

Post Office

Cap. 27A.

**POST OFFICE (PRIVATE LETTER BOX)
REGULATIONS, 1980**1980/182.
1981/153.
1983/52.
1991/132.
1998/22.
2005/23.**Authority:** These Regulations were made on 17th June, 1980 by the Minister under section 59 of the *Post Office Act*.**Commencement:** 1st January, 1981.

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

2. A private letter box may, if available, be rented to an individual, firm or company upon application made in writing to the Postmaster-General containing information as to the size of the letter box required.

3. (1) The rent payable for the use of a letter box must be in accordance with the rate specified in paragraph 1 of the *Schedule*. Schedule.

(2) Rent is payable annually in advance of each period commencing on 1st January and ending on 31st December in the same year.

(3) Where a letter box is rented at any time up to 30th June in any year, rent for a full year is payable, but if it is rented after that date half of the rent as referred to in paragraph 1 is payable.

(4) Rent becomes due on 1st January in each year and must be paid not later than the 15th day of that month.

(5) Where rent in respect of a letter box remains unpaid after 15th January in any year, that letter box may be rented to another person.

4. (1) The Postmaster-General shall require the renter of a letter box to pay by way of a deposit for the safe return of the key to that letter box the fee set out in paragraph 2 of the *Schedule*, and that fee is Schedule.

payable at the time of the first payment of rent or, in a case of a letter box that has been already rented, on the date of the next payment of rent.

(2) A fee paid under subsection (1) is refundable by the Postmaster-General upon return of the key in respect of which that fee was paid.

5. A letter box must not be rented or used by more than one person, firm or company, except that letters addressed to any person in care of a renter may be placed in the box used by that renter.

6. (1) No letters, except registered letters, are to be delivered over the counter to renters of boxes unless on the written request of some person known to an officer of the Post Office to be authorised to make that request.

Schedule. (2) A stamp to the value of the amount specified in paragraph 3 of the *Schedule* must be affixed to each written request to which paragraph (1) relates.

Schedule. 7. Where the key to a letter box is lost, the renter of that letter box shall pay to the Postmaster-General the fee specified in paragraph 4 of the *Schedule* in order to obtain a new key and, where it is necessary to replace the lock, the fee specified in paragraph 5 of the *Schedule*; and, until a new key is obtained, the fee specified in paragraph 3 of the *Schedule* is payable in respect of each delivery of letters to him over the counter.

8. The renter of a letter box is liable for all damage to that letter box or to the lock or key thereof if that damage is caused by him or by his agents or is due to his negligence or that of his agents; and the amount of such damage is recoverable at the instance of the Postmaster-General as a debt due to the Crown in civil proceedings before a magistrate.

9. (1) Subject to this regulation, the Postmaster-General may discontinue the privilege of renting of a letter box by sending to the renter thereof by registered post a written notice of intention to discontinue that privilege.

(2) A notice referred to in paragraph (1) must not be sent by the Postmaster-General to the renter at a date later than 30th September in the year in which it is decided to withdraw the privilege of renting a letter box.

(3) Where a notice has been sent to a renter in accordance with this regulation, the renter of the letter box to which the notice relates

(a) ceases to be the renter of that letter box as from 31st December of the year in which the letter was sent; and

(b) must, not later than 31st December of that year, deliver to the Postmaster-General the key to the letter box to which the notice relates.

(4) A person who fails to deliver a key to a letter box after ceasing to be the renter thereof forfeits the deposit made by him under regulation 4.

10. These Regulations apply to private locked letter bags with such modifications and adaptations as may be necessary.

11. These Regulations do not affect rent that has been paid in respect of a letter box before their commencement.

2005/23.

SCHEDULE

*(Regulations 3, 4, 6 and 7)***PRIVATE LETTER BOX SERVICE**

Service	Rate
	\$
1. (a) Small boxes	200.00 per annum
(b) Large boxes	400.00 per annum
(c) Super large boxes and private lock bags	550.00 per annum
2. Deposit for safe return of key to letter box	25.00
3. Stamp duty for delivery of letters over counter	.50
4. Replacement of lost key to letter box	25.00
5. Replacement of lock to private letter box	75.00