

התאחדות בולאישראל
הספריה

5399

אלוני
ידין 152, שוק
03-9794431

PALESTINE P O S T O F F I C E G U I D E

APRIL 1948

ISSUED BY THE POSTMASTER GENERAL

THE SERVICES AND CHARGES SET OUT IN
THIS VOLUME ARE - LIABLE TO CHANGE.
UP-TO-DATE INFORMATION CAN BE OBTAINED
AT POST OFFICES THROUGHOUT THE COUNTRY.

1948

<p>JANUARY</p> <p>S — 4 11 18 25</p> <p>M — 5 12 19 26</p> <p>Tu — 6 13 20 27</p> <p>W — 7 14 21 28</p> <p>Th 1 8 15 22 29</p> <p>F 2 9 16 23 30</p> <p>S 3 10 17 24 31</p>	<p>FEBRUARY</p> <p>S 1 8 15 22 29</p> <p>M 2 9 16 23 —</p> <p>Tu 3 10 17 24 —</p> <p>W 4 11 18 25 —</p> <p>Th 5 12 19 26 —</p> <p>F 6 13 20 27 —</p> <p>S 7 14 21 28 —</p>	<p>MARCH</p> <p>S — 7 14 21 28</p> <p>M 1 8 15 22 29</p> <p>Tu 2 9 16 23 30</p> <p>W 3 10 17 24 31</p> <p>Th 4 11 18 25 —</p> <p>F 5 12 19 26 —</p> <p>S 6 13 20 27 —</p>
<p>APRIL</p> <p>S — 4 11 18 25</p> <p>M — 5 12 19 26</p> <p>Tu — 6 13 20 27</p> <p>W — 7 14 21 28</p> <p>Th 1 8 15 22 29</p> <p>F 2 9 16 23 30</p> <p>S 3 10 17 24 —</p>	<p>MAY</p> <p>S — 2 9 16 23 30</p> <p>M — 3 10 17 24 31</p> <p>Tu — 4 11 18 25 —</p> <p>W — 5 12 19 26 —</p> <p>Th — 6 13 20 27 —</p> <p>F — 7 14 21 28 —</p> <p>S 1 8 15 22 29 —</p>	<p>JUNE</p> <p>S — 6 13 20 27</p> <p>M — 7 14 21 28</p> <p>Tu 1 8 15 22 29</p> <p>W 2 9 16 23 30</p> <p>Th 3 10 17 24 —</p> <p>F 4 11 18 25 —</p> <p>S 5 12 19 26 —</p>
<p>JULY</p> <p>S — 4 11 18 25</p> <p>M — 5 12 19 26</p> <p>Tu — 6 13 20 27</p> <p>W — 7 14 21 28</p> <p>Th 1 8 15 22 29</p> <p>F 2 9 16 23 30</p> <p>S 3 10 17 24 31</p>	<p>AUGUST</p> <p>S 1 8 15 22 29</p> <p>M 2 9 16 23 30</p> <p>Tu 3 10 17 24 31</p> <p>W 4 11 18 25 —</p> <p>Th 5 12 19 26 —</p> <p>F 6 13 20 27 —</p> <p>S 7 14 21 28 —</p>	<p>SEPTEMBER</p> <p>S — 5 12 19 26</p> <p>M — 6 13 20 27</p> <p>Tu — 7 14 21 28</p> <p>W 1 8 15 22 29</p> <p>Th 2 9 16 23 30</p> <p>F 3 10 17 24 —</p> <p>S 4 11 18 25 —</p>
<p>OCTOBER</p> <p>S — 3 10 17 24 31</p> <p>M — 4 11 18 25 —</p> <p>Tu — 5 12 19 26 —</p> <p>W — 6 13 20 27 —</p> <p>Th — 7 14 21 28 —</p> <p>F 1 8 15 22 29 —</p> <p>S 2 9 16 23 30 —</p>	<p>NOVEMBER</p> <p>S — 7 14 21 28</p> <p>M 1 8 15 22 29</p> <p>Tu 2 9 16 23 30</p> <p>W 3 10 17 24 —</p> <p>Th 4 11 18 25 —</p> <p>F 5 12 19 26 —</p> <p>S 6 13 20 27 —</p>	<p>DECEMBER</p> <p>S — 5 12 19 26</p> <p>M — 6 13 20 27</p> <p>Tu — 7 14 21 28</p> <p>W 1 8 15 22 29</p> <p>Th 2 9 16 23 30</p> <p>F 3 10 17 24 31</p> <p>S 4 11 18 25 —</p>

1948

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PRINCIPAL POST OFFICE CHARGES

POSTAGE

Description.	Inland.	United Kingdom	Other Countries (for Air Mails see Air Mail Leaflet).
Letters	Not excdg. 30 gr., 10 mils. Every addl. 30 gr., or part thereof 6 mils.	Not excdg. 20 gr., 15 mils. Every addl. 20 gr., or part thereof 20 mils.	Not excdg. 20 gr., 20 mils. Every addl. 20 gr., 13 mils.
Postcards	7 mils.	10 mils.	13 mils.

Description.	Inland.	Other Countries.
Small Packets	—	For every 50 gr., 8 mils. Minimum 40 mils. (Limited service. See pages 50-52.)
Newspapers (Registered at G.P.O.)	Per copy 2 mils	Same as Printed Papers.
Printed Papers	For every 50 gr., or part thereof ... 3 mils	For every 50 gr., or part thereof ... 5 mils.
Commercial Papers	Same as Printed Papers	For every 50 gr., or part thereof ... 3 mils. Minimum 20 mils.
Literature for the Blind	For every kgr., or part thereof ... 2 mils	For every kgr., or part thereof ... 2 mils.
Samples	For every 50 gr., or part thereof ... 3 mils Minimum 6 mils.	For every 50 gr., or part thereof ... 5 mils. Minimum 10 mils.
Parcels	Palestine. Not excdg. 1 kgr. 20 mils " 3 kgr. 40 mils " 5 kgr. 60 mils " 10 kgr. 100 mils	Transjordan. Not excdg. 1 kgr. 40 mils " 3 kgr. 60 mils " 5 kgr. 80 mils " 10 kgr. 160 mils For other countries see pages 74 to 207.

