

**Post Office**

Cap. 27A.

**POST OFFICE (INLAND LETTER POST)  
REGULATIONS, 1980**1980/181.  
1981/150.  
1983/53.  
1998/23.  
2005/25.

**Authority:** These Regulations were made on 17th June, 1980 by the Minister under section 59 of the *Post Office Act*.

**Commencement:** 1st January, 1981.

**PART I***Preliminary*

**1.** These Regulations may be cited as the *Post Office (Inland Letter Post) Regulations, 1980*. Citation.

**2.** For the purposes of these Regulations,

Interpreta-  
tion.

"approved institution" means an institution approved by the Minister;

"coin" means all coins, whether current or not, but does not include coins used for ornamental purposes;

"interception" means the detaining of mail at a Post Office for delivery at such Post Office on receipt of a request in writing from the addressee therefor;

"literature for the blind" means

- (a) books and papers (including letters to and from blind persons) impressed or otherwise prepared for use of the blind;
- (b) plates bearing characters of writing used by the blind;
- (c) special paper used for impressing thereon characters of writing for use by the blind;
- (d) relief maps adapted for use of the blind;

(e) machines, frames and attachments for making impressions for use of the blind; and

(f) sound records for use of the blind;

"poste restante" means that service provided at the General Post Office whereby a visitor to, or a person intransit through, Barbados may obtain delivery of his mail at the Post Office;

"small packet" means a packet containing goods but not containing any article of the nature of current personal correspondence except as expressly permitted by these Regulations.

Prohibited  
articles.

**3.** (1) No person shall transmit by inland post any postal article

(a) that contains

(i) living creatures;

(ii) any explosive, inflammable or dangerous substance;

(iii) any obscene or immoral article, including pornographic communications, pornographic marks, pornographic designs, pornographic prints and pornographic photographs;

(iv) articles likely, either by their nature or by the manner in which they are made up, to cause injury to officers of the Post Office or damage to other postal articles or postal equipment;

(v) filth;

(vi) lottery tickets or advertisements other than those that may be lawfully sent by post;

(vii) radio-active material, whether in solid, liquid or gaseous state;

(viii) pathological specimens, except where specially packed and approved for transmission between Government agencies and other approved institutions; or

- (ix) counterfeit currency or bank notes; or
- (b) that contains or bears
  - (i) any fictitious stamp, other than a fictitious stamp made with the approval of the Postmaster-General;
  - (ii) any counterfeit impression of a franking machine used under the direction or with the permission of the Postmaster-General; or
  - (iii) any counterfeit of any impression authorised, by or under these Regulations, to be used to denote payment of postage fees;

- (c) that has thereon, or on the cover thereof, words, letters or marks that falsely suggest, or are likely to falsely suggest that such postal article is being transmitted through the post "On Service";
- (d) that is of such form or colour or is so made up as to render it likely, in the opinion of the Postmaster General, to embarrass any officer of the Post Office dealing with such article;
- (e) that has on the outer cover thereof any metal fastener with sharp edges likely
  - (i) to cause injury to an officer of the Post Office dealing with such article, or
  - (ii) to obstruct or impede the performance of any postal operation;
- (f) on which there is written, printed or impressed or to which there is attached anything that in the opinion of the Postmaster General, is in itself or in the manner in which it is written, printed, impressed or attached, likely to embarrass an officer of the Post Office;
- (g) that, subject to paragraph 2,
  - (i) bears a stamp that is imperfect, mutilated or defaced,
  - (ii) has anything written or printed on it,
  - (iii) bears a stamp or any impression of a stamping machine denoting the payment of fees;
- (h) that is, or the cover of which is, designed for alternative addresses;
- (i) the cover of which is entirely transparent or has an open panel, not being a transparent panel approved by the Postmaster General for the purpose of showing the name and address of the person to whom such postal article is directed;
- (j) on which the postage payable is denoted by a stamp or impression previously used to denote the payment of
  - (i) revenue duty or tax, or
  - (ii) postage or fees on any other postal article; or
- (k) that, subject to paragraph (3), consists of or contains 2 or more postal articles addressed to different persons at different addresses.

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(2) For the purposes of sub-paragraph (g) of paragraph (1), a stamp is not to be treated as imperfect, defaced, mutilated or as having anything written or printed on it by reason only of it being distinctively perforated with initials by means of a punch if the perforating holes are not larger than those that divide one stamp from another in a sheet of stamps.

(3) Notwithstanding sub-paragraph (k) of paragraph (1), where two or more articles have been posted or are being tendered for transmission by post in contravention of that sub-paragraph the Postmaster General may permit such articles to be transmitted subject to such charges, not exceeding the total charges payable in respect of each separate postal article contained therein, as if they had been posted separately without prepayment of postage.

(4) Subject to paragraphs (2) and (3) of regulation 3, no postal article shall be accepted for transmission by post if it is not made up to conform with the provisions of that regulation; and if the article is detected while it is in the course of transmission it may

Contents of  
certain letter  
postal  
articles.

