



MONTERRAT

## CHAPTER 18.11

### POST OFFICE ACT and Subsidiary Legislation

#### Revised Edition

showing the law as at 1 January 2019

This is a revised edition of the law, prepared by the Law Revision Commissioner under the authority of the Revised Edition of the Laws Act.

This edition contains a consolidation of the following laws—

	Page
<b>POST OFFICE ACT</b>	<b>3</b>
Act 1 of 1884 .. in force 1 November 1909	
Amended by Acts: 9 of 1887, 9 of 1909, 19 of 1922, 8 of 1927, 11 of 1927, 11 of 1939, 21 of 1955	
Amended by S.R.O.: 15/1956	
Amended by Act: 23 of 1961 14 of 1973 9 of 2011 .. in force 27 September 2011 (S.R.O. 40/2011)	
<b>POST OFFICE (TELEGRAPH MONEY ORDER) RULES – Section 3</b>	<b>15</b>
S.R.O. (L.I.) 14/1934	
<b>POSTAL SERVICE RULES – Sections 3 and 4</b>	<b>21</b>
S.R.O. 41/1954	
Amended by S.R.O.s: 6/1956, 25/1956, 18/1957, 24/1958, 15/1959, 11/1961 28/1964, 31/1964, 3/1965, 15/1970, 12/1971 19/1972, 5/1974, 20/1975, 43/1975, 1/1976 34/1976, 76/1980, 24/1981, 44/1982, 45/1982 17/1983, 28/1985, 8/1989, 34/2007, 38/2016	
Amended by Act 9 of 2011 .. in force 27 September 2011 (S.R.O. 40/2011)	





MONTSERRAT

## CHAPTER 18.11

# POST OFFICE ACT and Subsidiary Legislation

### Revised Edition

showing the law as at 1 January 2019

This is a revised edition of the law, prepared by the Law Revision Commissioner under the authority of the Revised Edition of the Laws Act.

This edition contains a consolidation of the following laws—

### POST OFFICE ACT

Act 1 of 1884 .. in force 1 November 1909

Amended by Acts: 9 of 1887, 9 of 1909, 19 of 1922, 8 of 1927,  
11 of 1927, 11 of 1939, 21 of 1955

Amended by S.R.O.: 15/1956

Amended by Act: 23 of 1961

14 of 1973

9 of 2011 .. in force 27 September 2011 (S.R.O. 40/2011)

### POST OFFICE (TELEGRAPH MONEY ORDER) RULES – Section 3

S.R.O. (L.I.) 14/1934

### POSTAL SERVICE RULES – Sections 3 and 4

S.R.O. 41/1954

Amended by S.R.O.s: 6/1956, 25/1956, 18/1957, 24/1958, 15/1959, 11/1961  
28/1964, 31/1964, 3/1965, 15/1970, 12/1971  
19/1972, 5/1974, 20/1975, 43/1975, 1/1976  
34/1976, 76/1980, 24/1981, 44/1982, 45/1982  
17/1983, 28/1985, 8/1989, 34/2007, 38/2016

Amended by Act 9 of 2011 .. in force 27 September 2011 (S.R.O. 40/2011)

Page  
3

15

21



**CHAPTER 18.11**

**POST OFFICE ACT**

**ARRANGEMENT OF SECTIONS**

SECTION

1. Short title
2. Interpretation

**PART 1**

**ESTABLISHMENT AND ADMINISTRATION**

3. Postal administration vested in the Governor acting on the advice of Cabinet
4. Establishment of post offices
5. Payment of expenses of postal administration
6. Payments to be included in expenses of postal administration
7. Powers under this Act to be in addition to and not in contravention of United Kingdom Post Office Acts

**PART 2**

**CONVENTIONS, ETC.**

8. Governor acting on the advice of Cabinet may enter into postal arrangements or agreements
9. Governor acting on the advice of Cabinet may make arrangements for reply post cards
10. Regulations for reply post cards

**PART 3**

**OFFICERS**

11. Appointment of Postmaster
12. Appointment of clerks, etc.
13. Postmasters, etc., exempt from service on juries

**PART 4**

**CONDUCT OF BUSINESS**

14. Postage to be paid by stamps

15. Postal administration to have exclusive right of conveying letters, with certain exceptions
16. Governor acting on the advice of Cabinet to make rules for the granting of compensation for loss or damage of parcels carried by post
17. Articles prohibited to be posted
18. Application of customs enactments to parcels sent by post
19. Recovery of unpaid postage
20. Liability of sender and addressee for unpaid postage
21. Provisions for recovery of unpaid postage from sender
22. Who to be deemed the sender of an unpaid letter
23. Post office stamp to be evidence of refusal, etc., of letters
24. Letters of soldiers and sailors exempt from inland postage
25. Governor acting on the advice of Cabinet to decide questions as to postal packets

## PART 5

### MISCELLANEOUS

26. Police to assist in postal service
  27. Governor acting on the advice of Cabinet may compound actions, etc., for penalties under this Act
  28. Exemption from stamp duty
  29. Regulations, etc., to be laid before Legislative Assembly
- SCHEDULE

## CHAPTER 18.11

### POST OFFICE ACT

*(Acts 1 of 1884, 9 of 1887, 9 of 1909, 19 of 1922, 8 of 1927,  
11 of 1927, 11 of 1939, 21 of 1955, S.R.O. 15/1956,  
Acts 23 of 1961, 14 of 1973 and 9 of 2011)*

#### Commencement

*[1 November 1909]*

#### Short title

1. This Act may be cited as the Post Office Act.

#### Interpretation

2. In this Act—  
“**foreign postal packets**” means postal packets either posted in Montserrat and sent to a place out of Montserrat, or posted out of Montserrat and sent to a place in Montserrat;  
“**inland postal packets**” means postal packets posted within Montserrat and sent to some place within Montserrat;  
“**parcel**” means all such postal packets as by the regulations of the United Kingdom Treasury or of the postal administration of Montserrat are defined to be parcels;  
“**postal packet**” means a letter, postcard, newspaper, book-packet, pattern, or sample packet, circular, legal and commercial document, packet of photographs, and every packet or article which is not prohibited under the United Kingdom Post Office Acts and this Act from being sent by post;  
“**reply post card**” means a post card of such a character that the person receiving the same may, without further payment again transmit the same, or a part thereof, through the post.

## PART 1

### ESTABLISHMENT AND ADMINISTRATION

#### Postal administration vested in the Governor acting on the advice of Cabinet

3. The postal administration of Montserrat shall hereafter be vested in the Governor acting on the advice of Cabinet, and the Governor acting on the advice of Cabinet may make rules providing for, regulating, and

controlling, the issue and payment of money orders and postal orders, the carriage, delivery, registration, and insurance of parcels, inland postal packets, and foreign postal packets, and may fix the rates of postage, commissions or other sums to be charged in respect of such money orders, postal orders, postal packets and parcels, transmitted, conveyed, or delivered for conveyance by post, registered or insured or liable to be charged with rates of postage or other sums, and may regulate the limit of issue, the scale of weights, and the circumstances according to which such commissions, rates, or sums are to be charged, and may remit any such rates or sums, and such indemnity shall be paid in respect of the loss of any postal packet or parcel registered or insured as shall be provided for in the said rules. (*Amended by Act 9 of 2011*)

### **Establishment of post offices**

4. The Governor acting on the advice of Cabinet may make rules to provide for the establishment, disestablishment, management, control of, and the regulation of business in, general post offices, branch post offices and sub-post offices, for the receipt and transmission of mails, from and to places without and within the limits of Montserrat, and such rules shall on publication in the *Gazette* have the same effect as if enacted in this Act.

(*Amended by Act 9 of 2011*)

### **Payment of expenses of postal administration**

5. The expenses of the postal administration in Montserrat shall be defrayed out of the general revenue of Montserrat.

### **Payments to be included in expenses of postal administration**

6. The expenses of the postal administration shall include the contributions to the West India Mail Service, the carriage and transit charges on mails despatched, the collection of postal revenue due to the United Kingdom government post office or any colonial or foreign post office under postal regulations or conventions for the time being in force, the salaries of Postmasters, sub-postmasters, clerks, postmen, and servants, the commissions paid for sales of stamps, the rent of offices for the postal service, the cost of stationery, and all other expenses incidental to the efficient conduct of the postal administration of Montserrat.

### **Powers under this Act to be in addition to and not in contravention of United Kingdom Post Office Acts**

7. The powers given to the postal administration of Montserrat by this Act and all other provisions of this Act are intended and declared to extend so far only as it is competent for a Colonial Legislature under the United Kingdom Post Office Acts now or hereafter to be in force to make laws in respect of post office matters and to be in addition to and not in contravention of the said United Kingdom Acts so far as the same extend or shall extend to Montserrat, and the postal administration of Montserrat



established by this Act shall in all respects conform to the rules and regulations regarding postal matters made under the aforesaid Acts in so far as aforesaid in the same manner and to the same extent as the postal authorities heretofore established in Montserrat have been thereunto accustomed and required by law.

