

**ROYAL MAIL GROUP LTD**

**SUCCESSOR POSTAL SERVICES COMPANY OVERSEAS LETTER POST SCHEME 2001  
(AS AMENDED) – CONSOLIDATED VERSION (AMENDMENT No. 21)**

EXPLANATORY NOTES (THESE NOTES ARE NOT PART OF THE SCHEME)

- (1) The Scheme which follows this note was made by what is now Royal Mail under section 28 of the Post Office Act 1969 and was originally called the Post Office Overseas Letter Post Scheme 2001.
- (2) The Scheme was made on 9 March 2001 and came into operation on 23<sup>rd</sup> March 2001 when it replaced:
  - (a) the Post Office Overseas Letter Post Scheme 1982 (Post Office Scheme P2/1982); and
  - (b) all subsequent amendments to that Scheme.
- (3) By virtue of article 40(1) and (2) of The Postal Services Act 2000 (Commencement No. 4 and Transitional and Savings Provisions) Order 2001 (referred to in these notes as Commencement Order No. 4) this Scheme may be cited as the Successor Postal Services Company Overseas Letter Post Scheme 2001 and continues in force after 26 March 2001 as if made by the successor postal services company (namely, Royal Mail Group Ltd) under section 89 of the Postal Services Act 2000. The text set out below is that Scheme (as previously amended and further amended in this consolidated version) which is the Royal Mail Group Ltd Overseas Letter Post (Amendment No. 21) Scheme 2012 OL2/2012.
- (4) The Scheme as set out below includes the following amendments to it:
  - (a) Consignia plc Overseas Letter Post Amendment (No. 1) Scheme 2001 OL3/2001
  - (b) Consignia plc Overseas Letter Post Amendment (No.2) Scheme 2001 OL4/2001
  - (c) Consignia plc Overseas Letter Post Amendment (No.3) Scheme 2001 OL5/2001
  - (d) Consignia plc Overseas Letter Post Amendment (No.4) Scheme 2002 OL6/2002
  - (e) Consignia plc Overseas Letter Post Amendment (No.5) Scheme 2002 OL7/2002
  - (f) Royal Mail Group plc Overseas Letter Post Amendment (No.6) Scheme 2003 OL8/2003
  - (g) Royal Mail Group plc Overseas Letter Post Amendment (No.7) Scheme 2003 OL9/2003
  - (h) Royal Mail Group plc Overseas Letter Post Amendment (No. 8) Scheme 2003 OL10/2003
  - (i) Royal Mail Group plc Overseas Letter Post Amendment (No. 9) Scheme 2004 OL11/2004

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- (j) Royal Mail Group plc Overseas Letter Post Amendment (No.10)  
Scheme 2005 OL01/2005
  - (k) Royal Mail Group plc Overseas Letter Post Amendment (No.11)  
Scheme 2006 OL01/2006
  - (l) Royal Mail Group plc Overseas Letter Post Amendment (No.12)  
Scheme 2006 OL02/2006
  - (m) Royal Mail Group plc Overseas Letter Post Amendment (No.13)  
Scheme 2006 OL3/2006
  - (n) Royal Mail Group plc Overseas Letter Post Amendment (No.14)  
Scheme 2007 OL1/2007
  - (o) Royal Mail Group Ltd Overseas Letter Post Amendment (No. 15)  
Scheme 2008 OL1/2008
  - (p) Royal Mail Group Ltd Overseas Letter Post Amendment (No. 16)  
Scheme 2009 OL1/2009
  - (q) Royal Mail Group Ltd Overseas Letter Post Amendment (No 17)  
Scheme 2010 OL1/2010
  - (r) Royal Mail Group Ltd Overseas Letter Post Amendment (No 18)  
Scheme 2011 OL1/2011
  - (s) Royal Mail Group Ltd Overseas Letter Post Amendment (No 19)  
Scheme 2011 OL2/2011
  - (t) Royal Mail Group Ltd Overseas Letter Post Amendment (No 20)  
Scheme 2012 OL1/2012
  - (u) Royal Mail Group Ltd Overseas Letter Post Amendment (No 21)  
Scheme 2012 OL2/2012
- (5) By virtue of article 40 of Commencement Order No.4:
- (a) in paragraph 11(1) of the Scheme, the reference to section 11(1)(a), (b) or (c) of the Post Office Act 1953 shall be read as including reference to section 85(1) to (4) of the Postal Services Act 2000;
  - (b) in paragraphs 33(5), 37(8) and 38(7) of the Scheme, the reference to section 8(3) of the Post Office Act 1953 shall be read as including a reference to section 107(1) of the Postal Services Act 2000;
  - (c) anything agreed, approved, prescribed or specified for the purposes of the Scheme by the Post Office shall be treated as agreed, approved, etc by the successor postal services company; and
  - (d) a reference in the Scheme to a scheme made under section 28 of the Post Office Act 1969 shall, unless the context otherwise requires, be read as including a reference to a scheme made, or treated by virtue of Commencement Order No. 4 as made, under section 89 of the Postal Services Act 2000.

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## PART 1

### Commencement, citation, revocation, interpretation and application

#### 1. COMMENCEMENT AND CITATION

This Scheme shall come into operation on the 23rd March 2001 and may be cited as the Post Office Overseas Letter Post Scheme 2001.

#### 2. REVOCATION

The Schemes mentioned in Schedule 14 are hereby revoked.

#### 3. INTERPRETATION

(1) In this Scheme, except so far as the contrary is provided or the context otherwise requires, the following expressions have the meanings hereby respectively assigned to them:

“**the Act**” means the Post Office Act 1953, as amended;

“**Airmail packet**” means an outgoing postal packet for transmission to a destination outside Europe and intended by the sender to be conveyed through any part of its course in the post by an Airmail service;

“**Airmail service**” means a service established by or under the direction of Royal Mail for the conveyance of mails by air;

“**Airsure packet**” means a prepaid outgoing postal packet bearing a special label provided by Royal Mail to indicate the desire of the sender that the packet should receive accelerated treatment within the United Kingdom and the destination country and that the delivery of the packet shall be electronically recorded in the destination country.;

“**British postal area**” means the United Kingdom including United Kingdom territorial waters;

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

“**customs duty**” includes value added tax;

“**European Airmail Letter and Postcards**” means outgoing letters and postcards for transmission to any European destination and intended by the sender to be conveyed through any part of the post by the European Airmail Letter and Postcard Service, whether or not bearing any indication that it should be so conveyed, and references to any “European Airmail Letter” or “European Airmail Postcard” shall be construed accordingly;

“**European Airmail Printed Packet**” means an outgoing printed packet for transmission to any European destination and intended by the sender to be conveyed through any part of

the post as a European Airmail Printed Packet, whether or not bearing any indication that it should be so conveyed;

**“European Airmail Small Packet”** means an outgoing small packet for transmission to any European destination and intended by the sender to be conveyed through any part of the post as a European Airmail Small Packet, whether or not bearing any indication that it should be so conveyed;

**“European Union Destinations”** means those countries or places specified in Schedule 5;

**“Forces aerogramme”** means an air mail packet consisting of a letter written on a special Forces aerogramme form provided by Royal Mail, which facility is advertised under the trading name of “Forces Airletter” and addressed to, or sent to the British postal area by, a member of the armed forces of the United Kingdom serving abroad or on board a ship of the Royal Navy on the high seas or in any port or place outside the British postal area, or a member of the armed forces of any other Commonwealth country or of any State allied with the United Kingdom serving with British units or using a British Forces address;

**“Franking equipment”** has the meaning set out in the Post Office Scheme for Franking Letters and Parcels 2000 as amended from time to time;

**“Franking mark”** has the meaning set out in the Post Office Scheme for Franking Letters and Parcels 2000 as amended from time to time;

**“gold bullion”** means uncoined and unmanufactured gold;

**“incoming”** applied to a postal packet of any description means received at a post office in the British postal area through the post;

**“insured letter”** means any incoming insured letter which is for the time being transmissible as an insured letter under the provisions of the Universal Post Union Convention for the time being in force, and the Detailed Regulations made thereunder;

**“International Signed For packet”** means a prepaid outgoing postal packet bearing a special label to indicate the desire of the sender that the packet shall be signed for by the recipient on delivery in the destination country.

**“letter”** includes any communication in the nature of current and personal correspondence, and also includes a packet transmitted at the letter rate of postage and containing goods or articles of merchandise;

**“literature for the blind”** means:

- (i) books, papers and letters to or from blind persons impressed or otherwise prepared for use by the blind;
- (ii) papers sent to any person for impressing or otherwise prepared for that purpose;  
and the following articles specially adapted for the use of the blind;
- (iii) Relief maps;
- (iv) Machines, frames and attachments for making impressions for the use by the blind;
- (v) Writing frames and attachments;

- (vi) Braillette boards and pegs;
- (vii) De Braille instructional devices;  
and the following articles which may be sent only to blind persons by organisations or institutions which have entered into special arrangements with Royal Mail for sending these articles or to such organisations by blind persons;
- (viii) Games (including card games);
- (ix) Mathematical appliances and attachments;
- (x) “Talking Books” and “Talking Newspapers”, that is to say voice recordings on magnetic tape, disc, film or wire of either:
  - (a) readings from printed books, journals, newspapers, periodicals or similar publications; or
  - (b) material which, although not necessarily printed, is of the nature of a book, journal, newspaper, or similar publication and is not of the nature of a general entertainment programme; and apparatus designed to play such recordings;
- (xi) Metal plates impressed, or sent for impressing, for use by the blind;
- (xi) Supplies of wrappers, envelopes and labels for sending articles for use by the blind;
- (xii) Watches, clocks, timers, tools, aids, precision instruments, rules and measures designed for use by the blind;
- (xiii) Sectional or collapsible walking sticks;
- (xiv) Harness for guide dogs;

**“member of the armed forces of the United Kingdom or of any other Commonwealth country”** and **“member of the armed forces of any State allied with the United Kingdom”** include a member of any auxiliary service to such respective forces and a person attached to such respective forces (although not a member thereof) who is permitted to use a forces address;

**“outgoing”** applied to a postal packet of any description means posted in the British postal area;

**“officer of Royal Mail”** means a person engaged in the business of Royal Mail;

**“parcel”** means a postal packet which is posted in the British postal area as a parcel in accordance with the provisions of the Post Office Overseas Parcel Post Scheme 1982 or is received at a post office in the British postal area from abroad by parcel post;

**“postal form”** means a form issued by or under the authority of Royal Mail;

**“postal packet”** means (except where otherwise expressed) a letter, postcard, printed packet, small packet and a packet consisting of or containing only literature for the blind, and accordingly does not include a telegram or (except in the foregoing definition of “parcel”) a parcel;

“**postcard**” means a card recognised as a postcard in accordance with the terms of the Universal Postal Convention for the time being in force;

“**prescribed**” means prescribed by Royal Mail;

“**printed packet**” has the meaning assigned to it by paragraph 22;

“**Registered packet**” means any incoming packet (other than a printed packet or a small packet for transmission through a British Forces Post Office outside the British postal area) which is for the time being transmissible as a registered packet under the provisions of the Universal Postal Union Convention for the time being in force and the Detailed Regulations made thereunder;

“**small packet**” has the meaning assigned to it by paragraph 24;

“**Special Delivery packet**” means, in the context of this Scheme, a packet posted as a Special Delivery packet for transmission through a British Forces Post Office or sent to a British Forces Post Office numbered address through an ordinary post office, the use of which indicates the desire of the sender that compensation may be paid in the event of loss or damage to any item of pecuniary value or of the loss of the packet, as specified in paragraph 34;

and other expressions have the same meanings as they have in the Act.

