c) every packet shall be posted either without a cover or in a cover which can be easily removed for the purposes of examination;
- (d) no packet shall contain any article not being an article for the use of the blind (except a label which may bear the name and address of the person to whom the packet is to be returned);
- (e) no packet shall contain any communication or inscription either in writing or printing (except the title, date of publication or manufacture, serial number, names and addresses of printer, publisher or manufacturer, price and table of contents of the book or paper, and any key to or instructions for the use of the special type or of any enclosed article).

Sample packets.

18.(1) The outside or cover of every sample packet shall bear the words “sample” or “returned sample” (as the case may be) written or printed thereon.

(2) The outside or cover of a sample packet sent by or on behalf of a dealer shall bear the name and address of the dealer printed thereon or impressed thereon by means of a hand stamp.

(3) A sample packet shall contain no additional enclosures except any article or document transmissible in a printed packet.

(4) Regulation 15(3) shall apply to sample packets.

**PART III.
POSTAL FACILITIES.**

General provisions.

19.(1) There shall be charged and paid for the postal facilities specified in the first column of Schedule 2 the charges specified or referred to in the second column of that Schedule, and such facilities shall be subject to the conditions and provisions contained in these regulations.

(2) The postal facilities referred to in these regulations may be provided by the Director at such times, during such periods, and at such post offices, in such circumstances, and on such conditions (not being inconsistent with the provisions of these regulations) as the Director may from time to time consider expedient.

Express delivery.

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20.(1) There shall be charged and paid for the conveyance of an express packet a fee of £2.00, in addition to any other postage payable thereon.

(2) An express packet shall bear the word “Express” or such other words, and such lines or marks, as the Director may require.

(3) An express packet shall be posted by being handed in at a post office to an officer on duty at the counter.

(4) The Director may forward a packet as an express packet although the full postage and fees chargeable thereon are not prepaid, and if the addressee refuses to pay the amount payable in respect of the deficiency, it shall be paid by the sender. In no case shall the Director be bound to deliver any express packet not fully prepaid unless the addressee pays the amount payable thereon.

(5) Subject to the provisions of these regulations as to express delivery, all express packets shall be forwarded, conveyed, and delivered in all respects subject to the provisions of the law in force for the time being in relation to local postal packets, so far as the same are applicable.

Redirection by the public.

21.(1) Any postal packet may be redirected from its original address, or any substituted address, to the same addressee at any other address in Gibraltar.

(2) Any postal packet (other than a parcel) so redirected on the day of its delivery at the address from which it is redirected, or on the day next following (Sundays, Christmas Day, Good Friday, and public holidays being disregarded for this purpose), shall be transmitted by post free of any charge or postage in respect of such transmission :

Provided that this paragraph shall not apply if before redirection the packet has been opened, or altered otherwise than by the substitution of a new address, or if the name of the addressee has been obscured by any adhesive label to indicate the new address.

Evasion of postage by redirection.

22.(1) In any case where the Director considers that a packet, purporting to be redirected, has been posted as a redirected packet with a view to evading the payment of any postage chargeable by law upon such packet, he may, before the delivery of such packet, require the addressee (who shall furnish proof of identity to the satisfaction of the Director) to sign a receipt for the same.

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(2) Any redirected packet which appears to have been opened before being redirected, and any packet which purports to be redirected, but which appears to have been treated in manner designed to evade the payment of any postage chargeable thereon by law, shall be dealt with and charged as an unpaid packet of the same description or otherwise dealt with as the Director may think fit.

Poste Restante.

23. The following provisions shall apply to postal packets addressed to a post office to be called for:—

- (a) except as the Director may otherwise decide, the service is provided only for the convenience of travellers;
- (b) the address of such packets shall include the words “To be called for” or “Poste Restante”;
- (c) such packets shall not be addressed to an addressee designated by a fictitious name, or by initials only, or by a Christian name without a surname;
- (d) the Director may refuse to deliver any such packet to a caller unless he is satisfied of the caller's identity;
- (e) such packets shall not be retained at the post office for delivery to the caller for more than fourteen days, unless the Director shall otherwise decide in relation to any particular packet or class or description of packets;
- (f) the Director may refuse or cease to retain for delivery to the caller any such packet the retention of which would in his opinion involve an abuse of the service, or which contravenes paragraph (b) or (c) or which is addressed to a post office at which the service is not available;
- (g) the sender may add to the address of any such packet a request that the packet may, if not called for within the time specified in the request, be returned to the sender or some person designated by him; and (subject to paragraph (e)) at the expiration of such time the packet shall be returned as specified in the request;
- (h) the provisions of these regulations as to the return of postal packets shall apply to any such packet which the Director refuses or ceases to retain for delivery to the caller.