Registration Fee 15 mils

Advice of Delivery of a registered or insured item, or ...	} Inland 15 mils. Foreign 15 mils.
Advice of Payment of a Money Order	

POSTAGE STAMPS AND STAMPED POSTAL STATIONERY

Postage Stamps of the following values are issued:—

2, 3, 4, 5, 6, 7, 8, 10, 13, 15, 20, 50, 100, 200, 250, 500 mils and £P1.

Postal Stationery is issued as follows:—

Inland Postcards impressed with a 7 mils stamp ...	9 mils.
International Postcards " " 13 " " ...	15 "
Inland Letter-Cards " " 10 " " ...	12 "
Inland Newspaper	
Wrappers " " 3 " " ...	4 "
International Newspaper	
Wrappers " " 4 " " ...	5 "

(Cheaper rates apply if more than one wrapper is purchased.)

Registered Letter Envelopes:—

Size 15 × 9½ cm. impressed with a 15 mils stamp ...	30 mils.
" 20 × 12½ cm. " " 15 " " ...	40 "
" 29 × 15 cm. " " 15 " " ...	50 "

SUMMARY OF MISCELLANEOUS CHARGES

I. Postal Services	£P Mils.
*Enquiry in respect of a missing, damaged or otherwise mistreated registered or insured article015
Posting and treatment fee on a Cash-on-delivery parcel for abroad010
Delivery fee on a Cash-on-delivery parcel from abroad015
Cash-on-delivery Trade Charge fee, per £P1 or part thereof to be collected abroad010
Rental of a Special Posting Box	1.000 per annum.
Fee for Clearance of Posting Box	1.000 per annum.
Rental of a Post Office Box—	
(a) At Haifa, Jaffa, Jerusalem or Tel Aviv ...	1.000
(b) At other places600

per annum,
payable half
yearly in
advance, if
desired.

* Refundable if Post Office at fault.

6 Miscellaneous Charges

	£P Mils.
Making up a Private Bag	1.500 per annum.
*Deposit in respect of lock and one key of a P.O. Box150
*Deposit in respect of issue of a second or subsequent key of a P.O. box100
Transfer of P.O. box facilities to another Post Office or change of title or name of the same renter050
Clearance fee on packets (other than parcels) containing dutiable articles—For each packet charged with duty020
Clearance fee on parcels containing dutiable articles—For each parcel charged with duty010
Demurrage on a parcel not collected within 10 days from the date of despatch of the Despatch Note to the addressee:—	
(a) Uninsured parcels010 per diem (max. 200 mils).
(b) Insured parcels (for each 1,000 francs or part thereof of insured value)010 per diem (max. 600 mils).
* Registration of a newspaper for transmission at newspaper rate of postage	1.000 per annum.
Late posting fee:—	
(a) Unregistered correspondence002
(b) Registered correspondence020
Redirection of correspondence	First year free.
** For each name recorded...Second and third years100 per annum.
Each further year250 per annum.
When business premises temporarily unoccupied250
Special delivery at Post Office of registered correspondence usually delivered by Postman:—	
(a) One delivery daily	1.000 per annum.
(b) Each further delivery daily500 per annum.

* Refundable if box, lock and key are in serviceable condition on relinquishment and the key or keys are returned within the regulation period.

** Only one fee is charged in respect of all members of one family bearing the same name and removed to one address.

Special delivery at Post Office of ordinary correspondence usually delivered by Postman:—	£P Mils.
Per occasion and for each search010
Postal deposit account, book-keeping charge ...	1.000 per annum.
Fee for payment of customs charges undertaken by sender050

II. Money Order and Postal Order Services

Advice of payment of an Inland Money Order	.015
Advice of payment of a Foreign Money Order	.015
Alteration of name of remitter or payee of Inland Money Order010
Alteration of name of remitter or payee of a Foreign Money Order015
Issue of a duplicate of a Money Order lost by remitter or payee020
Stopping payment of a Money Order020
Repayment of an Inland Money Order to the remitter	New commission.
Transfer of payment of a Money Order	New commission at inland rate.
*Search fee in connection with a Postal Order exceeding 150 mils face value alleged to have been lost or miscarried	
	.100
Supplementary fee for an Inland Telegraph Money Order010
Supplementary fee for a Foreign Telegraph Money Order025

III. Telegraph Services

Telegraph deposit account, book-keeping charge	2.000 per annum.
Inspection of original or copy of telegram020
Certified copy of an Inland telegram:—	
For each 50 words or part thereof020
Certified copy of a Foreign telegram:—	
For the first 100 words (minimum)060
For each additional 50 word or part thereof	.020

* Refundable if Post Office at fault.

Searching for an Inland telegram—for each day's traffic searched	£P Mils. .050
Cancelling a telegram before transmission015
Registration of abbreviated telegraphic address	1.000 per annum.
Alteration of abbreviated telegraphic address050
Recording redirection instructions:—	
First three months	Free.
Exceeding three months but not exceeding one year250 per annum.
Local redirection of telegram when extra service performed050
Record of standing instructions for the redirection of fully addressed telegrams during fixed hours	1.000 per annum.

IV. Telephone Services

Detailed statement of trunk calls	2% of total quarterly account with minimum of 75 mils.
Copy of trunk call account	1% of total amount of account, with minimum charge of 20 mils.
Plugging through to attended exchange when subscriber's exchange closed	3.000 per annum.