4. Every postal article, other than a letter, is subject to inspection by the Postmaster General; and, subject to the Act and these regulations, must not be sealed and must not

- (a) contain anything that is sealed or so closed as to prevent inspection;
- (b) contain or have written thereon anything that is of the nature of current or personal correspondence;
- (c) contain any postage stamp or form, whether cancelled or not, that denotes payment of postage or fees; or
- (d) contain any paper that represents monetary value.

Dimensions  
of packing  
articles.

5. Every postal packet shall be so made up and secured as not to cause or appear likely to cause

- (a) damage to any other postal packet or to any receptacle in which it is being conveyed; or
- (b) injury to any officer of the Post Office who handles such packets.

Dimensions  
of postal  
articles.

6. (1) Subject to any general or particular directions given by the Postmaster General, no postal article shall be posted, or transmitted or delivered by post unless its size and weight are within the limits specified in paragraph (2) and regulation 7.

- (2) Every postal article, except post-cards must
  - (a) if rolled, be made up in accordance with the following requirements
    - (i) its length and twice its diameter combined must not exceed 1,040 mm (neither its length nor its diameter being more than 900 mm), and
    - (ii) its length and twice its diameter together must be not less than 170 mm, (neither its length nor diameter being less than 100 mm); and
  - (b) if not rolled, be made up in accordance with the following requirements
    - (i) its length, breadth and depth combined must not exceed 900 mm (no one dimension being more than 600 mm).
    - (ii) at least one of its surfaces must be not less than 140 mm in length and not less than 90 mm in breadth.
- (3) Where a postal article is a post-card
  - (a) its length must not be more than 148 mm nor less than 90 mm; and
  - (b) its breadth must not be more than 105 mm nor less than 90 mm.

7. The maximum weight of articles for transmission by post are as follows, namely,

Maximum weight of postal articles.

- (a) the maximum weight for letters, and printed papers other than those specified in sub-paragraph (b) is 2 kg;
- (b) the maximum weight for books, and booklets, being short printed publications or works of a literary character in book form but not being books or booklets issued in consecutive numbers at intervals of less than 1 year is 5 kg;
- (c) the maximum weight for small packets is 1 kg; and
- (d) the maximum weight for literature for the blind is 7 kg.

8. Where a postal article, that appears to have been posted for delivery in Barbados as an article of a particular description is found in the post, or is found at a Post Office and the article or the manner of its posting, as the case may be, is not in keeping with these regulations, the Postmaster General may deal with it as if it had been posted as an article of the description of which it appears to

Postal articles found in post and not in keeping with postal requirements.

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be; and such article shall, for all purposes, be deemed to be a postal article of such description.

Prepayment  
of postage.

9. (1) Subject to these regulations and any directions given by the Postmaster General,

(a) the postage and fees payable in respect of any inland letter or other article tendered for transmission by post; and

(b) the fees payable in respect of the use of any postal facility, must be prepaid.

(2) Payment of postage or fees payable under these regulations may be denoted by postage stamps or in any other manner permitted by the Postmaster General.

(3) No stamp or impression of a stamping machine

(a) that is imperfect, mutilated or defaced; or

(b) across which anything is written, printed or impressed,

shall be used to denote payment of postage or fees; but a stamp is not imperfect, mutilated or defaced if it is only perforated with initials (not being trade marks) by means of a punch and the perforating holes are not larger than those that divide one stamp from another in a sheet of stamps.

(4) No stamp, the face of which indicates payment of a registration fee as well as postage, shall be used to denote payment of postage or fees on an unregistered postal article.

(5) Postal articles bearing the impression of stamping machines are acceptable only

(a) at such Post Offices;

(b) within such hours; and

(c) subject to such conditions and restrictions,

as the Postmaster General considers appropriate.

(6) Subject to these regulations, a stamp denoting payment of postage or fees must be placed on the envelope, cover, card or form in such manner as the Postmaster General considers appropriate.

Rates of  
postage.  
Schedule.

10. (1) The rate of postage payable in respect of inland postal articles are those contained in paragraphs 1 to 4 and 6 of the Schedule, except that

- (a) the postage specified in paragraph 3 is payable only in respect of
    - (i) printed papers of a commercial nature,
    - (ii) newspapers or their periodical publications with advertisement slips attached,
    - (iii) books, pamphlets, or sheets of music, and
    - (iv) printed papers not marked with the words "Printed Papers, Reduced Rate", on the left hand side of the space above the address; and
  - (b) the postage specified in paragraph 4 thereof applies only in respect of newspapers and periodicals that
    - (i) are printed and published in Barbados,
    - (ii) are issued in consecutive numbers at intervals of not more than 1 year,
    - (iii) consist of paper or of some substance ordinarily used for printing, and
    - (iv) consist only of works of a literary character, with or without advertising matter, and are not in the nature of current and personal correspondence,and in respect of which the full title, and the date, month or year of issue, or an indication of the frequency of issue are printed on the cover, or, if there is no cover, at the top of the first page and on every detached sheet, page or piece of paper that is issued as part of such newspaper or periodical.
- (2) The decision of the Postmaster General as to whether a particular newspaper or periodical falls within these regulations is final.