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Registration.

24.(1) Subject to the provisions of these regulations, any postal packet other than a parcel may be registered.

(2) There shall be charged and paid for the registration of a postal packet a registration fee of £2.00.

Conditions as to registered packets.

25.(1) A packet which the sender desires to be registered shall be handed for registration to an officer on duty at a post office and any registered postal packet which has been transmitted to its original address, and which is redirected in pursuance of regulation 21 shall also be handed to such an officer.

- (2) (a) Subject to the provisions of these regulations the fee chargeable for the registration of the packet, and any other sum chargeable thereon, shall be prepaid.
 - (b) On the posting of the packet the person handing over the packet shall obtain a certificate bearing thereon an acknowledgement that the registration fee has been paid.
 - (c) In the case of redirection of a registered postal packet which has been transmitted to its original address, paragraphs (a) and (b) shall not apply and, if the person tendering the packet for registration does not prepay any sum chargeable on the packet, a certificate of posting stating that such sum has not been paid shall be obtained.
- (3) (a) A postal packet of any kind intended for registration shall be made up in a reasonably strong cover appropriate to its contents.
- (b) Except in the case of a printed packet, sample packet, packet . consisting of articles for the use of the blind or newspaper packet—
- (i) the packet shall be fastened with wax, gum or other adhesive substance, or, where suitable, securely tied with string which is sealed with wax or which is secured at each end by means of a lead, steel or strong metal seal crushed with a press;

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- (ii) where the packet is fastened by means of strips of adhesive paper or tape each strip shall have printed, stamped or written on it the trade mark, name or initials of the sender or the name or initials of the person who tenders the packet for transmission;
 - (iii) where the packet is fastened by means of strips of adhesive tape the tape shall (except as the Director may otherwise permit) be transparent and uncoloured;
 - (iv) the packet shall be so made up that no part of the contents can be removed without either breaking or tearing the case, wrapper or cover or forcing two adhesive surfaces apart or breaking a seal.
- (c) The address of the person to whom the packet is to be transmitted shall be written on the cover or on a label securely affixed to such cover by gum or other adhesive substance and shall be stated fully and correctly to ensure accuracy in delivery.
- (4) The following articles sent by registered post shall be tendered for transmission by registered letter post:-
- (a) a postal order not crossed to a banker in which the name of the payee has not been inserted in accordance with the direction on such order;
 - (b) any cheque or dividend warrant which is not crossed or made payable to order;
 - (c) any bearer security (including a share warrant, scrip or subscription certificate, bond or relative coupon);
 - (d) any bank note or currency note, being current in Gibraltar or elsewhere;
 - (e) any unobliterated postage or revenue stamp available for current use in Gibraltar or elsewhere (except a revenue stamp embossed or impressed on an instrument which has been executed);
 - (f) any article which is paper money but which is not of a kind referred to elsewhere in this paragraph;
 - (g) Coin.

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(5) Any article contained in the packet shall be adequately packed as a protection against damage in course of transmission. In particular an article of a fragile nature shall be packed in a container of sufficient strength and shall be surrounded in that container with sufficient and suitable soft material or wadding to protect the article against the effects of concussion, pressure and knocks to which postal packets are ordinarily exposed in transmission, and the packet shall bear the words “fragile with care” written conspicuously on the face of the cover above the address.

(6) Where a postal packet which is to be transmitted as a registered postal packet contains coin the coin shall be packed in such a way that it cannot move about; and coin in excess of the total value of £5 shall not be enclosed in any such packet.

(7) Where a registered postal packet has been delivered and it is alleged that loss or abstraction of or damage to the contents or any of the contents of the packet occurred whilst it was in course of transmission by post, the following things shall be produced on demand for the Director's inspection, in the condition as nearly as possible in which they were when the packet was delivered:—

- (a) where loss or abstraction is alleged, the cover of the packet;
- (b) where damage is alleged, the cover of the packet, the damaged article, its packing material, and any container in which the damaged article was enclosed.

(8) No postal packet to be transmitted as a registered postal packet shall contain any article or thing which by these regulations or any other law it is unlawful to send by post.

Crown Proceedings Act.

26. For the purpose of section 7 of the Crown Proceedings Act—

- (a) the conditions set out in regulation 25 shall be complied with in relation to a registered postal packet;
- (b) the expression “sender” means the person on whose behalf the postal packet is posted but does not include a person at whose request the article or any of the articles contained in the postal packet is sent by the first mentioned person by post.

Receipts for registered packets.