V. Miscellaneous

Issue of cash receipt when not ordinarily supplied005
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VI. Licences

Postage stamp vendors100
Wireless broadcast receiving	1.000 per annum.
Wireless apparatus dealers	1.000 per annum.
Certificate in lieu of lost licence100
Duplicate of a licence050

EXCLUSIVE RIGHTS OF THE POSTMASTER GENERAL

POSTAL

Wherever within Palestine posts or post communications are for the time being established, the Postmaster General possesses, by virtue of the Post Office Ordinance (Cap. 115), the exclusive privilege of carrying from one place to another all letters and of performing all the incidental services of receiving, collecting, sending, despatching and delivering all letters, except in the following cases:—

(a) letters sent by a friend on his way, journey, or travel, to be delivered by that friend to the person to whom they are directed;

(b) letters concerning the private affairs of the sender or receiver thereof, sent by a messenger on purpose, provided that neither the messenger nor his employer receives any remuneration directly or indirectly based upon the number of letters carried;

(c) commissions to take evidence or returns thereof, and any writ, process, proceeding, or return issuing out of a Court;

(d) letters sent out of Palestine by a private vessel, not being a vessel carrying postal packets under contract;

(e) letters of merchants owners of vessels or merchandise, or the cargo or loading therein, sent by those vessels of merchandise, or by any person employed by those owners for the carriage of these letters, according to their respective directions, and delivered to the respective persons to whom they are directed, without paying or receiving hire or reward, advantage, or profit for the same;

(f) letters concerning goods or merchandise sent by common carriers, to be delivered with the goods which those letters concern, without hire or reward or other profit or advantage for receiving or delivering those letters;

but no person may make a collection of those excepted letters for the purpose of sending them in the manner described.

Penalties are imposed for any infringement of the Postmaster General's rights.

TELEGRAPHIC AND TELEPHONIC

The High Commissioner possesses, by virtue of the Post Office Ordinance (Cap. 115), the exclusive privilege of constructing, maintaining and working telegraphs within Palestine.

But the High Commissioner may grant a licence on such conditions as he may think fit to—

(a) any person to construct, maintain, and work a telegraph for the purpose of his private or business affairs; and

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(b) any Telegraph Company to construct, maintain, and work a telegraph for the transmission of telegrams to and from any place beyond Palestine.

The term "telegraph" means a line, wire or other apparatus used for the purpose of telegraphic or telephonic communication, together with any casing, coating, tube or pipe enclosing the same and includes a pneumatic tube, submarine or other cable and any apparatus for transmitting messages or other communications by means of signals, whether with or without the aid of wires.

Persons infringing the High Commissioner's privilege render themselves liable to a heavy penalty.

WIRELESS TELEGRAPHY

Under the Wireless Telegraphy Ordinance (Cap. 152) no person may establish or maintain a wireless telegraph station, or install or work or maintain any apparatus for wireless telegraphy in any place in Palestine or on board any ship or aircraft registered in Palestine, except under and in accordance with a licence granted in that behalf by the High Commissioner.

Wireless telegraphy is defined to mean any system of communication by means of any apparatus for sending or receiving messages or other communications by means of electric signals without the aid of any wire connecting the points from and at which the messages or other communications are sent or received.

"Maintain" includes possession of apparatus whether in a working condition or not.

Any person contravening the Ordinance renders himself liable to serious penalties.

IMITATION OF POST OFFICE FORMS AND MARKS

Section 97 of the Post Office Ordinance (Cap. 115) forbid the manufacture, issue and use of fictitious stamps and of forms in imitation of Post Office forms and the imitation of postmarks.

Penalties are imposed for any contravention thereof.

DISFIGUREMENT OR DAMAGE OF LETTER BOXES

Sections 94 and 95 of the Post Office Ordinance (Cap. 115) forbid the disfigurement or damage of, or any attempt to disfigure or damage, any Post Office letter box or Post Office notice plate or sign plate, etc., and provide for penalties for any contravention of those Sections.

INLAND POST

The regulations of the Inland Post apply generally to any postal packet sent between one place and another in Palestine.

The classes of postal packets admitted to the Inland Post are letters, postcards, newspapers, printed papers (including commercial papers and literature for the use of the blind), samples and parcels.

PROHIBITED ARTICLES

The Post Office Ordinance (Cap. 115) contains the following provisions:

Section 13.

"There shall not be posted or conveyed or delivered by post any postal packet:

(a) Consisting of, or containing, any indecent or obscene print, painting, photograph, lithograph, engraving, book, or card, or indecent or obscene article, or any seditious publication; or

(b) Having thereon, or on the cover thereof, any words, marks, or signs of an indecent, obscene, libellous, seditious, or grossly offensive character; or

(c) Containing any advertisement or ticket relating to a lottery, any advertisement issued by, or on behalf of, any person offering to tell fortunes, any advertisement, circular, coupon or notice relating to any illegal betting business, any advertisement relating to the treatment of venereal disease or to any preparation for its prevention, cure, or relief, except in the case of packets addressed only to registered medical practitioners or chemists for the purpose of their business."

Section 31 (4).

Illicit conveyance of letter packets

4. If any person not authorised by, or in pursuance of, this Ordinance does any of the following things, namely, sends or causes to be sent, or conveys, or performs any service incidental to conveying, otherwise than by post, any letter not excepted from the exclusive privilege of the Postmaster General, or makes a collection of those excepted letters for the purpose of conveying or sending them either by post or otherwise, he is guilty of an offence and is liable to a fine of fifty pounds for every letter, and in addition the court may order that any such letter or letters shall be confiscated. Any letter or letters confiscated in pursuance of such order shall be handed to the Postmaster General, who may destroy or otherwise deal with the same as he shall in his absolute discretion think fit.

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Section 84 (1)

"If any person :

(a) Unlawfully removes any stamp or post office label from a postal packet in course of transmission by post or from any post office document ;
or

(b) Removes from any stamp previously used any mark made thereon at a post office ; or

(c) Knowingly uses a postage stamp which has been obliterated or defaced by a mark made thereon at a post office ;

he is guilty of an offence and is liable to penal servitude for seven years."

