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# GENERAL INSTRUCTIONS

TO A

## POSTMASTER.

IN

## NOVA SCOTIA.



BY AUTHORITY:

J. HARTNELL & Co., RED LION COURT, FLEET STREET,  
FOR HER MAJESTY'S STATIONERY OFFICE.

—  
1848.

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# GENERAL INSTRUCTIONS

TO A

POSTMASTER

IN

NOVA SCOTIA.

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## PART I.

### POST OFFICE AND LETTER BOX.

1.—A *separate* Room or Apartment must be provided for conducting the business of the Post Office, **Separate Room for Office.** whenever it can be done, but when this is not practicable, the Letters, &c. must be kept locked in a *Desk* or *Press*.

On no account is a *Bar Room*, or *Public Room*, in a Tavern to be made use of as a Post Office.

2.—The words "*Post Office*" in large and conspicuous Letters must be exhibited outside the **Post Office and Letter Box.** Building, so as to attract public attention, and a *Letter Box* must be fixed in some convenient and accessible situation, and the words "*Letter Box*" written over it in plain legible characters.

3.—The Office is to be opened to the public at **Office Hours.** 8<sup>h</sup> A. M., and although at all Country Offices it does not appear necessary to prescribe particular hours for closing the Office, yet it is expected, that every

reasonable accommodation will be afforded to the public, to prevent complaints being made to the head of the Department.

Postmasters are allowed to close their Offices during the hours of Divine Service on Sundays.

**Removal of Office.**

4.—The Post Office is not to be removed without the consent of the Deputy Postmaster General

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**PART II.**

**DESPATCH AND RECEIPT OF MAILS.**

**Circulation Book.**

5.—The *Circulation Book*, already in your possession, contains a *List* of all the Post Towns in *British North America*, with the distances and rates of Postage between your own and other Offices, and shews the *Forward Towns* to which you are to send such Letters as are addressed to places *beyond* the delivery of those Towns with which you exchange Mails and Letter Bills, and which are termed *Corresponding Towns*.

**Forward Towns.**

**Corresponding Towns.**

**Making up Mails.**

6.—After stamping and taxing the Letters which you are to send away, you will deal with them as fully described for each kind of Letter hereafter; the Letter Bill is to be dated, and the Amount of Postage on *Paid and Unpaid Letters* is to be carefully inserted and transferred into your Book of *Mails sent*. The Letter Bill is then to be signed and tied tightly round the Letters with string, and the whole, enclosed in a Bag which is to be sealed with Wax bearing an impression of your Office Seal.

**Letter Bill to be properly filled in.**

**Bag to be sealed and addressed.**

The Bag is to be addressed to the Office for which it is intended, and delivered to the Courier.

7.—The Rates of Postage to which Letters may be liable must be clearly marked in plain figures on the right hand upper corner of the Letter, and every Letter despatched from, or received at, your Office, must bear upon the sealed side a clear impression of your dated Stamp, as evidence of the date of the day on which it came into your hands. In stamping and taxing Letters, great care must be used to avoid interference with the directions.

**Rates of Postage to be plainly marked, and Letters to be stamped**

8.—If the Postage is *Paid* when the Letter is deposited, you will stamp the word "*Paid*" on the face of it, and mark the rate of Postage in *Red Ink*; if *Unpaid*, you will only mark the Rate in *Black Ink*.

**Distinction between Paid and Unpaid Postage.**

9.—The Amount of Postage marked upon *Unpaid* Letters, which are for the *delivery* of your *Corresponding Towns*, must be carefully told and entered in the Letter Bill, as a *charge against the Office* to which the *Mail is sent*, and at which Office such Postage is to be collected.

**Unpaid Letters for Corresponding Towns.**

10.—*Unpaid* Letters for any Office which is *not* included in the number of your *Corresponding Towns*, are to be simply stamped and taxed, and then placed in the Bag addressed to the Town designated in the *Circulation Book* as the *Forward Town* for Letters proceeding from your Office for the place intended.

**Unpaid Letters sent as 'Forward.'**

Therefore, when *Unpaid* Letters are sent as "*Forward*," they must be carefully separated from

the Unpaid Letters which are for the *delivery* of the Town to which they are forwarded, as they will form no charge against the Postmaster of such Town, but will eventually be brought to account when finally despatched to the Town to which they are addressed. An *Unpaid* Letter is, therefore, in the course of transmission not to be charged against any Office but the one to which it is sent for *actual delivery*; thus, an *Unpaid* Letter posted at *Windsor*, addressed to *Sydney Cape Breton*, (which is not a Corresponding Town with *Windsor*,) should be sent by the Postmaster of *Windsor* to *Halifax* as his *Forward* Town for *Sydney* but he is not in any way to charge the Postage against *Halifax*; the Letter is to be taxed 1s. 1½d., that being the Rate of Postage from *Windsor* to *Sydney*, and then sent in the Bag addressed to *Halifax*: the Letter will then be charged by the *Halifax Office* (which does correspond with the *Sydney Office*,) against the Postmaster of *Sydney* in the *Halifax* Letter Bill for that place.

**Prepaid Letters  
for Corresponding  
Towns.**

**Prepaid Letters  
sent as  
"Forward."**

11.—The Postage on Letters which have been *pre-paid* at your Office, for the *delivery* of any of the Towns with which you correspond, and also on *pre-paid* Letters sent as "*Forward*" on such Towns, is to be carefully told up and entered in the Letter Bill in one Sum as a charge against yourself, and included in the Mail in the same manner precisely as if such *Forward* Letters were for the delivery of the Corresponding Town to which they are sent.

**Unpaid Letters  
sent as  
"Forward."**

12.—Should your Office be a Forward Town (as regards other Offices) to any of the Offices with



which you correspond, you will receive Forward Letters for the delivery of such Offices; and such Letters are to be included in the Mails for the said Offices, and the amount of Postage on *Unpaid* Letters is to be charged against your Corresponding Postmasters in the Letter Bills in the same manner as if the Letters had *originated* at your own Office.

13.—*Pre-paid Forward* Letters after being checked by the Forward Office are to be sent *forward* to their destination without being *again* entered in a Letter Bill, or *charged in any way*.

**Prepaid Letters received as "Forward."**

14.—The Letter Bill has two columns, entitled "*Amount sent*," and "*Amount received*." The Amount sent *Unpaid* is the Amount of Postage charged by the *sending* Postmaster on the *receiving* Postmaster, for *unpaid* Letters for *the delivery of his Office*; and the Amount sent *paid* is the Amount of *pre-paid* Postage to be accounted for by the *sending* Postmaster.

**Form of Letter Bill.**

15.—Very great care must be taken in telling up the Amounts of Postage for entry in the Letter Bill, those Amounts must be copied into your *Book of Mails sent*, and subsequently on the *sent side* of the *monthly sheet* under the name of the Town to which the Letter Bill has been dispatched.

**Book of Mails sent.**

16.—Letters of all classes, whether *paid* or *unpaid*, whether sent to Corresponding Offices for *delivery*, or sent as *Forward*, are to be rated with the full postage to the *place of destination*.

**Letters to be rated to place of destination.**

17.—On the receipt of a Mail, the entries in the Letter Bill are carefully to be checked. The column

**On receipt of Mails, Letter-Bills to be checked.**

entitled "*Amount received*," is intended for the *Receiving Postmaster* to insert therein the Amount both of the *unpaid* and *paid* Letters which he finds in the Mail according to *his computation*, whether the Amount agrees with that of the *Sending Postmaster* or not; he is to tell up the Amounts carefully, and should he find them disagree, he must go over his calculations as often as may be necessary to be *certain* that he is *correct*, and then put down what he makes the *true amount*. In either case the correctness of the entries in the *received column* is to be certified by the signature of the *Receiving Postmaster*.

**Letter-Bill not to be returned to sending Postmaster.**

18.—A Letter Bill is *not* to be *returned* to the *Sending Postmaster* for correction, nor is any intimation to be conveyed to him that the Amount *received differs* from the Amount *sent*.

**Taxes to be examined, and additional Postage charged.**

19.—The Postage on the Letters received having been told up, and the Amount put down in the Bill, the taxes or rates are then to be examined, and any Letters which may be discovered to be *undercharged* are to be re-taxed, and the *Postmaster's* initials placed against such *new Tax*. If a *paid* Letter has been undercharged, the *difference* between the Sum taken and the correct rate is to be marked on the Letter, preceded by the words "*More to pay*."

**Additional Postage to be entered against the Receiving Postmaster.**

20.—The Amount of *Additional Postage* thus charged is to be inserted to the debit of the *Receiving Postmaster*, in the part of the Bill assigned for the purpose,—that is, in the column in the right-hand upper corner of the Letter Bill, which, it is to be observed, is solely for the insertion

of *Additional* Postage upon Letters examined and surcharged, and *not for the difference* between the Amount *sent* and the Amount *received*, as many Postmasters have erroneously supposed.

Every Postmaster who keeps an Assistant is expected to have that Assistant's signature, as well as his own, placed to the entry of the *Additional* Postage in the Bill, to verify it; and also to the entry of the *Amount received*, when that Amount *does not agree* with the entry of the *Amount sent*.

**The Amount to be verified by the Signature of Postmaster and Assistant, if he has one.**

21.—The Received Bills having been in this manner checked and filled up, the *Receiving* Postmaster's *own entries* are to be transferred to the "*Received side*" of the *Monthly Sheet* under the date of the *dispatch* of the Letter Bill (not that of its receipt) observing, that when the *Monthly Sheet* is sent to *Halifax*, so many of the Bills as *differ* in the *Amount received* from the *Amount sent*, either in the *unpaid* or *paid*, are to be transmitted with it, and *those Bills only*, in order to afford evidence of the accuracy of the Postmaster's entries therein; and his own entries of the *unpaid received* will be considered the true Amount, unless he receives notice to the contrary.

**Receiving Postmaster's own entries to be inserted in Monthly Sheet.**

22.—With respect to the Postage on Letters examined and surcharged, the *additional entries* in the Letter Bills received from *each Corresponding Office* are to be added up at the end of each month, and the *totals* inserted in the *Monthly Sheet* at the foot of the columns appropriated to the several *Corresponding Towns*, and the amount brought to account as *Unpaid Postage received*. The Letter Bills containing these entries are not required as

**Additional Postage on surcharged Letters, how to be brought to account.**

evidence of the *additional* Postage, and are *not* to be sent to the General Post Office, provided the Amount *sent* and *received* agree.

**Monthly Sheets.**

23.—The *Monthly Sheets* have a “Received side” and a “Sent side,” and are intended to include the whole Correspondence for one Month between your Office and the Offices with which you correspond, and which are named at the head of the several columns, having the entries of the Letter Bills *sent from your Office on the one side*, and the entries of the Letter Bills *received by you on the other side, of the same Sheet*. The names of the Corresponding Offices are to be inserted Alphabetically.

**Contents of Monthly Sheets.**

24.—The *Monthly Sheets* thus filled up will contain all the entries of Mails *received* from your Corresponding Offices, and of Mails *sent* by you to those Offices, and should consequently present a perfect account of all the Postage collected by you, both on “*Sent Paid*” and “*Received Unpaid*” Letters.