11. Where a postal article registered or unregistered cannot be delivered to the addressee, it must be dealt with in the following manner, namely,

Disposal of undeliverable postal articles.

- (a) a post-card, printed paper article and other postal article that is subject to a postage rate under the letter postage rates is not to be returned to the sender unless such sender undertakes to pay a fresh postage; but must be destroyed unopened after the expiration of a period of 1 month;

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- (b) a letter on the outside of which the name and address of the sender are stated must be immediately returned unopened to such sender;
- (c) a letter on the outside of which the name and address of the sender are not stated must be opened and, if practicable, returned to such sender, but where such letter contains any valuable document, full particulars thereof must be recorded by the Postmaster General and the letter returned to the sender under registered cover;
- (d) a letter that cannot be returned to the sender, must,
  - (i) if it contains no article or valuable document, be destroyed after the expiration of a period of 3 months, and
  - (ii) if it contains any article or valuable document, be dealt with as set forth in sub-paragraphs (e) to (f);
- (e) where it is not possible to ascertain the name of the sender of a postal packet, it must be dealt with as follows
  - (i) if it contains property, the value of which is less than \$1, it must be retained for a period of 6 months,
  - (ii) if it contains property the value of which is \$1 or more it must be retained for a period of 3 months,
  - (iii) if it contains any important document other than a document of a legal nature it must be retained for a period of 12 months,
  - (iv) if it contains any document of a legal nature, it must be retained indefinitely,
  - (v) if it contains any document that, in the opinion of the Postmaster General, is not of sufficient importance to be retained indefinitely, it must be destroyed after the expiration of a period of 3 months;
- (f) where, after the expiration of the appropriate period set out in sub-paragraph (i), (ii) or (iii) of paragraph (e) a postal packet referred to therein remains unclaimed
  - (i) any property, not being currency notes or coin contained in such postal packet shall be sold by public auction and the proceeds of the sale paid into the Consolidated Fund, and

- (ii) any currency notes or coin shall be paid into the Consolidated Fund and a record kept of the amount realised from the exchange of any foreign currency notes or coin.

**12. The Postmaster General shall**

- (a) keep a catalogue of sales conducted under regulation 11 showing the amount realised from each sale; and
- (b) keep separate statistics of undelivered inland and foreign letters including particulars of the disposal of such letters, the contents thereof and of any moneys paid into the Consolidated Fund,

Postmaster  
General to  
keep records.

and upon any claim being made by any person in respect of the contents of any letter shall, upon being satisfied that such claim is proved, refund the sender of the letter the amount to which he is entitled and keep a record of all amounts refunded.

**13. (1) Where a person is known to be deceased, any postal article addressed to such person shall be returned to the Post Office and dealt with as follows**

Letters to  
deceased  
persons.

- (a) in the absence of any directions from the sender of such postal article regarding its disposal, it must be returned to the sender or, where it is not possible to ascertain the name and address of the sender, it shall be disposed of in the manner provided in regulation 11;
- (b) where directions are received from the sender of the postal article regarding its disposal, those directions shall be complied with if they are received before the postal article is disposed of pursuant to sub-paragraph (a);
- (c) any person claiming the postal article on the ground that he is the representative of the deceased is entitled to receive or give directions regarding the disposal of the postal article upon his producing documentary evidence of his grant of legal representation;
- (d) any person who is not a legal personal representative of the deceased and claims a postal article may be given such article if the Postmaster General is satisfied that
  - (i) such person has paid the debts or funeral expenses of the deceased; or

- (ii) having regard to all the circumstances of the case, it would be unreasonable to withhold from that person correspondence addressed to the deceased.

(2) For the purposes of this regulation, a postal article may be detained at the Post Office for such period as the Postmaster General deems sufficient to allow the sender thereof or other interested person to give directions regarding its disposal.

Post-cards.

14. (1) The following requirements apply in respect of post-cards

- (a) a post-card must be made of card-board or paper that is stiff enough to facilitate the handling thereof;
- (b) there must be no writing, other than the address of the addressee and any necessary postal indications, on the right hand portion of the address side thereof;
- (c) nothing must be attached to a post-card except
  - (i) postage stamps denoting payment of postage or fees,
  - (ii) illustrations, photographs, stamps (of whatever kind) labels or cuttings made of very thin substance, or
  - (iii) address slips or folded back sheets;
- (d) nothing permitted by sub-paragraph (c) to be attached to a post-card must be of such a nature as to alter the nature and character of the post-card and anything attached must be fastened completely to the post-card unless it is a label or an address slip in which case it must be affixed only to the back or left-hand portion of the post-card;
- (e) no postage stamp that appears to have been previously used to denote payment of postage or fees must be fixed to the address side of a post-card; and
- (f) a postage stamp (even if it is being used to denote payment of postage or fees) placed on a post-card must be placed as far as possible to the upper right hand corner of the address side thereof.

