

The originals of maps will be retained in the district,—tracings being sent to Headquarters.

No "fudging" should be attempted, the fitting together of surveys, and the allowance for errors and discrepancies being left to the compiler, but the author will attach a note showing where in his opinion the error has arisen and how identical points should be made to coincide. In all maps anything inserted which is not the result of actual observation will be shewn, either by a dotted line, or in pencil; a marginal note being made as to the source from which the information was obtained, viz: whether from an existing map, or from native reports, &c.

When an officer is able to take observations of heavenly bodies with Sextant or Theodolite, he should use paper unruled for latitude and longitude and put in his own observations, attaching his calculations for verification in England.

5. The report should give all information which may be useful:—

Rules for Reports.

(1.) Either for troops marching, viz:—locality and amount of water, whether or not food is obtainable easily and in what quantity, nature of roads, amount of forage, facility or otherwise of obtaining carriers, and other such matters under the head of "route."

(2.) Under "Economic," it should give any notes on geology, nature of timber, amount and kind of cultivation, and of natural products, trade routes, class and volume of trade, transport animals used, class and number and whether purchasable (including horses) and all matters of a like nature.

(3.) Under "Political," the attitude of the people; whether raided for slaves, or raiders; authority of headmen and chiefs; whose suzerainty is acknowledged; wealth or poverty of people; approximate population, &c., &c.

(4.) Under "General," any other notes of interest, historical or legendary, rumours and reports, language, &c., &c.

Officers expected to take an interest in this work.

6. The High Commissioner trusts that all Officers, Military and Civil, will take an interest in this work, than which there can be no better gauge of their general ability, and powers of observation and resource.

7. Circular Memo No. 13 of the 31st May 1900, is cancelled

F. D. LUGARD,
High Commissioner.

31st January 1903.

POSTAL REGULATIONS.

WHEREAS under Section 8 of "The Post Office Proclamation 1900," power is given to the High Commissioner to adopt regulations of the Universal Postal Union.

Adoption of Rules of Postal Union.

NOW THEREFORE I do hereby direct that the following regulations shall be adopted and shall come into force from the date of the publication hereof:—

Rules of the Universal Postal Union as to method of prepayment, and how dealt with by Post Office.

REGULATION 1.

(1.) Prepayment of postage on every description of article can be effected only by means of postage stamps.

Stamping postal matter.

(2.) Correspondence despatched from the Protectorate will be impressed with a stamp indicating the place of origin and the date of posting.

Obliterating Stamps.

On arrival, the office of destination will apply its date stamp on the back of letters and on the front of post cards.

(3.) Postage stamps not cancelled in consequence of error or omission on the part of the office of origin must be cancelled in the usual way by the office which detects the irregularity.

(4.) As a general rule, the articles of which a mail consists will be classified and tied up in bundles according to the nature of the correspondence, the prepaid correspondence being separated from the unpaid and insufficiently prepaid.

Classification, &c.

Letters bearing traces of violation or damage must have the fact noted on them and be marked with the date stamp of the office making the note.

2. AND WHEREAS under Section 22 of the aforesaid Proclamation, power is given to the High Commissioner to make regulations for the discipline of the officers and servants of the Postal Department.

Discipline

Now therefore the following regulations are hereby promulgated and shall take effect from the date of publication hereof:—

Discipline.

The Postmaster in all matters referring to general business will address the Secretary in accordance with Standing Orders relating to correspondence, but in matters pertaining to the organization and discipline of the Post Office, he will refer to the Treasurer who exercises a general supervision over the Department. The power given to Heads of Departments under the Departmental Offences Proclamation 1902, of fining subordinates will be exercised only by the Postmaster. Any person acting for him will exercise this power only with the concurrence of the Treasurer.

REGULATION 2.

Status and Powers of Postmaster.

3. And whereas under the same section of the aforesaid Proclamation, power is vested in the High Commissioner to make regulations upon various other matters connected with the Postal Service, I do hereby make the following additional regulations which shall come into effect from the date of publication hereof.

Service of Mails.

Fortnightly mails will be despatched from the General Post Office, Lokoja, in accordance with a Time Table issued from time to time by the Postmaster and approved by the High Commissioner.