**Sending in Monthly Sheets.**

25.—The Sheets for each month are to be signed by the Postmaster, then enclosed in the Printed Cover furnished for the purpose, and transmitted to the General Post Office, *Halifax*, punctually *within six days after the 5th of each month*, the Postmaster being careful to insert the *Aggregate Amount* of “*Unpaid received*” and of “*Paid sent*,” charged upon his Office in the entries of the month, in the place assigned for the purpose *on the Printed Cover*.

**System of Check between Postmasters.**

26.—It will be observed, that the system explained above will establish a Check on the Amount of Revenue which passes through the hands of each

Postmaster, and as the *Monthly Sheets* kept by one Postmaster of the Postage passing between his Office and his Corresponding Towns will be strictly compared with the *Sheets* kept in like manner at those Towns, the greatest care must be exercised in making the entries in the Letter Bills and Sheets; and it is necessary that the *Letter Bills received* be kept for at least *eighteen* months, to be produced, if called for by the General Post Office.

**Letter-Bills to be kept 18 months.**

27.—*Abstracts* of the *Monthly Sheets* are to be made up at the expiration of each Quarter, shewing the *Totals* of the "*Paid sent*" and of the "*Unpaid received*," according to the entries in the *Monthly Sheets*. Copies of those totals must, therefore, be preserved by Postmasters for this object, when sending their *Monthly Sheets* to the General Post Office.

**Abstracts of Monthly Sheets.**

28.—The Postage which has been charged against a Postmaster on *Re-directed and Mis-sent Letters* is to be claimed with the Postage on *overcharged and refused Letters*, in the manner pointed out in the *Instructions* for the disposal of *Dead, Mis-sent, and Re-directed Letters*, (page, 32).

**Postage on Re-directed and Mis-sent Letters.**

29.—*Way-Letters* are such as are received from, or sent by, the Courier, and which do not come, or go, by what is called a *Mail*;—for example, a Letter is handed to the Courier when he is on his way to your Office; it is your duty to receive and tax it; if the Letter is for your own delivery, and comes from a place not exceeding 60 miles distant, the rate will invariably be  $4\frac{1}{2}d.$  *Currency*, if not exceeding half an ounce in weight, which Amount of Postage you will insert in the *Way-*

**Way-Letters and Way-Letter Accounts.**

*Letter Account* in the column of “Unpaid Way-Letters received ;” but if the Letter is *not for your own delivery*, and is consequently *to be sent forward* by you, it is to be charged with the rate of Postage from the place where it was put into the Way-Bag (which can be ascertained from the Courier) to its place of destination, the Office-dated Stamp being affixed thereto. In addition to the Office Stamp on such Letters, the word “*Way*” is to be written in *Red Ink*, and it is to be understood, that the Amount is not to be entered in the *Way Sheet*, but included in the Letter Bill with the *ordinary Unpaid* Letters for the Office to which the Letter is forwarded.

In like manner, the Stamp should be affixed to, and the word “*Way*” written upon such *Way Letters*, as are for your own delivery.

Such Letters as may be left with you to be forwarded to individuals residing on the Line of route between your own and the next Office, and which the Courier should be directed to deliver to their respective addresses, provided it can be done without subjecting him to delay, *must be pre-paid*, otherwise they cannot be forwarded. The Postage charged on such letters must, of course, be inserted in the *Way-Letter Account*.

## PART III.

## RATING LETTERS.

30.—Letters sent by Post within *British North America*, or to places *beyond Sea* by *Packet* or by *Private Ship*, are charged by *weight* as follows:—

For a Letter not exceeding $\frac{1}{2}$ oz. .... 1 Rate.				Scale of Rates.
Do.	dó.	1	„ ..... 2	„
Do.	do.	2	„ ..... 4	„
Do.	do.	3	„ ..... 6	„
Do.	do.	4	„ ..... 8	„

and so on, *two* Rates being added for each additional ounce, and every fraction of an ounce being charged as an additional ounce.

31.—The Rates of Postage to be charged on Letters *between your Office* and the other Post Towns in *British North America* are to be computed by *Distance*, thus:—

For a Letter not exceeding half an ounce in weight to be conveyed—			
		s.	d.
Not exceeding 60 Miles .....		0	4 $\frac{1}{2}$ Currency.
Exceeding 60 and not exceeding 100	„ ...	0	7 „
„ 100	„ 200 „ ...	0	9 „
„ 200	„ 300 „ ...	0	11 $\frac{1}{2}$ „
„ 300	„ 400 „ ...	1	1 $\frac{1}{2}$ „
„ 400	„ 500 „ ...	1	4 „

and so on.

The distance between your Office and each of the other Post Towns in *British North America* is shewn in your *Circulation Book*.

**To and from the United States.**

32. On Letters to and from the *United States*, the rates of Postage between your own Office and the frontier Town through which they are forwarded are to be taken, and when such Letters are conveyed to, or from, *Halifax* by *Packet* a Sea Rate of 1s. 1½*d.* *Currency* the half ounce is to be charged in *addition to the Inland Rate to, or from, Halifax.*

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#### PART IV.

#### PACKET LETTERS.

**Rate to and from the United Kingdom.**

33.—On Letters between the *United Kingdom* and your Office, the Rate is an *Uniform Charge* of 1s. 2*d.* *Sterling*, or 1s. 4*d.* *Currency*, the half ounce, which may be *pre-paid* or *not, at the option of the Sender.*

**Mode of taxing Letters for the United Kingdom, and all other Letters forwarded beyond Sea.**

34.—Great care must be taken in taxing Letters for the *United Kingdom*:—an *Unpaid* Letter not exceeding half an ounce in weight, is to be taxed in *Black Ink*, in *Sterling Money only*, thus, “1s. 2*d.* *Sterling*;” a *Paid* Letter in *Red Ink*, both in *Sterling and in Currency*, thus, “1s. 2*d.* *Sterling*” —“1s. 4*d.* *Currency.*”

A Letter exceeding half an ounce, and not exceeding an ounce, “2s. 4*d.* *Sterling*,” if *unpaid*, or “2s. 4*d.* *Sterling*” —“2s. 8*d.* *Currency*,” if *paid*, and so on.



The same rule as regards the mode of taxing Letters applies to all Letters which are forwarded beyond Sea.

35.—Letters for a *British Colony* in the *West Indies, &c.*, conveyed by Packet, *viâ Bermuda*, are liable to a Sea Postage of *4d. Sterling*, or *4½d. Currency*, the half ounce in *addition* to the *Inland Rate to Halifax*. The *Inland Rate* must be *paid in advance*, but the pre-payment of the *Sea Rate* is *optional*.

**Rate to a British Colony in the West Indies, &c. via Bermuda.**

36.—Letters for a *Foreign Port* in the *West Indies*, the Gulf of *Mexico*, and *South America*, *viâ Bermuda*, (*the Western Coast of South America, Martinique, Guadaloupe and the Republics of Venezuela and New Granada excepted*) are liable to a Packet Rate of *1s. Od. Sterling*, or *1s. 1½d. Currency*, the half ounce, in *addition* to the *Inland Postage to Halifax*, *both of which must be paid in advance*.

**Rate to a Foreign Port in the West Indies, &c., via Bermuda.**

37.—Letters addressed to places on the *Western Coast of South America*, conveyed *viâ Bermuda, Chagres, and Panama*, are chargeable with the Packet Rate of *1s. 4d. Sterling*, or *1s. 6d. Currency*, the half ounce, in *addition* to the *Inland Postage to Halifax*, *both of which must be prepaid*.

**The Western Coast of South America, via Bermuda, &c.**

38.—Letters for places in the *Republics of Venezuela and New Granada*, and for the Islands of *Martinique and Guadaloupe*, conveyed by Packet, *viâ Bermuda*, are liable to a rate of *4d. Sterling*, or *4½d. Currency*, the half ounce, in *addition* to the *Inland Rate to Halifax*, *both of which must be paid in advance*.

**To Venezuela, New Granada, Martinique, and Guadaloupe, via Bermuda.**

**To and from the United States, by Packet.**

For Rates of Postage on Letters conveyed by Packet to and from the *United States*, see previous *Instruction, No. 32*, page 16.

**Reference to Tables No. 1 & 2. Names of Places in the West Indies, &c.**

39.—The Table, No. 1, annexed, shews the Names of *British Possessions* and *Foreign Places in the West Indies*, the *Gulf of Mexico*, &c., to which Letters are conveyed by Packet, *viâ Bermuda*, and No. 2, the Names of Places on the Western Coast of *South America*, served by way of *Bermuda, Chagres, and Panama*.

**Scale of Rates on Letters to and through France.**

40.—On Letters for *France*, or *passing through France* or *Belgium*, the scale of Rates is as follows:—

	British Rate.	Foreign Rate.
A Letter weighing under .....	$\frac{1}{2}$ oz. ... 1	1
„ „ $\frac{1}{2}$ oz. and not exceeding $\frac{1}{2}$ „	... 1	2
„ exceeding $\frac{1}{2}$ „ and under .....	$\frac{3}{4}$ „	2
„ weighing $\frac{3}{4}$ „ and not exceeding 1 „	... 2	4
„ exceeding 1 „ and under .....	$1\frac{1}{2}$ „	4
		5

It must be observed, that the *English* and *French*, or *Belgian* modes of charging by weight differ:—A Letter not being liable to an increased British Rate, unless it *exceed* the half ounce or ounce, while an additional Foreign Rate is chargeable if it actually *attain, though it do not exceed*, the quarter, half, three-quarters of an ounce, or an ounce, respectively.

**Rates of Postage, Table No. 5.**

The Rates of Postage chargeable on Letters to *France*, and to Countries *through France*, are stated in Table No. 5.

**Scale of Rates on Letters to and through Prussia.**

41.—The preceding scale of Rates is also applicable to Letters for *Prussia* when forwarded *viâ*

*Belgium*, and to all Countries through *Prussia*, whether sent through *Prussia* by way of *Belgium*, *Holland*, or *Hamburgh*, the combined *British and Prussian* Rates being charged according to the *British* Scale, and the *Belgian* and *Foreign* Rates according to the *Foreign* Scale.

The Rates of Postage chargeable on Letters addressed to *Prussia*, and to Countries through *Prussia*, will be found in Table No. 7.

**Rates of Postage,  
Table No. 7.**

42.—For the Rates of Postage on Letters to *other Foreign Countries on the Continent of Europe, &c.*, and to *British Colonies*, through the *United Kingdom*. See Table No. 6.

**To other Foreign  
Countries and  
British Colonies,  
through the United  
Kingdom, Table  
No. 6.**

## P A R T V.

### SHIP LETTERS.

43.—All Letters intended to be sent by *Private Ship*, must be distinctly marked, "*By Ship*," or "*By Private Ship*," and Letters not so marked will be forwarded by Packet, when there is a Packet Communication, and are chargeable with the Packet Rates of Postage.

**How to be ad-  
dressed.**

44.—All Ship Letters arriving at a Port, must bear an impression of the Ship Letter Stamp on the front, and also the dated Stamp on the back.

**Ship Letter and  
Dated Stamps to  
be placed on Ship  
Letters.**

45.—On Ship Letters *from the United Kingdom*, if received in a Mail, the Postage for *Sea Conveyance*, and also the gratuities to the Master, will have been *paid in the United Kingdom*, but

**Ship Letters from  
the United King-  
dom.**

an *Inland* Rate of  $2\frac{1}{2}d.$  *Currency* the half ounce is chargeable, if *not delivered at the Port of Arrival*.