(2) Where, during the course of its transmission by post, a post-card is discovered to have been posted

- (a) in contravention of sub-paragraphs (a) to (e) of paragraph (1), it must be treated for all purposes as a letter and postage thereon is chargeable accordingly;

- (b) in contravention of sub-paragraph (f) of paragraph (1), it must be treated for all purposes as if the postage or fees payable thereon have not been pre-paid.

**15.** (1) The following articles may be transmitted by post at printed paper rate

- (a) books, magazines, newspapers and other similar publications or works of a literary or technical character (whether containing written information or not), sheet music, catalogues, almanacs and annual diaries, in each case being printed on paper or on some other material normally needed for printing;
- (b) sketches, drawings, paintings, photographic prints and engravings, done on paper or on some other material, not being of a brittle or exceptionally fragile nature, normally used for the purpose;
- (c) maps, plans and charts done on paper or on some other material, not being of a brittle or exceptionally fragile nature, normally needed for the purpose;
- (d) the binding or mounting of any article described in sub-paragraphs (a) to (c), such binding or mounting not being made of glass, and
  - (i) is being transmitted in the same packet as the article; and
  - (ii) is of a kind normally used for the purpose of binding or mounting;
- (e) letters and post-cards (being out-of-date after having already fulfilled their original purpose) and dress patterns and dress transfers;
- (f) the following documents, on condition that they are transmitted in accordance with the conditions set out in paragraph (2)
  - (i) commercial or business papers of a formal character such as invoices, orders for commercial or business papers of a formal character such as invoices orders for goods or work to be done, estimates for work, confirmation of orders, advice notes of the dispatch or receipt of letters, documents relating to goods or money (with or without instructions for their further treat-

ment), way-bills, 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, confirmation of contracts, share transfer notices, applications for employment and any similar documents the Postmaster General allows,

- (ii) notices, applications, certificates, reports and returns given or made to or by public officers, local authorities and other public bodies, in discharge of their public duties,
  - (iii) lists and tabular statements,
  - (iv) deeds, agreements, affidavits, orders of court, briefs to counsel, proposals and policies of insurance, powers of attorney, proxy papers, testimonials and certificates and copies of any document contained in this clause,
  - (v) circulars consisting of printed notes and letters,
  - (vi) calendars and printed Christmas, New Year, Easter, Birthday and general greeting cards,
  - (vii) manuscripts of work, for the press and printed proofs (including information for insertion in directories and similar publications) with corrections and instructions,
  - (viii) educational exercises and examination papers, including those with corrections and instructions,
  - (ix) addressed envelopes, cards and labels, and
  - (x) blank forms; and
- (g) subject to paragraph (3), anything necessary or convenient for the safe transmission in the same packet as that article.
- (2) The following requirements apply in respect of articles of the kind mentioned in sub-paragraph (f) of paragraph (1)
- (a) documents mentioned in clauses (i) to (iii) of that sub-paragraph must consist of forms containing a clear indication of the purpose for which they are to be used and any writing of such forms must refer exclusively to the subject-matter of the forms or consists of a formula of courtesy or of a conventional character not exceeding 5 words or initials;

- (b) nothing must be written on a document mentioned in clause (iv) of that sub-paragraph that is not a necessary part of that document;
  - (c) documents referred to in clause (vi) of that sub-paragraph shall not be transmitted for sale or as samples and nothing shall be written thereon except
    - (i) the date of the sending thereof and the addresses of the sender and of the addressee, or
    - (ii) initials, a formula of courtesy or a formula of a character not exceeding 5 words;
  - (d) any writing appearing on a document referred to in clause (vii) of that sub-paragraph not forming part of the document is to be treated as a reference only to arrangement or correction of the type or to the execution of the work;
  - (e) any writing appearing on a document referred to in clause (viii) of that sub-paragraph, not forming part of the document, must be taken to refer only to the subject matter of the exercise or to questions put or the answers to such questions;
  - (f) not more than 3 articles of the kind mentioned in clause (ix) of that sub-paragraph may be enclosed in a single packet and such articles must be posted so that the packet may be returned to the sender or to a person designated by him if the need arises; and
  - (g) in the case of forms of the kind mentioned in clause (x) of that sub-paragraph,
    - (i) the forms must consist of paper bearing printed matter only,
    - (ii) not more than 3 forms may be enclosed in a single packet, and
    - (iii) the forms must be for completion by the addressee and accompanied by a covering document transmissible in a printed packet.
- (3) The following principles apply to articles transmitted by post by virtue of sub-paragraph (g) of paragraph (1), namely
- (a) where 2 or more documents are contained on the same sheet of paper they must be kept distinct one from the other;
  - (b) there may be indicated on articles posted at printed paper rate or on the cover of such articles