(2) Any reference in this Scheme to the provisions of any enactment, regulations or scheme shall be construed, unless the context otherwise requires, as a reference to those provisions as amended, re-enacted or replaced by any subsequent enactment, regulations, or scheme.

(3) Any reference in any regulations or scheme to the provisions of any scheme revoked by this Scheme shall be construed, unless the context otherwise requires, as a reference to the corresponding provisions of this Scheme.

#### **4. APPLICATION**

(1) This Scheme, except where otherwise expressed, applies exclusively to postal packets transmitted by post from or to the British postal area otherwise than under the Inland Letter Post Scheme 2000.

(2) This Scheme does not apply to parcels.

(3) Contract Airsure and Contract International Signed For (i.e. sold on account) are not covered by this Scheme. They are offered under the Royal Mail Specific Terms for International Contract Services



## PART 2

### Rates of postage

#### 5. LETTERS AND POSTCARDS OTHER THAN AIRMAIL PRINTED PAPERS AND SMALL PACKETS

- (1) Postage at the rates specified in Part 1 of Schedule 1 shall be charged and paid on Airmail Letters and Postcards for transmission to all European destinations.
- (2) Postage at the rates specified in Part 2 of the Schedule 1 shall be charged and paid on Airmail Letters and Postcards for transmission to all other worldwide destinations.
- (3) Postage at the rates specified in Part 3 of Schedule 1 to the Scheme shall be charged and paid on all Surface Mail letters and postcards for transmission to destinations outside Europe.

#### 6. MAIL TO HM FORCES AND ROYAL NAVY SHIPS

- (1) Postage at the rates specified in Schedule 3 shall be charged and paid on all letters, postcards and packets. Postage at the rates specified in Schedule 10 shall be charged and paid on all Special Delivery packets, posted in the British postal area, for transmission:
  - (i) to a person on board a ship of the Royal Navy (whether on the high seas or in any part or place outside the British postal area), or;
  - (ii) to a member of the armed forces of the United Kingdom or of any other Commonwealth country serving outside the British postal area with the armed forces of the United Kingdom or any other Commonwealth country, being transmitted through a British Forces Post Office or a civilian postal administration in any Commonwealth or foreign country which has agreed to deliver without surcharge letters and postcards at the said rates.
- (2) Postage at the rates specified in Schedule 3 shall be charged and paid on all letters, postcards and packets, and postage at the rates specified in Schedule 10 shall be charged and paid on all Special Delivery packets posted:
  - (i) by a member of the Forces referred to in paragraph 6(1)(ii) serving as therein mentioned, for transmission through a British Forces Post Office at which British postage stamps are issued, to a person in the British postal area;
  - (ii) on board a ship of the Royal Navy (whether on the high seas or in any port or place outside the British postal area) for transmission to a person in the British postal area.
- (3) Any postal packets for delivery to a person referred to in sub-paragraph (1) above are delivered Royal Mail to the Ministry of Defence, who arrange their onward transmission.
- (4) Any postal packets referred to in sub-paragraph (2) above are handed to Royal Mail in the British postal area, for onward transmission within that area, by the Ministry of Defence who arranges for the transmission of such postal packets to the British postal area.

7. *Deleted*

## **8. LITERATURE FOR THE BLIND**

No postage shall be payable on an outgoing packet consisting of or containing only literature for the blind as long as the conditions set out below are abided by.

9. *Deleted*

## **10. PRINTED PAPERS AND SMALL PACKETS**

(1) Postage at the rates specified in Part 1 of Schedule 2 shall be charged and paid on Airmail Printed Papers and Airmail Small Packets.

(2) Except as otherwise provided by sub-paragraph (1) of this paragraph and paragraph 5, postage at the rates specified in Part 2 of Schedule 2 shall be charged and paid on outgoing printed packets and on outgoing Surface Mail Printed Papers and outgoing Surface Mail Small Packets.

(3) *Deleted*.

(4) This paragraph does not apply to Airmail Letters.

## PART 3

### General conditions

#### 11. PROHIBITIONS

- (1) Save as Royal Mail may either generally or in any particular case allow, there shall not be conveyed or delivered by post any postal packet of a description referred to in paragraphs (a), (b) or (c) of Section 11(1) of the Act.
- (2) Subject to the powers of Royal Mail under paragraph 18, there shall not be posted or conveyed or delivered by post any postal packet:
  - (a) containing:
    - (i) opium, morphine, cocaine, or other narcotic provided that such narcotics may be sent for medical or scientific purposes in insured letters to countries which admit them when sent for those purposes;
    - (ii) any living creatures, except bees, leeches, silkworms, or parasites or destroyers of noxious insects used for the purpose of controlling those insects and exchanged between officially recognised institutions;
    - (iii) anything which, by the law of the country or place in which the packet is posted or to which it is addressed, or of any country or place through which it may pass, it is unlawful respectively to send, import or convey by post or otherwise than by parcel post;
    - (iv) any counterfeit of a currency note within the meaning of section 27 of the Forgery and Counterfeiting Act 1981;
  - (b) containing or bearing any fictitious stamp (not being a fictitious stamp made with the approval of Royal Mail), or any counterfeit impression authorised by or under this Scheme to be used to denote payment of postage or fees;
  - (c) having thereon, or on the cover thereof any words, letters or marks (used without due authority) which signify or imply or may reasonably lead the recipient thereof to believe, that the postal packet is sent on Her Majesty's service;
  - (d) of such a form or colour or so made up for transmission by post as to be likely in the opinion of Royal Mail to embarrass the officers of Royal Mail in dealing with the packet;
  - (e) having on the outer cover a metal fastener with sharp edges such as might injure any person dealing with the packet or obstruct or impede the performance of any postal operation;
  - (f) having anything written, printed or otherwise impressed upon or attached to any part of the postal packet which, either by tending to prevent the easy and quick reading of the address of the packet or by inconvenient proximity to the stamp or stamps used to denote payment of postage or fees or in any other way is in itself or in the manner in which it is written, printed, impressed or attached, likely in the opinion of Royal Mail to embarrass the officers of Royal Mail in dealing with the packet;
  - (g) bearing any stamp or denoting payment of postage or fees which is imperfect or mutilated or defaced in any way, or across which anything is written or printed or otherwise impressed; but a stamp shall not be deemed to be imperfect or mutilated or defaced or to have anything written or printed or impressed across it within the meaning of this provision by reason only that it is distinctly perforated with initials by means of a punch if the perforating holes are not larger than those

dividing one stamp from another in a sheet of stamps;

(h) the cover whereof or the part thereof reserved for the address is divided into separate sections for the insertion of successive addresses;

(i) the cover whereof is entirely transparent or has therein any open panel  
Provided that there may be not more than 2 transparent panels in the cover, in which case the following rules shall apply:

(a) where there is one transparent panel in the cover, such panel shall be used solely for the purpose of showing the address of the addressee, subject to such rules as may be prescribed;

(b) where there are 2 transparent panels in the cover, one panel shall be used solely for the purpose of showing the address of the addressee, while the other shall be used for the purpose of advertising, subject to such rules as may be prescribed;

(j) whereon the payment of any postage or fees purports to be denoted by any stamp or franking mark or other impression which has been previously used to denote payment of the postage or fees on any other postal packet (including a parcel);

(k) consisting of or containing two or more postal packets (of the same or of different descriptions) addressed to different persons who are at different addresses;

(l) whereon the payment of any postage or fees is denoted by an adhesive stamp or stamps, and where the stamp or stamps have not been securely affixed in such manner as Royal Mail may require;

(m) of a type referred to in sub-paragraphs (3)(a) and (5)(a) of this paragraph;

(n) containing or bearing any franking mark which has been made by franking equipment used otherwise than in accordance with the terms of the Post Office Scheme for Franking Letters and Parcels 2000 as amended from time to time or any franking mark which does not in any other respect comply with that Scheme.

- (3) (a) This sub-paragraph applies to incoming postal packets addressed to persons at addresses within the British postal area which were posted outside that area by or on behalf of any one person resident or carrying on business in that area, not being packets addressed to that person or to an agent of that person, and having been produced and made ready for sending within the British postal area.
- (b) If Royal Mail receives an incoming postal packet(s) to which this sub-paragraph applies, being a packet(s) posted by or on behalf of any one person, all or any of such packets so received within that period may, if Royal Mail so determines be either:
- (i) detained and returned to the country or place of origin;
- (ii) or (at the discretion of Royal Mail) forwarded charged, in the case of each packet, with such amount of postage as Royal Mail may in the particular case determine (not exceeding the amount of postage which would have been pre-payable thereon if it had been originally posted in the British postal area (singly) as a first class letter plus any surcharge Royal Mail deems appropriate); and if a packet shall be so forwarded, the amount charged and/or surcharged thereon shall be payable on or before the delivery of the packet, and Royal Mail may withhold the packet from delivery until such amounts have been paid.
- (c) In this sub-paragraph “person” includes any corporation or unincorporated association of persons or partnership, and “any one person” shall be construed accordingly; and for the purposes of this sub-paragraph a postal packet (by whomsoever and wheresoever made up) shall be deemed to have been posted by

or on behalf of a person, corporation, association or partnership if it was posted for the purposes of that person, corporation, association or partnership.