REGULATION 3.

Mail Service.

The Gassol mail will call en route at Mozum and deliver bags for the Bassa Province; at Loko (where bags will be delivered for the Nassarawa Province), at Abinsi, and at Ibi. Mails for Yola will be forwarded from Gassol.

(1.) Eastern Mail.

The Jebba Mail will call at Egga (or later, Baro) where mails for the Nupe, Zaria, Kontagora, Bautshi and Bornu Provinces (including Zungeru) will be landed, and at Mureji and Shonga. Mails from Illorin

(2.) Mail for North and West.

(3.) Kabba Mail.

(4.) Zungeru weekly Mail.

and South Borgu will be forwarded from Jebba. Separate bags will be made up for each place and sealed in the General Post Office.

The Kabba mail will be despatched from the General Post Office only when any Europeans are stationed in the interior of the Province.

An intermediate weekly mail will be made up at Lokoja for Headquarters (Zungeru) and at Zungeru for Lokoja. Unless in case of urgency all postal matter will be transmitted by the above regular mails and in no case will the transmission of letters by any other means be charged against the Postal Vote, without the High Commissioner's sanction. Only authorised mails to be charged to Postal Vote.

The Master of the vessel conveying the "Jebba-mail" or other person in charge will be responsible that the mail bags arrive at each place on the date named on the Time Table, and he will collect any mails destined for the places to which he is proceeding. He will on no account delay at any place to await late mails, and will keep a journal of arrival and departure at each place. The Residents of Provinces in which are situated the places at which the river steamers or canoes deliver or pick up mails will arrange to have the mail carriers waiting at the port of call with the incoming or outgoing mail. On the arrival of the mail at a Resident's headquarters he will detach the bags for his Province and forward the rest with the utmost possible despatch.

Rates of Postage.

Prepaid letters will be charged at the following rates:—

- (1.) Within Cantonments $\frac{1}{4}$ d. for every 2 ozs.
- (2.) Within the Protectorate (beyond Cantonment limits) and for the Northern Nigeria Station at Burutu 1d. per oz.
- (3.) To the United Kingdom and the following British Possessions and Protectorates 1d. per $\frac{1}{2}$ oz.

Aden, Ascension, Bahamas, Barbadoes, Bermuda, British Central Africa, British East Africa Protectorate, British Guiana, British Honduras, British North Borneo, Canada, Cape Colony, Cayman Islands, Ceylon, China, places at which British Post offices are maintained, viz:— Amoy, Canton, Foochow, Hankow, Hoikow, Lin-Kung-Tan (Wei-hai-wei), Ningpo, Shanghai and Satow, Cyprus, Falkland Islands, Fiji, Gambia, Gibraltar, Gold Coast, Hong-kong, India, Jamaica, Johore, Labuan, Lagos, Leeward Islands, (viz:— Antigua, St. Kitts, Nevis, Dominica, Montserrat and the Virgin,) Malay States Protected, viz:— Perak, Selangor, Negri-sembilan and Pahang, Malta, Mauritius, Natal, Newfoundland, New Zealand, including Cook and Hervey Islands, Palmerston (Avarua) Savage (Niue), Pukapuka (Danger), Rakaanga, Suvarrow, Manabiki, Penrhyn (Tongareva Islands), Southern Nigeria, Orange River Colony, St. Helena, Sarawak, Seychelles, Sierra Leone, Straits Settlements, Tobago, Transvaal, Trinidad, Turks' Islands, Uganda, Windward Islands, (viz:— Grenada, St. Lucia, St. Vincent, and the Grenadines,) Zanzibar.

- (4.) To all other places $2\frac{1}{4}$ d. per $\frac{1}{2}$ oz.

Packages sent by Book Post to all places whether within or beyond the Protectorate will be charged at the rate of $\frac{3}{4}$ d. up to 2 ozs. If exceeding 2 ozs, 1d. for first 4 ozs. and $\frac{1}{2}$ d. for every additional 2 ozs.

Newspapers, (which must not exceed 5 lbs in weight, 2 feet in length and 1 foot in width) are charged at the same rate as Book Post. Patterns and samples are charged 1d. for 4 ozs. and $\frac{1}{2}$ d. for every additional 2 ozs.

