

POST OFFICE REGULATIONS.

Facility is given to the Post Office in the discharge of its daily duties, and greater security afforded to the public, by careful attention to the following:—

To post all letters, &c., as early as practicable, especially when sent in large numbers, as is frequently the case with newspapers and circulars.

To make the address legible and complete, giving the name of the post town, and if there be more than one town in the kingdom of that name, or if the post town be not well known, adding the name of the county. Letters posted in one part of the United Kingdom and intended for another part (as, for example, letters posted in England and intended for Scotland) should have the name of the country to which they are sent added to the other part of the address. The number of the house, too, if in a street, is a great assistance.

To see that every letter, newspaper, or other packet sent by post is securely folded and fastened. Sealing-wax will not easily adhere to the gummed portion of an envelope. When postage stamps are remitted they should be inclosed in paper sufficiently thick to prevent them being seen or felt through the cover. It should be remembered that every packet has to be several times handled, and that even when in the mail-bag it is exposed to pressure and friction. Unless, therefore, the article be light and pliant it should be inclosed in strong paper, linen, parchment, or some other material which will not readily tear or break. The observance of this precaution is especially necessary whenever any fragile articles of value are forwarded by post. These should always be inclosed in a wooden or tin box. Owing to neglect of these precautions many postal packets burst open, causing much trouble to the department and risk to the owners, it being sometimes impossible to determine to what packet a particular article belongs.

All inland letters and packets which, from the way they are folded or packed, obviously contain jewellery or watches, and which have not been duly tendered for registration, must be compulsorily registered and charged a double registration fee of 8d., in the same manner as letters containing coin. Letters, however, must not be registered on the mere suspicion that they contain any of these articles, nor must there be any prying into them for the purpose of ascertaining their contents; and it is only when, as in the case of letters containing coin, there is no doubt that some of the articles enumerated are inclosed that they are to be subjected to this regulation. Letters are often found in post-offices under some of the following conditions:—1, posted in such tin covers that their contents are clearly visible; 2, posted with some of the contents protruding from the covers; 3, posted without being sealed or in any way closed against inspection; 4, accidentally come open in transit. Under any of these circumstances there will be no difficulty in determining whether the contents are such as to bring the letter within the rule.

When complaint is made of letters or newspapers lost, miscarried or delayed, furnish information as precise as possible regarding all the facts of the case, and inclose whatever documents may throw light upon it. The day and hour at which the letter or newspaper was posted, as well as the office at which and the person by whom this was done, should always be stated; and, when possible, the cover or wrapper in an entire state should be sent.

SUNDAY.—There is no collection or dispatch of letters within the London district limits on Sundays, and a delivery is made only at such places as are too distant for the letters by the last dispatch from London to be distributed on Saturday evening; but letters posted in London before 9 p.m. on Saturday are forwarded to the travelling post offices, and reach their several destinations in time for delivery on Monday morning. Letters posted in the pillar-boxes within the town limits, and in some of the nearer suburbs, on Sundays are collected early on Monday morning, in time for all the morning mails, and for the first London district delivery.

RATES OF POSTAGE ON INLAND LETTERS.

The rate of postage on inland letters and parcels of all sorts, closed or open, making no distinction between them, is as follows:—Not exceeding 1 oz., 1d.; exceeding 1 oz., but not exceeding 2 oz., 1½d.; and for every additional two ounces up to 12 oz., ¾d. Any letter exceeding the weight of 12 oz. will be liable to a postage of 1d. for every oz., beginning with the first oz.

All inland letters must be prepaid in stamps. A letter posted unpaid is chargeable on delivery with double postage; and if insufficiently prepaid is chargeable with double the deficiency.