- (i) the name, description and address of the sender or of the addressee,
  - (ii) the date of posting, and
  - (iii) the sender's signature, telephone number, telegraphic address and code;
- (c) any formula of courtesy or of a conventional character that may be written on any particular document may be written
  - (i) on the envelope thereof,
  - (ii) on a fly leaf attached thereto, or
  - (iii) on an accompanying loose leaf.
- (4) Notwithstanding anything contained in this regulation,
  - (a) no packet containing printed papers must contain or bear any communication in the nature of a letter unless it is expressly permitted by these regulations;
  - (b) no circular that is reproduced from, or produced after the fashion or in imitation of, a type-written document must be transmitted by post as a printed packet except under such conditions as the Postmaster General considers appropriate;
  - (c) no paper money may be transmitted or delivered by post in a packet containing printed papers, except in the case of a single stamped proxy paper or 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 the sender thereof or to some person designated by him;
  - (d) every packet containing printed papers must be made up in such a manner that it can be easily examined and shall be placed
    - (i) in a wrapper upon a roller or between card-boards,
    - (ii) in an open bag, open box, open envelope or open container,
    - (iii) in a closed unsealed bag, sealed box, sealed envelope, or sealed container that can be easily opened, or
    - (iv) in an envelope secured with a clip that can be easily unfastened and fastened again, or secured with a string that can be easily untied,

but such a packet may be transmitted unenclosed without a wrapper or envelope if it conforms to the limits of size applicable to post-cards;

- (e) a printed paper packet posted unenclosed that does conform to the limits of size applicable to post-cards must be charged as a letter unless a stamp is placed on it in accordance with the manner prescribed in paragraph (1) (f), in which case it must be treated as a post-card on which the postage was not prepaid;
- (f) every printed paper packet posted for transmission at printed paper rate must have marked thereon in a conspicuous manner on the left hand side thereof the words, "Printed Papers".

16. The Postmaster General may delay the transmission or delivery until a later time of any printed paper packet if, in his opinion normal transmission or delivery of such printed paper would impede the delivery of letters.

Power of  
Postmaster  
General to  
delay trans-  
mission of  
printed paper  
packets.

17. (1) A small packet may be registered but is not insurable, and may contain such documents as the Postmaster General approves; but must not contain

Small  
packets.

- (a) postage stamps;
- (b) forms, whether obliterated or not, indicating prepayment of any fee or duty;
- (c) paper representing monetary value;
- (d) coin, bank notes or currency notes;
- (e) negotiable instructions payable to bearer;
- (f) platinum, gold or silver whether or not manufactured;
- (g) precious stones, jewellery or similar articles; or
- (h) recordings of current and personal messages.

(2) The requirements specified in this paragraph apply in respect of the packaging of small packets for transmission by post

- (a) articles of glass and other fragile articles must be packed in a box made of wood, metal or other similarly hard material, the box being filled with paper, wood shavings or other protective material approved by the Postmaster General;

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- (b) liquids or substances that easily liquefy must be placed in hermetically sealed containers and each container packed in the manner described in sub-paragraph (a);
  - (c) fatty substances that do not easily liquefy must be packed in an inner container and then placed in a box made of metal, wood or other similarly hard material;
  - (d) dry colouring powders must be packed in a strong container made of tin and then placed in an outer wooden container with sawdust or other equally absorbent material placed between the inner and outer containers;
  - (e) dry non-colouring powders must be packed in a container made of metal, wood or other similarly hard material and then placed in a bag made of cloth or of strong thick plastic;
  - (f) live bees, leeches and parasites used for the control of unwanted insects must be so packed in a container as to avoid the likelihood of damage to other postal articles or injury to persons handling postal articles;
  - (g) sharp instruments, hard objects or machinery must be packed and secured so as to permit easy examination thereof but to prevent the likelihood of injury to persons handling postal articles or damage to any mail bag or the contents thereof.
- (3) subject to the discretion of the Postmaster General small packets comprising pieces of wood and metal that are tendered for transmission through the post need not be packed if the custom of the trade does not so require.
- (4) A small packet tendered for transmission by post by virtue of paragraph (3), must have written
- (a) on the article comprising such packet; or
  - (b) on a label of such size as the Postmaster General approves, the name and address of the person to whom the packet is being sent; and where the name and address is written on a label, that label must be securely affixed to the article accompanying the packet.
- (5) A small packet other than a small packet referred to in paragraph (3)
- (a) may be placed in
    - (i) wrappers;

- (ii) rollers between cardboard; or
- (iii) in an open bag, unsealed envelope or unsealed container;  
that may be easily and safely opened for examination and closed again, and
- (b) may be secured with a string,  
but must be so made up or packaged as to afford sufficient protection to the contents of such packets.
- (6) Notwithstanding paragraph (5), a small packet containing
  - (a) articles that are perishable if packed in accordance with that paragraph;
  - (b) items of merchandise that are packed in transparent containers; or
  - (c) industrial or agricultural products that are packed in containers sealed by the manufacturer or by an examining authority in the country of origin of those products,may be transmitted through the post in a hermetically sealed container; and the sender of any such packet or the person to whom such packet is sent shall render such assistance in verifying the contents thereof as the Postmaster General requires.

**18.** (1) The following requirements must be complied with in the transmission of literature for the blind by post

Literature  
for the  
blind.