**“Loose” Ship Letters.**

If brought “*Loose*” that is, not in a Ship Letter Mail, they will be liable to a Ship Letter Rate of  $4\frac{1}{2}d.$  *Currency* the half ounce, and a Gratuity of  $2\frac{1}{2}d.$  *Currency* on each Letter is to be paid to the Master; and if such Letters are forwarded *Inland*, the full Rates of Postage to the *place of destination* are to be added to the Ship Letter Rate.

**Ship Letters to the United Kingdom.**

46.—On Letters transmitted *to the United Kingdom* by Private Ship no Postage is to be taken for *Sea Conveyance*, nor is any gratuity to be paid to the Master, but an *Inland* Rate of  $2\frac{1}{2}d.$  *Currency* the half ounce, is to be charged, if *not posted at the Port of Despatch*.

**To British Colonies and Foreign Countries.**

47.—On Letters conveyed direct by Private Ship to any *British Colony* or *Foreign Country* a Sea Postage of  $4\frac{1}{2}d.$  *Currency* the half ounce, in addition to the full *Inland* Rate to the *Port of Despatch*, is to be paid in advance.

On Letters addressed to a *British Colony* no Gratuity is to be paid, but on those sent to a *Foreign Country* a Gratuity of  $2\frac{1}{2}d.$  *Currency* on each Letter is to be paid to the Master.

**From British Colonies and Foreign Countries.**

48.—On Letters brought by Private Ship from *Foreign Countries*, or from *British Colonies*, without the Postage for *Sea Conveyance* having been prepaid, a Rate of  $4\frac{1}{2}d.$  *Currency* the half ounce is to be charged, and if not delivered at the *Port of Arrival*, the *full Inland* Rates to the *place*

*of destination are to be added.* A Gratuity of  $2\frac{1}{2}d.$  *Currency* on each Letter is to be paid to the Master.

49.—Letters addressed to *British Colonies*, or to any *Foreign Country*, to which the payment of Postage by *Packet is optional*, may be forwarded to the United Kingdom by *Private Ship*, without any Charge for *Sea Conveyance in Nova Scotia*, but an *Inland Rate of  $2\frac{1}{2}d.$  Currency* the half ounce must be *paid in advance*, if not posted at the *Port of Despatch*.

**To British Colonies and to Foreign Countries, through the United Kingdom.**

50.—The Scale of Rates on Letters forwarded by *Private Ships* is regulated by *weight*. *Vide Instruction No. 30, page 15.*

**Ship Letters charged by weight.**

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## PART VI.

### SOLDIERS' AND SEAMEN'S LETTERS.

51. — Non - Commissioned Officers, Captains' Stewards, Seamen and Soldiers, while they are employed in Her Majesty's Service, can send and receive Letters at the Rate of *1d.* each, under the following Regulations:—

**Privileged Persons.**

- 1st. The Penny must be paid at the time the Letter is posted. **Regulations under which the privilege is enjoyed.**
- 2nd. The Name of the Soldier or Sailor, his class or description, and the name of the Ship, Regiment, Corps or Detachment, to which he belongs, must be specified in the

direction of the Letter; and, in the case of Letters *sent* by Soldiers or Seamen, the Officer in command must sign his name and specify his rank and the name of the Ship or Regiment, Corps or Detachment, which he commands.

3rd. The Letter must *not exceed half an ounce in weight.*

4th. The Letter must refer solely to the *Private Affairs of the Soldier or Seaman.*

**Form of Address.** 52.—All the foregoing descriptions must be fully written in the address in the following form; the Initials of the name of any Ships or Regiments being insufficient.

SEAMAN.	SOLDIER.
From A.B., "Seaman H.M.S. _____" (Here the direction of the Letter to be inserted.)	From A.B., Serjeant. "_____ Regt. _____" (Here the direction of the Letter to be inserted.)
C.D. Captain (or other Commanding Officer), H.M.S. _____."	C.D. Colonel (or other Commanding Officer.) "_____ Regt. _____"
To A.B. "Seaman H.M.S. _____" (Here the direction to be finished.)	To A.B. Private (Serjeant or Corporal.) "_____ Regt. _____" (Here the direction to be finished.)

**To or through any Foreign Country.**

53.—Letters for Soldiers or Seamen *may be forwarded* at the above Rate, to or through any Country requiring the payment of any *Foreign or transit* Postage, but *subject* to the *payment of such Foreign or transit* Rate as may be chargeable thereon.

54.—Soldiers' and Seamen's Letters are *not* **Not chargeable on re-direction.** liable to any *additional* Rate of Postage on re-direction.

55.—Letters for Soldiers or Seamen forwarded **By Private Ships.** by Private Ships are liable to an additional charge of  $2\frac{1}{2}d.$  *Currency* each, payable as a Gratuity to the Commander, so that they must be charged with a Rate of  $3\frac{1}{2}d.$  *Currency* each.

56.—Letters sent to, or by, Commissioned or Warrant Officers, Midshipmen, or Masters' Mates, Engineers in the Navy, Captains' Clerks or Schoolmasters, or Commissioned or Warrant Officers in the Army, are not included in the Privilege attached to Letters of Soldiers and Seamen, but are chargeable with the *same Rates as Ordinary Letters.* **Class excluded from the privilege.**

Clerks' Assistants in Her Majesty's Service are allowed to send and receive their Letters in the same manner and under the same regulations as Soldiers and Seamen. **Clerks' Assistants privileged.**

57.—*No additional Postage* is to be charged on the re-direction of a Letter addressed to a Commissioned Officer of the Army and Navy, when he has removed on Service, within, or from any British Colony. **Letters for Officers not chargeable on re-direction.**

58.—Postmasters are required to examine carefully every Letter purporting to be a Soldier's or Seaman's Letter, *and if it be not in all respects conformable* to the above regulations, to charge it with *full Postage*, writing in *Red Ink* on the face the reason for such Charge. **Soldiers' and Seamen's Letters to be examined.**

## PART VII.

## VOTES AND PROCEEDINGS OF PARLIAMENT.

**Printed Votes, &c.  
Rates of Postage.**

59.—Any *Printed Votes* and *Proceedings of any Colonial Legislature in British North America*, or in the *British West Indies*, posted at your Office, to be forwarded to the *United Kingdom*, by *Packet*, or to the *British West Indies*, or to any part of *British North America*; whether intended to be conveyed by *land or by sea*, you will charge as follows:—

If not exceeding 4 ounces in weight	....	1d.	Currency.
„ 8	„	....	2d. „
„ 12	„	....	3d. „
„ 16	„	....	4d. „

and so on, adding one Penny *Currency* for every additional *four* ounces.

Such Printed Votes and Legislative Proceedings, if intended to be forwarded by *Private Ship*, must be charged *double* the above Rates.

**Limit of weight.**

60.—No Packet, however, or Cover containing Votes or Proceedings of any Colonial Legislature of *British North America* is permitted to be sent through the Post, if exceeding the weight of *Six pounds*.

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## PART VIII.

## PAMPHLETS AND OTHER PRINTED PUBLICATIONS.

61.—*Pamphlets and Publications* printed in the **Pamphlets, &c. British and Colonial.** *United Kingdom*, or in *British North America*, or in the *British West Indies*, may be Posted at your Office, to be forwarded either to another place in *British North America*, or to a place in the *United States*, or to a place in the *British West Indies*, at the reduced *Inland Rate* of One Penny *Currency* per ounce, in addition to *full Letter Postage for Sea Conveyance*, provided they do not exceed the weight of *Sixteen Ounces*, beyond which weight no Pamphlet or Publication is to be forwarded by Post.

62.—Pamphlets and Publications printed in the **From the United States.** *United States*, and brought by the Post from thence into *British North America*, are liable on delivery to the same Rate of One Penny *Currency* per Ounce, but if *re-posted* in *British North America*, they must be charged with full Letter Postage.

63.—No Votes or Proceedings of any Colonial **Regulations under which forwarded.** Legislature, Pamphlets or Publications, are to be conveyed by the Post at the reduced Rates laid down in these *Instructions*, unless they are sent without a Cover, or in a Cover, open at the ends; if this is not done, or if you observe any writing or marks upon the Cover or upon the Papers, Votes, &c., except the address, you will charge the whole Packet with *full Letter Postage*.

**The whole Postage to be blended in the Letters, Bills, &c.**

64.—The Postage on *Newspapers, Pamphlets, &c.*, is to be blended with that on Letters in the *Letter Bills, Monthly Sheets, and Abstracts*, and the whole Postage collected at your Office on *Unpaid* Letters, Newspapers, Pamphlets, &c., *received*, and on *Paid* Letters, Newspapers, Pamphlets, &c., *sent*, will consequently be brought into the *Quarterly Account Current*, under the same items, and those Postmasters who are paid by Commission, will be entitled to the same at the ordinary Rate of *Twenty per Cent.* on the whole Amount.

**Postmaster's Commission.**

**Doubtful Cases.**

65.—In all cases in which you may be in doubt whether a Printed Paper is entitled to pass as a Newspaper, or Pamphlet, &c., at the reduced Rates above prescribed, you will not fail to refer the question to the *Deputy Postmaster General* with the least possible delay.

**All Newspapers to be charged with Postage.**

66.—The exemption formerly enjoyed by Printers from Charge on their *exchange* Papers has been abolished, and all Newspapers, whether sent to, or from, Printers or other individuals, are to be taxed and paid for alike, subject to the foregoing regulations.

**Franking privilege abolished.**

67.—All Franking Privileges (with the exception of Letters and Packets to and from the *Deputy Postmaster General* on Post-Office Business) have been abolished, consequently, all Letters, Newspapers, &c., to or from the *Surveyor* or *Postmasters* passing by the Post are to be taxed in the same way as those to and from other Persons.

68.—Postmasters must, consequently, be careful to tax all Letters addressed to other Postmasters, whether on Post-Office Business or not; the Postage, however, charged on those which may relate strictly to Post-Office Business, will be allowed to the Receiving Postmaster, and should be claimed with the *overcharged Covers* in the Semi-monthly *Form*, No. 4. The Postmaster making such Claims must send in the Letters as his Vouchers, stating briefly on each, in what manner he has attended to it.

**Letters to and from Postmasters to be taxed.**

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## PART IX.

### NEWSPAPERS.

69.—For every \**Colonial* Newspaper, not exceeding two ounces in weight, sent by Post to any place in *Canada, New Brunswick, Nova Scotia, or Prince Edward Island*, the Rate is  $\frac{1}{2}$ d. *Currency*, to be prepaid, or not, at the option of the sender.

**Rate on Newspapers passing within British North America.**

70.—Colonial Newspapers sent to a *British Colony beyond Sea*, when not intended to pass through the *United Kingdom*, are exempt from *Packet* Postage, but an *Inland* Rate of  $\frac{1}{2}$ d. *Currency* must be prepaid. If forwarded by *Private Ship*, a *Sea* Postage of 1d. *Currency* each, in addition, must be also prepaid.

**To a British Colony, without passing through the United Kingdom.**

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\* By *Colonial* Newspaper is meant a Paper printed in either of the *British North American* Provinces, or in the *British West Indies*.

**To and from the  
United States.**

71.—For every Newspaper sent to the *United States*, *1d. Currency*, must be paid when posted, and for every Newspaper from the *United States* a similar Rate of *1d. Currency* must be paid on delivery.