No writing in the nature of a letter is permitted to be enclosed in a packet sent by "Book" or "Sample" post. Any Newspaper, sample, or other package sent by book or sample post in which such a communication may be found will be charged as an insufficiently paid letter.

REGULATION 4.
Letter rates.

"Book Post" rates.

Newspapers.

"Sample Post" rates.

Penalty for sending letters by book or sample Post.

Parcels will be charged as follows:—

"Parcel Post" rates.

If addressed to places within the Protectorate:—

	£.	s.	d.
Not over 3 lbs in weight	0	0	6
Over 3 lbs but not over 7 lbs.	0	1	0
Over 7 lbs but not over 11 lbs.	0	1	6

If addressed to the United Kingdom, Southern Nigeria, Lagos, Gold Coast Colony, Sierra Leone, or Gambia, double the above rates.

Parcels addressed to any other country with which the British Post Office exchanges parcels must be prepaid an onward postage at the rate chargeable in the United Kingdom to the Country of Destination as well as—

£.	s.	d.	
0	0	8	If not over 3 lbs. in weight
0	1	4	If over 3 lbs. but not over 7 lbs.
0	2	0	If over 7 lbs. but not over 11 lbs.

All parcels despatched to countries outside this Protectorate except to Southern Nigeria or (overland) to Lagos must bear a declaration of the contents signed by the sender. Declaration

No parcel must exceed 3 feet in length nor 3 feet in girth, except when sent to or from a Government Office. The address of a parcel must be clearly written on the outer wrapper if possible. If a "tie on" label is used the address should be written when possible on the cover also. Dimensions.
Address.

It is well to enclose a duplicate address in the parcel in case the wrappers should be destroyed.

Unpaid letters from any of the places named in paragraph 3 will be charged 2d. per $\frac{1}{2}$ oz. and partially paid letters will be charged double the deficient postage. Unpaid letters from all other places will be charged 5d. per $\frac{1}{2}$ oz. and partially paid letters will be charged double the deficient postage (within a limit of 5d. per $\frac{1}{2}$ oz.) Penalty for unpaid and partially paid letters.

When a person to whom a letter has been delivered has reason to think that it has been improperly charged as overweight the letter should be taken to a Post Office to be weighed before being opened. Verifying surcharges.

Unless this course is followed no question as to the correctness of the surcharge can afterwards be entertained.

Registration.

(1) Registration is applicable equally to letters, postal matter sent by post, book post, or sample post, but not to packages sent by parcel-post. REGULATION 5.
Registration.

The fee chargeable for registration of all packets inland or foreign is 2d. each. A list of articles to which registration is applicable may be seen in any Post Office in the Protectorate. Fees for.

(2) No article addressed to initials or in pencil is admitted for registration. Conditions of.

Every letter presented for registration must be enclosed in a strong envelope securely fastened.

Both postage and registration fee of any postal matter for registration must be prepaid. Postal matter which it is desired to register must be given to a Post Office Official and a receipt obtained. Such postal matter should on no account be dropped into a letter-box.

(3) Postal packets which from external examination or from having been found open, shew that they contain coin, watches, jewellery, or paper money, which could be cashed by any person other than the addressee, will if found in the post be compulsorily registered, and a fee of 4d. charged on delivery unless sent franked as official, in which case the charge will be recovered from the franking officer before despatch. Compulsory registration of certain articles.

Countries to which coin, &c., may not be sent.

(4) Coin, jewellery or precious articles may not be sent through the post to the following countries of the Postal Union, viz:—