27. On the delivery of a registered postal packet the recipient shall give a written receipt therefor in the prescribed form. Where such a receipt is not

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obtained, the packet may nevertheless be delivered, or may be withheld and dealt with or disposed of in such manner as the Director may think fit.

Compulsory registration.

28.(1) If any postal packet having the word “registered” or any other word, phrase, or mark conveying the impression that the packet is registered or intended to be registered, written or impressed on it or on its envelope or cover, is found in the post or left at a post office, and the packet has not been registered, it shall be registered, and may be detained for that purpose at any post office through which it shall pass.

(2) Where an unregistered postal packet is found when in the post to contain—

- (a) a postal order not crossed to a banker in which the name of the payee has not been inserted in accordance with the direction on such order; or
- (b) any cheque or dividend warrant which is not crossed to a banker or made payable to order; or
- (c) any bearer security (including a share warrant, scrip or subscription certificate, bond or relative coupon); or
- (d) any bank note or currency note, being current in Gibraltar or elsewhere; or
- (e) any unobliterated postage or revenue stamp available for current use in Gibraltar or elsewhere (except a revenue stamp embossed or impressed on an instrument which has been executed); or
- (f) coin or jewellery,

of a total value of fifty pence or over, the packet shall be registered, and may be detained for that purpose at any post office through which it passes.

(3) Any postal packet which is subject to compulsory registration under sub-regulation (1) or (2) shall be forwarded to the addressee or tendered to the sender (as the case may be) charged with the registration fee, but the amount (if any) of the postage which may have been prepaid in respect of the packet in excess of the ordinary postage shall be accepted in payment or part payment (as the case may be) of such registration fee.

(4) Where upon tender of such postal packet to the addressee or sender he refuses or fails to pay the charges to which the same has become liable

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by law, the packet may be dealt with or disposed of in such manner as the Director may think fit.

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Compensation for registered packets.

29. The maximum amount which shall be available for compensating persons aggrieved by the loss of a registered postal packet (including a packet which has been registered compulsorily under these regulations) shall be the amount of £21.00.

Compensation for unregistered parcels.

30. If any article of pecuniary value enclosed in, or forming part of an unregistered parcel be lost or damaged whilst in the custody of the Director, the Director may pay to any person who may, in the opinion of the Director, establish a reasonable claim to compensation (having regard to the nature of the article, the care with which it was packed, and other circumstances) such sum in respect of such parcel as he may think just, not exceeding the amounts set out in Part II of Schedule 3 to the Commonwealth and Foreign Parcel Post Regulations.

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Priority of letter post.

31. Where the despatch or delivery from a post office of letters would be delayed by the despatch or delivery therefrom at the same time of printed packets, sample packets or postcards, such printed packets, sample packets or postcards, or any of them, may be detained in the post office until any subsequent despatch or delivery.

Remission of postage.

32. The Postmaster may remit in whole or in part any postage or other sums chargeable under these regulations in such cases or classes of case as he may determine.

Public Information of Local Postal Rates.

33. The Director of Postal Services shall display at the central lobby of the Main Street Post Office Schedule 1 of these Regulations for such periods of time as he may deem reasonable.

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SCHEDULE 1

Regulations 4 and 8

RATES OF POSTAGE AND LIMITS TO SIZE AND WEIGHT.

<i>Description of Postal Packet</i>	<i>Rate of Postage</i>	<i>Limit of Size</i>	<i>Limit of Weight</i>
1(a) Letter	for the first 50 grammes or part thereof – 10p For every additional 50 grammes or part thereof – 5p.	Maxima: length and depth combined: 900 mm, but the great dimension may not exceed 600 mm with a tolerance of 2 mm. Minima: to have a surface measuring not less than 90x140mm with a tolerance of 2 mm. In roll form, maxima: length plus twice the diameter, 1040 mm but the greatest dimension may not exceed 900mm with a tolerance of 2mm. Minima: length plus twice the diameter, 170 mm but the greatest dimension may not be less than 100mm.	2 Kilogrammes

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1(b) First class letters	For the first 20 grammes or part thereof – 30p. For every additional 50 grammes or part thereof – 10p.	same as above	up to 2 kilogrammes
2. Postcard	Each - 10p.	Maxima: 105x148 mm with a tolerance of 2 mm. Minima: 90x140 mm with a tolerance of 2 mm	–
3. Printed packet	<i>Revoked.</i>		
4. Newspapers printed in Gibraltar and addressed to subscribers in Gibraltar.	for the first 50 grammes or part thereof – 5p. For every additional 50 grammes or part thereof – 5p..		
5. Sample packet	<i>Revoked.</i>		
6. Literature for the blind	Free	As item 1 in this column.	7 Kilogrammes
7. Small packet	<i>Revoked.</i>		
8. Parcel	Weight not exceeding 1 Kilogramme – 52p For every additional Kilogramme or part thereof - 21p.	Sum of length plus girth may not exceed 1,500 mm.	20 Kilogrammes

SCHEDULE 2.