Section 96

"A person shall not send or attempt to send a postal packet which :

(a) Encloses any explosive substance, any dangerous substance, any filth, any noxious or deleterious substance, narcotics, unless their insertion is expressly authorised by the Convention and Agreements of the Universal Postal Union, any sharp instrument not properly protected, any living creature, which is either noxious or likely to injure other postal packets in course of conveyance or an officer of the post office, or any article or thing whatsoever which is likely to injure either other postal packets in course of conveyance or an officer of the post office."

Section 97

"A person shall not without due authority :

(a) Make, issue or send by post or otherwise any envelope, wrapper, card, form, or paper in imitation of one issued by, or under the authority of, the Postmaster General, or of any foreign postal authority, or having thereon any words, letters, or marks which signify or imply or may reasonably lead the recipient to believe, that a postal packet bearing them is sent on government service ; or

(b) Make on any envelope, wrapper, card, form or paper for the purpose of being issued or sent by post or otherwise, or otherwise use any mark in imitation of, or similar to, or purporting to be, any stamp or mark of any post office under the Postmaster General or under any foreign postal authority, or any words, letters or marks which signify or imply, or may reasonably lead the recipient to believe, that a postal packet bearing them is sent on government service ; or

(c) Issue or send by post or otherwise any envelope, wrapper, card, form or paper so marked."

In addition to the foregoing prohibitions it is also prohibited under the Rules of the Post Office to send by post a postal packet :

(a) Having thereon or on the cover thereof any words, marks, or designs of a character likely, in the opinion of the Postmaster General, to embarrass the officers of the post office in dealing with the packet in the post ; or

(b) Of such a form or so made up for transmission as to be likely, in the opinion of the Postmaster General, to embarrass the officers of the post office in dealing with the packet in the post; or

(c) Consisting of or containing two or more postal packets (of the same or of different descriptions) addressed to different persons at different addresses.

Prohibited Articles, if tendered for transmission, will be refused, or, if detected in transit, detained. — They are liable to be dealt with in such manner as the Postmaster General may direct, and the sender is in some cases liable to prosecution.

VALUABLE ARTICLES

The transmission by post of coins for purposes of ornament, Bank Notes, Currency Notes, Negotiable instruments payable to bearer, Platinum, Gold or Silver, (whether or not manufactured) precious stones, Jewels or other precious articles in unregistered packets is prohibited both in the Inland and Foreign Service.

EMBARRASSING PACKETS

Packets of such a form or so made up for transmission by post as to be likely to embarrass the officers of the post office in dealing with the packets in the post, are prohibited from transmission by post.

Addresses

A packet having anything printed or otherwise impressed upon or attached to the address side which, either by tending to prevent the easy and quick reading of the address, or by inconvenient proximity to the postage stamps, or in any other way, is likely to impede the officers of the post office in dealing with it. Cards, envelopes, labels and wrappers are, however, admitted if the writing or printing is confined to the left-hand half of the address side, the right-hand half being reserved exclusively for the postage stamps and the address.

A packet having its address parallel to the breadth instead of to the length of the envelope.

Stamps

A packet bearing on its address side an adhesive label or printed design either resembling a postage stamp in shape or size or in the form of a frame for a postage stamp;

A packet having a postage stamp affixed elsewhere than at the right-hand top corner of the address side.

Dimensions and Shape

A pictorial card or packet containing a collection of views of places, which does not conform to the following conditions: It must not be less than 10 cms. in length by 7 cms. in width, and must, whenever possible, be square or oblong in shape. If an irregular shape be used, the lower edge and the

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left-hand edge should be straight and at right angles to one another, but those edges may be serrated, provided that the packet will stand upright upon them when sorted with other articles.

A card which is less than 10 cm. in length by 7 cm. in width or a packet of such small dimensions as to be likely to impede the officers of the post office in dealing with it in the post.

Colour: A packet or envelope of a red colour, or of another colour likely to cause strain on the eyes of the officers of the post office. Cards, labels or envelopes should be white, but objection is not taken to pale shades of buff, yellow, green or blue. It is essential, however, that the ink used on coloured paper should be in sharp contrast with the tint of the paper. The foregoing also applies to the visible portion of enclosures in envelopes with transparent or "cut-out" panels.

Wholly transparent: A packet in a wholly transparent envelope.

Transparent panel: A packet enclosed in an envelope with a transparent panel which does not conform to the following conditions:

1. The panel must extend parallel to the length of the envelope;
2. A space of 4 cms. must be left above the panel for the postage stamp and the date-stamp impression;
3. No writing or printing other than the address may be displayed through the panel, and the address must appear through the panel in such a manner as to be read with reasonable facility;
4. The enclosures must be so folded that they cannot move about in the envelope, and thus cause the address to be hidden.

Open (cut-out) panel: A packet enclosed in an envelope with an open (cut-out) panel which does not conform to the following conditions:

1. The open "cut-out" panel must not exceed 9 cms. in length by 3 cms. in width;
2. The requirements shown in 1, 2, 3 & 4 in the preceding paragraph headed *Transparent Panel*;
3. A minimum space of at least $1\frac{1}{4}$ centimetres must be left between the sides and base of the cut-out panel and the respective edges of the envelope.

"Trap" packets: A packet having an opening large enough to entrap small letters or postcards. A small envelope not exceeding 9 cms. in depth with a tuck-in flap along the top not exceeding 15 cms. in width, may be used in the open post as may any other envelope with a tuck-in flap if the opening does not exceed 12 cms. in width. If a larger envelope is necessary, the senders should adopt a pattern having a special kind of flap which can be tucked into a narrow slit, or some form of blunt metal fasteners (paper clips are inadmissible) which will not interfere with the easy examination of the contents of the envelope or injure other packets or the hands of the post office staff.