## PART 2

### CONVENTIONS, ETC.

#### **Governor acting on the advice of Cabinet may enter into postal arrangements or agreements**

8. The Governor acting on the advice of Cabinet may enter into any convention, arrangement or agreement with respect to the postal administration of Montserrat that the Governor acting on the advice of Cabinet considers necessary or advisable, and the Governor acting on the advice of Cabinet may alter, amend or rescind any such convention, arrangement or agreement. *(Amended by Act 9 of 2011)*

#### **Governor acting on the advice of Cabinet may make arrangements for reply post cards**

9. The Governor acting on the advice of Cabinet may come to mutual arrangements, on behalf of Montserrat, with the postal authorities of the United Kingdom and of the British Overseas Territories specified in the Schedule, for the adoption of post cards with paid replies, and, pursuant to such arrangements, to cause to be issued reply post cards, and to fix a rate of postage for such reply post cards, not exceeding double the rate charged for an ordinary post card. *(Amended by Act 9 of 2011)*

#### **Regulations for reply post cards**

10. The Governor acting on the advice of Cabinet may issue such regulations to the post offices as shall insure that reply post cards shall be delivered free of charge at their first address, and that the portion for reply, when detached and posted, shall be entitled equally to free transmission from Montserrat to England after the stamp has been obliterated in the usual manner at the Colonial Post Office, and further that free currency shall be given, through the several post offices of Montserrat, to any reply cards originating in the United Kingdom, or in any of the British Overseas Territories mentioned in the Schedule, the postal authorities of which are willing to grant like privileges to reply cards originating in Montserrat.

*(Amended by Act 9 of 2011)*

## PART 3

## OFFICERS

**Appointment of Postmaster**

11. It shall be lawful for the Governor on behalf of Her Majesty to appoint a Postmaster for Montserrat at such salary as may be approved by the Secretary of State.

**Appointment of clerks, etc.**

12. It shall be lawful for the Deputy Governor\* to appoint sufficient clerks, sub-Postmasters, deputies, agents, postmen, letter carriers, and servants under the Postmaster for the better managing of the post office at the places where posts or postal communications shall be established, and, wherever the Postmaster is by the United Kingdom or Colonial Post Office laws and regulations empowered or required to do any act, all such clerks, sub-postmasters, deputies, agents, and servants, according to the nature and extent of their commissions, or deputation or appointment, shall be held to be so empowered or required unless the contrary be expressed therein.

**Postmasters, etc., exempt from service on juries**

13. No Postmaster nor any officer nor servant of the postal service shall be compelled to serve on any jury or inquest, any law to the contrary notwithstanding.

## PART 4

## CONDUCT OF BUSINESS

**Postage to be paid by stamps**

14. (1) The rates of postage, fees for registration, insurance, acknowledgement of delivery of registered packets, acknowledgment of payment of money orders, agreements for delivery of “**duty free**” parcels, and for correspondence posted late payable under this Act, or the rules, regulations, arrangements, agreements, or conventions made thereunder, shall be paid by stamps, and the Governor acting on the advice of Cabinet shall from time to time provide proper dies and other implements for denoting by adhesive or embossed or impressed stamps or otherwise such rates and sums, and all stamps and dies and other implements for denoting the same, heretofore in use in Montserrat and in the possession of any public officer for sale or use, shall from and after the passing of this Act be the property and under the control of the postal administration of Montserrat. (*Amended by Act 9 of 2011*)

---

\* See Montserrat Constitution Order 2010

(2) Notwithstanding subsection (1), all postage and other fees and charges imposed under this Act may be prepaid by means of impressions of franking machines used under licence issued by the Postmaster, or by official post office stamping dies, which shall be affixed to or impressed upon postal packets or articles liable to postage or other fees and charges, to the amount of such postage or other fees and charges.

(3) The Postmaster may issue licences for the use of franking machines and may in such licences impose conditions for the use of such franking machines.

(4) Any person who, without a licence in that behalf issued by the Postmaster, or in breach of any conditions imposed by the Postmaster, uses any franking machine for the prepayment of any postage or other fees or charges imposed under this Act shall be guilty of an offence against this Act and shall be liable on summary conviction to a fine of \$5,000.

(5) In this section “**franking machine**” means a machine for the purpose of making impressions on postal packets or other postal articles to denote prepayment of postage and includes any meter or meters and any franking or date-stamping die or dies incidental thereto.

*(Amended by Act 14 of 1973)*

### **Postal administration to have exclusive right of conveying letters, with certain exceptions**

15. (1) Within the limits and along the coasts of Montserrat the postal administration shall have the exclusive privilege of conveying from one place to another within Montserrat all letters except in the following cases, and shall also have the exclusive privilege of performing all the incidental services of receiving, collecting, sending, despatching, and delivering all letters within Montserrat, and all letters going to or coming from parts beyond Montserrat, except in the following cases—

- (a) letters sent by a private friend on his way or journey, so that such letters be delivered by such friend to the party to whom they are directed;
- (b) letters sent by a messenger on purpose concerning the private affairs of the sender or receiver thereof;
- (c) commissions or returns thereof, and affidavits and writs, process or proceedings or returns thereof, issuing out of a Court of Justice;
- (d) letters concerning goods or merchandise, sent by common known carriers, to be delivered with the goods which such letters concern without hire, or reward, or other profits or advantage for receiving or delivering such letters.

But nothing herein contained shall authorise any person to make a collection of such excepted letters for the purpose of sending them in the manner hereby authorised.

(2) The following persons are expressly forbidden to carry a letter, or to receive or collect, or deliver a letter, although they shall not receive hire or reward for the same—

- (a) common known carriers, their servants or agents, except a letter concerning goods in their boats, carts, or wagons; and
- (b) owners, drivers, or guards of carriages employed in the transmission of letters.

### **Governor acting on the advice of Cabinet to make rules for the granting of compensation for loss or damage of parcels carried by post**

16. (1) The Governor acting on the advice of Cabinet may make rules for the granting of compensation, in such cases and subject to such conditions as he shall think fit, for loss or damage of parcels carried by the post, and may, from time to time, make arrangements for the payment of such compensation as is allowed by such rules in the case of parcels exchanged between the United Kingdom, or any Colony or other country, and Montserrat:

Provided that—

- (a) no compensation shall, in any case, be given where the loss or damage arises from causes beyond control; and
- (b) no compensation for loss or damage to any such parcel shall be made unless it is authorised by such rules so made as aforesaid.

*(Amended by Act 9 of 2011)*

(2) Any payment made for compensation shall be included in the expenses of the postal administration.

### **Articles prohibited to be posted**

17. (1) No person shall post or cause to be posted or sent or cause to be sent or tendered or delivered in order to be sent by post, any postal packet—

- (a) containing any explosive or dangerous material or substance;
- (b) containing any indecent or obscene prints, paintings, lithographs, photographs, engravings, books, cards or other indecent or obscene articles;
- (c) containing opium, morphine, cocaine, heroin or other narcotics; or
- (d) having thereon or on the covers thereof any words, marks or designs of an indecent, obscene, libellous or grossly offensive character.

(2) The Governor acting on the advice of Cabinet may make regulations for preventing the sending or delivery by post of the aforesaid things. *(Amended by Act 9 of 2011)*

### **Application of customs enactments to parcels sent by post**

18. (1) Subject to any regulations made under this section, the Acts for the time being in force in Montserrat relating to customs, in this Act referred to as customs enactments, shall apply to goods contained in foreign parcels in like manner so far as is consistent with the tenor thereof as they apply to any other goods, and persons may be punished for offences against the said enactments, and goods may be examined, seized, and forfeited, and the officers seizing and examining them shall be protected, and legal proceedings in relation to the matters aforesaid may be taken accordingly under the said enactments.

(2) The Governor acting on the advice of Cabinet may, on the recommendation of the principal officer of Her Majesty's customs in Montserrat, make regulations for the purpose of modifying or excepting the application of any of the customs enactments to foreign and postal packets for the purpose of securing in the case of such postal packets the observance of the customs enactments and for enabling the officers of the postal administration to perform for the purposes of those enactments or otherwise all or any of the duties of the importer and exporter, and for carrying into effect any arrangement with the United Kingdom Treasury or the Government of any British possession with reference to foreign parcels, and for punishing any contravention of the customs enactments or of the regulations under this section. *(Amended by Act 9 of 2011)*

(3) The postal administration shall have the same right of recovering any sums paid under the customs enactments or otherwise under the said regulations in respect of parcels brought to Montserrat as the postal administration would have if the sum so paid were a rate of postage.

(4) A contravention of the regulations in force under this section shall be deemed to be a contravention of the customs enactments of Montserrat and shall involve accordingly the like punishment of persons guilty thereof and the like forfeiture of goods.