At the district offices and at the town receiving-houses separate boxes are provided for "London District" and "General Post" letters; and the public will greatly facilitate the arrangements of the department by taking care to post their letters in accordance with the inscription on each box. For the convenience of persons intrusting their letters to servants or children to post, the inscription on the "London District" box is in red letters, and that on the "General Post" box in black letters, so that the most illiterate person can be instructed into which of the boxes to deposit any letter. In the town districts generally, and at certain suburbs where there is a collection from the pillar-boxes at 3 or 4 a.m., the receiving-office letter-boxes are closed during the night and on Sundays, in order that letters may be posted in the pillar-boxes, and have the advantage of such early collection.

REGISTERED LETTERS.—For the night mails the latest time for registering inland and foreign letters at the chief office, St. Martin's-le-Grand, and at the head district and branch offices in London, on payment of the ordinary fee of 4d., is 5.30 p.m.; or on payment of a late fee of 4d. in addition to the registration-fee, the latest time is 6 p.m. At the town receiving-houses the latest time for registering letters for the night mails is 5 p.m. Registered letters are not forwarded by the midnight despatches. For the day mails to the provinces, Ireland, Scotland, France, and the Continent generally, and for the colonial and foreign mails via Southampton, letters can be registered at the chief office, and at the head district and branch offices, at the ordinary fee between 6 and 7.30 p.m., and at the town receiving-houses between 5.30 and 7.30 p.m. the previous evening.

OVERCHARGED LETTERS.—Overcharges are returned between the hours of 10 and 4, on presenting the overcharged letters at the office for the sale of stamps, &c., at the General Post Office. Or the letter may be sent to the office by the letter-carrier of the district, and the overcharge will be returned with the letter in two days.

POSTAGE STAMPS, &c.—Postage stamps and stamped envelopes are sold at the chief office and at Lombard-street between the hours of 7 a.m. and 7.30 p.m.; at the Western district office between 7 a.m. and 7.30 p.m.; at the

other district offices and the Charing-cross branch office between 8 a.m. and 7.30 p.m.; and at the receiving-houses between 8 a.m. and 8 p.m., Sundays excepted.

LETTERS "TO BE CALLED FOR."

The Poste Restante being intended solely for the accommodation of strangers and travellers who have no permanent abode in London, letters for residents in London must not be addressed "Post Office till called for." Letters addressed to "Initials" or "Fictitious Names" at the Poste Restante, or any district or branch office, are returned to the writers. Letters may not be redirected from a private address to the Post Restante.

All persons applying for letters at the Poste Restante must be prepared to give the necessary particulars to the clerk on duty, in order to prevent mistakes and to ensure the delivery of the letters to the persons to whom they properly belong.

Letters for passengers on board the Cunard and Inman packets for America touching at Queenstown, or on board the Mediterranean packets about to sail from Southampton with the mails for India, Australia, China, &c., may be posted in any part of the United Kingdom up to the time at which ordinary registered letters to go by the same packets are received. They must be registered, and the postage and registration fee must be fully prepaid, and they must be addressed to the care of the commander of the packet.

Letters for passengers on board the Canadian packets touching at Londonderry, may, under similar conditions, be posted up to the same time as ordinary registered letters for Canada. These must be addressed to the care of the officer in charge of the mails.

The letters should be addressed thus:—"Mr. —, on board the mail packet for —, at Queenstown [Londonderry or Southampton]. Care of the officer in charge of the mails," or "care of the commander of the packet," as the case may be.

Letters directed to the care of the packet agent at Suez, and dispatched by the mail via Brindisi, will probably reach passengers for India, &c., who have sailed in the packet which left Southampton the previous week.

THE NEWSPAPER HALFPENNY POSTAGE

applies to any publication consisting wholly or in great part of political or other news, or of articles relating thereto, or to other current topics, with or without advertisements, and published at intervals of not more than seven days; and for each newspaper, whether posted singly or in a packet, the prepaid postage is one halfpenny. Every newspaper must be so folded as to admit of the title being read. No packet of newspapers must exceed 14 lb. weight nor 2 ft. in length.