Aden.
Antigua.
Argentine Republic.
Austria-Hungary.
Azores.
Bahamas.
Barbados.
Belgium.
Bolivia.
Bosnia.
Brazil.
British East African Protectorate (including Uganda).
British Guiana.
British Honduras.
Bulgaria.
Canada.
Cayman Islands.
Ceylon.
Chili.
Congo (including Black Point, Mayumba and Nyanza).
Corea.
Danish Colonies.—Greenland, St. Croix, St. John and St. Thomas.
Denmark including Faroe Islands and Iceland.
Dominica.
Dominican Republic (San Domingo).
Ecuador.
Egypt.
France.
French Colonies, viz:—
Martinique, Guadeloupe and Dependencies, French Guiana (Cayenne) Senegal and Dependencies Ahgwey Gaboon, Grand Bassam, Half Jack and Wydah, (also Sette Cama and Assinee), Reunion, Comoro Islands, Mayotte & Dependencies and French portion of the Low Archipelago, and the French Establishments in India Pondichery Chandernagore, Karikal, Maké and Yanoon Annam Cambodia, Tonkin and in Cochin China. French Establishments in Morocco, viz:—Casablanca, El ksar el kbir, Fez Larache, Mazagan, Mogador, Rabat, Saffi, Tangier and the Society Islands.
Gold Coast.
Greece.
Guatemala.
Hayti.
Herzegovina.
Honduras (Republic of)
India (including the Indian Post Office establishments in the Persian Gulf.)
Italy.
Japan.
Liberia.
Madeira.
Marquesas Islands.
Mauritius and its Dependencies.

Mexico.
Montenegro.
Netherlands.
Netherlands Colonies, viz.—Dutch Guiana (Surinam), Curacao and Dependencies, viz.—Bonaire, Aruba, the Netherlands portion of St. Martin, St. Eustace, Saba, Java, Madura, Sumatra Celebes, Borneo (except North West part), Billiton, Archipelago of Banca, Archipelago of Riouw, Sunda Islands (Bali, Lombok, Sumbawa, Floris, and South West part of Timor), The Archipelago of the Moluccas and the North West part of New Guinea (Papua).
Nevis.
Nicaragua.
Norway.
Orange River Colony.
Paraguay.
Patagonia.
Persia.
Peru.
Portugal.
Portuguese Colonies, viz:—Goa and its Dependencies (Damao and Diu), Moeno, Timor, Cape Verde Islands and Dependencies (Bissan and Cacheu, Cabenda, Mucilla, Mussera, and Islands of St. Thomas and Prince (in Africa), with the Establishment of Ajada, Angola, Delagoa Bay and Mozambique.
Roumania.
Russia.
St. Kitts.
St. Lucia.
St. Pierre et Miquelon.
Salvador.
Sarawak.
Servia.
Seychelles.
Siam.
Spain (including Balearic and Canary Islands).
Spanish Colonies, viz:—Fernando Po, Annobon and Dependencies.
Straits Settlements.
Sweden.
Switzerland.
Tahiti.
Tobago.
Trinidad.
Turkey.
Turks Islands
United States of America.
United States Colonies, viz:—Cuba, Hawaiian or Sandwich Islands, Porto Rico, Philippine Islands, and Guam (Marian Islands).
Uruguay.
Venezuela.
Virgin Islands.

(5) Letters or packets containing coin for any of the British Colonies not in the Postal Union can be registered.

(6) The sender of a registered article addressed to any Foreign Country or British Colony in the Postal Union may obtain an acknowledgment of its delivery on paying a fee of 2½d. as well as the registration fee in advance.

Acknowledgment of delivery.

Re-direction of Postal Matter.

(1.) The principle of free direction which is adopted throughout the Postal Union for postal matter by letter, book, or sample post, does not exempt from additional postage postal matter which though fully prepaid for the first transmission, is re-directed to a country the postage to which is higher than that originally prepaid. But a fully paid letter or packet received in this Protectorate from abroad, and re-directed under these conditions will not be chargeable for re-direction unless the postage from the place of origin to the final destination is higher than the postage from the place of origin to this Protectorate. Letters originally posted unpaid, and letters or packets posted insufficiently paid, and subsequently re-directed, though not chargeable for re-direction, are subject to the ordinary charge of double the deficient postage on delivery.

REGULATION 6.
Re-direction of Postal matter.

(2.) Postal matter re-directed after delivery at the first address must be reposted in time for the next outgoing mail, otherwise it will be charged as unpaid postal matter. The same course will be followed in the case of any postal matter which may appear to have been opened.

Cases in which charges will be made.

All parcels sent by parcel post are chargeable with fresh postage if re-directed.