LETTERS

The prepaid rate of postage is as follows:—

Not exceeding 30 grammes in weight	10 mils.
For every additional 30 grammes or part thereof	6 mils.

A letter, if posted unpaid, is charged on delivery with double postage; if posted underpaid, with double the amount short paid.

No letter may exceed 60 cm in length, 30 cm. in width, or 30 cm. in depth, or, if in the form of a roll, 75 cm. in length and 10 cm. in diameter. The limit of weight is 2 kilogrammes.

POSTCARDS

The prepaid rate of postage on every postcard is 7 mils. A postcard posted unpaid is chargeable on delivery with double postage; if posted underpaid, with double the amount short paid.

The material for private cards to be used as postcards must be ordinary cardboard or paper not thinner than that used for the thinnest cards issued and sold by the Postmaster General for use as postcards and stout enough not to hinder manipulation. No card may exceed 15 cms. in length by 10.5 cms. in width, or be less than 10 cms. in length by 7 cms. in width. Nothing may be attached to a postcard except:—

1. Stamps in payment of postage or stamp duty;
2. A label or a slip to fold back completely adherent to the card, and bearing the name and address of the addressee;
3. A similar label (not to exceed 5 cms. long and 2 cms. wide), bearing the name and address of the sender of the card; and
4. Engravings, drawings, photographs, and printed matter on very thin paper and completely adherent to the card.

A postcard may not be folded, nor may it be cut or altered in such a way as to reduce the size below 10 by 7 cms. A postcard may not be fastened against inspection in any way, or enclosed in a cover of any kind.

If any of the foregoing rules be infringed, the card will be treated as a letter.

The articles specified in paragraphs (3) and (4) may be affixed either to the back of the card or to the left-hand half of the address side. The right-hand half of the address side is reserved exclusively for the postage stamp and the address. Contravention of this regulation may result in the card being withheld from delivery.

NEWSPAPERS

RATE OF POSTAGE

The prepaid rate of postage on copies of publications registered for inland transmission at the newspaper rate, including supplements thereto, is 2 mils for every copy.

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If two or more copies are sent in a single packet, each copy is liable to the same postage as if posted separately.

A copy or a packet of copies posted unpaid or underpaid is chargeable on delivery with double the deficiency at the newspaper rate or printed paper rate, whichever charge is the lower.

WEIGHT AND SIZE

The maximum weight is 1 kg.

The limit of sizes are:—

60 cms. in length, 30 cms. in width, 30 cms. in depth;

or if made up in the form of a roll, 75 cms. in length and 10 cms. in diameter.

A packet containing a single registered newspaper or two or more registered newspapers, may be sent at the printed paper rate of 3 mils for every 50 grms. or part thereof subject to the usual conditions governing that rate.

CONDITIONS OF INCLUSION IN THE REGISTER

Any publication coming within the following description can, upon payment of an annual fee of £P1, be *registered* at the General Post Office for transmission by inland post as *newspaper*:

1. The publication must consist wholly or in great part of political or other news, or of articles relating thereto, or to other current topics, with or without advertisements.
2. It must be printed and published in Palestine.
3. It must be published in numbers at intervals of not more than seven days.
4. The full title and date of publication must be printed at the top of the first page, and the whole or part of the title and the date at the top of every subsequent page. This regulation applies also to tables of contents and indexes.

SUPPLEMENTS

5. Any *supplement* issued with a newspaper must consist wholly or in great part of matter like that of a newspaper, or of advertisements, printed on a sheet or sheets, or a piece or pieces, of paper put together at some one part of the newspaper, whether gummed or stitched up with the newspaper or not, or wholly or in part of engravings, prints or lithographs illustrative of articles in the newspaper; it must in every case be published with the newspaper, and have the title of the newspaper printed at the top of every page or at the top of every sheet or side on which any engraving, print, or lithograph appears. The supplement or supplements issued with any number of a registered newspaper may not exceed the newspaper itself in size or weight.

The post office cannot regard a document as a supplement merely because it is printed under that title. A separate document intended to be used for separate purposes is not a supplement to a newspaper. For example, documents of the following descriptions if enclosed in copies of registered newspapers render them inadmissible at the newspaper rate of postage:

1. Any document not printed by the responsible printer of the paper, such as an advertisement sheet printed for an advertiser and sent to the publisher of a newspaper for distribution with it;
2. A contents bill, an advertisement sheet with an order form attached, a prospectus with an application form attached, or a proposal or enquiry form; or
3. Any document drawn up in the form of a direct personal communication to the recipients, such as a printed circular in the form of a letter purporting to be addressed by an advertiser to the person by whom the newspaper in which it is enclosed is received.

Exceptionally, for the present, almanacs, although they are documents to be used for separate purposes, will be regarded as supplements, provided that they are in all other respects in conformity with the preceding regulations governing supplements.

REGULATIONS

Every copy should be so folded and covered, if posted in a cover, as to admit of the ready inspection of the title. If posted in a cover, the cover should be open at both ends and be easily removable for the purpose of examination.

No copy of a newspaper sent by post at the newspaper rate may bear anything not being part of the newspaper, except the name, address, and description either of the sender or of the addressee or both, with index or reference numbers and letters; the words *With compliments*, a request for return in case of non-delivery; the title of the newspaper, and a reference to its registration for transmission by post; and a reference to any place in the newspaper to which the attention of the addressee is directed. The same regulations apply to any cover enclosing a copy of a newspaper.

No unregistered publication, and no article which is not part of a publication registered as a newspaper or a supplement thereto, may be enclosed in any packet sent at the newspaper rate.

No supplement to a publication, registered as a newspaper, is admissible at the newspaper rate, unless it be sent through the post with the publication to which it is a supplement.

