

REGULATIONS

MADE UNDER

THE POST OFFICE ORDINANCE, 1916.

Under and by virtue of section 16 of the Post Office Ordinance, 1916, the following Regulations have been made by the Governor in Council:—

Classification of Correspondence and Rates of Postage.

1. Postal articles are divided into the following classes:—

- (a) Letters
- (b) Post-cards
- (c) Printed Papers
- (d) Commercial Papers
- (e) Samples
- (f) Parcels.

Classification of Postal articles.

Letter Post.

2. The prepaid rate of postage on letters posted in Nigeria is:—

- | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---------------------------------------------------------------------------|
| <p>(a) if for delivery in Nigeria;
or
(b) in the United Kingdom any British Colony or Protectorate, or at a British Post Office Agency in China or Morocco;</p> | } | 1d. per oz. or part thereof. |
| <p>(c) if for delivery in any foreign country.</p> | } | 2½d. for the first oz., and 1½d. for each succeeding oz. or part thereof. |

Rates of postage.

No letter may exceed 2 ft. in length, 1 ft. in width, or 1 ft. in depth.

Dimensions.

A letter posted unpaid or insufficiently prepaid will on delivery be charged double the deficient postage.

Unpaid and insufficiently paid.

*Post-cards.***Postage.**

3. The prepaid rate of postage on every post-card posted in Nigeria is:—

if for delivery in Nigeria, $\frac{1}{2}$ d.;

if for delivery outside Nigeria, 1d.

Dimensions and description.

Cards used as post-cards must be made of ordinary card-board, not thicker than the material used for the thickest official post-cards and not thinner than the material used for the thinnest. They may not exceed $5\frac{1}{2}$ inches in length by $3\frac{1}{2}$ inches in width, or be less than 4 inches in length by $2\frac{3}{4}$ inches in width.

Official inland post-cards may be used for destinations outside Nigeria, if they bear postage stamps to represent the additional postage required.

Special conditions.

A post-card must not be folded, cut, or otherwise altered, nor may it be enclosed in a cover of any kind.

The right-hand half of the address side of a post-card is in all cases reserved for the address of the recipient, for the postage stamp necessary for prepayment, which should so far as possible be placed in the upper right-hand corner, and for postal directions (such as "Registered," "Advice of Delivery," etc.); but the left-hand half of the address side as well as the back may be used by the sender for the purpose of a written communication, or may be otherwise disposed of, subject to the restrictions mentioned below.

Nothing may be attached to a post-card except—

(a) Stamps in payment of postage or stamp duty;

(b) A gummed label (not to exceed 2 inches long and $\frac{3}{4}$ inch wide); bearing the name and address of the person to whom the card is sent;

(c) A similar label, bearing the name and address of the sender of the card; and

(d) Engravings, illustrations, drawings and photographs on very thin paper and completely adherent to the card.

The articles specified in paragraphs (c) and (d) may be affixed either to the back or the left-hand half of the address side.

Penalty for breach of conditions.

If any of the foregoing rules relating to a post-card be infringed, the card will be treated as a letter, unless it is eligible for transmission as a "printed paper."

*Printed Papers and Commercial Papers.***Postage unpaid and insufficiently paid.**

4. The prepaid rate of postage on printed papers for all places (Nigeria or abroad) is $\frac{1}{2}$ d. per 2 oz., and on commercial papers is $2\frac{1}{2}$ d. for the first 10 oz., and $\frac{1}{2}$ d. per 2 oz. thereafter.

If only partly prepaid they will be chargeable on delivery with double the deficiency; if unpaid and addressed to any place outside Nigeria they will be stopped; if unpaid and addressed to any place in Nigeria they will be charged with double the postage. Insufficiently prepaid printed papers and commercial papers from places abroad will be chargeable on delivery with double the deficiency.