When such Newspapers are forwarded to or from the *United States* by Packet, *by way of Halifax*, a *Packet Rate* of  $2\frac{1}{2}d$  *Currency* must be paid on each in *addition* to the *Inland Rate* of *1d.*

**To and from the  
United Kingdom.**

72.—Colonial Newspapers addressed to the *United Kingdom*, and British Newspapers sent from the *United Kingdom*, addressed to any part of *British North America*, are *not liable to any Postage*.

**To British Colonies,  
through the  
United Kingdom.**

73.—Newspapers addressed to *British Colonies* and forwarded through the *United Kingdom*, are exempt from *Inland Postage*, but liable to the *Packet Rates* stated in Table No. 3.

**To Foreign Countries,  
through the  
United Kingdom.**

74.—Newspapers addressed to the *Foreign Countries* mentioned in Table No. 4, may be forwarded to the *United Kingdom* *free* of Postage from *Nova Scotia*, but to all other Countries passing through the *United Kingdom* they are liable to the *full Letter Postage*.

**To Foreign Countries,  
without  
passing through  
the United Kingdom.**

75.—To *Foreign Countries* (*Venezuela, New Granada, and the Western Coast of South America* *excepted*), when not passing through the *United Kingdom*, the Rate for the conveyance by *Packet*, or by *Private Ship*, is  $2\frac{1}{2}d$  *Currency* each, which in addition to the *Inland Rate* of  $\frac{1}{2}d$  *Currency*, *must be prepaid*.

76.—Newspapers to and from *Venezuela and New Granada* are exempt from *Packet Postage*, but liable to the *Inland Rate* of  $\frac{1}{2}d.$  *Currency*. If forwarded by *Private Ship*, the Rate for *Sea Conveyance* is *1d.* each in addition. **To and from Venezuela.**

To and from the *Western Coast of America*, by way of *Bermuda, Chagres, and Panama*, the *Packet Rate* is  $4\frac{1}{2}d.$  *Currency*, in addition to the *Inland Rate* of  $\frac{1}{4}d.$  *Currency*. **To and from the Western Coast of America.**

77.—With the exception of *Colonial Newspapers* addressed to the *United Kingdom*, and *British Newspapers* addressed to *British North America*, which are not limited as to weight, a Newspaper to pass under these regulations must not exceed the weight of *two ounces*, otherwise it becomes liable to *Pamphlet Postage*; any *Colonial Newspaper*, therefore, *not* addressed to the *United Kingdom*, which is posted at your Office and found to exceed this weight, must be charged as a *Pamphlet*, that is, with a Rate of *One Penny Currency* per Ounce.—*Vide Instruction No. 61, page 25.* **Limit of weight.**

78.—*British* or *Colonial Newspapers re-posted* and addressed to any part of *British North America*, or the *British West Indies*, are liable to the *Inland Rate* of  $\frac{1}{2}d.$  *Currency*, but *Foreign Newspapers*, if re-posted, are liable to *full Letter Rates of Postage*. **Re-posted Newspapers.**

79.—Every Supplement or Additional Sheet to any Newspaper, whether *Colonial* or of the *United States*, is to be deemed a distinct Newspaper, and charged accordingly. **Supplements chargeable.**

**Newspapers, how to be put up by Publishers.**

80.—In Towns where Newspapers are published, the Printers and Publishers should be requested to send them for transmission put up in a manner to admit of their being readily counted, and, if necessary, withdrawn from their Covers for examination.

**Undelivered Newspapers, &c. to be returned.**

81.—All *undelivered* Newspapers, Pamphlets, &c. are to be returned in the same manner as undelivered Letters to the General Post Office, and the amount charged on them is to be claimed in *Form No. 4*.

**Regulations as to Newspapers.**

82.—All Newspapers forwarded by Post must be sent without Covers, or in Covers open at the sides, they are otherwise chargeable as Letters. Newspapers containing any Letter, Paper, or Thing—enclosed, or with any writing—or marks of reference, or information whatever upon them, or upon the Covers, other than the address, are to be charged with *treble the Rates of Letter Postage*.

**Newspapers to be treated with the same care as Letters.**

83.—The same care is to be used in the correct transmission and punctual delivery of *Newspapers* as of *Letters*.

**Newspapers to be examined.**

84.—Postmasters are authorized and required to examine and search Newspapers, to protect the revenue from fraud, and if anything be detected rendering them liable to charge, they are to write the reason on the Cover, fastening the Cover to the Paper with their Official Seal; but any Postmaster detaining or opening a Newspaper for the purpose of reading, or for any purpose than that required by Law, is guilty of a *Misdemeanor*, and punishable accordingly.

85.—In order to secure the regular transmission of Newspapers by the Post, the Deputy Postmaster General advises parties to write the address on the printed part of the Newspaper itself, as well as on the Envelope; and Postmasters are desired to give the recommendation all the publicity in their power.

**Address may be written on the Newspaper itself.**

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## PART X.

### PRICES CURRENT AND COMMERCIAL LISTS.

86.—Printed Prices Current and Commercial Lists, British or Colonial, posted in *British North America* for another *British Colony*, if *passing through the United Kingdom*, are liable to a Rate of  $2\frac{1}{2}d.$  Currency each, by *Packet* or by *Private Ship*; if *not passing through the United Kingdom*, to a Rate of  $1d.$  Currency each by *Packet*, and to  $2\frac{1}{2}d.$  Currency, by *Private Ship*.

**Rate of Postage on Prices Current and Commercial Lists to a British Colony.**

87.—Such Prices Current and Commercial Lists, if addressed to the *United Kingdom*, are liable to a Rate of  $1d.$  Currency each by *Packet*, and to  $2\frac{1}{2}d.$  Currency each by *Private Ship*.

**To the United Kingdom.**

If addressed to any *Foreign Country*, either through the *United Kingdom* or not, to a Rate of  $2\frac{1}{2}d.$  Currency each, by *Packet* or by *Private Ship*.

**To a Foreign Country.**

88.—Prices Current and Commercial Lists must contain merely the names and prices of articles; if the names of Parties dealing in such articles are

**Regulations under which forwarded.**

given, the Lists, &c. are to be charged with full Letter Postage, and they must be conformable in all respects to the regulations specified in *Instruction* No. 82, page 30, with regard to *Newspapers*, and if not so, they are to be treated as Letters, and charged accordingly.

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## PART XI.

### § 1.—MIS-SENT AND RE-DIRECTED LETTERS.

**Mis-sent Letters.** 89.—When Letters or Newspapers may happen to be Mis-sent to your Office, you must write the words—“*Mis-sent to* \_\_\_\_\_” in *Red Ink* on the front of each, and affix your Office Stamp immediately after. Such Letters or Newspapers must then be carefully forwarded to their destination by the first Post. *Re-directed* Letters must in like manner be stamped and forwarded by the first Post to their respective destinations.

**Amount of Postage to be claimed.** 90.—If any Postage has been charged upon you for these Letters, whether they have been *mis-sent* to your Office, or are *re-directed*, you will fold them in a *Form* No. 2, in which you will insert the Amount of such Postage *as your Claim*, and you will copy this amount into the Monthly Mis-sent Letter Account, No. 3, according to the date, under the head of the particular Town, to which you transmit the Letter.

**Re-directed Letters liable to additional charge.** 91.—Letters when *re-directed*, are liable to a fresh Rate of Postage for the further distance which



they have to be conveyed ; this additional Postage must therefore be added to the charge already due, and your Initials affixed to the advanced rate. *Mis-sent* Letters must be forwarded without *additional* Charge.

92.—Letters received in this Country by Her Majesty's Packets, (or by Private Ships) from the *United Kingdom*, which are re-directed after arriving here, are liable to an Additional Postage of *2d. Sterling* (*2½d. Currency*) for each Single Rate.

**From the United Kingdom.**

93.—If such *Mis-sent* and *Re-directed* Letters are addressed for the delivery of any of the Offices with which you correspond, you must mark the whole Postage on the outside of the Form No. 2, and include the Amount on the Letter Bill (as if the Form No. 2 were an Unpaid Letter) with the Postage on Ordinary Unpaid Letters.

**If for the Delivery of a Corresponding Office, the whole Postage to be included in the Letter Bill.**

94.—If the said Letters are for the delivery of a Town with which you do not correspond, you are to send them as *Forward* Letters to your Corresponding Office without charging the Postage in the Letter Bill, but accompanied by a Form No. 2, on the outside of which the word "*Forward*" is to be substituted for the Tax. You are of course only to claim in the Form No. 2 the *original* Postage which has been charged upon you.

**If not for the Delivery of a Corresponding Office, to be sent as "Forward."**

95.—In the event of Letters being charged upon you which ought to have been sent as "*Forward*," the Amount is not to be deducted from the Letter Bill by inserting so much less on the "Received side," but the Letters so charged are to be sent

**Charged instead of Forward**

forward in a Form No. 2, entering the Postage under the proper head, and claiming the Amount in the *Monthly Mis-sent Letter Account No. 3.*

**Forms No. 2 to be compared with the Letters.**

96.—You must compare the “Forms No. 2” received from other Offices with the Letters which accompany them, and if the amount claimed is correct, you will insert it in the proper place in the respective Forms, and affix your Signature.

The Forms received from each Town are to be tied up separately according to their dates, and the whole sent to the Deputy Postmaster General, at the end of each month, allowing time for the receipt by you of the “Forms No. 2,” bearing date the last day of the month from all your Corresponding Offices.

**When incorrect.**

97.—When the Sum claimed in the Form No. 2 does not agree with the Amount of the Letters received, you will insert the correct Sum in the proper place in the Form, which must then be signed not only by yourself, but by your Assistant (if you have one), and must be transmitted by the first Post to the Deputy Postmaster General, with such observations as may appear necessary, under the space for “*Observations.*”

**Forms No. 3 to be sent to Deputy Postmaster General.**

98.—In the *Monthly Mis-sent Letter Account No. 3*, you are to insert alphabetically those only of your Corresponding Towns to which you may have sent Forms No. 2 during the month; after adding together the respective columns, the total is to be entered in the *Quarterly Dead and Mis-sent Letter Account*: but the No. 3 Form is to be sent to the Deputy Postmaster General with the No. 2

Forms received from other Offices *at the end of each month*. Should there be no Forms No. 2 to be entered in the *Mis-sent Letter Account, No. 3*, the *Blank Form No. 3* must nevertheless, be sent in at the proper period.

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§ II.—*Dead Letters.*

99.—When Letters or Newspapers reach your Office addressed to persons who cannot be found or who are unknown, you must advertise them in a List posted upon the Office door, or some other public place, for so long a time as the Letters are allowed to remain; but the Letters themselves are not to be exposed.

**Forms No. 4.**

**Undelivered Letters to be Listed.**

100.—When Letters or Newspapers have remained in your Office the periods undermentioned, and every effort to deliver them has failed, you will write in *Red Ink* on the front on each the true reason of its non-delivery, and stamp them. You will then transmit them in a *Form No. 4* enclosed in the proper *Printed Cover* supplied to you for the purpose, to the *Deputy Postmaster General*, by the first Post after the 1st and 15th of each month, claiming only the amount of Postage which has been charged upon you, and entering such Claim in the *Quarterly Dead Letter Account*.