If any of the foregoing regulations are infringed, the packet is charged either as an underpaid printed paper, if admissible at that rate, or an underpaid letter, or is transferred to the parcel post and charged with a fine of 5 mills in addition to any deficient parcel postage, whichever involves the lower charge.

PRINTED PAPERS.

RATE OF POSTAGE

The prepaid rate is 3 mils per 50 grammes or part thereof.

A printed paper, if posted unpaid, is charged on delivery with double postage; if posted underpaid, with double the amount of the deficiency.

WEIGHT AND SIZE

The maximum weight is 2 kgs.

The limits of sizes are:—

Maximum

60 cms. in length; 30 cms. in width; 30 cms. in depth;
or if made up in the form of a roll, 75 cms. in length and 10 cms. in diameter.

Minimum

Envelopes or covers less than 10 cms. in length by 7 cms. in width must not be used. The material for cards must be ordinary cardboard or paper not less thick and not more flexible than postcards issued and sold by the post office.

SURCHARGES

Printed paper, if posted unpaid, is charged on delivery with double postage, a printed paper posted underpaid is charged with double the amount of the deficiency.

A packet prepaid at the printed paper rate which contains any enclosures not admissible at that rate, or infringes any of the following regulations, is charged as an unpaid postcard, if admissible at that rate, or as an underpaid letter, or is transferred to the parcel office and is charged with a fine of 5 mils in addition to any deficient parcel postage, whichever involves the lowest charge.

DEFINITION

A packet is not necessarily admissible at the printed paper rate because it contains nothing but printed matter. The whole of the contents must fall clearly within the definition given.

The expression *printed paper* means a packet not exceeding two kilogrammes in weight which consists of or contains one or more of the following articles or documents:

1. Books and other publications or works of a literary character, whether containing written dedications or not, and any other written or printed matter not being in the nature of a letter (on paper or on some substance ordinarily used for writing or printing);
2. Sketches, drawings, paintings, photographic prints, and engravings, on paper or on some substance ordinarily used for the purpose, provided it is not a brittle or exceptionally fragile substance;

3. Maps, plans and charts, on paper or some other substance ordinarily used for the purpose, provided it is not a brittle or exceptionally fragile substance;
4. The binding or mounting of any article described above, provided such binding or mounting is of a kind ordinarily used for the purpose, is not made of glass, or any brittle or exceptionally fragile substance, and is transmitted in the same packet with the article in respect of which it is used;
5. The articles and documents described on pages 12--14.

MAKE-UP

Every printed paper is subject to examination in the post, and must, therefore, be posted without a cover, or in an unfastened cover, 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 or cutting any string. A packet posted without a cover may not be so fastened or otherwise treated as to prevent easy examination. Partial closing by means of gum is inadmissible.

In view of the risk of other packets being entrapped when open covers are used, posters are reminded that embarrassing packets generally are prohibited from the post.

STYLE OF PRINTING

For the purpose of the inland printed paper rate, printing is matter in ordinary or manuscript characters but not in characters resembling those of the typewriter produced by a printing machine or hand-stamped, mimeographed, lithographed, hectographed or cyclostyled. Writing is matter written by hand or by means of the typewriter. References in the regulations to writing therefore include typewriting. Imitation typewriting includes matter printed or reproduced by any process (for example, mimeograph, hectograph, carbon paper) in imitation of typewritten characters. Any two or more documents coming within the definition of a printed paper may appear on the same sheet of paper, provided that they are kept wholly distinct from one another.

ADMISSIBLE DOCUMENTS

1. Commercial or business papers of a formal character. These must be of the kind specified below, provided that the documents consist of a printed form, and that any writing refers solely to its subject-matter or consists of formulae of courtesy or of a conventional character not exceeding five words or initials.

A printed form within the meaning of the regulations is one bearing printed matter, not in imitation of typewriting, clearly indicating the purpose for which the form is intended to be used. The form must be appropriate; for example, an ordinary memorandum form may not be used.

Examples:

Advice notes of despatch or receipt of letters, documents, goods or money (with or without instructions for their further treatment)
Applications for employment
Bills of lading
Confirmations of orders and contracts
Contract notes

Price lists
Prices current
Quotations for goods
Receipts for goods or money
Share transfer notices
Statements of account
Tenders for goods or advertisements
Way bills

Delivery and shipping notes
Estimates for work
Inquiries for quotations
Invoices
Lists and tabular statements

Market reports
Notices, certificates, reports, and returns given or made to or by local authorities or other public bodies in the discharge of their public duties.

Notices of assessments and applications for payment of rates issued by officers employed in the collection of rates

Orders for goods or work

2. **Legal papers**

Affidavits
Agreements
Briefs from solicitor to counsel
Certificates
Deeds
Licences
National insurance cards, bearing cancelled stamps
Orders of court
Powers of attorney
Proposals and policies of insurance and formal papers necessarily incidental to insurance
Proxy papers
Testimonials
Voting papers

Copies of the foregoing documents are also admissible. Nothing may appear in the documents in writing which does not form a necessary part of them.

3. **Circulars**

Ordinary type characters, that is, notices and letters printed, handstamped, hectographed or cyclostyled in characters not resembling those of the typewriter.

Nothing may appear in writing in the document except:

The names, addresses and descriptions of parties;

Dates, hours, and particulars of times;

The particulars of goods, and of sums of money;

The mode of consignment or delivery of goods or money;

The terms on which business is transacted;

Index or reference numbers and letters;

Corrections of errors in print;

The place, character, and objects of meeting or appointments;

Formulae of courtesy or of a conventional character not exceeding five words or initials, see 4, below.

INADMISSIBLE DOCUMENTS

Coupons, forms, cards, and so on, bearing written answers to acrostics and guessing competitions, and written communications indicating, whether by means of words, letters, marks or numbers, moves in a game of chess, are inadmissible.