- (a) every postal article containing literature for the blind
  - (i) must have endorsed on the outside in addition to the name and address, the words, "Literature for the Blind",
  - (ii) is subject to examination in the post, and
  - (iii) must be posted without a cover or with a cover that can easily be removed for the purposes of examination; and
- (b) no such postal article must contain
  - (i) any article that is not an article for use of the blind, (other than a label for the purpose of containing the name and address of the person to whom that article is returnable),
  - (ii) any document of a nature of personal or current correspondence, or

- (iii) any communication or inscription whether it is written or printed (other than the title, date of publication or manufacture, serial number, name and address of printer, publisher or manufacturer, price and table of contents of the book or papers, and any key to or instructions for the use of the special type of included article).

(2) Literature for the blind may only be transmitted by post by or to an institute for the blind officially recognised as such by the Minister responsible for Health.

Late posting. **19.** (1) Where a person desires that postal articles be transmitted by a certain time and,

- (a) those articles are tendered for transmission by post after the expiration of the time advertised for closing of mail; and
- (b) notwithstanding the expiration of such time, it is possible for the articles to be transmitted as desired,

there must, in addition to the normal postage, be paid by that person in respect of those postal articles the fees pertaining to late posting of letters set out in paragraph 5 of the Schedule.

Schedule. (2) Any payment of additional fees under paragraph (1) must be made by affixing postage stamps of the required amount to the postal article.

Registration. **20.** (1) Subject to these regulations, postal articles may be registered on payment by the sender of the fee prescribed in paragraph 7 of the Schedule.

Schedule. (2) The following requirements apply with respect to registration

- (a) an article for transmission by registered post or a registered article to be redirected under regulation 22 must be handed to an officer on duty at a Post office;
- (b) the officer receiving the article must, upon the receiving thereof, issue a receipt or certificate of registration to the person from whom he receives the article;
- (c) a packet for transmission by registered post must be made up in a reasonably strong cover appropriate to its contents;
- (d) except in the case of a packet consisting of articles for use of the blind or a current newspaper,

- (i) every packet must be fastened with wax, gum or other adhesive substance or, where suitable, securely tied with string and sealed with wax or secured at each end by means of a lead, steel, or other strong metal seal, crushed with a press,
- (ii) any strips of adhesive tape being used for fastening a packet must be transparent and uncoloured unless the Postmaster General otherwise allows, and
- (iii) every packet must be so made up that no part of the contents can be removed without breaking or tearing the case, wrapper or cover thereof or forcing apart the 2 adhesive surfaces or breaking the seal.

(3) Notwithstanding paragraph (2), a packet is not acceptable for registration if it is fastened or sealed in a manner likely to suggest to the addressee that it has been tampered with.

(4) Any article contained in a packet transmitted by registered post must be adequately packed for security against damage in the course of transmission and,

- (a) if it is of a fragile nature,
  - (i) it must be packed in a container that is sufficiently strong, and surrounded in that container by material that is sufficient and suitable to protect it against concussion resulting from the pressure and knocks to which postal packets are ordinarily exposed in the course of transmission, and
  - (ii) it must have printed conspicuously on the face of the cover thereof above the address the words, "FRAGILE WITH CARE";
- (b) if its nature is such that it is likely to be damaged by bending,
  - (i) it must be packed in a container that is sufficiently strong to prevent the article from being bent in the course of transmission, and
  - (ii) it must have printed conspicuously on the face of the cover thereof above the address the words, "DO NOT BEND".

(5) Where a packet contains coin, the coin must be packed in such a manner that it cannot move about and coin in excess of \$24 in value must not be enclosed in a single packet.

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(6) The following articles, if tendered for transmission by registered post, namely,

- (a) any uncrossed postal order in which the name of the payee has not been inserted;
- (b) any cheque or dividend warrant that is uncrossed and made payable to bearer;
- (c) any bearer security, including a share warrant, scrip or subscription certificate, bond or relative coupon, bank note, currency note or coin that is current in Barbados or elsewhere; or
- (d) any unobliterated postage or revenue stamp that is for current use in Barbados or elsewhere (except a revenue stamp that is embossed or impressed on an instrument that has been executed),

must, unless the Postmaster General otherwise permits, be enclosed in a registered letter envelope that is on sale at the Post Office or in any other envelope of a strength equal to the strength of such envelope.

(7) The address of a person to whom a postal article is being transmitted by registered post must be written fully and correctly on the cover or on a label that is securely fixed to such cover by gum or other adhesive substance; and no packet for transmission by registered post must be addressed

- (a) in pencil; or
- (b) to initials or to a fictitious name, unless the initials or fictitious name is in care of a person or firm.

(8) Notwithstanding paragraph (7), an address on items other than those sent in an envelope with a transparent panel may be written in copying ink or pencil.

(9) A postal article containing money consisting of paper notes, that is not an article of a kind referred to in paragraph (6) must, if tendered for transmission by registered post, be tendered for transmission by registered letter post.

(10) No packet for transmission by registered post must contain any article or thing that is, by or under these regulations or any other enactment, declared to be unlawful to be sent by post.