The articles which are entitled to be sent at the rate applicable to printed papers are mostly impressions or copies obtained upon paper, parchment, or cardboard, by means of printing, lithography, engraving, photography, or any other mechanical process easy to recognise.

Articles
allowed to be
enclosed.

This description includes the undermentioned articles wholly printed:—newspapers, books (stitched or bound), periodical works, pamphlets, sheets of music, visiting cards, address cards, proofs of printing, plans, maps, catalogues, prospectuses, announcements, circulars, notices, engravings, photographs, and designs.

Besides these articles, there are some others which, though not printed matter, are admitted, as, for instance, manuscript intended for the press (when sent with the relative proof), papers impressed for the use of the blind, albums containing photographs, and cardboard drawing models stamped in relief.

Anything, not being of glass, usually attached or belonging to any of the before-mentioned articles in the way of binding, mounting, or otherwise, and anything convenient for their safe transmission by post, may also pass at the rate applicable to such articles, provided it is contained in the same packet.

The products of the copying press and typewriter are not admitted at the rate for printed papers; nor, as a rule, are printed papers the text of which has been modified after printing, either by hand or by means of a mechanical process, or marked so as to constitute a conventional language. The following exceptions to this rule are allowed:—

Printed circulars may be dated in manuscript or by a mechanical process, and the name and address of the sender and of the recipient as well as an indication of his trade or profession, may be added. Corrections and insertions may be made in manuscript or by a mechanical process in relation to names of commercial travellers, dates of their journey, and the places they intend to visit, the names and dates of arrival and departure of ships, names of persons invited to meetings, and the place, date and object of the meetings; and the date of despatch may be inserted in advices of despatch of goods.

On printed visiting cards and Christmas and New Year cards the address or title of the sender may be written, or conventional initials, such as "p.p.c.," as well as good wishes, congratulations, thanks, condolences, or other formulas of courtesy, in each case expressed in not more than five words.

Packets of Christmas and New Year cards may contain the relative invoices. This provision applies to books, newspapers, music, photographs and engravings, which may also bear a presentation inscription.

Printers' proofs may be corrected in manuscript; additions which relate to accuracy, form, and printing, may be made, and in case of want of space additional sheets may be used; the author's manuscript may be enclosed; printers' errors in other printed documents may also be corrected, and figures may be inserted or corrected in prices current, tenders for advertisement, trade circulars, prospectuses, and stock and share lists.

In forms of order or subscription for books, printed on cards, the works required or offered may be indicated in manuscript.

To cuttings from newspapers and periodical publications may be added in manuscript or by a mechanical process the title, date, number, and address of the publication from which the article is extracted.

The undermentioned articles are excluded from transmission at the rate applicable to printed papers:—

Postage stamps, whether obliterated or not, and in general all printed articles constituting the sign of a monetary value.

Blank paper, note paper or envelopes (with or without printed address), and all other articles of stationery pure and simple.

Commercial papers comprise all papers or documents written or drawn wholly or partly by hand (except letters or communications in the nature of letters, or other papers or documents having the character of an actual and personal correspondence) documents of legal procedure, deeds drawn up by public functionaries, copies of or extracts from deeds under private seal written on stamped or unstamped paper, way bills, bills of lading, invoices, and other documents of a mercantile character, documents of insurance and other public companies, all kinds of manuscript music, the manuscript of books and other literary works, letters and post-cards of old date which have already served their original purpose, and pupils' exercises either in original or with corrections, but without any comment on the work, and other papers of a similar description.

Articles
specially
excluded.

Commercial
Papers
description.

Packets of printed or commercial papers addressed to British Colonies or Possessions or to non-Union countries or colonies may not exceed 2 feet in length and 1 foot in width or depth; but for foreign countries in the Postal Union the length is limited to 18 inches. Packets in the form of a roll may not in either case exceed 30 inches in length and 4 inches in diameter. (The limit of weight for each destination will be found on reference to the Post Office Guide).

Dimensions.