No paper money, may be posted or conveyed or delivered by post in a printed paper. But a stamped proxy paper, or a stamped and addressed card, wrapper, label, or envelope, forwarded in order that such card, wrapper, label, or envelope may be returned through the post, is permitted. Stationery, which term includes note-paper, envelopes, labels, invoices, insurance or other forms, greeting or visiting cards, when sent not filled up to a person who is subsequently to use them, are inadmissible, but not more than three blank forms of a kind or three of each kind of dissimilar forms may be included in a packet with a covering document which is in itself admissible, whether the blank forms are part of the covering document or separate from it.

Yearly diaries are admitted, but diaries for shorter periods are inadmissible.

Blotting paper, cloth, metal, asbestos, leather and similar substances are not regarded as ordinarily used for writing or printing and are inadmissible but a single unfolded flat sheet of blotting paper bearing a printed advertisement not relating to blotting paper and not sent as a sample, or one having affixed to it such an advertisement printed on ordinary paper or cardboard, is admitted in a suitable open cover.

ARTICLES FOR THE BLIND

Packets containing literature and other articles specified below, specially adapted for the use of the blind, will be transmitted within Palestine at the following rates of postage under the conditions indicated:

RATE OF POSTAGE

The prepaid rate is 2 mils for each kilogramme or part thereof.

WEIGHT AND SIZE

The maximum weight is 5 kilogrammes.

The limits of size are 60 cms. in length, 30 cms. in width, and 30 cms. in depth; or if made up in the form of a roll, 75 cms. in length and 10 cms. in diameter.

PERMISSIBLE ARTICLES

1. Books and papers impressed for the use of the blind;
2. Paper posted to any person for the purpose of being so impressed;
3. Metal plates impressed for the use of the blind;
4. Relief maps.
5. Frames for making impressions for the use of the blind;
6. Pencil writing frames and attachments;
7. Arithmetic and algebra frames and types;
8. Braillette board and pegs;

9. Metal graph-board and pegs;
10. Playing cards;
11. Cross-word puzzle boards;
12. Diagram boards;
13. Voice records on discs or films;
14. Wrappers and labels for use on packets for the blind—bulk supplies;
15. Geometry mats; or
16. Dominoes.

Articles 13 to 16 inclusive may be sent or received only by persons or institutions who have entered into special arrangements to the satisfaction of the Postmaster General with regard to the transmission of such articles.

CONDITIONS

A packet should consist only of articles as described above for the use of the blind, and may not contain any communication, either in writing or printing in ordinary type, except: (1) a title, date of publication, serial number, names and addresses of printer, publisher, or manufacturer, price and table of contents of a book or paper, or any key to, or instructions for the use of the special type or of any enclosed article; and (2) a printed label for the return of the packet.

A packet should be posted either without a cover, or in a cover which can be easily removed for the purpose of examination.

A packet should bear on the outside the indication *Articles for the blind* and the written or printed name and address of the sender. The use of a printed label with the necessary indication is recommended.

If these conditions are not fulfilled, the packet will either be charged as an insufficiently paid printed paper or letter, or transferred to the parcel post and charged with a fine of 5 mils in addition to any deficient parcel postage, whichever charge is the lowest.

A packet, if posted unpaid, is charged on delivery with double postage; if posted underpaid, with double the amount of the deficiency.

SAMPLES

RATE OF POSTAGE

The rate of postage on sample packets is 3 mils per 50 grammes or part thereof with a minimum charge of 6 mils.

WEIGHT AND SIZE

The maximum weight is 500 grammes.

The limits of size are:—

60 cms. in length, 30 cms. in width, 30 cms. in depth;

or if made up in the form of a roll,

75 cms. for the length and twice the diameter combined and 80 cms. for the greatest dimension.

DEFINITION

The use of the sample post is restricted to genuine trade samples; and no article is admissible unless it be in fact a specimen of goods for sale. The specimen must be in itself without saleable value. The sample post must not be used, in any circumstances, for the conveyance of goods for sale or consigned in execution of an order, however small the quantity, sent from a dealer to an actual, or possible, purchaser, or for the transmission of articles, from one private person to another.

MODE OF PACKING AND ADDRESS

Articles sent by sample post must be enclosed in covers open at the ends or in unsealed envelopes or packed in such a manner as to allow them to be easily examined. Seeds, tea, flour, drugs and similar articles, which cannot be sent in open wrappers or covers, may be sent in boxes or bags made up in a way which allows them to be easily examined. The upper-left-hand corner of the packet must be clearly marked "*SAMPLE*".

The name and address of the firm by whom the packet is sent must be printed or conspicuously stamped on the outside of the wrapper or on the address label, preferably near the top left-hand corner and at right angles to the name and address of the addressee.

No packet sent by sample post may contain a letter or anything in the nature of a letter; but a document admissible at the printed paper rate, such as an order form, may be enclosed.

Living creatures and pathological specimens are not admissible by sample post.

Packets sent by sample post containing circulars wholly or partly printed in imitation of typewriting must be specially handed in at a post office in batches of at least 20 packets, in accordance with the conditions governing similar documents in the printed paper post.

A sample packet may be returned to the original sender at the sample rate, only if packed in a wrapper or envelope, or bearing a label with the name and address of the original sender, as well as the heading *RETURNED SAMPLE* printed or conspicuously stamped upon it. A wrapper, envelope or label may be enclosed in a sample packet for this purpose. A reversible wrapper may be used.

SURCHARGES

A packet marked for transmission by sample post, but contravening the sample post regulations, will be treated either as a letter and charged double the deficient postage at the letter rate, or as a parcel and charged with a fine of 5 mils in addition to any deficient parcel postage, whichever charge is the lower. A packet admissible at the sample rate, which is posted underpaid, is chargeable with double the deficiency.

PARCELS**RATE OF POSTAGE**

The prepaid rate is:—

	Mils.
For a parcel not exceeding 1 kg. in weight	20
For " " exceeding 1 kg. but not exceeding 3 kg.	40
For " " " 3 " " " " 5 "	60
For " " " 5 " " " " 10 "	100

WEIGHT AND SIZE

The maximum weight is 10 kilogrammes.