### **Recovery of unpaid postage**

19. All unpaid postage rates and duties imposed under this Act or the rules or regulations made thereunder may be sued for and recovered with full costs of suit in the name of Her Majesty before any Magistrate on the complaint of any Postmaster or his deputy thereunto lawfully authorised.

### **Liability of sender and addressee for unpaid postage**

20. In all cases in which the postage of any unstamped postal packet shall not have been paid by the sender it shall be paid by the person to whom the letter is addressed on the delivery thereof to him, but if the letter

is refused or the party to whom it is addressed shall be dead or cannot be found the writer or sender shall pay the postage.

### **Provisions for recovery of unpaid postage from sender**

21. In all cases in which the postage of any unstamped postal packet shall not have been paid by the sender thereof and the party to whom such letter shall be addressed shall upon receiving the same and paying the postage thereof be desirous to reject such postal packet and to compel the sender thereof to pay such postage it shall be lawful for any Postmaster, upon the application of the party to whom the postal packet shall be addressed and under such regulations as the Governor acting on the advice of Cabinet shall think fit, to charge the postage thereof to the sender of such postal packet and also the additional postage of returning the same to him, and in every such case the sender of such postal packet shall pay the postage of sending and also of returning the same: Provided that nothing herein contained shall operate to release the party to whom any such postal packet shall be originally addressed from his liability to pay the postage thereof upon the delivery of such letter to him. (*Amended by Act 9 of 2011*)

### **Who to be deemed the sender of an unpaid letter**

22. In any suit or proceeding for the recovery of any postage payable under the post office laws of Montserrat or of the United Kingdom Parliament the person from whom any postal packet in respect of which postage shall be sought to be recovered shall purport to have come shall be deemed to be the sender thereof; and the onus shall lie upon the party proceeded against to prove that such postal packet did not come from and was not sent by him.

### **Post office stamp to be evidence of refusal, etc., of letters**

23. Upon the trial or hearing of any action or proceeding for the recovery of any postage the production of any postal packet in respect of which such postage shall be sought to be recovered, having thereon a post office stamp denoting that such letter has been refused or rejected or that the party to whom the same is addressed is dead or could not be found, shall be *prima facie* evidence of the refusal or rejection of such letter or that such person was dead or could not be found according to the import and meaning of the said post office stamp thereupon.

### **Letters of soldiers and sailors exempt from inland postage**

24. No inland postage shall be charged or payable on any letters sent to or received by any private soldier or common seaman on his own private concerns who shall be actually employed in Her Majesty's Service.

### **Governor acting on the advice of Cabinet to decide questions as to postal packets**

25. If any question arises as to whether any postal packet is a letter, postcard, newspaper, supplement, book-packet, circular, or other description of postal packet or parcel within the meaning of this Act or any rule or regulation made under this Act, the decision thereon of the Governor acting on the advice of Cabinet shall be final.

*(Amended by Act 9 of 2011)*

## PART 5

### MISCELLANEOUS

#### **Police to assist in postal service**

26. It shall be incumbent upon all police officers to assist in the postal service of Montserrat in such manner as the Governor acting on the advice of Cabinet shall from time to time direct, and, within the limits of such directions, such officers shall be deemed to be officers and servants of the postal service. *(Amended by Act 9 of 2011)*

#### **Governor acting on the advice of Cabinet may compound actions, etc., for penalties under this Act**

27. The Governor acting on the advice of Cabinet may compromise and compound any action, suit, bill, plaint, or information which shall at any time be commenced in the name of Her Majesty by the authority of the postal administration or any officer thereof against any person for recovering penalties incurred under this or any other post office Act on such terms and conditions as the Governor acting on the advice of Cabinet shall think proper with full power to him or any of his officers or agents by him thereunto authorised to accept the penalties so incurred or alleged to be incurred or any part thereof without action, suit, or information brought or commenced for the recovery thereof. *(Amended by Act 9 of 2011)*

#### **Exemption from stamp duty**

28. Every deed, instrument, money order or postal order, bill, cheque, receipt or other document made or executed for the purpose of a post office by, to or with, Her Majesty or any officer of a post office, shall be exempt from any stamp duty imposed by any Act, past or future, except where that duty is declared by the document, or by some memorandum endorsed thereon, to be payable by some person other than a Postmaster, and except so far as any future Act specifically charges the duty.

#### **Regulations, etc., to be laid before Legislative Assembly**

29. A copy of all rules and regulations and of every convention, arrangement or agreement made under this Act shall be laid before the

Legislative Assembly at its first meeting next after such rules and regulations have been made or such convention, arrangement, or agreement has been entered into. (*Amended by Act 9 of 2011*)

---

**SCHEDULE**

(*Sections 9 and 10*)

Anguilla

British Virgin Islands

Turks and Caicos Islands

Bermuda

Falkland Islands

---



**POST OFFICE (TELEGRAPH MONEY ORDER) RULES**

ARRANGEMENT OF RULES

RULE

1. Short title
2. Maximum amount
3. Charges
4. Private messages
5. Transmission of telegram of advice. Form of telegram of advice
6. Office of payment
7. Poste restante orders
8. Advice of payment
9. Examination of serial number
10. Method of payment
11. General regulations
12. Allowance to country of payment
13. Entry of particulars in advice lists
14. Telegrams to be compared with entries in lists
15. Responsibility for errors, etc.
16. Regulations



**POST OFFICE (TELEGRAPH MONEY ORDER) RULES – SECTION 3**

*(S.R.O. (L.I.) 14/1934)*

**Short title**

1. These Rules may be cited as the Post Office (Telegraph Money Order) Rules.

**Maximum amount**

2. Telegraph Money Orders for sums not exceeding the maximum amount allowed in the case of ordinary Money Orders shall be exchanged between the United Kingdom and Montserrat.

**Charges**

3. The remitter of a Telegraph Money Order shall be required to pay, in addition to the ordinary Money Order commission, the cost of the telegram of advice at the ordinary (or deferred) rate per word and also a supplementary fee of 24 cents to be paid by the remitter. The telegrams of advice shall be charged for at the deferred rate and shall be subject to all the conditions governing the transmission of messages accepted at that rate, unless the remitter prefers to telegraph at the full rate. A form of receipt (or certificate of issue) showing the amount of the remittance and the charges, shall be given to the remitter.

**Private messages**

4. The remitter of a Telegraph Money Order shall be allowed, on paying for the additional words required, to add to the official telegram of advice any short communication in English which he may wish to send to the payee, and may also, if he so desires, prepay the cost of a telegraphic reply to such communication. The full rate per word should be charged for the prepaid reply.

**Transmission of telegram of advice. Form of telegram of advice**

5.
  - (a) All telegrams of advice for Orders payable in the United Kingdom shall be transmitted to the office of destination through the central Telegraph Office in London, and all telegrams of advice of Orders payable in Montserrat shall be transmitted through the General Post Office in Montserrat.
  - (b) Form of Telegram of Advice. The telegrams of advice shall be prepared in accordance with the following specimen—

(1)	(2)	(3)
—	—	—
L.C.O.	Mandat 123	Birmingham
(4)		(5)
Joseph Allen		seventeen pounds fifteen shillings
(6)		(7)
John Fuller, Grand Hotel		seventeen pounds (break signal)
(8)		

to pay your passage.

*Note.* – If the payee is a woman, the prefix Mrs. or Miss should appear before her name unless the christian name is given; but in all cases the remitter bears the consequences if the address of the telegram of advice or that of the payee is incorrect or insufficient to insure payment to the proper person.

- (1) Supplementary instruction required for deferred telegrams only. This indication “**L.C.O.**” should always begin the telegram. When a reply is prepaid, the indication “**R.P.**” should appear between the letters “**L.C.O.**” and the word “**Mandat.**”.
- (2) Serial number of Order inserted at exchange office in substitution for the issuing office serial number signalled from the office of issue. The exchange office series of numbers should begin at 1 on the 1st of January in each year.
- (3) Office of payment.
- (4) Name of remitter.
- (5) Amount in sterling in words.
- (6) Name and address of payee.
- (7) Repetition of the number of pounds.
- (8) Private message, if any, for the payee.

A registered telegraphic address may be used to indicate the payee’s address provided that, his name is also given. In such cases the symbol “**c/o**” should be inserted between the name of the payee and the registered address; thus: – “John Fuller c/o Ajax.”

### **Office of payment**

6. If the office of payment is not a telegraph office, the name of the nearest telegraph office should be written after the name of the office of payment. If the sender is unable to indicate the nearest telegraph office, the telegram of advice may be accepted at his risk provided that, the name of the country of destination is added after the name of the office of payment.

### **Poste restante orders**

7. If a Telegraph Money Order is intended to be called for at a Post Office, the words “**Poste Restante**” must be written instead of an address after the payee’s name. In the absence of these words it must be assumed that the Order is to be sent out for delivery.

### **Advice of payment**

8. If the remitter desires to receive an advice of payment the words “**Advise Payment**” should appear as the first words of the text of the telegram of advice. In such cases the exchange office of the country of payment must arrange for an advice of payment to be sent by post to the exchange office of the country of issue for transmission to the remitter.