**To be sent to the Deputy Postmaster General in Form No. 4.**

101.—You will bear in mind, not to claim in the *Dead Letter Account* the Amount of any *Form No. 4* dated after the 15th of the last month of the quarter. A *Form No. 4* (for example) dated

1st January, should be the first claim for Dead Letters in the *Dead Letter Account* for the quarter ended 5th April.

If no Dead Letters, a Blank Form No. 4 to be sent.

102.—The *Form* No. 4 is to include *all* Dead Letters, whether received from other Offices, or put into your own Office, or within your delivery. Should there be *no* undelivered Letters to be returned upon the 1st or 15th of any month, a *Blank Form* No. 4 must, nevertheless, be signed and enclosed in the proper Cover at the prescribed periods.

Periods for returning Undelivered Letters.

103.—“*Deceased*” are to be sent up with the first No. 4 Return.

Letters addressed to Persons	If “ <i>Refused</i> ,” or “ <i>Gone away, not known where</i> .”	} Are to be kept until first No. 4 Return after the expiration of <i>one week</i> .
	If “ <i>not known</i> ,” or “ <i>not to be found</i> ,” or “ <i>unclaimed</i> .”	} Are to be kept <i>three months</i> , and then sent in with the first No. 4 Return.

**Explanation.**

104.—In directing that Letters addressed to unknown Persons, &c., are to be kept three months, it is to be understood that this period is to count from the date of the receipt of the Letter at your Office;—that such a Letter should be added to the advertized List within the first month after its arrival at the Office, so that it may appear in such List for at least two months before it is sent to

the Dead Letter Office, and that, as above directed, a Dead Letter is to be sent in with the first No. 4 Return transmitted after the expiration of *three months*; consequently, if these Instructions are punctually observed, no Dead Letter can remain in a Post Office longer than three months and a half.

105.—Letters addressed to the United States, or to any other place abroad, requiring the previous payment of the Postage, but put into your Office "*unpaid*," must be stamped with your Official Stamp, and written upon, "*Postage not paid*," (in *Red Ink*), and be sent under a Cover to the *Deputy Postmaster General* by the *first Post*.

**Letters addressed to the United States, or other Places, not Paid.**

106.—Letters put into your Office *without an address*, or addressed so imperfectly that their destination cannot be ascertained, must also be sent under Cover to the *Deputy Postmaster General* by the *first Post*.

**Without Address.**

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### §. III. *Overcharges and Allowances.*

107.—When application is made for the Return of Postage on a Letter stated to have been overcharged, you must satisfy yourself, by ascertaining the weight of the Letter, that the demand is just, before you grant the allowance; you will then obtain the Cover, if it can be spared, write upon it the actual weight when delivered, and the amount allowed; and procure on it the Signature of the Person to whom the Letter is addressed. If the Cover cannot be spared, you will correct the tax in *Red Ink*, and

**Returning Postage.**

write upon it how much you have allowed, and obtain the Signature of the Person to whom the Allowance is made to the regular Printed Receipt.

**Amount allowed to be claimed in Form No. 4.**

The Amount of such Allowance must be claimed in the Form No. 4, and the *Cover* or *Receipt* sent with that Form as a Voucher, and subsequently the Claim must be inserted under the proper head in the *Quarterly Dead Letter Account*.

**Postage not to be returned without special authority.**

108.—Letters which have been opened, or drawn out at the ends, must be paid for, and no sealed or unsealed Printed or other Circular Letters shall be delivered to any Person until the Postage has been paid; and no Postage can be returned on any that may be refused after delivery on pretence of being *anonymous*, without a special reference to the *Deputy Postmaster General*.

**Letters opened by a wrong Party.**

109.—Should a Letter intended for one Person be delivered to and opened by another of the same name, (which you must do your utmost to prevent,) the Individual who has opened it in error must attest the fact of his having done so, in writing, on the Letter. If the right Owner cannot subsequently be found, you will state so on the Letter, which must be returned with the ordinary Dead Letters in the *Form No. 4*.

**Letters not to be Returned or Opened.**

110.—You are strictly prohibited opening, or permitting to be opened, or detaining, or delivering *back to the Writer, or to any Person, on any pretence whatever, any Letter put into your Office*.

**Quarterly Dead Letter Account.**

111.—*The Quarterly Dead Letter Account is to be transmitted to the Deputy Postmaster*

*General* by the first Post after the 1st days of January, April, July, and October, and is to contain the *aggregate* claims in the *Forms* No. 3 and No. 4.

112.—Letters sealed or unsealed, printed or written, are equally liable to Postage. **All Letters equally liable to Postage.**

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## PART XII.

### MONEY LETTERS.

113.—The Addresses of Letters containing *Money* must be entered in your Book of *Mails sent* under the head of "*Remarks*," and also on the Letter Bill which accompanies the Mail in which they are sent. They are then to be carefully wrapped in *Green Covers*, furnished for the purpose, and the Postmaster to whom they are addressed will be held responsible for their delivery. **Addresses of Money Letters to be entered in Book and Letter Bill.**

Such Letters should, if possible, be delivered into the hands of the Individuals to whom they are directed, and a receipt be taken *on the Covers*, which are carefully to be preserved by the Postmaster. **Receipts to be taken on delivery.**

114.—When a Money Letter is sent as *forward*, although the Postage, if *unpaid*, will not be included in the Letter Bill, the Address must, nevertheless, be entered thereon, and a record kept of the Address and of the Amount of Postage, and also of the *Forward Town* to which it is sent, and of the date of Despatch. **Money Letters sent as Forward.**

In like manner, Postmasters receiving *Money Letters* amongst the *Forward Letters* which are sent to them for distribution will keep a record of the Addresses of such Letters, the names of the Offices where they originated, and of the Offices to which they are despatched for delivery.

**Green Covers not to be sealed.**

*The Green Covers must not be sealed*, in order that each Postmaster may satisfy himself that the Money Letters are contained therein.

**Penalty attached to the Loss of a Money Letter.**

115.—Any neglect of the Regulations which shall involve the *loss* of a Money Letter will not only render the party liable to be called on to make good the amount of the loss, but will be visited with instant dismissal from the Service; and it must be distinctly understood that the person, to whose possession such Letter is *last* traced, will be held responsible for it, as a matter of course, until he shall have discharged himself of the responsibility by a satisfactory explanation.

Any irregularity connected with *Money Letters* must be reported to the *Deputy Postmaster General*.

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## PART XIII.

### ACCOUNTS.

**Accounts when to be sent to the General Post Office.**

116.—The following are the periods at which the various *Forms and Accounts* are to be transmitted to the *General Post Office*.



*The Monthly Sheets* (enclosed in the proper Printed Cover) within six days from the 5th of each month, with such Letter Bills as may show a difference in the "Amount received" and the "Amount sent."—*Vide Instructions Nos. 21, 23, 24 and 25, Pages 11 and 12.*

**Monthly Sheets.**

*The Form No. 4, with Dead Letters*, whether any claim is made or not, (enclosed in the proper Printed Cover) by the first Post after the first and fifteenth of each month.—*Vide Instruction No. 100, page 35, and No. 102, page 36.*

**Form No. 4.**

*The Monthly Mis-sent Letter Account, No. 3*, by the first Post after the last day of each month, accompanied by all the Forms No. 2 which have been received from other Offices during the month, and enclosed in the proper Printed Cover.—*Vide Instructions Nos. 96, 97, and 98, page 34.*

**Form No. 3 with Forms No. 2.**

*The Quarterly Dead Letter Account*, by the first Post after the first days of January, April, July, and October.—*Vide Instruction, No. 111, page 38.*

**Quarterly Dead Letter Account.**

*The Abstract of Monthly Sheets, Way Letter Account, Account Current, with Receipts for Commission, Ship Letter Payments, &c., and Vouchers for Disbursements*, all made up to the fifth day of January, the fifth day of April, the fifth day of July, and fifth of October, in each year. *All Receipts are to be in duplicate.* The whole are to be enclosed in a Letter of Advice, and transmitted with the balance due to the General Post Office, as early as possible after the expiration of each quarter.

**Abstract of Monthly Sheets, Account Current, Way and Ship Letter Accounts, &c.**

**Supplies of Blank Forms.**

117.—You will be furnished half-yearly with the following Blank Forms (*being a supply for two quarters*) viz. :—

Accounts Current.  
 Abstracts of Monthly Sheets.  
 Commission Receipts.  
 Dead Letter Accounts.  
 Forms No. 2, 3, and 4.  
 Monthly Sheets, and  
 Covers for Forms No. 2, 3, and 4, and for  
 Monthly Sheets.

For all other Forms, special application must be made to the Deputy Postmaster General, *accompanied by a Specimen* of the Form required. Forms are not to be used for any other purpose than on the strict business of the Office, and any wasteful expenditure of them will subject a Postmaster to be severely dealt with.

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**PART XIV.**

**REGULATIONS AND SPECIAL DIRECTIONS  
 CONCERNING THE GENERAL DUTY OF  
 THE POST OFFICE.**

**Official Declaration.**

118.—Every Person on entering the Service of the Post Office is required to make the *Official Declaration* before a Magistrate; and no Person, who has not made this *Declaration*, or *who is* **Persons under 16** *under the age of Sixteen Years*, can be admitted, on

any pretence whatever, to have access to the Letters, or perform any duty connected with the Department.

**years of Age, not to be employed.**

119.—All Letters posted for despatch, or received in a Mail, are to be legibly impressed with the *dated Stamp* supplied for that purpose, and the moveable type in the Stamp is to be regularly changed *daily*, in order that every Letter may bear evidence of the date of the day on which it was posted, or received; and in order that attention may be paid to this regulation, it is required that an impression of the altered date be taken in a Book kept for the purpose.

**All Letters to be stamped.**

**Moveable Type to be changed.**

120.—A Letter once posted becomes the property of the *Person to whom it is addressed*, and must be forwarded according to its direction; no application, *however urgent*, will justify a Postmaster in giving it up to the writer, or to any other Person, *on any pretence whatever*.

**Letters not to be given back to the Writers.**

121.—No Postmaster is allowed to stop the dispatch of a Mail, or detain the Mail Courier beyond the time allowed for stoppage at his Office, without special authority for that purpose.

**Detention of Mail or Courier.**

122.—Every Postmaster must provide a conspicuous sign for his Office, and a set of Scales and Weights, *from one quarter of an ounce upwards*, for weighing Letters, &c.

**Sign, Scales and Weights to be provided.**

123.—A Postmaster is held responsible for the correct exchange of Letter Bags with the different Mail Couriers, and must take great care that the Seals and Labels of all Bags are carefully examined by him before they are delivered out of his Office to

**Exchange of Letter Bags.**

the Couriers, and also, when received from them ; and that no Bags leave his Office but such as are in a proper and secure state of repair.

**New Mail Bags.**

When *new Mail Bags* are required, application must be made to the Deputy Postmaster General, describing the size of the Bags, and the route on which they are to be used. No allowance will be made for Mail Bags procured without special Instructions from the Deputy Postmaster General.

**Private Bags.**

124.—No Postmaster is in any case authorized to make up a *Private Bag* without having previously obtained the sanction of the Deputy Postmaster General.

**Attestation to Account Current.**

125.—Although the Regulations prescribe that the *Quarterly Account Current* should be attested, yet, as it may happen at some places, that a Magistrate cannot always be found to take your Declaration, you must not for that reason retain the *Accounts*, but certify at the foot of the *Account Current*, that no Justice of the Peace is within your reach, affix your signature and send on the Documents, holding yourself prepared to declare to them at a future period, should you be called upon to do so.