- (4) Subject to the provisions of this Scheme there shall not be posted or conveyed or delivered by post any postal packet (other than an Airsure letter or small packet, an International Signed For letter or small packet containing coin, bank notes, currency notes, securities or instruments payable to bearer, travellers cheques, platinum, gold or silver whether manufactured or not, precious stones, jewels, or other valuable articles.
- (5) (a) This sub-paragraph applies to incoming postal packets, addressed to persons at addresses within the British postal area which were posted by or on behalf of any one person resident or carrying on business outside that area in a country other than the country in which he resides or carries on business.  
(b) If within any period of 30 days Royal Mail receives more than 50 incoming postal packets to which this sub-paragraph applies, all or any of such packets so received may, at the discretion of Royal Mail, be detained and returned to the country in which they were posted or to the country in which the sender resides or carries on business.

## **12. CONTENTS OF CERTAIN PACKETS**

Subject to the provisions of this Scheme every printed packet and small packet shall be subject to examination in the post, and shall not contain anything sealed or otherwise closed against inspection or contain or bear anything in the nature of current and personal correspondence, or contain any postage stamp or form (whether cancelled or not) denoting payment of postage or fees or any paper representing monetary value.

## **13. PACKING AND POSTING**

- (1) Every postal packet shall be made up and secured in such manner as in the opinion of Royal Mail is calculated to prevent injury to any other postal packet in course of conveyance, or to any receptacle in which the same is conveyed, or to any other postal equipment, or to an officer of Royal Mail or other person who may deal with such packet.
- (2) On the posting of an outgoing postal packet the sender shall fill out such certificates and other documents and affix such labels respecting the contents of the packet as may be required by the law of the country or place in which the packet is posted or to which it is addressed, or as Royal Mail may direct.
- (3) The payment mark should be placed in the top right hand corner on the front of the cover or envelope of the item (unless Royal Mail directs otherwise) and nothing should obscure the payment mark, nor should the payment mark be attached using staples, sticky tape or other means not approved by Royal Mail.
- (4) Inland and international mailings should be segregated and each type of mail separately presented according to service type and format (i.e. letter or printed papers or packet) in bundles of convenient size with addresses the same side up and facing the same way. All bags, trays, containers or other receptacle used to present the mail should be identifiable on the basis of the above categories through the use of appropriately marked

and securely fastened tags or labels approved by Royal Mail.

#### **14. LIMITS OF WEIGHT AND SIZE**

(1) Subject to the exceptions set out in sub-paragraphs (2), (3) and (6) below, no postal packet shall be posted, conveyed, or delivered by post under this Scheme unless its weight and size are within the respective maximum limits specified in Schedule 6.

(2) Where the postal packet is made up in the form of a roll, its length and twice its diameter taken together shall not exceed 1040 millimetres and neither its length nor its diameter shall exceed 900 millimetres.

(3) In the case of a printed packet containing books or pamphlets which is posted in the British postal area (not being for transmission to a person referred to in paragraph 6(1)(i) and (ii)) or on board a ship registered in any part of the British postal area while the ship is on the high seas to the British postal area) the maximum weight shall be 5 kilogrammes.

(4) For the purposes of sub-paragraph (3) above:

(a) pamphlets or leaflets means short printed publications or works of a literary character in book form sewn, bound or stapled within covers; and

(b) the exemption does not extend to books or pamphlets issued in consecutive numbers at intervals of less than one year.

(5) No postal packet shall be posted, conveyed, or delivered by post under this Scheme unless its size is within the following minimum limits:

(a) where the packet is made up in the form of a roll, its roll, its length and twice its diameter taken together shall not be less than 170 millimetres, and either its length or its diameter shall be not less than 100 millimetres;

(b) where the packet is not so made up, it shall have at least one surface measuring not less than 140 millimetres in length and not less than 90 millimetres in breadth.

(6) Royal Mail may either generally or in any particular case permit a postal packet which is outside the size and weight limits specified in this paragraph and Schedule 6 to be posted, conveyed, or delivered under this Scheme.

#### **15. ARTICLES LIABLE TO DUTY**

(1) Subject to the powers of Royal Mail under paragraph 18, there shall not be posted as a packet consisting of or containing only literature for the blind, or conveyed or delivered by post as such a packet, any postal packet which consists of or contains any article liable to customs duty in the country or place of destination.

(2) Subject as aforesaid, there shall not be posted or conveyed or delivered by post any postal packet of any other description containing any article liable to customs duty, unless:

(a) the importation of such articles by means of postal packets of that description is permitted by the law or regulations of the country or place of destination;

(b) the packet is registered if the law or regulations of the country or place of destination so require; and

(c) for customs purposes the packet bears such label and has attached or contains such declarations as may be required by or under any Treasury Regulations made in that behalf.

(3) With respect to the clearance through customs of an incoming postal packet or of such a mail bag as is mentioned in (b) below, Royal Mail may charge a fee as follows:

- (a) a fee of £8.00 on each such packet (not being a mail bag of printed matter as mentioned in (b) below) which is produced to the proper office of Customs and Excise;
- (b) a fee of £8.00 on each mail bag sent to one address and produced to the proper officer of Customs and Excise which contains printed matter (as defined in paragraph 21); and

such fee (if charged) shall be paid by the addressee if the packet or the mail bag (as the case may be) is delivered to him.

## **16. PAYMENT OF POSTAGE AND FEES**

(1) Except as Royal Mail may otherwise direct, and subject to the provisions of this Scheme, the postage and fees payable on every outgoing postal packet and the fees payable in respect of postal facilities shall be prepaid.

(2) The provisions of this Scheme with reference to pre-payment of postage and fees shall not apply to postage and fees payable on postal packets with respect to which Royal Mail has entered into an arrangement with the senders thereof for the grant of credit facilities or in respect of mailings which are sent “on account”.

(3) Pre-payment of postage or fees payable under this Scheme may be denoted:

- (a) by adhesive postage stamps bearing the effigy of Her Majesty Queen Elizabeth the Second, being stamps of denominations of money in the currency of the United Kingdom provided for by the Decimal Currency Act 1969;
- (b) by postage stamps of such denominations embossed, impressed or printed on envelopes, covers, wrappers, cards or letter forms authorised by Royal Mail for postal use, or on other postal forms
- (c) by franking marks which have been made by franking equipment used in accordance with the Post Office Scheme for Franking Letters and Parcels 2000 as amended from time to time and which comply in all other respects to that Scheme;
- (d) in such other manner as Royal Mail may from time to time permit.

(4) No stamp indicating on the face thereof payment of a registration fee (with or without postage) shall be used to denote payment of postage or fees on any unregistered postal packet.

(5) The Post Office Scheme for Franking Letters and Parcels 2000 as amended from time to time shall be read as one with this Scheme and shall apply with respect to the use of franking equipment to pay postage or fees and with respect to the posting of postal packets bearing franking marks.

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

(7) No stamp or impression which is imperfect or mutilated or defaced in any way, or across which anything is written or printed or otherwise impressed, shall be used to denote payment of postage or fees.; but a stamp shall not be deemed to be imperfect or mutilated or defaced or to have anything written or printed or impressed across it within the

meaning of this provision, by reason only that it is distinctly perforated with initials by means of a punch if the perforating holes are not larger than those dividing one stamp from another in a sheet of stamps.

## **17. UNPAID OR UNDERPAID POSTAGE**

(1) An outgoing postal packet (including an Airmail packet) upon which no part, or a part only of the postage thereon has been prepaid (not being an Airsure packet, an International Signed For packet, or a postal packet the postage on which is subject to such an arrangement as is mentioned in paragraph 16(2)) may at the discretion of Royal Mail, be dealt with in either of the following ways:

- (a) it may be forwarded charged with the postal deficiency or,
- (b) it may be returned to the sender in order that the postage deficiency be made good.

(2) An Airmail packet on which no part, or a part only, of the postage payable thereon has been prepaid (not being a packet the postage on which is subject to such an arrangement as is mentioned in paragraph 16(2) or which is or has been dealt with by Royal Mail in the manner provided by the sub-paragraph (1)), may be dealt with as if it were not an Airmail packet.

(3) An incoming postal packet (other than a packet redirected from an address outside the British postal area to an address in that area) upon which no part, or a part only, of the postage payable thereon has been prepaid:

- (a) unless it is an insured letter or other registered postal packet, may be detained and returned to the country of origin, or may be forwarded charged with the amount of the postage deficiency, in addition to an amount payable at the discretion of Royal Mail;
- (b) if it is an insured letter or other registered postal packet shall be forwarded without any charge in respect of the postage deficiency.

(4) The following provisions (as appropriate) shall apply to an incoming postal packet redirected from an address outside the British postal area, whether or not within the country in which it was posted, to an address in the British postal area:

- (a) a postal packet, other than an insured letter or other registered postal packet, shall be forwarded charged with the following sum, unless it has been prepaid on the redirection of the packet:
  - (i) if the postage on the first transmission was fully prepaid, a sum equal to the difference (if any) between the amount of that postage and the postage which would have been chargeable if the packet had been originally addressed to the new address plus a surcharge that Royal Mail deems appropriate;
  - (ii) otherwise, a sum equal to the amount which would have been chargeable on the packet under sub-paragraph (4) if the packet had been originally addressed to the new address, and were forwarded in accordance with (a) of that sub-paragraph plus a surcharge that Royal Mail deems appropriate;
- (b) an insured letter or other registered postal packet shall be forwarded charged with the following sum (unless it has been prepaid on the redirection of the packet), that is to say, a sum equal to the difference (if any) between the postage chargeable on the first transmission, whether or not that postage was fully prepaid, and the postage which would have been chargeable if the packet had been originally addressed to the new address plus a surcharge that Royal Mail deems appropriate;
- (c) a postal packet of whatever description which has been transmitted by air to the British



postal area after redirection without prepayment of additional postage in respect of the transmission by air shall be forwarded charged with such sum (in addition to any sum charged under (a) or (b) of this sub-paragraph) as the overseas Postal Administration concerned has requested Royal Mail to collect in respect of that transmission.