Regulation 19.

POSTAL FACILITIES.

- | | | |
|----|--|-------|
| 1. | Certificate of posting of an unregistered packet other than a parcel. | 40p |
| 2. | Certificate of posting of an unregistered parcel | Free |
| 3. | Duplicate certificate of posting of a registered postal packet | Free |
| 4. | Advice of delivery of or inability to deliver a registered postal packet | |
| | At the time of posting– | 40p |
| | After posting– | 60p |
| 5. | Enquiry for missing or undelivered postal packet | £1.00 |

(NOTE: This charge is not payable if the charge for advice of delivery of or inability to deliver the packet has already been paid by the sender.

The Postmaster may refund the enquiry charge if he is satisfied that the packet was lost or seriously delayed while in his custody.)

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SCHEDULE 3.**

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Regulation 15(1)

**SPECIAL CONDITIONS RELATING TO CERTAIN
PRINTED PACKETS.**

<i>Description of Document</i>	<i>Conditions</i>
<p>(i) Commercial or business papers of a formal character, namely, invoices, orders for goods, or for work to be done, estimates for work, confirmations of orders, advice notes of the despatch or receipt of letters, documents, goods, or money (with or without instructions for their further treatment), waybills, bills of lading, receipts for goods or money, statements of account, price lists, prices current, market reports, delivery and shipping notes, tenders for goods or for advertisements, quotations for goods, inquiries for quotations, contract notes, confirmations of contracts, share transfer notices, applications for employment, and such other similar documents as the Director may from time to time permit.</p> <p>(ii) Notices, applications, certificates, reports and returns given or made to or by public officers in the discharge of their public duties.</p> <p>(iii) Lists and tabular statements.</p>	<p>(i), (ii) and (iii) That the documents consist of forms bearing printed matter clearly indicating the purpose for which the forms are intended to be used and that any writing refer solely to the subject-matter, or consist of a formula of courtesy or of a conventional character not exceeding five words or initials.</p>

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<p>(iv) Deeds, agreements, affidavits, orders of court, briefs from solicitor to counsel, proposals and policies of insurance, and formal papers necessarily incident to insurance, powers of attorney, proxy papers, licences, voting papers, testimonials and certificates and copies of any of the foregoing documents.</p>	<p>(iv) That nothing appears in the documents in writing which does not form a necessary part thereof.</p>
<p>(v) Circulars (that is, printed notices and letters including, if the Director is prepared to accept them, unaddressed circulars, whether enclosed in a cover or not, for delivery in localities specified by the sender).</p>	<p>(v) That nothing appear in writing on the documents except-</p> <ol style="list-style-type: none"> (1) Dates, hours and particulars of times. (2) The names, addresses and descriptions of parties. (3) The particulars of goods and of sums of money. (4) The mode of consignment or delivery of goods or money. (5) The terms on which business is transacted. (6) Index or reference numbers and letters. (7) Corrections of errors in print. (8) The place, character and objects of meetings or appointments. (9) A formula of courtesy or of a conventional character not exceeding five words or initials.
<p>(vi) Printed Christmas, New Year, Easter, birthday, greeting, picture and visiting cards and calendars.</p>	<p>(vi) That the documents be not sent as samples or for the pure of sale, and that nothing appear in writing in the documents except-</p> <ol style="list-style-type: none"> (1) date of sending and names and addresses of sender and addressee; (2) a formula of courtesy or of a conventional character not exceeding five words or initials.

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<p>(vii) Manuscripts for press and printed proofs (including information for insertion in directories and similar publications) with corrections and instructions.</p>	<p>(vii) That any writing not forming part of the documents themselves refer solely to the arrangement or correction of the type or to the execution of the work.</p>
<p>(viii) Educational exercises and examination papers with comments, corrections and instructions.</p>	<p>(vii) That any writing not forming part of the documents themselves refer solely to the subject-matter of the exercise or to the questions put or the answers thereto.</p>
<p>(ix) Addressed envelopes, cards, labels, or wrappers.</p>	<p>(ix) That not more than two such articles been closed in one packet, and that such articles be intended for return by post to the sender or a person designated by him.</p>
<p>(x) Blank forms.</p>	<p>(x) That the forms consist of paper bearing printed matter only, that not more than three forms of the same description be enclosed in one packet, that the forms be intended to be completed by the addressee, and that they be accompanied by a covering document which is transmissible in a printed packet.</p>