**Time Bills to be signed by Postmasters.**

126.—The Time Bills of all Mails must be signed by the respective Postmasters on the Route, or by an Assistant, if there is one employed, and every Postmaster will be held responsible that this Order is strictly complied with.

**Vacancies to be reported.**

127.—Every Vacancy, from whatever cause arising, must be reported by the *first Post* to the

Deputy Postmaster General, in the Form supplied for that purpose, stating the Cause of the Vacancy, the Salary, and Duties.

128.—In the event of the Death, Bankruptcy, or Insolvency, of either of his Sureties, a Postmaster must give *immediate* Notice to the Deputy Postmaster General, and name a new Surety, or he will be liable to forfeit his situation.

**Sureties' Death, Bankruptcy, or Insolvency.**

129.—All *Circular Instructions* and Letters which may, from time to time, be addressed to Postmasters on the Business of the Department, are to be regularly filed and endorsed, so that an easy reference may be had at any time.

**Circulars and Letters on Post Office Business to be filed.**

130.—You will report to the Deputy Postmaster General upon all matters connected with the Post Office, in which his interference may be necessary, and observe in all such communications to be as *full and explicit* as the nature of the case may require; and if you should be in doubt as to the import of any Instructions, or upon any part of your duty, you will state the case forthwith for the decision of the Deputy Postmaster General.

**Matters relating to the Post Office to be reported.**

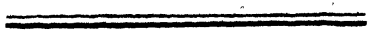
**In doubt, reference to be made to the Deputy Postmaster General.**

131.—It must be particularly observed, that all Letters from the General Post Office are to be replied to *fully and explicitly*, and with the *least possible delay*.

**Letters from the General Post Office to be immediately replied to.**

132.—It is a most material part of the duty of a Postmaster to report in the proper Forms all Letters and Newspapers, which may be Mis-sent to his Office.

**Mis-sent Letters and Newspapers to be Reported.**



**PART XV.****133.—EXEMPTION FROM SERVING IN JURIES OR INQUESTS, OR IN THE MILITIA, &c.**

*Extract from Act 1st. Vict., cap. 33, sec. 12.*

And to the end that the Postmaster General and his Officers may not be hindered in their respective Employments, Be it Enacted, that no Postmaster General, nor any Officer of the Post Office, shall be compelled to serve as a Mayor or Sheriff, or in any Ecclesiastical, or Corporate, or Parochial, or other Public Office or Employment, or to serve on any Jury or Inquest, or in the Militia, any Law or Custom to the contrary notwithstanding.

*Extract from Act 1st Vict. cap. 36, sec. 47.*

*(Interpretation Clause.)*

And the expression "Officer of the Post Office" shall include the Postmaster General, and every Deputy Postmaster, Agent, Officer, Clerk, Letter Carrier, Guard, Post Boy, Rider, or any other person employed in any Business of the Post Office, whether employed by the Postmaster General, or by any person under him, or on behalf of the Post Office.

*Extract from Act 1st Vict., cap. 36, sec. 48.*

And be it Enacted, That this Act shall extend to and be in force, in the Islands of Man, Jersey,

Guernsey, Sark and Alderney, and in all Her Majesty's Colonies and Dominions where any Post or Post Communication is established by or under the Postmaster General of the United Kingdom of Great Britain and Ireland.

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## TABLE No. 1.

## RATES OF PACKET POSTAGE

On Letters and Newspapers for British Colonies and Foreign Places in the West Indies, the Gulf of Mexico, &c.

NAMES OF PLACES	Single Rate of Postage for a Letter not exceeding half an oz.				RATE ON EACH NEWSPAPER			
	Sterling		Currency		Sterling		Currency	
	s.	d.	s.	d.	s.	d.	s.	d.
<i>British Colonies.</i>								
Antigua .....								
Barbadoes .....								
Belize (Honduras) .....								
Berbice .....								
Bermuda .....								
Carriacou .....								
Demerara .....								
Dominica .....								
Grenada .....								
Halifax (Nova Scotia) .....	0	4	0	4 $\frac{1}{2}$				
Jamaica .....								Free
Montserrat .....								
Nassau (Bahamas) .....								
Nevis .....								
St. Kitts .....								
St. Lucia .....								
St. Vincent .....								
Tobago .....								
Tortola .....								
Trinidad .....								
<i>Foreign Places.</i>								
Buenaventura } (New Granada)	0	4	0	4 $\frac{1}{2}$	{ To be paid }			Free
Cartagena } (New Granada)					{ in advance }			
Chagres } (New Granada)								
Fayal (Azores) .....	1	0	1	1 $\frac{1}{2}$	ditto .....	0	2	0 2 $\frac{1}{2}$ In advance
Guadaloupe .....	0	4	0	4 $\frac{1}{2}$	ditto .....	0	2	0 2 $\frac{1}{2}$ ditto
Havana .....	1	0	1	1 $\frac{1}{2}$	ditto .....	0	2	0 2 $\frac{1}{2}$ ditto
La Guayra (Venezuela) .....	0	4	0	4 $\frac{1}{2}$	ditto .....			Free
Martinique .....	0	4	0	4 $\frac{1}{2}$	ditto .....	0	2	0 2 $\frac{1}{2}$ In advance
New Orleans .....	1	0	1	1 $\frac{1}{2}$	ditto .....	0	2	0 2 $\frac{1}{2}$ ditto
Panama (New Granada) .....					ditto .....			Free
Puerto Cabello (Venezuela) .....					ditto .....			Free
Puerto Rico .....	1	0	1	1 $\frac{1}{2}$	ditto .....	0	2	0 2 $\frac{1}{2}$ In advance
Santa Cruz .....					ditto .....			Free
Santa Martha (New Granada) .....	0	4	0	4 $\frac{1}{2}$	ditto .....			Free
St. Domingo .....								
St. Jago de Cuba .....								
St. Juan de Nicaragua .....								
St. Thomas .....	1	0	1	1 $\frac{1}{2}$	ditto .....	0	2	0 2 $\frac{1}{2}$ In advance
Tampico .....								
Vera Cruz .....								

NOTE.—In all cases the Inland to Halifax (which must be paid in advance) is to be taken both on Letters and Newspapers, in addition to the above Rates.



## TABLE No. 2.

NAMES OF PLACES ON THE WESTERN COAST OF AMERICA,  
SERVED BY WAY OF BERMUDA, CHAGRES, AND PANAMA.

Arequipa	Pisco
Arica	Piura
Cali	Popayan
Callao	Puno
Casma	Quito
Chuquisaca	Santa
Cobija	St. Jago de Chili
Copiapo	Tacna
Coquimbo	Tarapaca
Cuença	Truxillo
Guayaquil	Valparaíso
Huanchacho	Y-quique
Huacho	
Huasco	
Islay	
Lambayeque	AND ALL OTHER PLACES IN THE
La Paz	STATES OF
La Serena	<i>Bolivia</i>
Lima	<i>Chili</i>
Pasco	<i>Ecuador and</i>
Payta	<i>Peru.</i>

## THE RATE OF POSTAGE

On *Letters* to all the above places is 1s. 4d. *Sterling*, or 1s. 6d. *Currency*, the half ounce, and

On *Newspapers* 4d. *Sterling*, or 4½d. *Currency* each.

Which Rates must be *paid in advance*, in addition to the Inland Rates to *Halifax*.

## TABLE No. 3.

## RATES OF POSTAGE

TO BE TAKEN IN NOVA SCOTIA, ON NEWSPAPERS FOR BRITISH COLONIES,  
PASSING THROUGH THE UNITED KINGDOM.

BRITISH COLONIES.	Routes of Dispatch from the United Kingdom.	Rates on each Newspaper.		
		Sterling.	Currency.	
Colonies in the West Indies, (vide Table No. 1) . . . . .	Packet . . . . .			Free.
Heligoland . . . . .				
Gibraltar . . . . .				
Malta . . . . .	Packet, via Southampton . . . . .			Free.
— . . . . .	French Packet, via Marseilles . . . . .	2d.	2½d.	
— . . . . .	British do do . . . . .	3d.	3½d.	
Ionian Islands . . . . .	Packet, via Southampton . . . . .			Free.
— . . . . .	via France and Trieste . . . . .	2d.	2½d.	
— . . . . .	British Packet, via Marseilles . . . . .	3d.	3½d.	
{ Aden . . . . .	Packet, via Southampton . . . . .			Free.
{ East Indies . . . . .				
{ Ceylon . . . . .				
{ Hong Kong . . . . .				
— . . . . .	via Marseilles . . . . .	3d.	3½d.	
{ New South Wales . . . . .	Sydney Packet . . . . .			Free.
{ Australia . . . . .				
{ Van Diemen's Land . . . . .				
{ New Zealand . . . . .				
— . . . . .	via Southampton and India . . . . .	2d.	2½d.	
— . . . . .	via Marseilles and India . . . . .	5d.	6d.	
{ Cape of Good Hope . . . . .	Private Ship . . . . .			1d. 1d.
{ Mauritius . . . . .				
— . . . . .				
— . . . . .	via Southampton and India . . . . .	2d.	2½d.	
— . . . . .	via Marseilles and India . . . . .	5d.	6d.	
St. Mary's, River Gambia . . . . .	Private Ship . . . . .			1d. 1d.
Sierra Leone . . . . .				
Ascension . . . . .				
St. Helena . . . . .				

NOTE.—On all Newspapers addressed to *British Colonies* intended to be forwarded from England by *Private Ships*, a rate of 1d. each must be paid in *Nova Scotia*, but when sent from *Nova Scotia* to England, and from thence by *Packet direct*, they are *not liable* to any Postage.

## TABLE No. 4.

NAMES OF FOREIGN COUNTRIES, ETC., TO WHICH NEWSPAPERS MAY BE FORWARDED  
FREE OF POSTAGE FROM NOVA SCOTIA TO THE UNITED KINGDOM.

- 
- Alexandria, *viâ Marseilles*
  - Algeria
  - \* Austria, *Dominions of*
  - Baden
  - Belgrade, *City of*
  - Belgium
  - Beyrout, *viâ Marseilles*
  - Bremen, *Free City of*
  - Constantinople, *viâ Marseilles*
  - Cracow, *City of*
  - Cuxhaven
  - Dardanelles, *viâ Marseilles*
  - France
  - \* German States, *served by the Office of Tour and Taxis*
  - Greece *viâ Marseilles*
  - Hamburg, *Free City of*
  - Holland
  - Lubeck, *Free City of*
  - Moldavia
  - \* Northern States of Europe, *forwarded through the Office of Tour and Taxis*
  - Prussia
  - Scutari in Asia, *City of*
  - Smyrna, *viâ Marseilles*
  - Switzerland
  - Turkey in *Europe*
  - Wallachia
  - Wurtemburgh
- 

\* The Names of the Austrian Dominions, of the German States, and of the Northern States, will be found in Table No. 5, pages 53, 54, and 55.