(5) *Deleted.*

(6) Any sums charged on an incoming postal packet under sub-paragraph (3) or (4), and any other sums payable in respect of the packet under the law, regulations or Scheme in force in any part of the British postal area or any country or place from or through which the packet has been transmitted, shall be payable on the delivery of the packet, and Royal Mail may withhold the packet from delivery until such sums have been paid.

(7) In this paragraph, “the postage deficiency”, in relation to a postal packet, means, if no part of the postage payable thereon has been prepaid, the full amount of the postage which ought to have been prepaid thereon, and if part only of such postage has been prepaid, the difference between such full amount and the amount of such postage which has been prepaid.

## **18. TREATMENT OF IRREGULAR PACKETS**

(1) Except as otherwise provided in this Scheme, any postal packet which is found when in the post not to comply with a provision of the law of the country or place in which the packet was posted or to which it is addressed or of any country or place through which it may pass (including the Act, this Scheme, and the Postal Packets (Customs and Excise) Regulations 1986), or not to be accompanied by a document required by any such provision, may be either detained or returned or given up to the sender, or forwarded and delivered, or dealt with or disposed of in such other manner as Royal Mail may think fit.

(2) Any postal packet which is found when in the post to be such that the conveyance or delivery thereof is prohibited by paragraph 11(2)(k) may if Royal Mail thinks fit be delivered to the addressee subject to such charge as Royal Mail may fix in the particular case, not exceeding the aggregate amount of the separate charges which would have been payable in respect of all the individual postal packets contained therein if each of them had been posted singly without prepayment of postage.

(3) Any postal packet (other than a letter), which is found when in the post not to comply with the provisions of this Scheme which are applicable to postal packets of its particular description, may if Royal Mail thinks fit be treated as if it had been posted as a letter or as a postal packet of such other description as Royal Mail considers appropriate, and the provisions of this Scheme shall apply thereto accordingly.

## **19. UNDELIVERABLE PACKETS**

(1) Where for any reason an incoming postal packet cannot be delivered, it may at the discretion of Royal Mail either be returned to the sender, or be destroyed or otherwise disposed of as Royal Mail may think fit.

(2) Where an incoming postal packet is received by Royal Mail as an undeliverable item and that postal packet was not originally posted in the British postal area, then Royal Mail may at its discretion, either:

(a) forward the postal packet to the sender or (at Royal Mail's discretion) to an address agreed with the sender, and may charge the sender:

(i) in the case of any postal packet(s) weighing up to and including 1000g, the appropriate second class letter post tariff for a postal packet of that weight; or

(ii) in the case of any postal packet(s) weighing in excess of 1000g the appropriate first class letter tariff for postal packets of that weight; or

(iii) where a number of postal packets are forwarded on the same occasion and the packets together are in the opinion of Royal Mail of sufficient weight and size to be a parcel and Royal Mail considers it appropriate to forward the postal packets as a parcel, the appropriate charge for that parcel in accordance with the Post Office Inland Parcel Post Scheme 1989;

and in any case, such additional administrative charge per postal packet as Royal Mail in its discretion may determine from time to time; or

(b) permit the sender to collect the postal packet from Royal Mail premises, on such conditions and at such times as Royal Mail may in its discretion specify, and may charge the sender such administrative charge per postal packet as Royal Mail in its discretion may determine from time to time: or

(c) return the postal packet to the postal administration of sending or to the postal administration who forwarded the postal packet to Royal Mail.

(3) For the purposes of paragraphs 19(2), 19(4) and 19(5) of the Scheme, "sender" shall mean the person or persons shown on a return address or addresses on a postal packet or a person indicated on the postal packet as the sender by markings agreed with Royal Mail.

(4) Where there is more than one possible sender of a postal packet, Royal Mail may elect, at its discretion, which person to treat as the sender for the purposes of paragraph 19(2) above. If a sender is approached and that person declines to pay the charges referred to in paragraph 19(2), then Royal Mail may at its discretion in accordance with paragraph 19(2) approach any other person considered to be a sender under the definition in paragraph 19(3) above.

(5) If a sender approached in accordance with paragraph 19(3) above declines to pay the charges referred to in paragraph 19(2) then at the discretion of Royal Mail the postal packet may be destroyed or otherwise disposed of as Royal Mail thinks fit.

## PART 4

### Conditions relating to particular classes of packets

#### 20. LETTERS

If an envelope is used as the cover for a postal packet intended for transmission as a letter, it must be of a rectangular shape.

#### 21. POSTCARDS

(1) The rules set out in paragraphs (2) to (7) below shall apply to postcards.

(2) No writing except the address and any postal directions recognised by the Universal Postal Convention for the time being in force, and no printing except that of any of the matters aforesaid, shall appear on the right-hand half of the address side of a postcard.

(3) A postcard shall be rectangular with its length at least equal to the width multiplied by 1.414 and be made of cardboard or of paper stout enough not to hinder its manipulation of other postal packets. It shall not have projecting or raised relief parts.

(4) Nothing whatever shall be in any manner attached to a postcard except:

(a) postage stamps denoting payment of postage or fees provided that no stamp likely to be mistaken for a stamp used to denote payment of postage or fees shall be fixed to the address side of the postcard;

(b) illustrations, photographs, stamps of any kind, and labels and cuttings of any kind, being made of paper or other very thin substance, and address slips and fold-back sheets, subject to the provisos in sub-paragraph (5) below.

(5) Every such article shall be:

(a) of such a nature as not to alter the character of the postcard, and shall adhere completely to the postcard; and

(b) with the exception of labels and address slips, shall be affixed only to the back or to the left-hand half of the address side of the postcard.

(6) A postcard shall not be embellished with cloth, embroidery, sequins or similar materials.

(7) Stamps, franking marks or other devices denoting payment of postage or fees shall be placed on the address side of the post-card, as far as possible on the right-hand half.

(8) If any postcard is found when in the post not to comply with any of the rules (2) to (6) inclusive, it shall be dealt with and charged as a letter.

(9) If any postcard is found when in the post not to comply with sub-paragraph (7) above, it shall be dealt with as if the postage or fees denoted by the stamps or franking mark or

other impression placed otherwise than in conformity with that rule had not been prepaid.

## **22. PRINTED PACKETS**

(1) The expression “printed packet” in this Scheme refers to Printed Papers and means a packet consisting of or containing only:

(a) articles or documents (whether printed, engraved, lithographed, mimeographed or photographed) of any of the following descriptions:

- (i) newspapers and periodicals, books and pamphlets;
- (ii) sheets of music (except perforated sheets intended to be used with automatic musical instruments), visiting cards, address cards, and proofs of printing, with or without the relative manuscript;
- (iii) engravings, photographs and albums containing photographs;
- (iv) pictures and drawings, plans, maps and patterns intended for cutting out;
- (v) brochures, prospectuses, advertisements, catalogues and notices;

(b) impressions or copies obtained upon paper or other similar material by means of painting, engraving, lithography, mimeography, photography or typewriter or any other mechanical process easy to recognise, except impressions or copies obtained by means of tracing or a stamp with or without moveable type; but does not include a packet consisting of, or containing, literature for the blind:

Provided that a packet may be transmitted as a printed packet notwithstanding that in addition to any such things as are described in (a) and (b) above there is enwrapped or enclosed therein:

- (i) a card, envelope or wrapper for reply bearing the printed name and address (in the country or place in which the packet containing it was posted or to which it was sent) of the sender or his agent, and having either postage stamps or postal prepayment of the country or place to which such packet is addressed properly affixed thereto by way of payment of the return postage, or a suitable space for the proper fixing of such stamps;
- (ii) if the only other things so enwrapped or enclosed are printed literary or artistic productions, an open invoice (the terms whereof are such only as are necessary to its essential function as an invoice).

(2) No packet shall be transmissible as a printed packet which consists of or contains:

- (a) anything designed or adapted for future use as stationery which bears no printed matter other than such as might serve for such future use;
- (b) any film or sound recording;
- (c) any punched paper tape or ADP card bearing perforations, marks or signs which could constitute annotations;
- (d) any printed paper of which the text has been modified after printing, or which bears any characters or marks whatever of such a kind as to constitute a code.

Provided that matter otherwise transmissible as or in a printed packet shall be so transmissible notwithstanding any addition or modification made as follows:

(a) outside or inside the packet:

- (i) to indicate the name or business name, status, profession and address of the sender and of the addressee, the date of despatch, the signature, full international telephone number

- or equivalent, current postal account and current banking account of the sender, and a serial or registration numbers;
- (ii) to correct errors in printing;
  - (iii) to strike out, to underline or to ring round certain parts of a printed text, provided that this does not give to the printed text the character of current and personal correspondence;
  - (b) to indicate or add:
    - (i) on order forms, subscription forms or offers in respect of published works, books, pamphlets, newspapers, engravings or musical scores: the works and the number of copies asked for or offered, the price of the works, and notes giving essential elements of the price, the method of payment, the edition, the names of the authors and publishers, the catalogue number, and the words “paper covered”, “stiff covered” or “bound”;
    - (ii) on forms used by lending services of libraries: the titles of the works, the number of copies asked for or sent, the names of the authors and of the publishers, the catalogue numbers, the number of days allowed for reading and the name of the person wishing to consult the work;
    - (iii) on illustrated cards, printed visiting cards, and Christmas and New Year cards: good wishes, greetings, congratulations, thanks, condolences, or other formulas of courtesy, expressed in five words, or by means of five conventional initials at most;
    - (iv) on proofs of printing: alterations and additions concerned with the correction, layout and printing, and also notes such as “Passed for press”, “Read-Passed for press”, or any similar note concerned with the production of the work. In case of want of space these additions may be made on separate sheets;
    - (v) on books, pamphlets, newspapers, photographs, engravings, sheets of music, and in general on all literary or artistic productions, printed, engraved, lithographed or mimeographed: a dedication consisting of a simple expression of regard;
    - (vi) on cuttings from newspapers and periodicals: the title, date, number, and address of the publication from which the article is taken;
    - (vii) on notices of change of address: the old and the new address and the date of the change.