Printed papers and commercial papers whether sent "Registered" or not must be posted either without a cover or in an unfastened envelope, or in a cover which can be easily removed for the purpose of examination without breaking any seal, or tearing any paper, or separating any adhering surfaces. A packet posted without a cover may not be fastened or otherwise treated so as to prevent easy examination. It may, however, be tied with a string easy to unfasten.

Contents must be accessible for examination.

Samples.

5. The prepaid rate of postage on sample packets for all places is 1d. for the first 4 oz. and ½d. per 2 oz. thereafter. If only partly prepaid they will be chargeable on delivery with double the deficiency: if unpaid and addressed to any place outside Nigeria they will be stopped; if unpaid and addressed to any place in Nigeria they will be charged with double the postage. Insufficiently prepaid sample packets from places abroad will be chargeable on delivery with double the deficient postage.

Postage.

Unpaid and insufficiently paid.

The use of the sample post is restricted to (a) *bona-fide* trade samples or patterns of merchandise without saleable value, and (b) natural history specimens, dried or preserved animals and plants, geological specimens, and scientific specimens generally, keys, fresh flowers, tubes of serum and pathological specimens rendered innocuous by their mode of preparation and packing, when sent for no commercial purpose. Packets containing goods for sale or consigned in execution of an order (however small the quantity), or articles sent by one private individual to another which are not actually trade samples or patterns or scientific specimens, etc., cannot be forwarded by sample post.

Description.

Packets of samples addressed to British Colonies or Possessions or to non-Union countries may not exceed 2 feet in length and 1 foot in width or depth. Packets for foreign countries in the Postal Union must not exceed 12 inches in length, 8 in width, and 4 in depth, unless in the form of a roll, for which the limits are 12 inches in length and 6 inches in diameter. The limit of weight for each destination will be found on reference to the Post Office Guide.

Dimensions.

Samples must be sent in such a manner as to be easy of examination and, when practicable, must be sent in covers open at the end. In order to secure the return of packets

Contents must be accessible for examination.

which cannot be delivered, the names and addresses of the senders should be printed or written outside. There must be no writing or printing upon or in any sample packet except the address of the person for whom it is intended, the address of the sender, a trade mark or number, the price of the articles, the weight or size, and the quantity to be disposed of, or such as may be necessary to indicate the place of origin of the nature of the merchandise.

Parcel Post.

6. The rates of postage, the limit of size and weight, and any special restriction on the importation of parcels to the various countries and colonies will be found on reference to the Post Office Guide.

Postage.

The rates of postage on parcels posted in Nigeria for delivery in Nigeria are:—

	s.	d.
Not exceeding 3 lb.	0	6d.
Exceeding 3 lb. but not 7 lb.	1	0d.
Exceeding 7 lb. but not 11 lb.	1	6d.

Dimensions.

No parcel may exceed 11 lb. in weight or 3 feet 6 inches in length or 6 feet in length and girth combined.

Registration.

7. Correspondence of any kind, except parcels, can be registered.

Fee payable.

The fee for registration is 2d. and this fee, as well as the postage on the packet must be prepaid.

Manner of registering.

Everything intended for registration must be handed to an officer of the Post Office, and a certificate of posting, obtained. Nothing intended for registration may be dropped into a letter box. If, contrary to this rule, a packet bearing the word, "Registered" or any other word, phrase, or mark to the like effect, is dropped into a letter box, it will, if addressed to any place in Nigeria, be compulsorily registered.

Packing.

The packet must be made up in a reasonably strong cover appropriate to its contents, and must be fastened with wax, gum, or other adhesive matter. It is not sufficient merely to tie the packet with string. This rule does not apply to post-cards, book packets, samples, or commercial papers. These articles in order that they may be admissible to the reduced rate of postage applied to them must be open to inspection whether registered or not.

No postal packet addressed to initials or in pencil is admitted to registration.

No packet marked on the outside with the declared value of the contents, may be sent by registered post. Postmasters will refuse packets so marked which are presented for registration.