Tuscany & Lucca...	thro' France.....	British . 2 0 Foreign 0 5	2 0 0 10	4 0 1 3	4 0 1 8	8 0 2 1	Letter Rate
	Savzane.....	British . 2 0 Foreign 0 11	2 0 1 10	4 0 2 9	4 0 3 8	8 0 4 7	Letter Rate
Switzerland..... (May be forwarded Unpaid.)	Destination.....	British . 2 0 Foreign 0 6	2 0 1 0	4 0 1 6	4 0 2 0	8 0 2 6	Free
Bavaria..... (May be forwarded Unpaid.)	to France { 2 0 Stg. 2 3 Cr. Destination.....	British . 2 0 Foreign 1 3	2 0 2 6	4 0 3 9	4 0 5 0	8 0 6 3	Letter Rate
(2) Northern States of Europe. Forwarded through the Office of Four and Taxis. (May be forwarded Unpaid.)	Destination.....	British . 2 0 Foreign 1 3	2 0 2 6	4 0 3 9	4 0 5 0	8 0 6 3	Free.

(2) Letters for these States, intended to be sent via France, must be so directed. They consist of the following Countries, viz. Brunswick, Denmark, Hanover, Mecklenburgh Schwerin, Mecklenburgh Stralitz, Oldenburgh, Saxony, Sweden and Norway.

TABLE No. 5—Continued.

DESTINATION.	Limit to which Letters may be paid.	British Rate not exceeding $\frac{1}{8}$ oz.	Combined British and Foreign Rate.				Rates on Newspapers — Payment compulsory.	OBSERVATIONS.	
			Weighing under $\frac{1}{4}$ oz.	Weighing $\frac{1}{4}$ oz. and not exceeding $\frac{1}{2}$ oz.	Exceeding $\frac{1}{2}$ oz. and not exceeding $\frac{3}{4}$ oz.	Weighing $\frac{3}{4}$ oz. and not exceeding 1 oz.			Exceeding 1 oz. and under 1 $\frac{1}{4}$ oz.
<u>Baden</u> . . . . . (May be forwarded Unpaid.)	Destination.	. . . . .	British . . . . .	2 0	4 0	4 0	8 0	Free	
			Foreign 0 4	0 8	1 0	1 4	1 8		
			Total Sterling 2 4	2 8	5 0	5 4	9 8		
			Do. Currency 2 7 $\frac{1}{2}$	3 0	5 7	5 11 $\frac{1}{2}$	10 9		
<u>Wurtemberg</u> . . . . . (May be forwarded Unpaid.)	Destination.	. . . . .	British . . . . .	2 0	4 0	4 0	8 0	Free	
			Foreign 0 5	0 10	1 3	1 8	2 1		
			Total Sterling 2 5	2 10	5 3	5 8	10 1		
			Do. Currency 2 8 $\frac{1}{2}$	3 2	5 10	6 4	11 3		
(3) <u>German States</u> . . . . . Served by the Office of Tour and Taxes . . . . . (May be forwarded Unpaid.)	Destination	. . . . .	British . . . . .	2 0	4 0	4 0	8 0	Free	
			Foreign 0 10	1 8	2 6	3 4	4 2		
			Total Sterling 2 10	3 8	6 6	7 4	12 2		
			Do. Currency 3 2	4 1	7 2 $\frac{1}{2}$	8 2	13 6 $\frac{1}{2}$		

( ) Letters for these States intended to be sent via France, must be so directed. They are as follows:  
 Bremen, } Free Cities.  
 Frankfurt, }  
 Hamburg, }  
 Lubbeck, }  
 Hesse Darmstadt,  
 Hesse (Electoral),  
 Hesse Homberg,  
 Lippe Detmold,  
 Nassau,  
 Reuss,  
 Saxe Altenburgh,  
 Saxe Coburg Gotha,  
 Saxe Meiningen,  
 Saxe Wiemar,  
 Schaumburg Lippe,  
 Schwartzburgh Rudolstadt,  
 Schwartzburgh Sonderhausen  
 Wurtemberg

<p>(4) <b>Prussia, &amp; C.</b>  <b>Belgium</b>  <b>Holland</b></p>	<p>to France {  thro' France {</p>	<p>2 0 Sg.  2 3 Cy.  British . 2 0  Foreign 0 5  Total Sterling 2 5  Do. Currency 2 8½</p>	<p>.....  2 0  0 10  2 10  3 2</p>	<p>.....  4 0  1 3  5 3  5 10</p>	<p>.....  4 0  1 8  5 8  6 4</p>	<p>.....  8 0  2 1  10 1  11 3</p>	<p>Letter Rate</p>	<p>(4) Letters for Prussia, Belgium and Holland, intended to be sent via France, must be so directed.</p>
<p>(5) <b>Austrian Dominions</b>  <b>and Cities of Cracow</b>  <b>and Belgrade</b>  <i>(May be forwarded Unpaid.)</i></p>	<p>Destination {</p>	<p>British . 2 0  Foreign 1 0  Total Sterling 3 0  Do. Currency 3 4</p>	<p>.....  2 0  2 0  4 0  4 5½</p>	<p>.....  4 0  3 0  7 0  7 9½</p>	<p>.....  4 0  4 0  8 0  8 11</p>	<p>.....  8 0  5 0  13 0  14 5½</p>	<p>Free</p>	<p>(5) The Austrian Dominions include the following Provinces:  Upper and Lower Austria,  Bohemia,  Dalmatia,  Gallicia,  Hungary,  Illyria,  Lombardy and the Venetian Provinces,  Military Frontiers,  Moravia and Silesia,  Styria,  Transylvania,  Northern and Southern Tyrol.  Letters for Cracow, intended to be sent via France, must be so directed.</p>
<p>(6) <b>Southern Italy, viz.—</b>  <b>Two Sicilies</b>  <b>Papal States</b>  <b>Modena, Parma,</b>  <b>and Piacentia.....</b></p>	<p>to France {  San Benedetto  or Casal  Pusterlengo</p>	<p>.....  British . 2 0  Foreign 0 10  Total Sterling 2 10  Do. Currency 3 2</p>	<p>.....  2 0  1 8  3 8  4 1</p>	<p>.....  4 0  2 6  6 6  7 2½</p>	<p>.....  4 0  3 4  7 4  8 2</p>	<p>.....  8 0  4 2  12 2  13 6½</p>	<p>Letter Rate</p>	<p>(6) Letters for the Two Sicilies, may be sent unpaid, via Marseilles.</p>

TABLE No. 5—Continued.

DESTINATION.	Limit to which Letters may be paid	British Rate not exceeding $\frac{1}{4}$ oz.	Combined British and Foreign Rate.				Rates on Newspapers.	OBSERVATIONS.	
			Weighing under $\frac{1}{4}$ oz.	Weighing $\frac{1}{4}$ oz. and not exceeding $\frac{1}{2}$ oz.	Exceeding $\frac{1}{2}$ oz. and under $\frac{3}{4}$ oz.	Weighing $\frac{3}{4}$ oz. and not exceeding 1 oz.			Exceeding 1 oz. and under $1\frac{1}{2}$ oz.
Greece..... The Archipelago... Ionian Islands.....	to France } Trieste.....	2 0 Stg. 2 3 Cy. }	.....	.....	.....	.....	Payment compulsory.	Greece, The Archipelago, Ionian Islands, 2d.	
			British . 2 0	4 0	4 0	4 0			8 0
			Foreign 0 10	1 8	2 6	3 4			4 2
		Total Sterling 2 10	3 8	6 6	7 4	12 2			
		Do. Currency 3 2	4 1	7 2 $\frac{1}{2}$	8 2	13 6 $\frac{1}{2}$			
Wallachia..... Moldavia..... (May be forwarded Unpaid.)	Destination.....	.....	British . 2 0	2 0	4 0	4 0	8 0	Free	
			Foreign 1 4	2 8	4 0	5 4	6 8		
			Total Sterling 3 4	4 8	8 0	9 4	14 8		
		Do. Currency 3 8 $\frac{1}{2}$	5 2 $\frac{1}{2}$	8 11	10 4 $\frac{1}{2}$	16 4			
Turkey in Europe and Scutari, in Asia (May be forwarded Unpaid.)	Destination.....	.....	British . 2 0	2 0	4 0	4 0	8 0	Free	
			Foreign 1 6	3 0	4 6	6 0	7 6		
			Total Sterling 3 6	5 0	8 6	10 0	15 6		
		Do. Currency 3 11	5 7	9 5 $\frac{1}{2}$	11 1 $\frac{1}{2}$	17 2			
(7) Southern Poland, viz.—the Govern- ments of Cracow, Lublin, and San- domier.....	Podgorce.....	.....	British . 2 0	2 0	4 0	4 0	8 0	Letter Rate	
			Foreign 1 1	2 2	3 3	4 4	5 5		
			Total Sterling 3 1	4 2	7 3	8 4	13 5		
		Do. Currency 3 5 $\frac{1}{2}$	4 8	8 1	9 3	14 11			

(7) Letters for Southern Poland, intended to be forwarded via France, must be so directed.



(8) Letters for Southern Russia, intended to be forwarded via France, must be so directed. It consists of the following Govern-ments:

- Abkhas,
- Astrakan,
- Bessarabia,
- Caucasus,
- Circassia,
- Cossacks of the Black Sea,
- Cossacks of the Don,
- Daughlstan,
- Ekatertinslaw,
- Georgia,
- Imeretia,
- Kiew,
- Koursk,
- Mingrelia,
- Nicolaev,
- Podolia,
- Polowa,
- Schiwan,
- Taurida,
- Teheringow.
- Ukraine,
- Volinia,
- Voroney.

Destination	British		Foreign		Do. Currency		Letter Rate	
	2	0	1	1	3	1	13	5
Brody.....	2	0	4	0	8	4	8	0
	2	2	4	3	4	4	5	5
Total Sterling	3	1	7	3	13	5		
	3	5½	8	1	14	11		
.....	2	0	4	0	4	0	8	0
	1	8	2	6	3	4	4	2
Total Sterling	2	10	6	6	7	4	12	2
	3	2	7	2½	8	2	13	6½

(9) Unpaid Letters can be sent only to the Places here specified; if addressed to any other Place in Turkey in Europe or in Asia, and marked to be forwarded by French Packet via Marseilles, the Postage must be pre-paid.

By the French Packets from Marseilles.

- { Beyrout .....
- { Alexandria .....
- { Smirna .....
- { The Dardanelles .....
- { Constantinople... }

(May be forwarded Unpaid)

TABLE No. 5—Continued.