(3) Reproductions of a manuscript or typewritten original may be transmitted as or in printed packets when they are obtained by a mechanical manifold process, provided that these reproductions be posted under such conditions as Royal Mail may from time to time direct. The manuscript additions authorised for printed packets may also be made to these reproductions.

(4) A printed packet may be sent unenclosed without wrapper or envelope if it satisfies the roles and conforms to the limits of size applicable to postcards.

(5) Every packet posted for transmission as a printed packet shall be conspicuously marked “Printed Papers” on the left-hand side of the space above the address.

### **23. DESPATCH OF CERTAIN PRINTED PACKETS**

Without prejudice to the generality of paragraph 44, any printed packet, may be withheld from despatch until any subsequent despatch.

### **24. SMALL PACKETS**

(1) The expression “small packet” in this scheme means a packet which contains goods and

contains or bears no letter, note or other communication save such as may be expressly required or permitted by the following provisions of this paragraph.

(2) A packet may be transmitted as a small packet:

(a) if it contains in addition to goods:

(i) an open invoice relating to such goods, the terms whereof are such only as are

necessary to its essential function as an invoice;

(ii) any other document having the character of current personal correspondence;

Provided that the sender and intended recipient of the document are respectively the same persons as the sender and addressee of the packet;

(b) if it bears on the outside thereof, or on a sheet of paper enclosed therein, or on any of the goods therein, words, figures or symbols indicating all or any of the following:

(i) the address of the sender and addressee with the indications in use in commercial traffic;

(ii) a manufacturer's trade mark;

(iii) a bare reference to correspondence exchanged between the sender and the addressee relating to the goods;

(iv) the identity and address of the manufacturer and the supplier of the goods or the person for whom they are intended;

(v) serial or registration numbers of the goods, prices and particulars relating to the weight, volume and size thereof and quantity of such goods available and further particulars necessary to determine the source and character of the goods.

(3) *Deleted*

(4) Subject to sub-paragraphs (5) and (6), small packets may be sealed.

(5) An article in one piece, such as a piece of wood or metal, which it is not the custom in the trade to pack, need not be packed provided that the address is indicated (with the words "Small Packet") on the article itself if possible or (if not) on an address label.

(6) Articles of glass or other fragile materials and packets containing liquids, oils, fatty substances, dry powder, live bees, leeches, silkworms' eggs, parasites or destroyers of noxious insects, shall be packed in accordance with such rules as may be prescribed.

(7) In this paragraph, the expression "goods" includes things of the following descriptions:

(a) gramophone records and tapes and wires of a kind used for recording sound or visual images;

(b) automatic data processing wires;

(c) magnetic tapes or wires ;

(d) QSL cards.

## **25. LITERATURE FOR THE BLIND**

(1) A packet shall not be transmitted as a packet consisting of or containing only literature for the blind unless:

(a) it consists of or contains nothing but literature for the blind;

Provided that such a packet may contain outside or inside the packet an indication, by hand or by mechanical process, of the name or business name, position, profession, and address of the sender and of the addressee, the date of despatch, the signature, full international

telephone number or equivalent, current postal account and current banking account of the sender, and a serial or registration number referring solely to the packet; and

(b) it is clearly marked on the left-hand side of the space above the address with the words "Literature for the Blind (Cecogrammes)", and is made up and wrapped or enclosed (or if permissible made up unwrapped and unenclosed) in accordance with the requirements of paragraph 22(4) which shall apply to such a packet as if it were a printed packet.

(2) Sound records and special paper intended solely for the use of the blind may be sent as packets consisting of or containing literature for the blind, provided they are sent by or addressed to an officially recognised institute for the blind and are posted in a manner approved by Royal Mail.

## **26. AIRMAIL PACKETS**

(1) An Airmail packet shall bear a blue "Air Mail" label in the top left hand corner of the address side, or alternatively the words "Par Avion (by Air Mail)" may be written boldly or typed in the same place.

(2) Every Forces air letter shall comply with the requirements of Royal Mail as to the paper used, its dimensions and the form and manner in which it is made up, the position of the stamp and the particulars appearing on the outside; and nothing shall be enclosed with the letter.

(3) *Deleted*

## PART 5

### Postal Facilities

#### 27. POSTAL FACILITIES

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

28. *Deleted*

#### 29. LATE POSTED PACKETS

(1) In this paragraph the expression “late posted packet” means a postal packet of such description as may be prescribed, which is posted after the ordinary hours of collection for a particular despatch from the office of collection on a particular day in order that it may if possible be forwarded by that despatch, and (in the case of an Airsure packet or an International Signed For packet) which is posted within such further time (if any) as Royal Mail may from time to time appoint in relation to that office.

(2) There shall be charged and paid in respect of a late posted packet which is an Airsure packet or an International Signed For packet such sum, in addition to the postage and to the registration fee, as Royal Mail may fix.

#### 30. AIRSURE PACKETS AND INTERNATIONAL SIGNED FOR PACKETS – FEES AND COMPENSATION LEVELS

(1) Upon every Airsure packet, there shall be charged and paid the fees set out at [Royal Mail's website](#) to obtain compensation up to the levels set out in addition to postage and any other fees charged and payable thereon.

(2) *Deleted*

(3) *Deleted*

(4) Upon every International Signed For packet, there shall be charged and paid the fees specified in Part 4 of Schedule 7 to obtain compensation up to the levels set out in that Part of the Schedule, in addition to postage and any other fees charged and payable thereon.

(5) *Deleted*

(6) *Deleted*

#### 31. CERTIFICATE OF POSTING

Royal Mail shall, at the request of the sender of an unregistered postal packet, give the sender, free of charge, a certificate of the posting of such postal packet.



## 32. REGISTRATION

Upon the delivery of an incoming registered postal packet the recipient shall provide a signature or other proof of delivery in a prescribed form. Where such a receipt is not obtained, the packet may nevertheless be delivered, or may be withheld and dealt with or disposed of as Royal Mail may think fit.

### 32A. SENDING AIRSURE PACKETS AND INTERNATIONAL SIGNED FOR PACKETS

(1) Subject to the provisions of this Scheme, any outgoing postal packet other than for transmission through a British Forces post office may be sent as an Ainsure packet or an International Signed For packet depending on the service available for such packets to particular destinations which Royal Mail may from time to time determine.

(2) The following rules apply when sending the packets mentioned in sub-paragraph (1):

- (a) The packet shall not be addressed to an addressee identified by initials only, or addressed by means of a pencil.
- (b) Packets or packs containing coin, bank notes, currency notes, securities or instruments payable to bearer, platinum, gold or silver manufactured or not, precious stones, jewels or other valuable articles may not be sent as printed packets and:
- (c) The sender or an officer of Royal Mail shall mark on the label affixed to the packet or incorporated into the pack, the amount for which the packet or pack may potentially be compensated which amount shall not exceed whichever shall be the lowest of the following limits:
  - (i) The actual cost of the item up to a maximum of the market value or £50 or:
  - (ii) The sum of enhanced compensation which the sender may have purchased for the service used and which Royal Mail may from time to time determine for such packets to particular destinations or
  - (iii) £100 if the contents include, coins, bank notes, currency notes or securities of any kind payable to bearer and travellers cheques where such items are permitted to be sent and enhanced compensation for a amount higher than £100 has been purchased.
- (d) Compensation for mobile telephones is restricted to £50 regardless of the number of mobile telephones sent in the item. You cannot buy additional compensation if you are sending mobile telephones.
- (e) The packet shall be posted by being delivered to an officer on duty at a post office or delivered to an officer of the Post Office authorised to receive such packets or packs though not on duty at a post office.
- (f) There shall be charged and paid for the items mentioned in sub-paragraph 1 the appropriate fees specified in Schedule 7.
- (g) On the posting of the packet, Royal Mail shall provide the sender the portion of the appropriate service label, bearing a certificate of posting in acknowledgement that the item has been posted.
- (h) *Deleted*

## 33. COMPENSATION FOR INCOMING REGISTERED PACKETS

(1) Where Royal Mail is satisfied that any article of pecuniary value enclosed in or forming part of an incoming registered postal packet (other than an insured letter) is lost or damaged whilst in the course of transmission by post, or that any registered postal packet

(other than an insured letter) is lost whilst in course of transmission by post, Royal Mail may (but subject to and in accordance with the provisions of this paragraph) pay such sum as it thinks just to any person who in its opinion establishes a reasonable claim thereto, whether as the sender or as the addressee.

(2) The total amount of compensation which Royal Mail may pay under sub-paragraph (1) in respect of any one incoming registered packet shall be an amount as determined from time to time by the Universal Postal Union.

(3) No compensation may be paid under sub-paragraph (1) in respect of any incoming registered postal packet or its contents unless Royal Mail is satisfied that the conditions set out in paragraphs (2) to (4) and (6) of Schedule 12 hereto have been complied with in the case of that postal packet.

(4) In the case of an incoming registered postal packet which was redirected under paragraph 41 of the Scheme after delivery at the place to which it was addressed, no compensation may be paid under sub-paragraph (1) for loss of, or damage to, the postal packet, or any of its contents, while in the course of further transmission by post, unless the postal packet was so redirected by being posted anew and full postage was prepaid on such reposting in which case compensation may be paid subject to and in accordance with this paragraph, for any such loss or damage which Royal Mail is satisfied occurred while the postal packet was in the course of transmission by post after such reposting.

(5) No compensation may be paid under sub-paragraph (1) in respect of any incoming registered postal packet or its contents if the packet has been destroyed or otherwise dealt with or disposed of by Royal Mail pursuant to section 8(3) of the Act or sub-paragraph (1) of paragraph 18, or paragraph 19, of the Scheme, or by another Postal Administration under a provision of the law of the country or place of that Postal Administration.