As jewellery, or precious articles may not be sent through the post to certain countries (see Post Office Guide) no letters or packets addressed to those countries and containing such articles can be accepted for registration.

The sender of a registered or insured packet may obtain an advice of its delivery on application at the office of posting, either at the time of posting or subsequently. The fee is 2½d., which must be paid on application by stamps affixed by the sender to a form provided for the purpose. Inquiry as to the alleged loss or non-delivery of a registered packet or insured parcel should also be accompanied by a fee of 2½d., and should, if possible, be made upon the form used in applying for an advice of delivery. If it is found that the postal service is in fault, the inquiry fee will be refunded.

Advice of
delivery.

Packets which contain jewellery and also all correspondence addressed to any place in Nigeria bearing the word "Registered," or any other word, phrase, or mark to the like effect, written or impressed on the cover, are, if posted otherwise than in accordance with the regulations, subjected to compulsory registration, and are charged on delivery with a registration fee of 4d., less any amount prepaid in excess of the postage.

Compulsory
registration.

Any packet which is found open in the post, or cannot be delivered, and which is found to contain an uncrossed postal order in which the name of the payee has not been inserted, a cheque, or dividend warrant not crossed, a bank-note, postage stamps, or any article (other than coin or jewellery), of a value in each case exceeding 10s., will be subject to registration, and be chargeable with a registration fee of 2d.

No compensation is given in respect of correspondence compulsorily registered.

Insurance.

8. A list of the Post Offices in Nigeria at which letters and parcels are accepted for "Insurance," and to which "insured" letters and parcels may be sent, and also the names of the countries for which insured letters and parcels will be accepted and the conditions under which they are accepted, will be found on reference to the Post Office Guide.

The limit of "insurance" in all cases is £60.

Limit of
insurance.

The letters to which the insurance system is applicable are those which contain bank-notes, bonds, coupons, securities, and other documents of the kind, post-cards, packets of printed papers, or commercial papers, sample packets, or

Letters which
may be
insured.

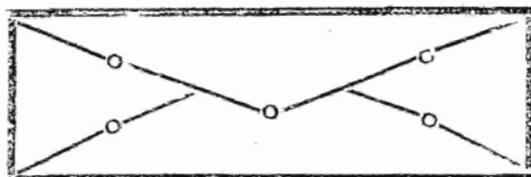
letters which contain articles other than documents, cannot be insured. Objects of value which cannot be sent in insured letters may generally be sent in insured parcels.

How posted.

Letters intended for insurance must be presented at the counter of a Post Office and must not be dropped into a letter box.

Packing and sealing.

Every letter tendered for insurance must be enclosed in a strong cover, which must be securely fastened and sealed with fine wax bearing a private mark, in such a way that it cannot be opened without either breaking the seals or leaving obvious traces of violation. Envelopes with black or coloured borders must not be used. No labels may be affixed except those of the postal service. Seals must be placed over each flap or seam of the cover of the packet; and if the packet is tied round with string or tape, a seal must be placed on the ends where they are tied. The seals on an ordinary envelope should be placed as shown below:—



Letters which, although addressed to a country or place to which the insurance system does not extend, have been irregularly insured; will be forwarded as registered letters; and if they or their contents are lost in the post, the regulations as to the compensation payable in the case of registered letters will be applicable.

Letters bearing on the outside a declaration of the value of the contents cannot be transmitted by post unless they are insured.

Parcels packing and securing.

Every insured parcel must be packed carefully and substantially, with due regard to the nature of the contents and the length of the journey, and must be sealed with wax or lead, bearing a private mark, in such a way that it cannot be opened without either breaking the seal or leaving obvious traces of violation. For instance, seals must be placed over each join or loose flap of the covering of a parcel; and, if string be used in packing, a seal must be placed on the ends of the string where they are tied. It is strongly recommended that, when possible, an impression of the seal used on parcels should be made on the counterfoil of the despatch note.