DESTINATION.	Limit to which Letters may be paid	British Rate not exceeding ¼ oz.	Combined British and Foreign Rate.				Rates on Newspapers.	OBSERVATIONS.
			Weighing under ¼ oz.	Weighing ¼ oz. and not exceeding ½ oz.	Exceeding ½ oz. and not exceeding ¾ oz.	Exceeding ¾ oz. and not exceeding 1 oz.		
<u>Tuscany</u> . . . . .	Destination	. . . . .	British . 2 0	2 0	4 0	4 0	} <i>Tuscany, Letter-Rate</i>	Payments compulsory.
			Foreign 1 4	2 8	4 0	5 4		
<u>Two Sicilies</u> . . . . . (May be forwarded Unpaid.)	Destination	. . . . .	Total Sterling 3 4	4 8	8 0	9 4	} <i>Two Sicilies Free.</i>	
			Do. Currency 3 8½	5 2½	8 11	10 4½		
<u>Roman or Papal States</u> . . . . . (May be forwarded Unpaid.)	Destination	. . . . .	British . 2 0	2 0	4 0	4 0	} Letter Rate	
			Foreign 1 2	2 4	3 6	4 8		
<u>Greece</u> . . . . . (May be forwarded Unpaid.)	Destination	. . . . .	Total Sterling 3 2	4 4	7 6	8 8	} Free	
			Do. Currency 3 6½	4 10	8 4	9 8		
<u>CLOSED MAILS</u> By the <i>British</i> Packets, from Marseilles.	Destination	. . . . .	British . 2 0	2 0	4 0	4 0	} 3d. Stg.	}
			Foreign 0 5	0 10	1 3	1 8		
<u>Malta</u> . . . . . (May be forwarded Unpaid.)	Destination	. . . . .	Total Sterling 2 5	2 10	5 3	5 8	} 3½d. Cy.	}
			Do. Currency 2 8½	3 2	5 10	6 4		

Destination	British.	Foreign	Total Sterling	Do. Currency	2 0	0 10	4 0	1 3	4 0	4 0	8 0	Letter Rate
<i>Alexandria</i> . . . . . (May be forwarded Unpaid.)	2 0	0 5	2 5	8 ½	2 10	5 3	5 8	5 10	6 4	11 3	2 1	
<b>India</b> . . . . .												
<b>Aden</b> . . . . .												
<b>Ceylon</b> . . . . .	2 7	10	2 5	3 10	5 2	1 3	6 10	7 2	7 7½	12 5	13 10	3d. Stg. 3½d. Cy.
<b>Hong Kong</b> . . . . .												
<b>China</b> . . . . .												
<b>Ionian Islands</b> . . . . .	2 5	10	2 5	3 10	4 10	1 3	6 1	6 8	7 3	11 9	14 1	3d. Stg. 3½d. Cy.
<b>Places Eastward of</b>												
<b>Calcutta</b> . . . . .	2 11	0 5	2 11	8 ½	5 10	1 3	7 1	7 10½	8 4	13 9	15 3½	5d. Stg. 6d. Cy.

These rates apply to the following places:—  
 Java and to Sumatra  
 Australia, Van Diemen's Land, New Zealand, Cape of Good Hope, Madagascar, Mauritius.  
 If special ad. dressed via India.

**RATES OF POSTAGE**

On Letters to Foreign Countries and British Colonies and Possessions passing through the United Kingdom, and not forwarded *via France or Prussia.*

DESTINATION.	Rate of Postage.	Port of Dispatch in England.	OBSERVATIONS.								
Weighing under $\frac{1}{4}$ oz. ....	<table border="0"> <tr><td>British.....</td><td>1 10</td></tr> <tr><td>Belgian .....</td><td>0 4</td></tr> <tr><td>Total Sterling</td><td>2 2</td></tr> <tr><td>Do. Currency</td><td>2 5</td></tr> </table>	British.....	1 10	Belgian .....	0 4	Total Sterling	2 2	Do. Currency	2 5		
British.....	1 10										
Belgian .....	0 4										
Total Sterling	2 2										
Do. Currency	2 5										
Weighing $\frac{1}{4}$ oz. and not exceeding $\frac{1}{4}$ oz. ....	<table border="0"> <tr><td>British.....</td><td>1 10</td></tr> <tr><td>Belgian .....</td><td>0 8</td></tr> <tr><td>Total Sterling</td><td>2 6</td></tr> <tr><td>Do. Currency</td><td>2 9<math>\frac{1}{2}</math></td></tr> </table>	British.....	1 10	Belgian .....	0 8	Total Sterling	2 6	Do. Currency	2 9 $\frac{1}{2}$		
British.....	1 10										
Belgian .....	0 8										
Total Sterling	2 6										
Do. Currency	2 9 $\frac{1}{2}$										
Exceeding $\frac{1}{4}$ oz. and under $\frac{1}{2}$ oz. ....	<table border="0"> <tr><td>British.....</td><td>3 8</td></tr> <tr><td>Belgian .....</td><td>1 0</td></tr> <tr><td>Total Sterling</td><td>4 8</td></tr> <tr><td>Do. Currency</td><td>5 2<math>\frac{1}{2}</math></td></tr> </table>	British.....	3 8	Belgian .....	1 0	Total Sterling	4 8	Do. Currency	5 2 $\frac{1}{2}$	Dover.	The Postage on Letters for <i>Belgium</i> is taken upon the same principle as on Letters for <i>France</i> , vide page 13.
British.....	3 8										
Belgian .....	1 0										
Total Sterling	4 8										
Do. Currency	5 2 $\frac{1}{2}$										
Weighing $\frac{1}{2}$ oz. and not exceeding 1 oz. ....	<table border="0"> <tr><td>British . . . . .</td><td>3 8</td></tr> <tr><td>Belgian .....</td><td>1 4</td></tr> <tr><td>Total Sterling</td><td>5 0</td></tr> <tr><td>Do. Currency</td><td>5 7</td></tr> </table>	British . . . . .	3 8	Belgian .....	1 4	Total Sterling	5 0	Do. Currency	5 7		For Rates of Postage on Letters addresssd <i>via Belgium</i> , vide Table No. 7.
British . . . . .	3 8										
Belgian .....	1 4										
Total Sterling	5 0										
Do. Currency	5 7										
Exceeding 1 oz. and under 1 $\frac{1}{4}$ oz. ....	<table border="0"> <tr><td>British.....</td><td>7 4</td></tr> <tr><td>Belgian .....</td><td>1 8</td></tr> <tr><td>Total Sterling</td><td>9 0</td></tr> <tr><td>Do. Currency</td><td>10 6</td></tr> </table>	British.....	7 4	Belgian .....	1 8	Total Sterling	9 0	Do. Currency	10 6		
British.....	7 4										
Belgian .....	1 8										
Total Sterling	9 0										
Do. Currency	10 6										
BELGIUM ...											

Not exceeding ½ ounce.		Currency.	
Sterling.	s. d.	s.	d.
BREMEN .....	1 10	2	0½
BRUNSWICK .....	1 11	2	1½
DENMARK .....	2 0	2	3
HAMBURGH & CUXHAVEN ...	1 10	2	0½
HANOVER .....	1 11	2	1½
*HELIGOLAND .....	1 8	1	10½
HOLLAND .....	2 2	2	5
LUBECK .....	1 11	2	1½
MECKLENBURGH SCHWERIN	1 8	1	10½
MECKLENBURGH STRELITZ.	4 0	4	5½
*NORWAY .....	4 0	4	5½
OLDENBURGH .....	1 8	1	10½
PRUSSIA, AND COUNTRIES } THROUGH PRUSSIA .....	Vide Table No. 7.	.....	.....
RUSSIA .....	4 0	4	5½
*SWEDEN .....	4 0	4	5½

For Rates of Postage on Letters addressed *vid*  
*Holland* or *vid Prussia*, vide Table No. 7.

London.

*NEW SOUTH WALES .....	2 2	2	5	Gravesend.	Letters for these places can be sent by the Overland Mails as far as Singapore, if <i>specialty</i> so addressed: In such cases the rate of Postage is as follows:— By the Indian Mail <i>vid</i> Southampton, 2s. 6d. Sterling, or 2s. 9½d. Currency, not exceeding the half-ounce, and so on. By the Indian Mail <i>vid</i> Marseilles the same rates as to Java and Sumatra. <i>Vide</i> Table No. 5, Page 69.
*NEW ZEALAND .....	2 2	2	5		

\* The Postage to all places marked thus \* must be paid in advance.

TABLE No. 6. —Continued.

DESTINATION.	Rate of Postage. <i>Not exceeding ½ oz.</i>		Port of Dispatch in England		OBSERVATIONS.	
	Sterling	Currency	England	Port of Dispatch in England		
*MADEIRA .....	s. d.	s. - d.				
*BRAZIL .....	3 0	3 4		Falmouth.		
*BUENOS AYRES.....	3 9	4 2				
	3 7	4 0				
*PORTUGAL .....	2 9	3 1		Southampton.		
*LISBON .....	3 4	3 8½				
*MADEIRA ( <i>vid</i> LISBON) ..	2 2	2 5				
*SPAIN.....	2 2	2 5				
GIBRALTAR .....	2 2	2 5				
MALTA.....	2 2	2 5				
IONIAN ISLANDS.....	2 2	2 5				
*GREECE .....	2 8	3 0				
*EGYPT (Alexandria excepted)	2 8	3 0				
ALEXANDRIA .....	2 8	3 0				
*SYRIA.....	2 8	3 0				
*ADEN .....	2 2	2 5				
CEYLON .....	2 2	2 5		Southampton.		
*INDIA.....	2 2	2 5				
*JAVA .....	2 2	2 5				
*SUMATRA .....	2 6	2 9½				
*THE MOLUCCAS .....	2 6	2 9½				
*BORNEO .....	2 6	2 9½				
*CHINA, (Hong Kong excepted)	2 2	2 5				
HONG KONG.....	2 2	2 5				
*THE PHILIPPINES.....	2 2	2 5				

Letters for those places intended to be forwarded *vid* Southampton, must be *specialty* so addressed, otherwise they will be sent by the closed Mails, *vid* Marseilles.

For Instruction as to the closed Mails, see Table No. 5, page 56.

N.B.—Letters for Java, Sumatra, Borneo, and the Moluccas, and also for Hong Kong, China, and the Philippines can be sent *vid* India by the Mails of the 3rd of each month, *if specialty* so addressed. The single rate on these Letters when so directed, is 2s. 6d. Sterling, or 2s. 9d½. Currency.







BRITISH COLONIES in the  
in the WEST INDIES, *vide*  
*Table No. 1.* . . . . .

\*NEW GRANADA . . . . .

\*VENEZUELA . . . . .

\*MEXICO . . . . .

\*CUBA . . . . .

\*GUADALOUPE . . . . .

\*MARTINIQUE . . . . .

\*PUERTO RICO . . . . .

\*SANTA CRUZ . . . . .

\*ST. DOMINGO . . . . .

\*ST. THOMAS . . . . .

And other Foreign West India  
Islands, (*Cuba excepted*) . . . . .

Western Coast of South America,  
*vide Table No. 2.* . . . . .

2 2

3 3

3 2

2 5

3 2

2 2

3 2

Southampton.

N.B.—Letters for *Berbice* and for all places in the *Island of Jamaica*, (except the Port of Kingston,) are liable to an *additional internal Colonial Rate* of 2*d.* Sterling, making the single Rate 2*s.* 4*d.* Sterling, or 2*s.* 7½*d.* Currency.

Letters for all these places can be forwarded by the direct route, *vid Bermuda*, *Vide Tables No. 1* and 2.

On all Letters intended to be forwarded from England by *private Ships*, a Postage of 1*s.* 10*d.* Sterling, or 2*s.* 0½*d.* Currency, the half-ounce, is to be paid in *Nova Scotia*.

By private Ships from various Ports, as opportunities offer.

\*AUSTRALIA, SOUTH . . . . .

\*ASCENSION, ISLAND OF . . . . .

\*CAPE OF GOOD HOPE . . . . .

\*MAURITIUS . . . . .

\*ST. HELENA, ISLAND OF . . . . .

\*ST. MARY'S, RIVER GAMBIA . . . . .

\*SIERRA LEONE (or any other Place to which there is no *Packet Conveyance*) . . . . .

1 10

2 0½

\* The Postage to all Places marked \* must be paid in advance.