All registered postal matter on being re-directed must be handed to a Post Office official and not be dropped into a letter box as ordinary postal matter. If brought too late for the next outgoing mail a fresh registration fee as well as fresh postage will be required.

Re-directed registered packets.

Postal matter returned to the sender for rectification or completion of the address will not, when reposted, be treated as re-directed, but as liable to fresh postage.

Mixed Postal and Telegraph Services.

Persons desirous of having a communication forwarded by post to a place abroad from a Postal Telegraph Office at which it could be posted later than at the local office may have it transmitted as an inland telegram to such an office, and posted there.

REGULATION 7.
Mixed Postal and Telegraph services.

When despatching a communication by this means, it is necessary for the sender to prepay not only the telegram but also the amount of postage required for the transmission of a letter weighing ½ oz. to the country of destination. The words "by post" will be written on the telegram by the sender and will be free of charge.

Closing of Mails.

The hour at which the mails other than the local mail in Cantonments will close will be fixed by a Postal Official in charge of a Post Office and posted on the notice board in front of the Post Office at least 24 hours before the time of closing. A circular will at the same time be sent to the High Commissioner (if at the station,) to the Resident, the Senior Military Officer, and all Heads of Departments, informing them of the hour of closing. Any postal matter received subsequent to the hour named (and not bearing a late-letter fee) will be treated as "posted too late for the mail."

REGULATION 8.
Closing of Mails.

After the hour advertised as the time for closing, and until within 5 minutes of the despatch of the mail, letters will be received at the post office on payment of a late letter fee of ½d. for every letter, to be paid in the form of an additional ½d. stamp affixed to the left hand top corner of the envelope.

With the exception of the regular postal mail bags placed under the charge of the Master, or other person, by the proper Post Office authority, the officers, crew, and passengers on any vessel are prohibited from receiving any postal matter for conveyance which has not passed through the Post Office.

Late letters must be posted at Post Office.

Post office Hours in Cantonments.

(1.) Post Offices in Cantonments will be open for the purpose of general work from 8 a.m. to 12 noon and 2 p.m. to 4 p.m.

REGULATION 9.
Post Office hours in Cantonments.

Post Office service in Cantonments.

(2.) The English mail will be delivered as soon as possible after its arrival, whatever the hour may be. The High Commissioner's bag will *at once* be sent to Government House. All letters for the Officers, West African Frontier Force will be delivered at the Officers' Mess, and for N.C.Os' at the N.C.Os' Mess. All other letters will be delivered to the addressee at his residence or office, unless given to a messenger sent by him to the Post Office, but no postal matter will be handed to a messenger unless he holds a written authority from the addressee to receive it.

There will be two deliveries daily of postal matter within Cantonments viz:—11 a.m. and 4 p.m.

(3.) All enquiries regarding Postal or Telegraph matters should be addressed to the Postmaster, Lokoja.

Undelivered Postal Matter.

(1.) All postal matter should bear the full name and address of the sender in order to ensure its return in case of non-delivery. An undelivered inland letter bearing the full name and address of the sender printed or written upon the outside will be returned unopened. Other undelivered inland letters (except those addressed to persons who have left the Protectorate) will be opened in the General Post Office, and returned if possible to the senders; if they contain neither sender's address nor any enclosure of value they will at once be destroyed and no record will be kept of them. Letters found to contain articles of value will be recorded, and, if returned, or re-issued to a fresh address, will be registered and a fee of 2d. charged on delivery. Undelivered registered letters are returned free of charge. Articles of value which cannot be delivered to the addressee or returned to the sender will be retained at the General Post Office, Lokoja for six months and a notice will be inserted in the *Gazette*. If during that time no application is received for them they will be sold, and the amount credited to the Revenue. Gold, Silver, and precious stones will be retained for one year before being disposed of.

REGULATION 10.

Undelivered postal matter.

Postal matter for Officials who have left.

(2.) All postal matter other than ordinary newspapers addressed to Government Officials who have left the Protectorate will not be opened, but will be forwarded to whatever address may have been left for the purpose at the General Post Office. Letters will be liable to be treated in the ordinary way as undelivered postal matter if the addressee has left no address.

Non-Officials who have left.