Parcels containing bullion (not to exceed £5 in value), watches, jewellery, or any article of gold or silver, must be enclosed in strong boxes or cases which must be sewn up, or otherwise fastened, in wrappers of linen, canvas, strong paper,

or other substantial material. In such cases the seals must be placed along the edges of each join or loose flap at distances not more than three inches apart. The address of such parcels must be written on their actual covering.

Parcels containing jewellery, or any article of gold or silver, unless insured for at least part of their value, and for as much of the journey as the regulations permit, cannot be sent by Parcel Post.

Cases in which insurance is compulsory.

Any such parcel posted uninsured will generally be returned to the sender. A compulsory insurance fee of 6d. will be collected on the delivery of every uninsured parcel received from a place abroad and found to contain jewellery or any article of gold or silver.

In some countries the insurance system is restricted to certain Post Offices (see the Post Office Guide). As a rule, insured articles are accepted for these offices only, but in some cases articles for destinations beyond the offices named may be accepted for insurance for that part of the journey which terminates at one of these offices. The covers of articles accepted for insurance under this arrangement should be endorsed by the sender "to be insured as far as the service permits."

Insurance for part of journey only.

A letter or parcel may not be accepted for insurance for part of the journey in Nigeria.

Insured articles have all the safeguards of the registration system; and, subject to the following regulations, compensation will be paid if they or any of their contents are lost in the post.

Compensation in case of loss or damage.

Insured articles must not be addressed to initials or in pencil.

A certificate of posting must always be obtained by the sender.

All the seals on an insured letter or parcel must be of the same kind of wax (or lead in the case of parcels), and must bear distinct impressions of the same private device. Coins must not be used for sealing; and the device must not consist merely of straight, crossed or curved lines which could readily be imitated.

If an article tendered for insurance does not, in the opinion of the officer of the Post Office to whom it is tendered, fulfil the foregoing conditions as to packing and sealing, it is his duty to refuse to insure it. Nevertheless, the onus of properly enclosing, packing and sealing the packet lies upon the sender; and the Post Office assumes no liability for loss arising from defects which may not be observed at the time of posting.

The amount for which an article is insured must be written by the sender both in words and in figures, at the top of the address side of the cover, thus:—"Insured for fifteen

pounds (£15). No alteration or erasure of the inscription is allowed. If a mistake is made, the entry must be completely obliterated and an entirely new one made by the sender. The amount must also, in the case of a parcel, be entered on the despatch-note, if one is used.

No letter or parcel can be insured for more than its actual value, or for more than the sum shown as the maximum amount of insurance in the appendix under the name of the country or colony to which it is addressed. A letter or parcel of which the contents have no saleable value may, however, be insured for a nominal sum in order to obtain the safeguards of the registration system; the fee payable will be the minimum one of 6d. Over-insurance is an obstacle to compensation.

Fees payable for insurance.

The sums payable for insurance, including registration are as follows:—

Fee.	s. d.		...		Limit of	
					Compensation.	
					£	
0	6	12
0	9	24
1	0	36
1	3	48
1	6	60

The fee must be prepaid, in addition to the full postage, by means of postage stamps, which the sender must affix to the cover.

As few stamps as possible should be used to prepay the postage and insurance fee. They must not be folded over the edge of the cover, and when more stamps than one are used they must be affixed with spaces between them.

Re-direction.

When an insured letter or parcel is re-directed from one country to another, a fresh insurance fee becomes payable for each such transmission. Fresh postage is also payable on every insured parcel so re-directed. If the fees are not prepaid they are collected from the addressee on delivery. Insured packets can only be re-directed to countries with which Nigeria exchanges insured articles of the class concerned. (See Post Office Guide).

Compensation for Loss or Damage.

Non-liability of Postmaster-General for loss or damage.