(11) Where a registered postal article has been delivered and it is alleged that loss or abstraction of, or damage to, the contents or

any part thereof occurred while such article was in the course of transmission by post, the following shall be produced on demand for inspection by the Postmaster General in as near as possible to the condition in which they were when the packet was delivered, namely,

- (a) where loss or abstraction is alleged, the cover of the packet; and
- (b) where damage is alleged,
  - (i) the cover of the packet,
  - (ii) the damaged article,
  - (iii) the packing material, and
  - (iv) the container of the article.

**21. (1) Where a postal packet that**

Compulsory  
registration.

- (a) contains coin; or
- (b) has thereon the word, "registered" or any other expression conveying the impression that it is registered or intended to be registered,

is found in the Post Office and such packet has not been registered it must, whether or not it is eligible for registration under these regulations, be registered and may be detained for registration at any Post Office through which it passes.

(2) Where, during the course of transmission through the post, it is discovered that an unregistered postal packet contains or is suspected of containing

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

of a total face value of \$3 or more, the packet must, whether or not it is eligible for registration under these regulations, be registered

and may be detained for registration at any post office through which it passes.

Schedule. (3) Any postal packet to which paragraph (1) relates must be forwarded to the addressee or, as the case may be, tendered to the sender charged with the fee set out in paragraph 7 of the Schedule.

(4) Where the Postmaster General, upon delivery of a packet that has been charged with a fee pursuant to paragraph (3), is satisfied that none of the articles listed in paragraph (2) was contained in that packet, he shall refund to the addressee the amount of the fee.

(5) Where an addressee or sender, upon tender to him of a postal packet registered under this regulation, fails to pay the fee charged in respect of that packet, the packet may be dealt with or disposed of in such manner as the Postmaster General thinks fit.

Refusal to register. 22. An officer employed at the Post Office in connection with the registration of postal articles may refuse to register any letter post item if the sender thereof does not comply with these regulations as they relate to registration.

Advice of delivery. Schedule. 23. A sender of a registered postal article is, at the time of the posting thereof and upon payment of the fee specified in paragraph 8 of the Schedule, entitled upon application to advice respecting the delivery thereof.

Delivery of registered postal articles. 24. The following requirements apply in respect of the delivery of registered postal articles

- (a) the recipient of a registered postal article must, at the time of the delivery thereof, give a written receipt therefor in such form as the Postmaster General approves;
- (b) where the recipient of a registered postal article fails to give a written receipt therefor, the postal article and the receipt form must be endorsed to that effect by the person making the delivery and the endorsement signed by him and thereafter the postal article must be returned to the sender or disposed of as the Postmaster General directs;
- (c) where a person makes application for delivery of a registered postal article he must satisfy the Postmaster General that he is the proper person to receive it;

- (d) if a person making application for delivery is not well known the person making the delivery must take care to ascertain his right to make the application;
- (e) notwithstanding this regulation, registered articles may be delivered to clerks or persons known to be the ordinary messengers of the addressee; and
- (f) an officer of the Post Office is accountable to the Postmaster General for
  - (i) the loss of,
  - (ii) damage to, or
  - (iii) wrong delivery of any registered postal article while it is in his charge.

25. (1) The amount payable as compensation for loss of a registered postal article must not exceed the amount specified in paragraph 9 of the Schedule.

Compensation for registered postal articles. Schedule.

(2) For the purposes of this regulation "loss" does not include

- (a) damage to an article that has reached its destination;
- (b) destruction that has been caused by fire, destruction of aircraft or shipwreck; or
- (c) loss that has been occasioned by the dishonesty or negligence of any person not in the employment of the Post Office.

26. (1) Subject to this regulation and regulation 33, all postal articles shall be delivered by letter carriers only and to the places to which they are addressed, except

Delivery of postal articles.

- (a) where they are addressed to
  - (i) persons having a Post Office letter box as their address,
  - (ii) persons (not being residents), in care of the poste restante,
  - (iii) persons on board ships of war, or
  - (iv) persons on merchant vessels;
- (b) where they are transmitted from abroad and contain or are suspected of containing articles on which customs duty is payable;

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S.I.  
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- (c) where they comprise printed papers that are being transmitted in bulk, whether or not they are addressed to news-agents or to local newspaper offices;
- (d) where they are parcels from abroad; or
- (e) where a request for interception and delivery of a postal article has been made in pursuance of the *Post Office (Miscellaneous Services) Regulations, 1980*.

(2) Notwithstanding paragraph (1),

- (a) letters and other postal articles addressed to a Post Office letter box or in care of the poste restante must be dealt with in the manner set forth in those regulations that provide for handling such postal articles;
- (b) letters and other postal articles addressed to a person on board a ship of war shall be retained at the General Post Office until that ship arrives in Barbados or its itinerary is communicated to the Postmaster General and, thereupon, such letters or postal articles may be
  - (i) delivered by handing them to a person authorised to receive such letters or postal articles, or
  - (ii) delivered in accordance with instructions of that person,but instructions referred to in sub-paragraph (b) (ii) are not to be followed if they are in conflict with these regulations;
- (c) letters and other postal articles addressed to captains, officers, crews, and passengers of ships other than ships of war must be delivered to the registered office of the agents of those ships.