(3.) Non-Officials are recommended, before leaving the Protectorate, to communicate to the Postmaster Lokoja the addresses to which they wish their undelivered postal matter to be redirected. Otherwise such matter will be sent to the office of the Firm in England which employs them, or in default of any English Firm will be treated as undeliverable.

Letters for deceased persons.

(4.) Letters for addressees who have died will be sent to the Administrator of the Estate who will return them to the senders.

Newspapers.

(5.) Newspapers in default of any instructions by the addressee (in the column in the address book set apart for the purpose) will be sent to the Hospitals.

Postal Parcels.

(6.) All Postal Parcels will be consigned direct to the General Post Office, Lokoja, and will not pass through the Post Office of Southern Nigeria. Undeliverable parcels will be retained until the sender can be communicated with.

Parcel Post and Ship's Parcels.

REGULATION 11.

Parcel Post and Ship's Parcels. Mode of transmission.

(1.) Ship's Parcels will be sealed and transmitted to the Postmaster Lokoja in the same way as postal parcels.

(2.) The Southern Nigeria Customs Officer hands over all ship's parcels for Northern Nigeria to the Forcados District Postmaster who includes these on a Parcel Post List, and hands them over to the Government Agent of Northern Nigeria for transmission with the mails to Lokoja. The Government Agent will give a receipt for them. Both ship's parcels and postal parcels may be sent by the Southern Nigeria launch if proceeding to Lokoja direct.

(3.) The Postmaster, Lokoja, will enter all postal and ship's parcels in a book kept for the purpose. He will sign entries "for consignee," dutiable articles being passed on Duty Bills of Entry and free goods on Free Bills of Entry. All free imports will have a declaration signed by the Importer claiming that the articles so imported are not for trade or re-sale. Parcels imported by different ships should be passed on different entries. Entries will also be passed for Government goods either on Dutiable or Free Forms, values being shewn but no duties collected, and on the face of the entries will be written in red ink the words "Exempted under "

Passing entries

(4.) Duty will be collected by the Postmaster before the parcel is delivered to consignee on all ship's parcels in accordance with the assessment on the two copies of the Parcels Bill, one of which he will retain and will forward the other to the Postmaster, Forcados. In the absence of an invoice, the parcel may be opened in the presence of the consignee and the duty will be paid on the appraised value of contents. If the consignee is not resident at Lokoja, and no invoice has been received from him by the Postmaster the latter will open the parcel in the presence of the O. C. Unit or Head of Department, and assess the duty which will be recoverable from the consignee before delivery, or may, by arrangement, be paid by the Officers' Mess on his behalf, or from any deposit lodged with the Protectorate for the purpose through his Mess.

Duties.

(5.) Entries when passed and completed will be forwarded by the Postmaster Lokoja, together with the amount of duty collected, to the Postmaster Forcados, at the end of each month. A statement showing any discrepancies between the Parcels Bill and the Bill of Entry should accompany the monthly list, together with any parcels which cannot be delivered owing to the death or absence of the consignee. If the duty on any parcels has not been collected they will be shown on the list with a certificate that they still remain in the custody of the Postmaster.

Transmission of Entries and duties.

(6.) The assessment referred to in paragraph (d) can usually be accepted as the true value of contents and as agreeing with the Customs Declaration Form posted on the parcels, but if there be any doubt as to the correctness of the value, or suspicion as to import of prohibited articles, the parcel can be examined, but only in the presence of the Importer who should be notified accordingly. Conditions applying to parcel post packages with regard to freight and size do not apply to ship's parcels. If small quantities of specific articles such as cigars, cigarettes, perfumes and tobacco, are imported in a parcel without the quantities being shown on the customs declaration form the parcel will be examined unless the consignee can state the quantity. In examining a parcel great care will be taken to avoid damaging it more than is absolutely necessary to estimate quantity.

Assessment of duties.

(7.) Packages containing prohibited articles will be confiscated, a note to this effect being made in the monthly list of entries, and a report made to the Secretary giving the reasons for the confiscation.

Prohibited articles.

Any person contravening any Postal Regulation shall be liable to a fine not exceeding five pounds.

F. D. LUGARD,
High Commissioner.

31st January, 1903.