In order that no failure may occur in the delivery of newspapers through the covers becoming detached, it is recommended that the addresses be written on exposed parts of the newspapers themselves as well as on the covers.

COLONIAL AND FOREIGN.—Under the powers given to the Postmaster-General by the Post Office Act, 1870, the regulations relating to the registration of publications for transmission abroad as Newspapers have been revised. The definition laid down in the Act, in regard to newspapers which may be registered for transmission through the post in the United Kingdom, is alike applicable to those which may be registered for transmission abroad, except that for foreign transmission a newspaper may be published at intervals of thirty-one days, and that it (but not its supplement) may be printed on sheets stitched together. Newspapers going abroad are also subject to the following regulations:—"Prices Current" and "Market Reports," but not private price-lists or trade catalogues, are admitted to the same privileges as newspapers for foreign transmission. Publications registered for transmission abroad must be posted within eight days from the date of publication, including the day of publication, otherwise they will be rejected. It is forbidden to introduce into Russia, through the post, political newspapers of every kind, and therefore they must be obtained through the agency of some established bookseller. Printed price-currents, in covers open at both ends, are not forbidden.

THE POSTAGE OF THE ILLUSTRATED LONDON NEWS, with Ordinary Supplement, for the United Kingdom and the Channel Islands must be prepaid by affixing a halfpenny stamp. Copies which are to be sent abroad—printed on thin paper for foreign postage (the ordinary Edition being charged double)—must have stamps affixed to them at the following rates:—

Africa, West Coast of (a) ... 1d	Germany ... .. 2d
Alexandria { via Southampton 1d	Gibraltar { via Southampton ... 1d
{ via Brindisi ... 2d	{ via France ... .. 3d
Australia { via Southampton ... 1d	Holland, via Belgium ... .. 2d
{ via Brindisi ... .. 3d	India { via Southampton ... .. 2d
Austria { via ... .. 2d	{ via Brindisi ... .. 3d
Brazil ... .. 1d	Italy, via Belgium ... .. 3d
Canada ... .. 1d	Mexico (a) ... .. 1d
Cape of Good Hope ... .. 1d	New Zealand ... .. 1d
China { via Southampton ... 2d	Norway, via Denmark ... .. 5d
{ via Brindisi ... .. 3d	Spain ... .. 2d
Constantinople, via Marseilles 2d	Sweden, via Denmark ... .. 4d
Denmark, via Belgium ... .. 3d	Switzerland ... .. 2d
Egypt, via Southampton (a) ... 1d	United States ... .. 1d
France ... .. 1d	West Indies ... .. 1d

The letter (a) denotes that an additional charge is made on delivery.

PATTERN AND SAMPLE POST.

INLAND.—Pattern and Sample Post is restricted to bonâ fide trade patterns or samples of merchandise. The colonial and foreign sample post is variable both in limit of weight and also in rates of postage. See *British Postal Guide*, published quarterly. Goods sent for sale, or in execution of an order (however small the quantity may be), or any articles sent by one private individual to another which are not actually patterns or samples, are not admissible. There must be no writing or printing upon any packet except the address of the person for whom it is intended, the address of the sender, a trade-mark or number, and the price of the articles; nor may there be any writing or printing or other thing inclosed, except such address, mark, number, and price, and a written or printed description of the articles; and these particulars may be on labels attached to the samples. If this rule be infringed, the packet will be treated as a letter.

POST-CARDS.—Post-cards, which bear a halfpenny impressed stamp, are available for transmission between places in the United Kingdom only. The front (or stamped) side is intended for the address only. On the reverse side, any communication, whether of the nature of a letter or otherwise, may be written or printed; but such communication must not



extend to the front side. Private cards may be stamped on application to the office of Inland Revenue, Somerset House. Postage-cards can only be purchased in packets of one dozen and upwards.