9 The Postmaster-General is not legally liable for any loss or inconvenience which may arise from the loss, damage, delay, non-delivery or mis-delivery of anything sent by post, and no compensation will in any circumstances be paid in respect of unregistered letters, post-cards, book packets or sample packets. But, subject to the rules stated below, compensation may be paid voluntarily and as an act of grace for correspondence of the following descriptions:—

Cases in which compensation may be paid.

If it is proved to his satisfaction that a letter or packet duly admitted to registration has been entirely lost whilst in his custody the Postmaster-General undertakes to pay an indemnity of £2, except in cases beyond control (*e.g.* tempest, shipwreck, earthquake, and war). No compensation, however, is payable except in the case of the loss of the entire letter or packet; and no claim will be admitted if made more than a year after the letter or packet was posted.

Registered
articles

In the case of a packet posted in Nigeria and addressed to a place in Nigeria, the compensation given will not exceed the value of the article lost. Compensation may, however, be given for the loss of the contents or part of the contents of a packet.

No compensation will be paid for the loss of the contents of any packet unless:—

(a) It is proved to the satisfaction of the Postmaster-General that the loss occurred in the Post and that the packing and securing of the cover was adequate.

(b) In the case of the loss of Bank-notes, Money Orders, Postal Orders, Cheques, Coupons, Bonds and similar documents, no compensation will be paid unless they were enclosed in one of the registered envelopes supplied by the Post Office. Particulars sufficient for the identification of such documents must also be furnished.

N.B.—No compensation is paid in any circumstances for the loss of a Postal Order unless the name of the payee and of the office at which payment is to be made have been filled in.

(c) No claim for compensation for the loss of any of the contents of a packet will be entertained if delivery of the packet has been accepted without comment.

Compensation for the loss or damage in the post of an insured letter or parcel, will not exceed the amount of the actual loss or damage, and will not be paid at all for a packet containing any prohibited article, or for any packet which has been delivered without external trace of injury and has been accepted without remark; nor does it follow as a matter of course that compensation will be given when loss arises from tempest, shipwreck, earthquake, war, or other causes beyond control. No claim for compensation will be admitted if made more than a year after the packet was posted. The sender of a parcel may waive his claim in favour of the addressee.

Compensation
payable for loss
or damage of
insured article.

No legal liability to give compensation in respect of any packet for which an insurance fee has been paid attaches to the Postmaster-General, either personally or in his official

capacity. The final decision upon all questions of compensation rests with the Postal Administration of the country in which the loss or damage has taken place.

Compensation
for loss or
damage of
uninsured
parcel.

Compensation may be given for the loss or damage of an uninsured parcel-post parcel under the following conditions:—

(a) That the compensation paid will not exceed the value of the contents lost or damaged, and will in no case exceed £1.

(b) That the loss or damage occurred while the parcel was in the custody of the Postmaster-General.

(c) That the loss or damage occurred through no fault of the sender; for instance, insufficient packing, parcel not secured in such a manner that the contents could not be withdrawn without the cover showing obvious signs of violation, insufficient address, etc.

(d) Compensation will not be paid for the loss or damage of an uninsured parcel in any circumstances under which it would be refused in the case of a registered or insured letter or insured parcel.

Fragile
articles.

No compensation will be given for damage to a fragile article whether sent by letter or parcel post.

Damage by
water.

Compensation will not be given for damage by water in any case where a parcel was transported for any portion of its journey by "carrier," "runner" or "canoe."

In no case will compensation be given in case of accidents beyond control.

Private Boxes and Bags.

10. At certain Post Offices Private Letter Delivery Boxes can be rented. Box-holders can obtain their correspondence earlier than persons who have to call at the delivery counter.

All correspondence for a box-holder, except registered packets, taxed correspondence and parcels, is sorted into his box, which can be opened by a key from the outside.

The receipts for registered articles, the advices of taxed articles, and of parcels are also placed in the boxes and the holders are required to send to the counter for these articles.