### **Examination of serial number**

9. On receipt of the inward telegram of advice in the central Telegraph Office, London, or at the appropriate exchange offices in the Leeward Islands as the case may be, it must first be seen that the serial number of the Order advised is the next number in the sequence of the series proper to the country of origin and the particulars must then be signalled under the same number to the proper office of payment.

### **Method of payment**

10. On receipt of the telegram of advice at the office of payment a Money Order (or a notice of the arrival of the Order) must be prepared and delivered to the payee. Any private message for the payee must be communicated to him at the same time on a detachable slip affixed to the Telegraph Money Order.

### **General regulations**

11. The general International conditions for deferred telegrams, together with the regulations of the International Telegraph Convention (Madrid Revision) or any regulations which may in future be substituted therefor, shall apply to the telegrams of advice and other telegrams sent in connection with Money orders.

### **Allowance to country of payment**

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

### **Entry of particulars in advice lists**

13. The particulars of Telegraph Money Orders, including the full addresses of the payees, shall be entered separately at the end of the ordinary advice list or on separate sheets headed “**Advised by telegraph**”, and the amounts of such Orders shall be included in the total amounts of the lists. The exchange office serial number of each Order as well as the serial number of the order at the office of issue must be shown in the list.

### **Telegrams to be compared with entries in lists**

14. When the advice lists reach the office of exchange of the country of destination, the telegrams of advice which have been received shall be carefully checked against the relative entries in the lists. Any difference between the amounts stated in the lists and the amounts in the telegrams of advice, or any other irregularities shall be reported to the country of issue, by paid service telegram if necessary.

### **Responsibility for errors, etc**

15. In the case of errors or fictitious telegrams the responsibility for any losses involved, other than the loss of telegraph charges, shall be borne by the Administration in whose service the error or fraud was committed. In case it may be impossible to determine in which service the error or fraud was committed or in cases of fraud or error in connection with the transmission of telegrams over the wires of intermediate countries or Cable Companies, the responsibility for any losses involved, other than the loss of telegram charges, shall be shared equally by the British and the local Post Offices,

### **Regulations**

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

---

**POSTAL SERVICE RULES**

ARRANGEMENT OF RULES

RULE

1. Short title
2. Interpretation
3. Post Office sub-divisions
4. General Post Office
5. Sub-Post Offices
6. Sub-Postmasters
7. Names of Post Offices
8. Money Order Office
9. Hours of business on week days
10. Sundays and holidays
11. Delivery of letters in town and outskirts
12. Delivery of letters in country districts
13. Inland mails
14. External mails
15. Way bills
16. Unlawful conveyance of postal packets
17. Government letters
18. Private boxes
19. Air mails
20. Air mail postage
21. Surface mail postage
22. Postal stationery
23. Sale of postage stamps to dealers and collectors
24. Method of posting letters other than registered letters
25. Postal orders
26. Money orders
27. Power to suspend issues
28. Repealed
29. Reply coupons
30. Dimensions of postal packets
31. Chargeable packets
32. Notice to addressees of postal packets
33. Customs declaration on outgoing parcels
34. Absence of customs declaration on incoming parcels
35. Revaluation of parcels
36. Record of parcels

37. Notice of arrival of parcels
38. Unclaimed parcels
39. Returned parcels
40. Service of notices
41. Savings as to C.O.D. and insured parcels
42. C.O.D. parcels
43. C.O.D. service with Great Britain
44. Insured articles
45. Compensation for loss or damage of parcels
46. Indemnities in respect of registered articles
47. Gratuities for sea carriage
48. Accounts
49. Statistics
50. Rio de Janeiro convention
51. Practice of United Kingdom Post Office applied
  - SCHEDULE A: Sub-Post Offices
  - SCHEDULE B: Inland Postage Rates
  - SCHEDULE C: Officers Authorised to Frank Government Letters
  - SCHEDULE D: Airmail Postage Rates
  - SCHEDULE E: Surface Mail Postage Rates on Postal Packets  
other than Parcels
  - SCHEDULE F: Airmail and Surface Mail Postage Rates on Parcels
  - SCHEDULE G: Miscellaneous Services
  - SCHEDULE H: Postal Orders
  - SCHEDULE I: Money Orders – Rates of Commission
  - SCHEDULE J: Fees and Special Charges



**POSTAL SERVICE RULES – SECTIONS 3 AND 4**

*(S.R.O.s (L.I.) 41/1954, (L.I.) 6/1956, (L.I.) 25/1956, 18/1957, 24/1958, 15/1959, 11/1961, 28/1964, 31/1964, 3/1965, 15/1970, 12/1971, 19/1972, 5/1974, 43/1975, 1/1976, 34/1976, 76/1980, 24/1981, 17/1983, 28/1985, 8/1989, 44/1982, 45/1982, 20/1975, 34/2007 and 38/2016 and Act 9 of 2011)*

**Short title**

1. These Rules may be cited as the Postal Service Rules.

**Interpretation**

2. In these Rules—

“**letter**” includes every kind of postal packet when despatched by letter post;

“**master**” means the person having command or charge of a ship;

“**parcel**” means any postal packet sent by parcel post;

“**port**” includes airport;

“**Postmaster**” means the person for the time being filling the office of Postmaster of Montserrat;

“**ship**” means any schooner, sloop, boat, motor vessel, steamship or other floating craft and includes any description of aircraft.

**Post Office sub-divisions**

3. The post offices established or hereafter to be established in Montserrat shall be divided into two groups, namely, the General Post Office and Sub-Post Offices.

**General Post Office**

4. The head post office shall be the General Post Office for Montserrat and all other post offices in Montserrat shall be managed and controlled thereunder.

**Sub-Post Offices**

5. The remaining post offices (other than the General Post Office) in Montserrat shall be Sub-Post Offices as specified in Schedule A.

**Sub-Postmasters**

6. The persons in charge of Sub-Post Offices shall be styled Sub-Postmasters, and they shall render such accounts and returns as the Postmaster may require.

**Names of Post Offices**

7. The designations contained in Schedule A shall be the official names of the several Sub-Post Offices and shall be used in all post marks and for all purposes.  
*(Amended by S.R.O. 15/1970)*

### Money Order Office

8. The General Post Office is a money order office, and shall be described in the heading of money order forms as “Montserrat”.

### Hours of business on week days

9. (1) The Post Offices of Montserrat shall be opened to the public from 8:15 a.m. to 3:55 p.m. except that on two days in each week, to be appointed by the Governor acting on the advice of Cabinet, the hours of business shall be from 8:5 a.m. to 11:25 a.m.

(2) The hours for transacting Money Order, Postal Order and Parcel Post business shall be fixed by the Postmaster subject to the approval of the Governor acting on the advice of Cabinet.

*(Substituted by S.R.O. 24/1981 and amended by Act 9 of 2011)*

### Sundays and holidays

10. Whenever the arrival or departure of any ship with mails in Montserrat falls on a Sunday or a public holiday, or the exigencies of the postal service require that business be transacted in Montserrat on a Sunday or a public holiday, the General Post Office of Montserrat may be opened on that day for the receipt and delivery of mails, for the despatch of mails and for the transaction of such other business as the Postmaster may think necessary and expedient, for such time and during such hours as he may direct.

### Delivery of letters in town and outskirts

11. On weekdays, there shall be a house to house delivery commencing at such times as the Postmaster may direct.

*(Substituted by S.R.O. 19/1972)*

### Delivery of letters in country districts

12. (1) There shall be no house to house delivery in the country districts. Letters addressed to persons resident in these districts shall be forwarded to the respective Sub-Post Offices to be called for. *(Amended by S.R.O.s 15/1970 and 19/1972)*

(2) Sub-Postmasters will take all steps in their power to ensure the speedy delivery of letters to the persons entitled to the same, and they will take special care that registered letters are delivered only to the addressees or persons duly authorised by the addressees, and they shall take receipts for the same.

(3) Letters which remain unclaimed for one month shall be returned to the General Post Office for disposal.

### Inland mails

13. (1) Every inland mail shall be accompanied by a letter bill which shall bear a serial number commencing with the number one on 1 January in each year. There shall be a separate series in each despatching office for each office of destination.

(2) Letter bills shall be stamped with the post marks of the post office of origin and of the office of destination, and shall contain the following information *viz*: the date of despatch, the mode of conveyance, a list of registered letters in the mail, total due for “**taxed**” letters in the mail. The bills shall be signed by the despatching officer and the receiving officer.

(3) A way bill shall be delivered with the mails to the person conveying the mails, and on the conclusion of the journey the way bill shall be returned to the office of origin.

(4) All persons receiving bags of mails shall give a receipt for the same on the appropriate way bill.

(5) Empty bags when not used for the return mails shall be returned as soon as possible to the General Post Office.