**Book Post.**—A Book-Packet may contain not only books, paper, or other substance in ordinary use for writing or printing, whether plain or written or printed upon (to the exclusion of any written letter or communication of the nature of a letter); photographs, when not on glass or in frames containing glass or any like substance, and anything usually appertaining to such articles in the way of binding and mounting, or necessary for their safe transmission by post, but also Circulars, when these are wholly or in great part printed, engraved, or lithographed. The postage is one half-penny for every 2 oz., or fraction of that weight. A packet posted wholly unpaid will be charged with double the book-postage; and, if posted partially prepaid, with double the deficiency. Every book-packet must be posted either without a cover or in a cover open at both ends, and in such a manner as to admit of the contents being easily withdrawn for examination; otherwise it will be treated as a letter. No book-packet may contain anything sealed or otherwise closed against inspection; nor must there be any letter, nor any communication of the nature of a letter, whether separate or otherwise, unless the whole of such letter or communication be printed. It must not exceed 5 lb. in weight and 18 in. in length.

**POST OFFICE TELEGRAPHS.**

The charge for telegrams throughout the United Kingdom, including the Channel Islands and the Isle of Man, but excepting the Scilly, Orkney, and Shetland Islands, is 1s. for the first twenty words, and 3d. for every additional five words—i.e., for every additional group of not more than five words; the names and addresses of the sender and receiver not being counted.

If the addressee resides at a greater distance than three miles from the terminal telegraph office, portage is charged for delivery by mounted messengers at the rate of 1s. per double mile, except in the case of telegrams for Ireland, where the charge is only 8d. per double mile.

If the sender requires his telegram to be forwarded by post or by train from the terminal telegraph office he must write the words "by post" or "by train" in the space provided for that purpose at the foot of the message.

Telegrams written on the proper forms and properly prepaid may be handed to rural messengers who are proceeding to post telegraph-offices for transmission therefrom.

Telegrams written in any European language are charged for according to the number of words they contain; but all unintelligible words not forming part of any European language are charged for as if each syllable were one word. Should the word not be composed of syllables, then five letters are considered as equal to one word.

Telegrams may be repeated at the request of the sender, if he desires to adopt this extra security against risk of error, by being signalled from each office at which they are received to the office from which they are forwarded. The charge for repetition is one half the ordinary tariff; fractions of threepence being reckoned as twopence.

The cost of a reply to a telegram may be prepaid; and prepaid reply pass will then be delivered to the addressee, who will be at liberty to send his reply, from any postal telegraph station, at any time within two months after the date of the original telegram.

The following exceptional compound words are charged for as one word:—Midday, midnight, noonday, se'night, cannot, to-day, to-night, to-morrow, yesterday, yesterday, halfpenny, twopence, and pence up to elevenpence. Also all denominations of trades, such as linen-draper, silversmith, share-broker, &c. Abbreviations of auxiliary verbs denoted by apostrophes (such as can't, won't, don't, I'll, you'll, couldn't, shouldn't, &c.) are charged for as one word. By writing words in this way, however, there is a greater risk of error.

Numbers expressed in figures in an inland telegram are counted as so many words, according to the number of figures employed. For example—"7" counts as one word, "12" as two words, "385" as three words.

The department is not liable for losses incurred through the incorrect transmission, delay, or non-delivery of telegrams.

Telegraph offices are, as a rule, open from 8 a.m. to 8 p.m. on week days, and from 8 a.m. to 10 a.m. on Sunday. There are, however, offices in several of the larger towns which are open for longer periods; and at certain offices in London and in the country there is attendance continuously during the day and night, both on week days and Sundays.

**POSTAL DISTRICTS.**

London and its environs are divided into eight postal districts, each of which is treated, in many respects, as a separate post town. The following are the names of the districts, with their abbreviations:—

Eastern Central ... ..	E.C.	South Eastern ... ..	S.E.
Eastern ... ..	E.	South Western ... ..	S.W.
Northern ... ..	N.	Western ... ..	W.
North Western ... ..	N.W.	Western Central ... ..	W.C.