The boxes provided are of two sizes:—

The large box which a rental of 20s. per annum is charged is intended for the use of mercantile firms, agencies, traders and such bodies.

Correspondence for the employees of such firms will be placed in these boxes on the written request of the head of the firm or renter. It is necessary in making such

a request to quote the names of the employees whose correspondence should be so dealt with.

The small boxes for which a rental of 5s. per annum is charged are intended for the use of private individuals and no correspondence other than that addressed to the box-holders' family or household will be placed therein.

In case of doubt, the Postmaster-General will decide which type of box may be rented.

The rent of Private Letter Boxes is payable in advance and becomes due on the 1st January in each year. Should any box-holder not have paid for his box by January 15th, no correspondence will be placed in it after that date or until the rent has been paid. If the rent be not paid by 31st January, the tenancy will cease.

If, however, it is desired to commence to rent a box at any time during the year, the charge for the remainder of the year may be calculated at the rate of 2s. per month in the case of the large boxes, and 6d. per month in the case of small boxes; any part of a month being reckoned as a month.

The keys of the private boxes are the property of the Postmaster-General and a deposit of 5s. must be made to the Postmaster before a key is issued. The holder of a box, if he does not desire to renew his rental, can on returning the key to the Postmaster obtain a return of this deposit.

If the key of a box be lost the Postmaster should be informed at once and he will take steps to have a new lock put on the box, and will issue a fresh key on the payment of a fresh deposit of 5s. The original deposit will be retained to cover the cost of the new lock and key.

The holders of private boxes must arrange to have their boxes cleared. It is no part of a Postmaster's duty to inform a box-holder that there is correspondence in his box.

A private letter box will be cleared by the Post Office and the contents handed to the box-holder only if he hands in a written request to that effect with a 1d. stamp affixed.

Correspondence will be placed in private bags which will be made up at the Post Office and delivered at stations of call along the route by which mails are conveyed or will be handed to the addressee or his authorised agent at the Post Office on application.

Private bags are not supplied by the Department. They must be of a pattern approved by the Postmaster-General and provided with locks and duplicate keys.

The charge for the use of a private bag is 20s. per annum, and the rules regarding payment are the same as those referring to payment for the Private Letter Box service.

The Postmaster-General does not undertake to deliver private bags except at a station of call along a mail route or at a Post Office. The persons using the bags are required to send for them and take delivery.

Correspondence to be posted may also be forwarded to the Post Office in private bags.

The user of a private bag is responsible for payment of postage due and all the charges on correspondence and for returning receipts for registered articles.

Late Posting Charges.

11. The Postmaster-General may by notice exhibited outside any Post Office fix the hour up to which any class of postal matter shall be posted for inclusion in a mail—

- (a) At ordinary postal rates;
- (b) on payment of extra postage.

The extra postage to be charged shall be—

- (a) for an ordinary letter, 1d.;
- (b) for a registered letter—

for each half-hour after the hour fixed for the posting such letter at ordinary rates ... 2d.

Official Correspondence Transmitted Free of Postage.

12. Inland correspondence sent by a Government Department on official matters addressed to an official by name or to a private person will be transmitted free of postage provided that the cover is franked by an officer entitled to frank official correspondence.

The undermentioned officers are entitled to frank Inland Official Correspondence:—

<i>Office or Department.</i>	<i>Officer.</i>
Governor-General	Governor-General. Governor's Deputy. Private Secretary. Aide-de-Camp.
Lieutenant-Governor	Lieutenant-Governor. Private Secretary.
Secretariat	Secretary. Assistant Secretary.
Treasury	Treasurer. *Assistant Treasurer. † *Treasury Assistant. †
Judicial	Chief Justice. Puisne Judge. Magistrate. Chief Registrar. Registrar