### External mails

14. (1) The hour for closing mails shall be fixed by the Postmaster.

(2) The ordinary posting box shall not be cleared after the hour fixed for closing mails.

### Way bills

15. The Postmaster shall furnish the master (or his agent) of every ship by which mails are conveyed with a way bill specifying the numbers of bags of mails and their destinations and shall obtain a receipt from such master or agent.

### Unlawful conveyance of postal packets

16. (1) No person shall convey any postal packet to be posted on board any ship.

(2) The master of a ship or any person under his control shall not receive on board that ship while in any port of Montserrat, postal packets other than those despatched through the Post Office.

### Government letters

17. (1) Government letters addressed to foreign countries (except letters on Postal business) shall not be despatched unless they are stamped in the ordinary way by affixing thereto the appropriate postage stamp or by the impression thereon of the stamp of a postal franking machine. Such letters when duly stamped may be posted in a letter box.

(2) Government parcels and Government air mail letters addressed to any destination shall be stamped in the ordinary way by affixing thereto the appropriate postage stamps or by the impression thereon of the stamp of a postal franking machine.

(3) The responsibility for franking or stamping Government letters rests with the head of department from which the letter originates.

(4) Government letters from the Governor are to be received irrespective of the ordinary hours.

(5) The heads of departments and others specified in Schedule C are entitled to frank Government letters for delivery within Montserrat. Letters from certain departments approved by the Governor acting on the advice of Cabinet may be franked by means of a rubber stamp, subject to the letter being initialled by some person employed in the department and where the initials are known to the Postmaster. In other cases the letters should be signed by the franking officer. The name of the department of origin when printed on an envelope shall not be regarded as a frank unless authenticated by a signature or initials of an authorised officer.

*(Amended by S.R.O. 19/1972)*

### Private boxes

18. (1) A private box into which letters (and where practicable printed papers) on hand for the renter will be sorted, to be fetched by him, may be rented at the General Post Office.

(2) The rental fees for private boxes are as follows—

- (a) Internal box \$40;
- (b) Small box \$60; and
- (c) Large box \$90.

(3) The rental fees under subrule (2) are payable yearly in advance.

(4) If a person applies to the Postmaster for the rental of a private box after 30 June in a year, the rental fee payable shall be half of the fee payable under subrule (2).

(5) A person who rents a private box shall pay to the Postmaster a deposit of \$30 as a guarantee for the safe return of the key for the private box to the Postmaster, when the use of the private box is discontinued.

(6) If a person loses a key for a private box, he shall pay \$50 for the replacement of the lock.

(7) A person who rents a private box shall only use a key that was issued by the General Post Office.

(8) A person who—

- (a) resides in Montserrat for a period of less than twelve months within a calendar year; or
- (b) does not have a private box,

but wishes his mail to be collected at the General Post Office, shall pay the Postmaster a monthly general delivery fee of \$15.

*(Amended by S.R.O. 38/2016)*

### Air mails

19. Letters to be forwarded by air mail shall be marked “**By Air Mail**” or “**Par Avion**” and shall be transmitted by air if the charges prepaid represent at least three quarters of the air mail postage; but if they do not, the letter will be withheld from the air mail and forwarded by ordinary means in which case the inscription “**By Air Mail**” or “**Par Avion**” should be deleted by two thick parallel lines.

### Air mail postage

**20. (1)** The rates of postage on letters and parcels transmitted from Montserrat by air mail shall be as set forth in Schedule D. *(Substituted by S.R.O. 15/1970)*

**(2)** The postage must be fully prepaid. Any unregistered postal item in respect of which the postage is unpaid or underpaid may be returned to the sender for payment or additional payment. Where it is not possible to have the items regularized by the sender—

- (a)* in the event of complete absence of prepayment, the items shall be forwarded by surface mail and liable to a special charge payable by the addressee;
- (b)* in the event of underpayment, if the charges paid represent at least 75% of the air surcharge or 50% of the full postage the item shall be forwarded by air and liable to a special charge payable by the addressee.

*(Substituted by S.R.O. 24/1981)*

### Surface mail postage

**21. (1)** The prepaid rates of postage on postal packets (other than parcels) intended for transmission from Montserrat by surface mail shall be as set forth in Schedule E. *(Amended by S.R.O. 15/1970)*

**(2)** The prepaid rates of postage on parcels intended for transmission from Montserrat by surface mail and the limit of weight and of insurance value thereof shall be as set forth in Schedule F.

**(3)** The prepaid rates of postage on postal packets of every kind intended for transmission from Montserrat by surface mail to a point beyond Montserrat and for outward transmission from such point by air mail shall be the surface mail postage rates applicable to the point of onward transmission with the addition of the air mail rates as set forth in Schedule D.

**(4)** The charges to be made for the miscellaneous services in Schedule G shall be at the rates set forth in the said Schedule.

**(5)** The prepaid rates of postage on letters, postcards, printed papers, newspapers and electioneering circulars intended for transmission within Montserrat shall be as set forth in Schedule B. *(Inserted by S.R.O. 19/1970)*

### Postal stationery

**22.** Air letter forms shall be sold at a price to be fixed by the Postmaster, in addition to the value of postage stamps, if any, impressed thereon. *(Substituted by S.R.O. 15/1970)*

### Sale of postage stamps to dealers and collectors

- 23. (a)** Where remittances accompany orders received by post, being orders for postage stamps or philatelic materials for collection by dealers in, and collectors of such stamps, such remittances shall be in the form of Personal Cheque, Giro Cheque, Banker's Cheque, Banker's Draft,

Money Order, Postal Order, Money Transfers, EC Currency Bank Notes or Authorised Credit Card made payable to the Postmaster or The Montserrat Philatelic Bureau Ltd.

- (b) Such orders shall be despatched by mail and, where considered necessary, by registered mail without charge to the dealer or collector.
- (c) In cases where remittances are in a form whereby any commission or discount may be deducted on cashing of such remittance, postage stamps or philatelic materials shall be supplied to the value of the net proceeds of such remittance.
- (d) Stamped envelopes sent to any Post Office or the Philatelic Bureau for cancellation and posting or return in some other manner shall be returned duly serviced as long as such envelopes bear currently valid postage stamps to a value sufficient to carry such envelopes.

*(Substituted by S.R.O. 24/1981)*

### Method of posting letters other than registered letters

**24. (1)** Letters other than letters for registration shall not be handed to any person employed at a Post Office to be posted by him but shall be posted by placing them in a letter box after the appropriate postage stamps have been affixed thereto.

**(2)** Notwithstanding paragraph (1), in the case of circulars for posting in bulk, items with the appropriate postage stamps affixed thereto and tied in bundles with all the addresses in one direction may be handed over the counter at a Post Office for postmarking and despatch. *(Amended by S.R.O. 15/1970)*

### Postal orders

**25. (1)** British postal orders shall be issued and paid at money order offices, and at such post offices as may from time to time be appointed therefor by the Governor acting on the advice of Cabinet, by notification in the *Gazette*. *(Amended by S.R.O. 9 of 2011)*

**(2)** The issue of postal orders in Montserrat shall be restricted to the denominations set forth in Schedule H(a).

**(3)** Postage Stamps, not exceeding two in number, may be affixed to postal orders issued in Montserrat in extension of value. The value of such postage stamps must not exceed 22 cents.

*(Amended by S.R.O. 15/1970)*

**(4) (a)** The rates of United Kingdom Fees and Local Commissions set forth in Schedule H shall be payable on the several denominations of postal orders in Montserrat and any change in such rates shall become effective as soon as such change is effected in the United Kingdom.

**(b)** Where there is a change in the rates notification of such change shall be published in the *Gazette* and on the Notice Board at the Post Office as early as is practicable.

*(Substituted by S.R.O. 8/1989)*

### Money orders

26. (1) The rates set forth in Schedule I shall be the rates of commission on money orders issued in Montserrat.

(2) Money Orders issued in Montserrat for payment in the United States of America shall be drawn in dollars, and the amount of Eastern Caribbean currency deposited by the remitters of such orders shall be converted into dollars at such rate of exchange as may be prescribed by the Governor acting on the advice of Cabinet and published in the *Gazette*, or according to such table or formula as may be prescribed and published as aforesaid.

(3) Money orders issued in the United States drawn in dollars shall be paid in Montserrat in Eastern Caribbean currency converted at such rate as may be prescribed by the Governor acting on the advice of Cabinet and published in the *Gazette*, or according to such table or formula as may be prescribed and published as aforesaid:

Provided that, where pursuant to any arrangement between the postal administration of Montserrat and the postal administration of the country concerned, the equivalent Eastern Caribbean currency of any money order is fixed by the administration of origin, such equivalent in Eastern Caribbean currency shall be paid as indicated on the face of the order by the exchange office of the administration of origin, or according to such information as shall be furnished by the administration of origin, and in default thereof as the Governor acting on the advice of Cabinet may prescribe.