By adding the initials of the postal districts to the addresses of letters for London and its neighbourhood the public will much facilitate the arrangements of the post office.

**TOWN DELIVERIES.**

The portion of each district within about three miles of the General Post Office is designated the town delivery, and the remainder the suburban delivery.

**SUBURBAN DELIVERIES.**

There are seven despatches daily to the suburban districts. The first is at 6.30 a.m. to all places within the London district limits; and includes the correspondence by the night mails from the provinces, and by any colonial or foreign mails arriving in sufficient time. This delivery is generally completed in the nearer suburbs by 9 a.m., and at the more distant places between 9 and 10 a.m. The second despatch is at 9.30 a.m. to the nearer suburban districts. The third is at 11.30 a.m., and comprises, with a few exceptions, every part of the London district. The fourth despatch, at 2.30 p.m., is to most of the suburban districts, isolated localities excepted. The fifth despatch, at 4.30 p.m., extends to the whole of the suburban districts, and, except in the remoter rural places, the letters are delivered the same evening. The sixth despatch, at 6 p.m. is also to the nearer suburbs. The seventh despatch is at 7 p.m. Letters for this despatch posted at the town receiving houses and pillar boxes by 6 p.m., or at the chief office of the district to which they are addressed by 7.30 p.m., are delivered the same evening at all the principal places within about six miles of the General Post-Office. At the more distant places, the letters are delivered early the following morning.

**COLONIAL AND FOREIGN MAILS.**

Australia.—Mails to these colonies are dispatched twice a month.

India.—Mails to India are now dispatched every Friday via Brindisi, and every Thursday morning via Southampton. The postage of letters to India and Ceylon per half ounce is 9d. when sent via Southampton, and 1s. when sent via Brindisi. The scale advances by half ounces instead of by ounces.

United States of America.—Letters, 6 cents per single rate of 15 grammes (one half-ounce) in the United States, and 3d. (6 cents) in the United Kingdom; prepayment optional. A fine will, however, be levied and collected in addition to the deficient postage on each unpaid, or insufficiently prepaid, letter received by one country from the other. Newspapers, 2 cents each in the United States, and 1d. each in the United Kingdom, if not exceeding 4 oz. in weight. Book-packets, including printed papers of all kinds, &c., and patterns and samples of merchandise, including seeds and grain, when not exceeding 1 oz. in weight, 2 cents in the United States, and 1d. in the United Kingdom.

Letters for such places in Turkey and Asia Minor as have no Austrian post office should be addressed to the care of an agent residing in the nearest port at which an Austrian post office has been established. It is recommended also that any letters for Erzeroum and other parts of the interior of Armenia, or for Persia, be addressed to the care of some agent at Samsoun or Trebizond, to be forwarded to their destination.

Letters for Russia should have the name of the town added in either English, French, or German; and if for the smaller towns in Russia they should bear as a part of their address the name of the province or government in which they are situated.

Austrian post offices have been established at Adrianople, Antivari, Bakau, Berlad, Beyroul, Botuschany, Bourgas, Bucharest, Caifa, Candia, Canea, Cavalla, Chio (Teheime), Constantinople, Dardanelles, Durazzo, Fookschan, Galatz, Gallipoli, Giurgevo, Ibraila, Ineboli, Jaffa, Janina, Jassy, Jerusalem, Kustendjic, Lagos, Larnaka, Mitylene, Philippopol, Piatra, Plojeshte, Prevesa, Retimo, Rhodes, Roman, Rutschuk, Salonica, Samsoun, Santi Quaranta, Seres, Smyrna, Sofa, Sulina, Tchernavoda, Tenedos, Trebizond, Tultscha, Valona, Varna, Volo, Widdin.