(6) No compensation may be paid under sub-paragraph (1) in respect of any incoming registered postal packet or its contents if the packet was lost, damaged or destroyed in circumstances beyond the control of the Postal Administration in whose service the loss, damage or destruction occurred.

(7) No compensation may be paid in respect of any postal packet or its contents unless:  
(a) a claim for such compensation is made by the sender or the addressee within a period of six months beginning with the date on which the packet was posted.

(b) *Deleted*

#### **34. COMPENSATION FOR SPECIAL DELIVERY PACKETS FOR TRANSMISSION THROUGH A BRITISH FORCES POST OFFICE OR SENT TO A BRITISH FORCES POST OFFICE NUMBERED ADDRESS THROUGH AN ORDINARY POST OFFICE**

(1) Royal Mail may (subject to and in accordance with the provisions of this paragraph) pay such sum as it thinks just to any person who, in its opinion, establishes a reasonable claim thereto, whether as the sender or as the addressee in such cases where:

(a) Royal Mail is confident that any article of pecuniary value enclosed in or forming part of a Special Delivery postal packet sent through a British Forces Post Office or sent to a British Forces Post Office numbered address through an ordinary post office is lost or damaged whilst in course of transmission by post; or

(b) any Special Delivery postal packet sent through a British Forces Post Office or sent to a

British Forces Post Office numbered address through an ordinary post office is lost whilst in the course of transmission by post.

(2) Special Delivery packets sent through a British Forces Post Office or sent to a British Forces Post Office numbered address through an ordinary post office will be posted under the relevant provisions of Inland Letter Post Scheme 2000 relating to Special Delivery packets and the provisions of that Scheme shall apply, apart from the following conditions which apply specifically to Special Delivery packets sent through a British Forces Post Office or sent to a British Forces Post Office numbered address:

(a) the facility is only available to British Forces Post Office numbered addresses;

(b) *Deleted;*

(c) *Deleted;*

(d) compensation for delay or consequential loss, a facility relating to the Inland Special Delivery service, is not available;

(e) *Deleted;*

(f) money or jewellery, as defined by Royal Mail, must be sent in Special Delivery prepaid envelopes if compensation is to apply in the case of loss or damage.

(3) Postal packets referred to in sub-paragraph (1) above are delivered by Royal Mail to the Ministry of Defence, who arrange for their onward transmission.

(4) The total amount of compensation which Royal Mail may pay under sub-paragraph (1)(b) in respect of any one Special Delivery packet shall not exceed:

(a) the sum of £2,500 or such smaller sum as, having regard to the amount of the fee (inclusive of postage) paid in respect of the packet according to the scale, set out in Schedule 10; or

(b) in a case where Royal Mail is confident that an article enclosed in or forming part of the Special Delivery Packet has been lost or rendered valueless in the post the market value thereof (excluding the value of any message or communication) at the time of posting; or

(c) in any other case, the amount by which such value has been diminished by damage suffered in the post.

### **35. COMPULSORY USE OF AIRSURE AND INTERNATIONAL SIGNED FOR ON OUTGOING ITEMS AND SPECIAL DELIVERY FOR INCOMING ITEMS**

(1) An outgoing postal packet containing coin, bank notes, currency notes, securities or instruments payable to bearer, platinum, gold or silver manufactured or not, precious stones, jewels or other valuable articles which is found in the post not having been sent as an Airtsure packet or International Signed For packet shall not be forwarded but returned to the sender so that it may be sent again as an Airtsure packet or International Signed For packet.

(2) An incoming postal packet containing such articles which is found in the post may be forwarded to the addressee as a Special Delivery packet and delivered to him on payment of the Special Delivery fee, or may be returned to the Postal Administration of the country or place of origin.

### **36. INSURED LETTERS**

Upon the delivery of an incoming insured letter the recipient shall provide a signature or other proof of delivery in the prescribed form. Where such a receipt is not obtained, the

letter may nevertheless be delivered, or may be withheld and dealt with as Royal Mail may think fit.

### **37. COMPENSATION FOR INCOMING INSURED LETTERS**

Royal Mail ceased to make specific provisions for Incoming Insured Letters with effect from 1<sup>st</sup> April 2011.

### **37A. COMPENSATION FOR AIRSURE PACKETS AND INTERNATIONAL SIGNED FOR PACKETS**

(1) The sum payable by way of compensation for an Airtsure packet or an International Signed For packet shall be the actual cost of the item in the packet up to a maximum of the market value or £50 whichever is the lowest, or the enhanced compensation level payable for the service used.

(1a) Where enhanced compensation has been purchased the maximum amount of compensation which Royal Mail will pay in respect of coins, bank notes, currency notes or securities of any kind payable to bearer and travellers cheques is limited to £100.

(1b) The maximum amount of compensation payable per postal packet, parcel (or any other posting of any description), regardless of the number of mobile telephones in it, will be restricted to £50. Additional compensation cannot be purchased when sending mobile telephones.

(2) Where Royal Mail pays compensation in respect of an Airtsure packet or an International Signed For packet in accordance with the foregoing sub-paragraphs, it may additionally pay an amount equivalent to the amount of postage and the product fee paid by the sender of the packet.

(3) No compensation may be paid in respect of any Airtsure packet or International Signed For packet or its contents unless Royal Mail is satisfied that the conditions set out in paragraphs 3, 4, 5 and 6 of Schedule 12 of the Scheme have been complied with in the case of that packet.

(4) No compensation may be paid in respect of any Airtsure packet or International Signed For packet or its contents if the letter has been destroyed or otherwise dealt with or disposed of by Royal Mail pursuant to section 8 (3) of the Act or sub-paragraph (1) of paragraph 18 of the Scheme or by another Postal Administration under a provision of the law of the country or place of that Postal Administration.

(5) No compensation may be paid in respect of any Airtsure packet or International Signed For packet or its contents if the letter was lost, damaged or destroyed in circumstances beyond the control of the Postal Administration in whose service the loss, damage or destruction occurred.

(6) No compensation may be paid in respect of any Airtsure packet or International Signed For packet or its contents unless:

(a) a claim for compensation is made by the sender within a period of six months beginning with the date on which the packet was posted.

(b) the appropriate service label, bearing a certificate of posting referred to in paragraph

32A(2)(e) was obtained at the time of posting.

(7) If compensation has been paid to any person in respect of the loss of an Airsure packet or International Signed For packet which the sender has purchased for a sum exceeding the real value of the contents and packing and the packet subsequently comes into the possession of Royal Mail, then upon the tender of the packet or pack to that person (whether or not he accepts it), he shall repay to Royal Mail the sum paid by way of compensation or such part thereof as Royal Mail may require.

### **38. COMPENSATION FOR CERTAIN OTHER POSTAL PACKETS**

(1) Where Royal Mail is satisfied that any article of pecuniary value enclosed in, or forming part of, a postal packet other than an Airsure packet or International Signed For packet or a postal packet consisting of or containing only literature for the blind, has been lost or damaged whilst in the custody of Royal Mail, it may (but subject to and in accordance with the provisions of this paragraph) pay such sum as it may think just by way of compensation for such loss or damage to any person who in its opinion establishes a reasonable claim thereto, whether as the sender or as the addressee of the postal packet.

(2) The total amount of compensation which Royal Mail may pay under sub-paragraph (1) in respect of any one postal packet and its contents (posted under this Scheme) shall be the actual cost of the item up to a maximum of the market value or £46 whichever is the lower.

(3) Subject to sub-paragraph (2), the maximum amount of compensation which Royal Mail Group may pay under sub-paragraph (1) in respect of any article enclosed in or forming part of a postal packet shall be such sum as, in its opinion, represents:

(a) in a case where Royal Mail Group is satisfied that the article has been lost or rendered valueless whilst in its custody, the market value thereof (excluding the value of any message or communication) at the time of posting;

(b) in any other case, the amount by which such value has been diminished by damage suffered whilst the packet was in its custody.

(4) No compensation may be paid under sub-paragraph (1) for loss of, or damage to, any such article as is described in sub-paragraph (2) of paragraph 35 of the Scheme.

(5) No compensation may be paid under sub-paragraph (1) in respect of any postal packet or its contents unless Royal Mail Group is satisfied that the conditions set out in Schedule 12 hereto have been complied with in the case of that postal packet.

(6) In the case of a postal packet which was redirected under paragraph 41 of the Scheme after delivery at the place to which it was addressed, no compensation may be paid under sub-paragraph (1) for loss of, or damage to, the postal packet, or any of its contents while in the custody of Royal Mail Group, unless the postal packet was so re-directed by being posted anew and full postage was prepaid on such reposting, in which case compensation may be paid subject to and in accordance with this paragraph, for any such loss or damage which Royal Mail Group is satisfied occurred while the postal packet was in its custody after

such reposting.

(7) No compensation may be paid under sub-paragraph (1) in respect of any postal packet or its contents if the packet has been destroyed or otherwise dealt with or disposed of by Royal Mail Group pursuant to section 8(3) of the Act or sub-paragraph (1) of paragraph 18, or paragraph 19, of the Scheme.

(8) No compensation may be paid in respect of any postal packet or its contents unless:

(a) a claim for such compensation is received from the sender within a period of six months beginning with the date on which the packet was posted;

(b) in the case of an outgoing packet, a certificate was obtained on the posting of the packet.

### **39. ENQUIRIES AND CLAIMS FOR COMPENSATION**

(1) The sender of an Airsure packet or International Signed For packet on making a request within six months after the date of posting may cause an enquiry to be made into the suspected loss or non-delivery of the packet.

*40. Deleted*

### **41. REDIRECTION**

(1) A postal packet may be redirected from its original address to the same addressee at any other address either in or outside the British postal area, provided that a Redirection has been set up for that addressee at that address and the terms of that Redirection permit it.

*42. Deleted*

*42A. Deleted*

## PART 6

### General

#### 43. POSTAL PACKETS POSTED ON SHIPS OR BY FORCES ABROAD

(1) Postal packets other than Airsure packets or International Signed For packets may be posted on board a ship registered in any part of the British postal area by being deposited in a letter box on board the ship, or in the hands of the Commander of the ship or of a postal agent on board the ship provided that those postal packets are Airmail letters, weighing 20g or less, or Airmail postcards.