(4) The Postmaster of Montserrat shall keep himself constantly informed of the local bank rates for buying or selling bills of exchange expressed in dollars drawn or payable in the United States, and shall apply the rates of conversion as may be prescribed from time to time or according to such instructions as he may receive.

(5) The Postmaster shall issue the necessary instructions for the conversion of money orders drawn in dollars.

(6) A notice shall be exhibited in a conspicuous place in or outside the General Post Office stating, for the information of the public, the rates of conversion in respect of money orders drawn in dollars.

(7) To facilitate examination by the Auditor, the Postmaster or person issuing a money order payable in the country named in sub-rule (2) of this rule, shall note on the form of requisition for the money order the current bank rates for bills of exchange as aforesaid.

(8) In this rule the expressions “United States of America” or “United States” include the following possessions of the United States, *viz.* Alaska, Hawaii, Puerto Rico, Samoa, and the Virgin Islands of the United States.

*(Amended by S.R.O. 24/1981)*

### Power to suspend issues

27. In the event of sudden fluctuations in the banking rate of exchange which might involve loss to the postal administration in the settlement of postal order or money order transactions with other countries or colonies, the Governor acting on the advice of Cabinet shall have power to suspend, in Montserrat, the issue of postal

orders, or money orders on any country or colony pending the making of a rule by the Governor acting on the advice of Cabinet prescribing a new rate.

28. *Repealed by S.R.O. 19/1972.*

### Reply coupons

29. Reply coupons shall not be issued in Montserrat. Reply coupons issued in other countries of the Universal Postal Union shall be exchangeable at any money order office in Montserrat for stamps valued as follows—

International Coupons ..... 60 cents

*(Amended by S.R.O. 24/1981)*

### Dimensions of postal packets

30. (1) The maximum dimensions of letters, printed papers, papers impressed for the use of the blind, and small packets, shall be as follows—

Length, breadth and depth combined, three feet, but the greatest dimension shall not exceed two feet.

If in the form of a roll: length and twice the diameter three feet three inches, but the greatest dimension shall not exceed three feet.

The minimum dimensions allowed for the above items shall be 5½ inches in length by 3½ inches in width.

(2) The dimensions of postcards shall be as follows—

Minimum: 5½ inches in length by 3½ inches in width.

Maximum: 5⅞ inches in length by 4½ inches in width.

(3) Printed papers sent unenclosed in the form of cards, whether folded or not shall be subject to the same minimum dimensions as postcards.

(4) The maximum dimensions of parcels shall be as follows—

The length, breadth or depth shall not exceed three feet six inches, and the length and girth combined shall not exceed six feet.

(5) The limits of weight of postal packets shall be as follows—

(a) letters four lbs.; printed papers, four lbs.: Provided that, the limit of weight for a printed volume sent singly shall be eleven lbs;

(b) papers impressed for the use of the blind: fifteen lbs;

(d) small packets: two lbs;

(e) parcels: forty four lbs., or such lesser limit as may be applicable to the postal administration of destination.

*(Substituted by S.R.O. 19/1972 and amended by S.R.O. 24/1981)*

### Chargeable packets

31. Any postal packet which in the opinion of the Postmaster contains any dutiable articles, or on which the postage is insufficiently prepaid, and all small packets and



incoming parcels shall be withheld from delivery until the necessary charges have been paid.

### **Notice to addressees of postal packets**

**32.** A notice shall be addressed as soon as possible after the receipt of the mails to the addressee of any postal packet withheld from delivery, and of any registered letter or incoming parcel.

### **Customs declaration on outgoing parcels**

**33.** Every parcel to be sent outside Montserrat shall bear a customs declaration in the prescribed form setting out clearly the name and address of sender, the office of origin, the contents of the parcel and the value thereof.

### **Absence of customs declaration on incoming parcels**

**34. (1)** Where a parcel arriving in Montserrat does not bear a customs declaration, or where particulars as to contents and value of a parcel are not clearly set out in the customs declaration or where the Postmaster or officer deputed by him has reason to believe that other articles liable to duty are contained in such parcel, or that the parcel is understated, he may at his discretion require such parcel to be opened for inspection and revaluation if necessary.

**(2)** In exceptional circumstances where an importer, at the time of entry, is unable to produce any document required by these Rules the Comptroller of Customs or the Postmaster shall have power to admit at the preferential rate of duty any goods which he is satisfied are of Commonwealth origin within the law for the time being in force governing British Commonwealth preferential customs duty. *(Amended by S.R.O. 15/1970)*

### **Revaluation of parcels**

**35.** If upon revaluation the addressee is not satisfied that a fair value has been assessed he may appeal to the Comptroller of Customs who may detain the goods and cause them to be examined by three competent persons to be appointed by the Comptroller of Customs. *(Amended by S.R.O. 15/1970)*

### **Record of parcels**

**36.** There shall be kept in every parcel post department a permanent record of all parcels arriving in Montserrat through that department and such record shall show particulars conforming to those mentioned on the customs declaration or ascertained by inspection as hereinbefore provided, the date of arrival, the name of the ship by which the parcel has arrived, and the duty paid thereon. Each parcel shall be entered serially in the record and shall bear a number corresponding to that entered in the record.

### **Notice of arrival of parcels**

**37. (1)** It shall be the duty of the Officer in charge of the Parcel Post to notify the addressee by the official notice form, of the arrival of each parcel. A second notice

shall, if necessary, be issued by registered post, twenty-one days after the issue of the first notice.

(2) In lieu of a third notice the Postmaster may in his discretion cause a list of unclaimed parcels to be published in a conspicuous place inside or outside the Post Office, and in any case demurrage at the rate of fifty cents per day shall be charged on each parcel held at the Parcel Post for more than twenty one days:

Provided that, if in any case the Postmaster is satisfied that all the proper notices have not been duly sent or delivered to the addressee within twenty one days of the arrival of such parcel, he may waive the whole or any part of such demurrage chargeable thereon.

*(Substituted by S.R.O.s 15/1970 and 19/1972)*

### Unclaimed parcels

38. In the absence of a definite request for abandonment, an unclaimed parcel, if undelivered at the original address or the alternative address (if one is furnished) will be returned to the sender without previous notification at his expense after thirty six days of its arrival in Montserrat. *(Amended by S.R.O. 15/1970)*

### Returned parcels

39. Any parcel which has originated in Montserrat and is returned from the country of destination, and which after notice given as provided in rule 37, is not claimed by the sender within thirty six days of its return to Montserrat, shall be either—

- (a) sold by public auction if the contents of the parcel so warrant, and the proceeds, after deducting expenses and post office charges, will be returned to the sender; or
- (b) destroyed under the supervision of an officer of the Post Office.

*(Amended by S.R.O. 15/1970)*

### Service of notices

40. Any notice served upon the addressee of an incoming parcel or the sender of a returned parcel in person or handed to a duly authorised agent of such addressee or sender or sent through the post shall be deemed to have been properly served.

### Savings as to C.O.D. and insured parcels

41. Rules 33 to 40 inclusive shall not affect the rules governing the exchange of cash on delivery or insured parcels.

### C.O.D. parcels

42. (1) Parcels subject to the collection of trade charges may be exchanged with other countries subject to such arrangements or agreements as may be made with the countries concerned.

(2) The maximum amount of the trade charge in respect of a parcel shall not exceed \$192.

(3) The fees to be charged in respect of parcels subject to trade charges shall be as set out in any such arrangement or agreement referred to in sub-rule (1).

### **C.O.D. service with Great Britain**

43. The Rules governing the exchange of postal parcels subject to trade charges between the post offices of Great Britain and the post offices of the Leeward Islands, and the detailed regulations for carrying out such Rules, made on 3 September, 1919, shall continue to have full force and effect in Montserrat.

### **Insured articles**

44. (1) Insured parcels shall be exchanged only with countries participating in the service.

(2) The maximum insured value of insured parcels in Montserrat shall be \$500.

(3) The charges upon insured parcels must be fully prepaid, and, subject to paragraph (3) of rule 21, shall consist of the insurance fee specified in paragraph 8 of Schedule E, and in addition the postage applicable to an ordinary parcel of the same weight, and for the same destination.

*(Amended by S.R.O.s 15/1970 and 28/1985)*

### **Compensation for loss or damage of parcels**

45. (1) If any uninsured parcel while under the control of the General Post Office be lost or damaged the Postmaster may pay to any person or persons who may in the opinion of the Postmaster establish a reasonable claim to compensation (having regard to the nature of the articles, the care with which it was packed, and other circumstances) such sum as may be appropriate in accordance with the following scale—

<i>Weight of Parcel</i>	<i>Maximum Amount of Compensation</i>
Up to 5 kg (11 lbs.)	\$63.60
Above 5 kg up to 10 kg (11 lbs. – 22 lbs.)	\$95.40
Above 10 kg up to 15 kg (22 lbs. – 33 lbs.)	\$127.20
Above 15 kg up to 20 kg (33 lbs. – 44 lbs.)	\$159.00.