When the time for making up a colonial or foreign mail is marked "Morning," the latest time for posting letters by it at the chief office is 8.55 a.m.; at the Lombard-street branch office, 8.30 a.m.; at the Charing-cross branch office, 4 a.m.; and at the district offices, 8 a.m. In the case of the French mail, letters must be posted at the E.C. and W.C. pillar-boxes at 3.45 a.m., and at the several branch offices and pillar-boxes in the town districts not later than 4 a.m.; in certain suburban boxes not later than 3 a.m.; and at the chief office not later than 6.30 a.m. When marked "Evening," the latest time is the same as for the inland night mails.

**MONEY ORDERS**

are issued at the chief district offices and at the branch offices, Lombard-street and Charing-cross, between 10 a.m. and 4 p.m.; on Saturdays between 10 a.m. and 1 p.m.; at other branch offices and receiving-houses in the town districts between 10 a.m. and 4 p.m.; at branch offices in the suburban districts between 10 a.m. and 5 p.m.; and at receiving-houses in the suburban districts between 9 a.m. and 6 p.m. On Saturdays savings bank deposits are received at all receiving-offices until 8 p.m. The commission on inland money orders is:—For sums under 10s., 1d.; of 10s. and under £1, 2d.; and for every additional pound or fraction of a pound, 1d. No order is allowed to contain a fractional part of a penny, and the printed forms only should be used which are supplied gratuitously.

**INTERNATIONAL MONEY ORDERS BETWEEN GREAT BRITAIN AND THE UNITED STATES.**—Offices have been selected in all the States and territories with a view of accommodating the localities where the greatest number of foreigners reside as will be likely to make use of them. All exchanges are to be made through the two Government exchange offices in New York and London. In the United States applications can be made only for the equivalent in sterling of a certain sum of money in United States currency, which latter amount, being deposited at the local office, is transmitted to New York, and there converted into a postal sterling draught at the current rate for gold on the day of its receipt. This draught is made payable by the British authorities in any designated locality of the kingdom. No single order will be issued for more than 50 dols., but persons desiring to remit larger sums can obtain additional money orders. The rates of commission on these money orders will range from 0.25 on orders not exceeding 10 dols., to 1 dol. 25c. for over 40 dols. and not exceeding 50 dols.

The scale of commission for orders payable abroad is as follows:—

For sums not exceeding	£2	£5	£7	£10
	s. d.	s. d.	s. d.	s. d.
If payable in Switzerland, Belgium, Denmark, Germany, Italy, the Netherlands, Egypt, or at Malta, Gibraltar, or Constantinople ...	0 9	1 6	2 3	3 0
If payable in any other place abroad (including most of the colonies) authorised to transact money-order business with this country ..	1 0	2 0	3 0	4 0

Money Orders are issued in the United Kingdom on the following colonies and foreign countries:—Belgium, Italy, the Netherlands, Switzerland, Denmark, Germany (including North Germany, Baden, Bavaria, Wurtemberg, and Luxemburg), Gibraltar, Malta, Constantinople, Egypt (Alexandria, Cairo, and Suez), Argentine Republic (Buenos Ayres), Cape of Good Hope, China, Newfoundland, New South Wales, New Zealand, South and Western Australia, Victoria, Nova Scotia, Tasmania, and West Indies.

**POST OFFICE SAVINGS BANKS.**

Deposits of One Shilling, or of any number of shillings, or of pounds and shillings, may be made by any person at the Post-Office Savings Banks, provided that such depositor shall not make deposits amounting to more than £30 in any year ending Dec. 31, or make any further deposit when the amount standing in his name exceeds £150, exclusive of interest. When any depositor's principal and interest amount together to £200, all interest will cease so long as the balance of the account continues to amount to the said sum of £200.

Interest calculated yearly at the rate of £2 10s. per cent per annum will be allowed on every complete pound deposited, reckoned from the first day of the calendar month next following the day on which a complete pound shall have been deposited or completed, up to the first day of the calendar month in which the moneys are withdrawn.