(2) The provisions of this Scheme which apply in relation to outgoing postal packets (whether or not by virtue of an express reference to outgoing postal packets) shall, so far as applicable, apply to any postal packet:

(a) posted in accordance with sub-paragraph (1) of this paragraph when the ship is on the high seas; or

(b) posted on board a ship of the Royal Navy (whether on the high seas or in any port or place outside the British postal area); or

(c) posted by a member of the armed forces of the United Kingdom or of any other Commonwealth country serving outside the British postal area, or a member of the armed forces of any State allied with the United Kingdom serving outside the British postal area with the armed forces of the United Kingdom or of any other Commonwealth country ,

for transmission through a British Forces Post Office at which British postage stamps are issued whether it is addressed to a person outside or within the British postal area.

(3) Any postal packets posted to or from:

(a) on board a ship of the Royal Navy (whether on the high seas or in any port or place outside the British postal area); or

(b) a member of the armed forces of the United Kingdom or of any other Commonwealth country serving outside the British postal area, or a member of the armed forces of any State allied with the United Kingdom serving outside the British postal area with the armed forces of the United Kingdom or of any other Commonwealth country,

for transmission through a British Forces Post Office at which British postage stamps are issued which is or is required to be sent by a service providing a signature upon delivery or, providing a signature upon delivery in addition to compensation of up to £2,500 for lost or damaged items, will be posted under the relevant provisions of the Inland Letter Post Scheme 2000 (as amended), as a recorded delivery packet or a Special Delivery packet as appropriate.

#### **44. PRIORITY OF LETTER POST**

Where the despatch or delivery of letters would be delayed by the despatch or delivery at the same time of postal packets of any other description, such packets or any of them may be detained until any subsequent despatch or delivery.

#### **45. REMISSION OF POSTAGE AND FEES**

Royal Mail Group may remit in whole or in part any postage or other sums chargeable under this Scheme in such cases or classes of cases as it may determine.

#### **46. APPLICATION OF INLAND LETTER POST SCHEME 2000**

The paragraphs specified in Schedule 13 shall apply to postal packets transmitted by post under the provisions of this Scheme, to the extent and subject to the modifications specified in the said Schedule.

#### **47. SAVING FOR POSTAL PACKETS (CUSTOMS AND EXCISE) REGULATIONS**

Nothing in this Scheme shall prejudice, or affect the operation of, the provisions of the Postal Packets (Customs and Excise) Regulations 1986, or any regulations made by the Commissioners of Customs and Excise under any enactment for the time being in force relating to customs.



**SCHEDULE 1**  
Paragraph 5s & 5(2)

**RATES OF POSTAGE ON AIRMAIL LETTERS AND POSTCARDS OTHER THAN AIRMAIL  
PACKETS AND PRINTED PAPERS**

Part 1

Airmail Letters rates for transmission to all European destinations.

Weight	Airmail Letters Europe destinations	
Not over	Stamps	Franking / Account
10g	£0.87	£0.79
20g	£0.87	£0.79
40g	£1.28	£1.13
60g	£1.66	£1.46
80g	£1.91	£1.68
100g	£2.21	£1.96
150g	£2.93	£2.71
200g	£3.16	£2.92
250g	£3.39	£3.13
300g	£3.62	£3.34
Every 100g up to 2,000g add	£0.60	£0.54
Prices in this table are exempt from VAT		

Part 2

Airmail Letters and Postcards rates for transmission to all other worldwide destinations.

Weight	Airmail Letters World Zone 1	
Not over	Stamps	Franking / Account
Postcard	£0.87	£0.79
10g	£0.87	£0.79
20g	£1.28	£1.16
40g	£1.90	£1.74
60g	£2.38	£2.19
80g	£2.89	£2.66
100g	£3.30	£3.13
150g	£3.86	£3.64
200g	£4.42	£4.15
250g	£4.98	£4.66
300g	£5.54	£5.17
Every 100g up to 2,000g add	£1.22	£1.08
Prices in this table are exempt from VAT		

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Weight	Airmail Letters World Zone 2	
Not over	Stamps	Franking / Account
Postcard	£0.87	£0.79
10g	£0.87	£0.79
20g	£1.28	£1.16
40g	£1.90	£1.74
60g	£2.38	£2.19
80g	£2.89	£2.66
100g	£3.30	£3.13
150g	£3.90	£3.67
200g	£4.50	£4.21
250g	£5.10	£4.75
300g	£5.70	£5.29
Every 100g up to 2,000g add	£1.28	£1.14
Prices in this table are exempt from VAT		

Part 3

*Rates of postage under paragraphs 5(3)*

**Surface Mail Letters (Non European destinations only)**

Weight	Surface Mail Letters - Non European destinations only
Not over	Price
20g	£0.77
60g	£1.31
100g	£1.84
150g	£2.54
200g	£2.88
250g	£3.22
300g	£3.56
300g+	Each 100g thereafter up to 2,000g add £0.65. Letters over 2,000g cannot be sent by Surface Mail
Prices in this table are exempt from VAT	

**SCHEDULE 2**

Paragraph 10

**Other Rates of Postage**

Part 1

*Rates of postage under paragraph 10(1)*

**Airmail Printed Paper and Airmail Small Packets to European Destinations & Rest of the World**

Weight	Airmail Printed Papers & Small Packets Europe	
Not over	Stamps	Franking / Account
100g	£2.70	£2.50
150g	£2.93	£2.71
200g	£3.16	£2.92
250g	£3.39	£3.13
300g	£3.62	£3.34
Every 100g up to 2,000g (5,000g for Printed Papers) add	£0.60	£0.54
Prices in this table are exempt from VAT		

Weight	Airmail Printed Papers & Small Packets World Zone 1	
Not over	Stamps	Franking / Account
100g	£3.30	£3.13
150g	£3.86	£3.64
200g	£4.42	£4.15
250g	£4.98	£4.66
300g	£5.54	£5.17
Every 100g up to 2,000g (5,000g for Printed Papers) add	£1.22	£1.08
Prices in this table are exempt from VAT		

Weight	Airmail Printed Papers & Small Packets World Zone 2	
Not over	Stamps	Franking / Account
100g	£3.30	£3.13
150g	£3.90	£3.67
200g	£4.50	£4.21
250g	£5.10	£4.75
300g	£5.70	£5.29
Every 100g up to 2,000g (5,000g for Printed Papers) add	£1.28	£1.14
Prices in this table are exempt from VAT		

Part 2

*Rates of postage under paragraph 10(2)*

**Surface Mail Printed Paper and Small Packets to European Destinations & Rest of the World**

Weight	Surface Mail Printed Papers & Small Packets
Not over	Price
20g	£2.20
60g	£2.20
100g	£2.20
150g	£2.54
200g	£2.88
250g	£3.22
300g	£3.56
300g+	Every 100g up to 2,000g (5,000g for Printed Papers) add £0.65.

Prices in this table are exempt from VAT

**SCHEDULE 3**

Paragraph 6

*Postal Packets Posted for Transmission to those persons mentioned in paragraph 6(1)(i) or (ii)*

To all British Forces Post Offices

Format	Weight	BFPO Airmail Prices
Letter	0-100g	60p
Large Letter	0-100g	90p
	101-250g	£1.20
	251-500g	£1.60
	501-750g	£2.30
Packet	0-750g	£2.70
	751-1000g	£4.30
	1001-1250g	£5.60
	1251-1500g	£6.50
	1501-1750g	£7.40
	1751-2000g	£8.30
Forces Airletters		60p
Postcards		60p
Prices in this table are exempt from VAT		

BFPO Recorded Signed For fee is exempt from VAT at 95p plus postage

**SCHEDULE 4**  
**Countries in Airmail Rest of World Zones**

Rest of World Zone 2 countries (as of 30<sup>th</sup> April 2012) are shown in bold text. This list of countries is subject to change from time to time and a full, up-to-date list can be found on Royal Mail's website.

Abu Dhabi	Fujairah	Pakistan
Afghanistan	Gabon	Panama
Ajman	Gambia	<b>Papua New Guinea</b>
Algeria	Gaza & Khan Yunis	Paraguay
Angola	Ghana	Peru
Anguilla	Grenada	Philippines
Antigua and Barbuda	Guam	<b>Pitcairn Island</b>
Argentina	Guatemala	Puerto Rico
Aruba	Guinea	Qatar
Ascension	Guinea-Bissau	Ras al Khaima
<b>Australia</b>	Guyana	Reunion
Bahamas	Haiti	Rwanda
Bahrain	Honduras	St Christopher (St Kitts) & Nevis
Bangladesh	Hong Kong	St. Helena
Barbados	India	St Lucia
<b>Belau (Palau)</b>	Indonesia	St Pierre & Miquelon
Belize	Iran (Islamic Republic)	St Vincent & the Grenadines
Benin	Iraq	Sabah
Bermuda	Israel	<b>Samoa (American)</b>
Bhutan	Ivory Coast (Cote d'Ivoire)	Sao Tome & Principe
Bolivia	Jamaica	Sarawak
Botswana	Japan	Saudi Arabia
Brazil	Jordan	Senegal
<b>British Indian Ocean Territory</b>	Kenya	Seychelles
British Virgin Islands	<b>Kiribati</b>	Sharjah
Brunei Darussalem	Korea (S) (Dem. People's Rep. of)	Sierra Leone
Burkina Faso	Korea (N) (Rep. of)	<b>Singapore (Republic of)</b>
Burundi	Kuwait	<b>Solomon Islands</b>
Cambodia	<b>Laos (People's Democratic Republic of)</b>	Somalia