(3) No liability attaches to the Postmaster General in respect of the loss of or any damage to the contents of any postal article arising from any act or neglect of any officer of the Post Office or of any other person, notwithstanding that the loss or damage occurred while the postal article was being retained at the Post Office; but, the Postmaster General may pay compensation within the limits prescribed as being the limits of compensation for registered letters.

(4) Where printed papers addressed to a person who has a private post office letter box are too bulky for insertion in that box, they must be retained at the Post Office for delivery at the counter of

that Post Office and a slip with the words, "Call at the Counter" shall be put in that box.

(5) Postal articles that have been intercepted for delivery at a Post Office shall be delivered in accordance with the provisions of regulation 7 of the *Post Office (Miscellaneous Services) Regulations, 1980*. 1980/204.

**27.** Notwithstanding anything contained in regulation 26, where delivery of a postal article would normally be made by a letter carrier to the place where that article is addressed but delivery cannot be so made by reason of the letter carrier being threatened by a vicious animal kept on the premises, Special exceptions to delivery by carrier.

- (a) the presence and behaviour of the animal must be reported by the letter carrier to the Postmaster-General, who shall notify the addressee to have the animal effectively controlled so that delivery can be effected; and
- (b) if the animal is not effectively controlled, the Postmaster-General shall direct that, unless a suitable box for reception of mail is placed outside the premises, all mail directed to that address be held at the Post Office for a period of not more than 21 days for such mail to be called for.

**28.** In every case where application is made at the Post Office for delivery of a postal article, the officer of the Post Office making delivery may refuse such delivery unless he is satisfied that the applicant is authorised to receive that postal article. Application for delivery.

**29.** (1) A postal article upon which no part, or only a part, of the postage payable thereon, has been prepaid must be dealt with as follows, namely: General.

- (a) if it is a letter or post-card, it must be forwarded charged with double the amount of the postage that is unpaid; and

(b) if it is neither a letter nor a post-card, the Postmaster-General may direct that

- (i) it be detained and returned or given up to the sender; or
- (ii) it be forwarded charged with double the postage deficiency.

(2) Any amounts charged on a postal article under paragraph (1), and any other amounts payable in respect of such postal article under any law or regulations in force in Barbados, are payable at the time of delivery thereof; and the Postmaster-General may withhold the postal article from delivery until the amounts payable in respect of it have been paid.

## SCHEDULE

2005/25.

(Regulations 10, 19, 20, 21, 23 and 25)

RATES OF POSTAGE FOR INLAND POSTAL  
ARTICLES AND RELATED SERVICES

<i>Category and Class of Correspondence</i>		<i>Postage Rates</i>	<i>Remarks</i>
1. PRIORITY LETTERS		\$ ¢	Weight Maximum: 2kg
			Packets of books: up to 5kg
Weight not over	20g	.50	(a) Other than roll form
	100g	.90	Maximum: Length, width and depth contained 900mm
	250g	2.00	
	500g	3.85	Minimum: Surface 140mm x 90mm
	1000g	6.55	(b) In roll form
	2000g	10.40	Maximum: Length plus twice diameter, 1040mm
	3000g	13.80	Greatest dimension
	4000g	17.85	900mm
	5000g	22.30	Minimum: Length plus twice diameter 700mm
			Greatest dimension not less than 100mm

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**CAP. 27A***Post Office (Inland Letter Post)  
Regulations, 1980*

L.R.O. 2007 E28

<i>Category and Class of Correspondence</i>	<i>Postage Rates</i>	<i>Remarks</i>
(a) Printed Papers (Full Rate) except newspapers and periodicals	\$    ¢	
Weight not over 20g	.35	Maximum: 2kg
100g	.40	
250g	.55	Maximum weight: (5kg to all destinations for a packet sent singly)
500g	.80	
1000g	1.25	Limit of size: as for letters
2000g	1.85	
3000g	2.55	
4000g	3.30	
5000g	4.45	
(b) Printed Papers (Partial Reduced Rate) except newspapers and periodicals only		
Weight not over 20g	.25	
100g	.30	
250g	.45	
500g	.70	
1000g	1.15	
2000g	1.70	
3000g	2.30	
4000g	2.95	
5000g	3.60	

<i>Category and Class of Correspondence</i>	<i>Postage Rates</i>	<i>Remarks</i>
(c) Late posting fee	\$ ¢	Limit of size: as for letters
(i) registered letter handed in within 30 minutes after time advertised for closing of mail	2.00	
(ii) unregistered letter if handed in within 30 minutes after time advertised for closing of mail	1.00	
(d) Registration fee		
(a) local	3.00	
(b) overseas		
(i) single item	4.00	
(ii) bulk post bags	15.00	
(e) Advice of delivery of a registered letter		
(a) local	3.00	
(b) overseas	4.00	
(f) Compensation for a registered letter. An amount not exceeding	72.36	