<i>Office or Department.</i>	<i>Officer.</i>
Customs	Comptroller. Collector. *Supervisor. †
West African Frontier Force	Inspector-General. Commandant. Assistant Commandant. Staff Officer. *Officer Commanding Battalion. *Officer Commanding Battery. *Officer Commanding Company *Officer Commanding Detachment. *Adjutant. *Quartermaster.
Marine	Director. *Assistant Director. *Superintendent Engineer. *Marine Officers and Engineers. † *Accountant. *Assistant Accountants. †
Dir. of Railway and Works	Director. *Personal Assistant.
Railways	General Manager. Assistant to General Manager. *Chief Accountant. *Accountant. † *Assistant Accountants. † *Chief Storekeeper. *Storekeeper. † *Assistant Storekeepers. † *Stock Verifier. † *Chief Engineer. *Engineer-in-Chief. *Assistant Chief Engineer. *Assistant Engineer-in-Chief. *District Engineers. † *Engineers. *Assistant Engineers. † *Chief Mechanical Engineer. *Assistant Mechanical Engineer. *Locomotive Superintendent. *Asst. Loco. Superintendent. *Traffic Manager. *Traffic Superintendent. *Asst. Traffic Superintendent.
Political	Resident. *District Officer. *Assistant District Officer. †
Legal	Attorney-General. Legal Adviser. Crown Prosecutor.
Posts and Telegraphs ...	Postmaster-General. *Assistant Postmaster-General. Engineer-in-Chief. *Assistant Engineer-in-Chief, Divisional Surveyor. *Surveyors. *Assistant Surveyors. *Superintending Engineer. Accountant. *Assistant Accountant. *Engineer. † *Storekeeper.

<i>Office or Department.</i>	<i>Officer.</i>
Audit	Auditor. *Assistant Auditors.†
Printing	*Government Printer.
Police	Inspector-General. Commissioner. Assistant Commissioner.†
Prisons	*Director. *Sheriff.
Forestry	Chief Conservator. *Senior Conservator. *Conservators.† *Assistant Conservators.†
Agriculture	Director. *Assistant Director. *Entomologist. *Mycologist. *Superintendent. *Assistant Superintendent.† *Chief Veterinary Officer. *Veterinary Officer.
Medical	Director. Government Dentist. Principal Medical Officer. Deputy Medical Officer. Provincial Medical Officer. Senior Medical Officer. Medical Officer.†
Medical Research	Director and Bacteriologist.
Sanitary	Senior Sanitary Officer. *Sanitary Officer.
Education	Director. *Chief Inspector.† *Senior Inspector.† *Inspector.† *Senior Superintendent.† *Junior Superintendent.† *Principal, King's College.
Survey	Surveyor-General. Deputy Director of Surveys. Chief Surveyor. *Surveyors.†
Mines	Government Inspector. *Assistant Inspector.†
Government Colliery	*Colliery Manager.
Lands	*Commissioner.
Public Works	Director. *Executive Engineers.† *Engineers.† *Assistant Engineers.† *Accountant. *Assistant Accountants.† *Storekeeper.

<i>Office or Department.</i>	<i>Officer.</i>
General	Senior Officers in charge of recognised branches or sections of departments, officers representing a department in any district or locality.

† Officers marked thus are only entitled to exercise the privilege when representing a department in the provinces.

Correspondence, parcels excepted, sent by a Government Department on official matters addressed to an official by title or name or to a private person in any of the other British West African Colonies or the United Kingdom will be transmitted free of postage provided that the cover be franked by any of the above-mentioned officers, except those marked with an asterisk.

Correspondence on official matters addressed to any of the above-mentioned officials by title may be transmitted through the post free of postage, except to those marked † unless the officer so marked represents his department.

If, however, the name of the officer to whom a packet be addressed appear in the address, postage will be chargeable unless the cover bear the signature of one of the officials entitled to frank correspondence.

L. S. BETHELL.

Clerk of the Executive Council.

MADE in Executive Council this 11th day of January, 1917.

F. D. LUGARD,
Governor-General.