*(Substituted by S.R.O.s 34/1976 and 24/1981)*

(2) In no case will compensation be given when such loss or damage arises from any fault or neglect of the sender or from the nature of the contents, or where the parcel cannot be accounted for in consequence of the loss of official documents from any such cause.

(3) When it cannot be determined where the loss or damage occurred, compensation shall be borne equally by the despatching and receiving administrations.

### Indemnities in respect of registered articles

46. The maximum payment for the loss of a registered article or for the loss of the contents of a registered letter, where payable, shall be \$63.

*(Amended by S.R.O. 24/1981)*

### Gratuities for sea carriage

47. (1) The gratuities payable to owners, masters or agents of ships conveying mails, including transit mails, (other than ships under contract or in respect of which a subsidy is paid or in respect of which other arrangements exist for the conveyance of mails) shall not exceed the rates specified in Schedule J.

(2) The rates hereby authorised are in respect of the net weights of correspondence and parcels, that is to say, the actual net weight of the postal packets or parcels where easily ascertainable, or where the net weight is not easily ascertainable the gross weight, less 10% of the same, shall be deemed to be the net weight.

### Accounts

48. The Postmaster shall render promptly to the postal administrations or departments concerned all accounts, returns and statements due to be rendered, and the several Sub-Postmasters shall keep such accounts and shall render such returns as the Postmaster may require.

### Statistics

49. (1) Once in each year from 1 to 14 November inclusive or at such other period as may be prescribed a strict account shall be kept for statistical purposes of the number despatched in the inland mails of each group of postal packets, as follows—

- (a) letters;
- (b) postcards;
- (c) printed papers, commercial papers and samples;
- (d) small packets;
- (e) blind literature;
- (f) external parcels;
- (g) inland parcels.

Registered articles are to be included in the group to which they belong.

(2) During the statistical period special letter bills will be used, on which the necessary particulars will be entered; the number of postal packets (other than external parcels) thus ascertained will be multiplied by twenty six, and the resulting figures will be regarded as the approximate number of postal packets despatched during the year for the purposes of official and other returns.

(3) Similar records will be kept in the General Post Office in respect of external mails:

Provided that, in the case of external parcels the precise numbers are to be recorded and entered in the returns.

(4) Where statistics are recorded in any year in accordance with the International Postal Convention, it will not be necessary to observe a special statistical period for colonial purposes in respect of external mails, and the statistics recorded for international purposes will be used for the purposes of official and other returns.

### **Rio de Janeiro convention**

50. The provisions of the Universal Postal Convention and Parcels Agreement signed at Rio de Janeiro on 26 October, 1979, shall, so far as the same are applicable to Montserrat, have full force and effect in Montserrat.

*(Substituted by S.R.O. 24/1981)*

### **Practice of United Kingdom Post Office applied**

51. In all matters not expressly provided for herein or in any law, rule or regulation relating to postal affairs in force in Montserrat, or in the Universal Postal Convention and the several Agreements and Detailed Regulations made thereunder, or in any other Agreement, Convention or Instructions, the Postmaster shall be guided by the general practice of the Post Office of the United Kingdom as set out in the Post Office Guide published from time to time by Her Majesty's Stationery Office so far as the same may be appropriate or applicable to local conditions and circumstances.

---

### **SCHEDULE A**

*(Rules 5 and 7)*

*(Substituted by S.R.O. 34/2007)*

### **SUB-POST OFFICES**

Salem  
St. Peters  
Cudjoe Head  
St. John's  
Lookout

---

**SCHEDULE B***(Rule 21(5))**(Substituted by S.R.O. 34/2007)***POSTAGE RATES**

<i>Category of Mail</i>	<i>Letters, Postcard etc.</i>	<i>Printed Paper, Newspaper</i>
Letter Post up to 20 g	\$0.35	\$0.30
Over 20 g and up to 50 g	\$0.50	\$0.35
Over 50 g and up to 100 g	\$1.00	\$0.50
Over 100 g and up to 250 g	\$1.50	\$0.70
Over 250 g and up to 500 g	\$2.25	\$1.00
Over 500 g and up to 1000 g	\$3.00	\$2.25
Over 1000 g and up to 2000 g	\$5.00	\$3.00

**SCHEDULE C***(Rule 17(5))**(Substituted by S.R.O. 15/1970)***OFFICERS AUTHORISED TO FRANK GOVERNMENT LETTERS**

The Chief Justice

The Premier

The Governor

The Financial Secretary

The Attorney General

Puisne Judge

The Accountant General

Permanent Secretaries and the Heads of  
all Government Departments.*(Amended by Act 9 of 2011)*

**SCHEDULE D**

(Rules 20(1) and 21(3))

(Substituted by S.R.O. 34/2007)

**AIRMAIL POSTAGE RATES**

Zone	Country off Destination	Letters Postcards, Video DVD, Cassettes		Printed Matter and Small packets		Air Letters (Aerogramme)
		10 g or less	Each add. 10g	10 g or less	Each add. 10g	
Zone A	Caribbean	\$1.10	\$0.90	\$0.70	\$0.50	\$1.00
Zone B	North & South America	\$2.25	\$1.30	\$1.50	\$0.80	\$1.00
Zone C	Europe	\$2.50	\$1.50	\$1.50	\$1.00	\$1.00
Zone D	Rest of the world	\$2.75	\$2.00	\$1.90	\$1.50	\$1.00

**SCHEDULE E**

(Rules 21(1) and 44(3))

(Substituted by S.R.O. 34/2007)

**SURFACE MAIL POSTAGE RATES ON POSTAL PACKETS OTHER THAN PARCELS**

**BLIND LITERATURE**

All countries FREE up to a maximum of 7 kg (15 lbs)

**SCHEDULE F**

(Rule 21(2))

(Substituted by S.R.O. 34/2007)

**AIRMAIL AND SURFACE MAIL POSTAGE RATES ON PARCELS**

**(1) INTERNATIONAL PARCEL RATES: AMERICA**

Zone	Country	Airmail Per Parcel	Add Per Kg	Surface Per Parcel	Add Per Kg
B	Argentina	\$37	\$34	No service	
B	Bolivia	\$41	\$44	No service	
B	Bermuda			No service	
B	Canada	\$32	\$20	No service	

[Subsidiary]

B	Cayman Islands			No service
B	Chile	\$31	\$34	No service
B	Columbia	\$32	\$28	No service
B	Costa Rica	\$30	\$25	No service
B	Ecuador	\$36	\$26	No service
B	El Salvador			No service
B	Easter Island (Chile)	\$31	\$34	No service
B	Falkland Islands			No service
B	French Guiana	\$40	\$26	No service
B	Guatemala	\$25	\$19	No service
B	Honduras	\$27	\$21	No service
B	Mexico	\$25	\$20	No service
B	Nicaragua	\$27	\$23	No service
B	Panama	\$27	\$22	No service
B	Paraguay	\$28		No service
B	United States of America	\$30	\$20	No service
B	Miami	\$30	\$20	No service
B	Alaska	\$30	\$20	No service
B	Hawaii	\$30	\$20	No service
B	Guam	\$30	\$20	No service
B	Puerto Rico US Virgin Islands	\$30	\$20	No service
B	Belize	\$30	\$21	No service
B	Uruguay	\$32	\$31	No service
B	Turks & Caicos			No service
B	Suriname	\$25	\$25	No service
B	Venezuela	\$29	\$25	No service



**(2) INTERNATIONAL PARCEL RATES: EUROPE**

<i>Zone</i>	<i>Country</i>	<i>Airmail Per Parcel</i>	<i>Add Per Kg</i>	<i>Surface Per Kg</i>	<i>Add Per Kg</i>
C	Albania	\$50	\$18	No service	
C	Austria	\$50	\$18	No service	
C	Belarus	\$40	\$21	No service	
C	Belgium	\$86	\$16	No service	
C	Bulgaria	\$43	\$19	No service	
C	Canary Islands			No service	
C	Croatia	\$42	\$19	No service	
C	Cyprus	\$43	\$19	No service	
C	Czech Republic	\$46	\$18	No service	
C	Denmark	\$54	\$17	No service	
C	Estonia	\$51	\$19	No service	
C	Finland	\$70	\$20	No service	
C	France	\$63	\$17	No service	
C	Germany	\$70	\$18	No service	
C	Gibraltar	\$40	\$19	No service	
C	Great Britain	\$35	\$17	No service	
C	Greece	\$49	\$20	No service	
C	Hungary	\$50	\$19	No service	
C	Iceland	\$56	\$20	No service	
C	Ireland	\$52	\$17	No service	
C	Italy	\$52	\$18	No service	
C	Latvia	\$35	\$19	No service	
C	Lithuania	\$49	\$20	No service	
C	Luxembourg	\$49	\$18	No service	
C	Netherlands	\$53	\$17	No service	
C	Norway	\$69	\$20	No service	
C	Poland	\$45	\$19	No service	
C	Portugal	\$59	\$19	No service	
C	Romania	\$48	\$22	No service	
C	Russia	\$58	\$25	\$58	\$17
C	Slovakia	\$43	\$18	No service	