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Cameroon	Lebanon	South Africa
Canada	Lesotho	South Georgia
Cape Verde	Liberia	South Sandwich Islands
Cayman Islands	Libya	Spanish North African Territories
Central African Republic	<b>Macao</b>	Sri Lanka
Chad	Madagascar	Sudan
Chile	Malawi	Surinam
China (People’s Rep.)	Malaysia	Swaziland
<b>Christmas Island (Indian Ocean)</b>	Maldives	Syria
<b>Christmas Island (Pacific Ocean)</b>		<b>Tahiti</b>
<b>Cocos Islands (Keeling Island)</b>	Mali	Taiwan
<b>Cook Island</b>		
Colombia	Marshall Islands	Tanzania
Comoros	Martinique	Thailand
Congo (Republic)	Mauritania	Togo (Rep of) <b>Tokelau Islands</b>
Congo (Democratic Republic of)	Mauritius	<b>Tonga</b>
<b>Coral Sea Island</b>		
Costa Rica	Mexico	Trinidad & Tobago
Cuba	Micronesia	Tristan da Cunha
Curacao	Mongolia	Tunisia
Djibouti	Montserrat	Turks & Caicos Islands
Dominica	Morocco	<b>Tuvalu</b>
Dominican Republic	Mozambique	Uganda
Dubai	Myanmar (Burma)	Umm al Qaiwan
East Timor	Namibia	United Arab Emirates
Ecuador	<b>Nauru Island</b>	Uruguay
Egypt	Nepal	USA
El Salvador	Netherlands Antilles	Vanuatu
Equatorial Guinea	<b>New Caledonia</b>	Venezuela
Eritrea	<b>New Zealand</b>	Vietnam
Ethiopia	<b>New Zealand Island &amp; Antarctic Territories</b>	Virgin Islands (USA)

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Falkland Islands	Nicaragua	Wake Island
<b>Fiji</b>	Nigeria	Wallis and Futuna Islands
French Guiana	Niger Republic	<b>Western Samoa</b>
<b>French Polynesia</b>	Norfolk Island	Yemen
<b>French South &amp; Antarctic Territories (no airmail service)</b>	North Mariana Island	Zimbabwe
French West Indies	Oman	

**SCHEDULE 5  
Countries in Airmail Europe Zone**

Albania	Georgia	Montenegro
Andorra	Germany (EU)	Netherlands (EU)
Armenia	Gibraltar (EU)	Norway
Austria (EU)	Greece (EU)	Poland (EU)
Azerbaijan	Greenland	Portugal (EU)
Azores (EU)	Hungary (EU)	Romania (EU)
Balearic Islands (EU)	Iceland	Russia
Belarus	Irish Republic (EU)	San Marino
Belgium (EU)	Italy (EU)	Serbia
Bosnia Herzegovina	Kazakhstan	Slovakia (EU)
Bulgaria (EU)	Kosovo	Slovenia (EU)
Canary Islands	Kyrgyzstan	Spain (EU)
Corsica (EU)	Latvia (EU)	Spitzbergen
Croatia	Liechtenstein	Sweden (EU)
Cyprus (EU)	Lithuania (EU)	Switzerland
Czech Republic (EU)	Luxembourg (EU)	Tajikistan
Denmark (EU)	Macedonia	Turkey
Estonia (EU)	Madeira (EU)	Turkmenistan
Faroe Islands	Malta (EU)	Ukraine
Finland (EU)	Moldova	Uzbekistan
France (EU)	Monaco (EU)	Vatican City State



**SCHEDULE 6**

Paragraph 14

**Limits of Weight and Size**

The limits of weight and size specified in this Schedule apply to postal packets for all overseas destinations.

	<i>Maximum weight</i>	<i>Maximum size</i>
1. Letter	2 kg	Length, breadth and depth: Combined 900 mm Length 600 mm Breadth 600 mm Depth 600 mm
2. Postcard	—	Length 235 mm Breadth 120 mm
3. Printed packet	5 kg	As item 1 in this column
4. Small packet	2 kg	As item 1 in this column
5. Packet consisting of or containing only literature for the blind	7 kg	As item 1 in this column

## SCHEDULE 7

Subject to the conditions outlined in Paragraphs 30, 32A and 37A.

*International Signed For packets – fees and compensation levels*

Part 1 *Deleted*

Part 2 *Deleted*

Part 3 *Deleted*

**Part 4**                      **International Signed For packets (available to destinations  
determined from time to time by Royal Mail Group)**

Fee:                              £5.15, inclusive of compensation not exceeding £50

Fee for additional              £2.60, for compensation not exceeding £250 or not exceeding £500.  
compensation:

Part 5 *Deleted*

Part 6 *Deleted*

## SCHEDULE 8

*Deleted*

## SCHEDULE 9

*Deleted*

**SCHEDULE 10**

Paragraph 34

SPECIAL DELIVERY PACKETS FOR TRANSMISSION THROUGH A BRITISH FORCES POST OFFICE OR TO A BRITISH FORCES POST OFFICE NUMBERED ADDRESS THROUGH AN ORDINARY POST OFFICE—COMPENSATION FEES AND MAXIMUM COMPENSATION

Compensation not exceeding £500	Fee, including postage
Weight not over 100g	£5.90
Weight not over 500g	£6.35
Weight not over 1,000g	£7.55
Weight not over 2,000g	£9.75
Compensation not exceeding £1,000	Fee, including postage
Weight not over 100g	£6.90
Weight not over 500g	£7.35
Weight not over 1,000g	£8.55
Weight not over 2,000g	£10.75
Compensation not exceeding £2,500	Fee, including postage
Weight not over 100g	£8.90
Weight not over 500g	£9.35
Weight not over 1,000g	£10.55
Weight not over 2,000g	£12.75

Prices are exempt from VAT

**SCHEDULE 11**

*Deleted*

**SCHEDULE 11A**

*Deleted*

## SCHEDULE 12

Paragraphs 33, 37 and 38

### Compensation Conditions

*Conditions which must be complied with*

1. On the posting of the packet a certificate of posting shall be obtained on which the fee paid is denoted in the manner provided by paragraph 16(3) or the amount of fee charged to the sender pursuant to an arrangement for credit facilities is indicated.
2. The packet shall be made up in a reasonably strong cover appropriate to its contents and shall be securely tied, stitched, sealed or otherwise securely fastened.
3. Any article contained in the packet shall be adequately packed as a protection against damage in course of transmission. In particular:
  - (a) an article which is of a fragile nature shall be packed in a container of sufficient strength and shall be surrounded in that container with sufficient and suitable material to protect the article against the effects of concussion, pressure and knocks to which packets are ordinarily exposed in transmission and the packet shall bear the words “FRAGILE WITH CARE” written conspicuously in capital letters on the face of the cover above the address;
  - (b) an article which is liable to be damaged by bending shall be packed in a container of sufficient strength to prevent the article from being bent in transmission and the packet shall bear the words “DO NOT BEND” written conspicuously in capital letters on the face of the cover above the address;
  - (c) a packet containing any perishable article shall bear the word “PERISHABLE” written conspicuously in capital letters on the face of the cover above the address.
4. The address of the person to whom the packet is to be transmitted shall be written fully and correctly on the cover thereof or on a label securely affixed or tied thereto.
5. There shall not appear on the cover of the packet or on any label affixed or tied thereto any word, phrase or mark indicating or conveying the impression that the packet is, or is intended to be, registered or that a compensation fee has been, or is intended to be, paid.
6. The packet shall not contain anything the posting of which in a postal packet is prohibited by or under any enactment of this scheme.

**SCHEDULE 13**

Paragraph 46

**Application of the Inland Letter Post Scheme**

*The Post Office Inland Post Scheme (Post Office Scheme L-/2000)*

*Section 14 (Postage Stamps, Postmarks and Marks)*

Section 40 (Special Delivery)

(1) This section shall apply only to outgoing packets posted under this Scheme other than printed packets and small packets for transmission through a British Forces Post Office outside the British postal area.

(2) References to “fees” and “postage” shall be read as references to the relevant charges and postage payable under this Scheme.

(3) The reference in section 40.12 to “compensation provisions” shall be read as a reference to the relevant compensation provisions under this Scheme.

**SCHEDULE 14**

Paragraph 2

**Revocations**

<i>Schemes Revoked</i>	<i>References</i>
The Post Office Overseas Letter Post Scheme 1982	Post Office Scheme P2/1982
The Post Office Overseas Letter Post Amendment (No. 1) Scheme 1982	Post Office Scheme P6/1982
The Post Office Overseas Letter Post Amendment (No. 2) Scheme 1983	Post Office Scheme P4/1983
The Post Office Overseas Letter Post Amendment (No. 3) Scheme 1984	Post Office Scheme 3/1984
The Post Office Overseas Letter Post Amendment (No. 4) Scheme 1985	Post Office Scheme 4/1985
The Post Office Overseas Letter Post Amendment (No. 5) Scheme 1986	Post Office Scheme 2/1986
The Post Office Overseas Letter Post Amendment (No. 6) Scheme 1986	Post Office Scheme 5/1986
The Post Office Overseas Letter Post Amendment (No. 7) Scheme 1987	Post Office Scheme 2/1987
The Post Office Overseas Letter Post Amendment (No. 8) Scheme 1988	Post Office Scheme 3/1988
The Post Office Overseas Letter Post Amendment (No. 9) Scheme 1989	Post Office Scheme L2/1989
The Post Office Overseas Letter Post Amendment (No. 10) Scheme 1990	Post Office Scheme L1/1990
The Post Office Overseas Letter Post Amendment (No. 11) Scheme 1991	Post Office Scheme L1/1991
The Post Office Overseas Letter Post Amendment (No. 12) Scheme 1990	Post Office Scheme L4/1990
The Post Office Overseas Letter Post Amendment (No. 13) Scheme 1991	Post Office Scheme L3/1991
The Post Office Overseas Letter Post Amendment (No. 14) Scheme 1993	Post Office Scheme L2/1993
The Post Office Overseas Letter Post Amendment (No. 15) Scheme 1993	Post Office Scheme L8/1993
The Post Office Overseas Letter Post Amendment (No. 16) Scheme 1996	Post Office Scheme L2/1996
The Post Office Overseas Letter Post Amendment (No. 17) Scheme 1998	Post Office Scheme L1/1998
The Post Office Overseas Letter Post Amendment (No. 18) Scheme 1999	Post Office Scheme LI/1999

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The Post Office Overseas Letter Post Amendment (No. 19) Scheme 1999      Post Office Scheme L2/1999

The Post Office Overseas Letter Post Amendment (No. 20) Scheme 2000      Post Office Scheme OLI/2000

The Post Office Overseas Letter Post Amendment (No. 21) Scheme 2001      Post Office Scheme OLI/2001

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