[Subsidiary]

C	Slovenia	\$43	\$18	No service	
C	Spain	\$50	\$18	No service	
C	Sweden	\$66	\$19	No service	
C	Switzerland	\$51	\$18	No service	
C	Ukraine	\$54	\$20	No service	
C	Vatican	\$45	\$18	No service	
C	Yugoslavia	\$65	\$25	No service	
	(Serbia/Montenegro)				
C	Turkey	\$40	\$21	\$40	\$19
C	Bosnia and Herzegovina	\$43	\$18	No service	
C	Moldova	\$60	\$27	No service	

**(3) INTERNATIONAL PARCEL RATES: REST OF THE WORLD**

<i>Zone</i>	<i>Country</i>	<i>Airmail Per Parcel</i>	<i>Add Per Kg</i>	<i>Surface Per Parcel</i>	<i>Add Per Kg</i>
D	Algeria	\$45	\$19	No service	
D	Australia	\$45	\$28	\$40	\$21
D	Azores	No service			
D	Bahrain	\$43	\$20	No service	
D	Bangladesh	\$41	\$23	No service	
D	Benin	\$35	\$20	No service	
D	Bhutan	\$44	\$24	No service	
D	Botswana	\$53	\$24	No service	
D	Brunei	\$40	\$23	No service	
	Darussalam				
D	Burkina Faso	\$47	\$24	No service	
D	Burundi	\$50	\$30	No service	
D	Cambodia	\$40	\$25	No service	
D	Cameroon	\$44	\$22	No service	
D	Central African Republic	No service			
D	China	\$50	\$30	\$47	\$30
D	Egypt	\$55	\$22	No service	
D	Ethiopia	\$45	\$27	No service	
D	Fiji	\$40	\$30	No service	
D	French Polynesia	\$65	\$30	No service	
D	Faroe Island	\$56	\$25	No service	
D	Gambia	\$55	\$25	No service	
D	Gabon				
D	Ghana	\$55	\$27	No service	
D	Greenland				
D	Hong Kong	\$55	\$30	No service	

D	India	\$56	\$30	\$53	\$20
D	Indonesia	\$52	\$33	\$40	\$25
D	Cape Verde	\$43	\$28	No service	
D	Georgia	\$55	\$25	No service	
D	Iran	\$55	\$27	No service	
D	Israel	\$53	\$25	No service	
D	Ivory Coast	No service			
D	Japan	\$54	\$27	No service	
D	Jordan	\$67	\$25	No service	
D	Kenya	\$47	\$28	No service	
D	Kiribati	\$48	\$35	No service	
D	Korea (South)	\$54	\$27	No service	
D	Kuwait	\$60	\$25	No service	
D	Kazakhstan	\$40	\$26	\$40	\$18
D	Kyrgyzstan	\$53	\$44	No service	
D	Lebanon	\$55	\$25	No service	
D	Lesotho	\$51	\$30	No service	
D	Lao People's Dem Rep	No service			
D	Liberia	\$40	\$25	No service	
D	Libya	\$50	\$25	No service	
D	Mongolia	\$60	\$30	No service	
D	Madagascar	\$80	\$35	No service	
D	Malawi	\$55	\$30	No service	
D	Malaysia	\$45	\$26	No service	
D	Maldives	\$48	\$26	No service	
D	Mali	No service			
D	Malta	\$54	\$25	No service	
D	Mauritania	\$57	\$26	No service	
D	Morocco	\$45	\$22	No service	
D	Mozambique	\$65	\$31	No service	
D	Myanmar	\$50	\$26	No service	
D	Namibia	\$50	\$26	No service	
D	Nauru	\$40	\$25	No service	
D	Nepal	\$45	\$26	No service	
D	New Zealand	\$56	\$39	\$56	\$26
D	Niger	No service			
D	Nigeria	\$55	\$27	No service	
D	Oman	\$43	\$24	No service	
D	Pakistan	\$42	\$26	\$42	\$20
D	Papua New Guinea	\$56	\$37	No service	
D	Philippines	\$43	\$28	No service	
D	Qatar	\$45	\$25	No service	
D	Rwanda	No service			
D	Sao Tome and Principe	No service			
D	Saudi Arabia	\$40	\$25	\$40	\$22
D	Senegal	\$48	\$25	No service	
D	Seychelles	\$40	\$27	No service	
D	Sierra Leone	\$48	\$26	No service	

[Subsidiary]

D	Singapore	\$43	\$26	No service	
D	Solomon Islands	\$45	\$35	No service	
D	Somalia	No service			
D	South Africa	\$46	\$27	\$46	\$23
D	Sri Lanka	\$42	\$25	No service	
D	Sudan	\$50	\$27	No service	
D	Swaziland	\$40	\$26	No service	
D	Syrian Arab Rep.	\$66	\$30	No service	
D	Turkmenistan	\$44	\$21	No service	
D	Tajikistan	\$45	\$27	No service	
D	Tanzania	\$46	\$27	No service	
D	Thailand	\$40	\$27	No service	
D	Togo	\$50	\$26	No service	
D	Tonga	\$40	\$29	No service	
D	Tristan de Cunha	\$42	\$26	No service	
D	Tunisia	\$40	\$25	No service	
D	Tuvalu	\$40	\$30	No service	
D	Uganda	\$48	\$27	No service	
D	Uzbekistan	\$53	\$22	No service	
D	United Arab Emirates	\$45	\$24	No service	
D	Vanuatu	\$40	\$30	No service	
D	Viet Nam	\$42	\$30	No service	
D	Yemen	\$45	\$29	\$45	\$23
D	Zambia	\$46	\$29	No service	
D	Zimbabwe	\$56	\$30	No service	
D	Afghanistan	\$72	\$36	No service	
D	Angola	\$49	\$24	No service	
D	Armenia	\$67	\$26	No service	
D	Azerbaijan	\$56	\$27	No service	
D	Chad	No service			
D	Congo (Rep)	No service			
D	Democratic Rep of the Congo	\$58	\$28	No service	
D	Djibouti	\$45	\$25	No service	
D	Equatorial Guinea	No service			
D	Eritrea	\$53	\$26	No service	
D	Falkland Island	\$50	\$28	No service	
D	New Caledonia	\$62	\$31	No service	
D	Pitcairn	\$74	\$54	No service	

**(4) INTERNATIONAL PARCEL RATES: CARIBBEAN**

<i>Zone</i>	<i>Country</i>	<i>Airmail Per Parcel</i>	<i>Add Per Kg</i>	<i>Surface Per Parcel</i>	<i>Add Per Kg</i>
A	Anguilla	\$24	\$4	No Service	
A	Antigua	\$23	\$5	No Service	
A	Aruba / Bonaire	\$30	\$7	No Service	
A	Barbados	\$26	\$5	No Service	
A	British Virgin Island	\$24	\$4	No Service	
A	Curacao	\$30	\$7	No Service	
A	Dominica	\$25	\$4	No Service	
A	Grenada	\$25	\$4	No Service	
A	Guadeloupe / Martinique	\$39	\$5	No Service	
A	Guyana	\$30	\$6	No Service	
A	Jamaica	\$30	\$7	No Service	
A	St Kitts / Nevis	\$24	\$4	No Service	
A	St Lucia	\$25	\$4	No Service	
A	St Vincent and the Grenadines	\$28	\$6	No Service	
A	St Maarten/ (Saba Statia)	\$27	\$7	No Service	
A	St Barthelemy (Fr)	\$39	\$5	No Service	
A	Trinidad and Tobago	\$28	\$6	No Service	

---

**SCHEDULE G***(Rule 21(4))**(Substituted by S.R.O. 34/2007)***MISCELLANEOUS SERVICES**

For the following services applicable to Postal Packets for all places—

(a)	Registered item fee .. .. .	\$3.00
(b)	Advice of delivery of Registered item .. .. .	\$2.50
(c)	Enquiry Fee for a missing registered item or a parcel .. .. .	\$2.50
(d)	Insurance Fee (NOT exceeding \$500 insured value) for every \$100 of Insured value .. .. .	\$2.00
(e)	Charge on unpaid or underpaid unregistered items .. .. .	\$1.00

**SCHEDULE H***(Rule 25(2) and (3))**(Substituted by S.R.O. 34/2007)***POSTAL ORDERS**

- (a) Denominations—  
50p, £1, £2, £3, £4, £5, £9, £10, £15, £20
- (b) Rates of UK and local commission—

**UK Fees Payable**

<i>Denominations</i>		<i>Fee Rate</i>
.50p & £1	inclusive	45p
£2 to £4	inclusive	45p
£5 to £7	inclusive	85p
£8 to £9	inclusive	85p
£10	inclusive	88p
£15	inclusive	£1.31
£20	inclusive	£1.75