The maximum dimensions are:—

Length 105 cms. Length and girth combined 180 cms.

For example:

A parcel measuring 105 cms. in its longest dimension may measure as much as 75 cms. in girth, that is, round its thickest part; or

A short parcel may be thicker; thus, if it measures no more than 90 cms. in length it may measure as much as 90 cms. in girth, that is, round its thickest part.

ADDRESSING

The address must be clearly written in the characters of one of the three official languages. A parcel bearing an address otherwise written will not be accepted unless a translation of the address is added.

The address should be written on the parcel itself, and not merely on a label, which may become detached.

It is desirable that the sender's address should appear either inside the parcel or on the cover. In the latter case it must be kept distinct from the address to which the parcel is sent, and should preferably be written at right angles to the name and address of the addressee.

PREPAYMENT AND POSTING

The postage on a parcel must be prepaid.

A parcel must not be posted in a letter box. It should be marked *Parcel Post* and presented at the counter of a post office or postal agency; and the sender, who must himself affix the postage stamps to the despatch note supplied by the post office, should see that the weight, size and postage are in order before leaving. If posted irregularly, it will:—

1. If fully prepaid at the rate applicable to any other post, and admissible by that post, be forwarded as a letter, printed paper or newspaper; or
2. If insufficiently prepaid at the rate applicable to any other post, but otherwise admissible by that post, be charged with double the deficiency, or with deficient postage at the parcel post rate together with a fine of 5 mils, whichever charge is the lowest.

A certificate of posting may be obtained for an unregistered parcel.

The sender should prepare the Despatch Note referred to above as regards the name and address of sender and addressee.

PACKING AND MAKE-UP

GENERAL INFORMATION

Letters and postal packets of every kind, especially parcels, must be so made up as not only to preserve the contents from loss or damage in the post, but also not to injure other packets, or any officer of the post office. If insecurely packed they are liable to be stopped. The public are warned that it is prohibited to send by post packets insecurely packed, which are likely to injure other postal packets in course of conveyance or any officer of the post office, and that the senders are liable to penalties under the Post Office Ordinance (Cap. 115).

Any packet, especially any letter, containing anything of a fragile nature should be marked or labelled "Fragile."

PACKING REGULATIONS FOR CERTAIN ARTICLES

Eggs, fish, game (including rabbits), meat, fruit and vegetables are transmissible by parcel post only.

Glass and crockery, liquids, butter and other greasy substances, cheese and other strong smelling articles, cream or other similar substances, colouring powders and grains should also be sent by parcel post. Additional precautions are necessary for certain of these articles when sent by letter post.

The following are the methods of packing required for the substances mentioned below:—

Articles of this section moulded from plastic materials; wireless apparatus and so on. Articles consisting wholly or partly of bakelite or other plastic materials moulded in this section which are liable to damage on account of their shape, should be in rigid boxes, preferably of wood. Ample soft packing should be provided to prevent movement. Special care should be taken to protect adequately any projecting fragile parts in order to avoid damage through jolting or pressure. In the case of electric or wireless goods additional support should be provided for heavy attached component parts.

Butter, cream, semi-liquids and greasy or strong smelling articles must be so packed that the contents will not soil or taint other packets. Where a tin is used, for example, for cream, the lid must fit tightly, and the tin should be wrapped in greaseproof or corrugated paper and securely tied with string crossing the lid in two directions. Semi-liquids, butter and other greasy substances, if sent by *letter post*, must have a securely closed inner cover of greaseproof paper or some substance impervious to moisture and grease, in addition to an outer covering of wood or metal sufficiently strong to prevent any risk of the contents escaping during transit.

Celluloid.—Letters or parcels containing thoroughly seasoned raw celluloid (including scrap celluloid), that is, celluloid which has been freed from all volatile solvents, or articles (other than cinematograph and photographic films) manufactured of celluloid which has been similarly seasoned,

may be accepted for transmission by post if packed in cardboard boxes, corrugated cardboard cartons, or wooden boxes, or completely enclosed in corrugated cardboard. Raw celluloid, containing volatile solvent (that is, unseasoned), sometimes called xylonite cake, also liquid celluloid (celluloid solutions), may not be sent by post. Calendars, and similar articles, in which only a small quantity of celluloid is used, may be accepted under the ordinary conditions.

Cinematograph and Photographic Films

1. *Inflammable films with a nitro-cellulose base.* — These films must be packed in a tin case enclosed in either a strong wooden box or a vulcanized fibre container. If any part of the box is composed of more than one piece of wood, the pieces must be jointed together by means of tongues and grooves. No gap must appear at any join. A lining of suitable material must be placed between the upper edges of the box and the lid; and the lid must be firmly screwed down. A white label bearing the words "*Films—Inflammable*" in plain black letters should be affixed to any packet containing such films.

2. *Non-inflammable or slow-burning Films.* — The special packing conditions outlined in (1) do not apply to films which fall outside the Department of Commerce and Industry classification of dangerous goods but each packet containing non-dangerous films must have on the outside a white label bearing the words "*Films—Non-Inflammable*" in plain black letters.

Eggs.—The safe transit of *eggs* cannot be guaranteed but the following method of packing is recommended: Use a wooden or other rigid box with suitable partitions and a well-fitting lid, wrap each egg separately in newspaper or other soft material, place the eggs on end, each in a separate partition, and fill up the vacant spaces in the box with newspaper or cotton waste; the parcel should be marked "*eggs*".

Fish, meat and game. — Parcels of *fish, meat, poultry and game* should be marked "*Perishable*", and must be so packed as to prevent contact of the contents with other postal packets or leakage of any moisture.

Such parcels should be sewn in rush baskets, straw matting, sacking or similar material with sufficient internal waterproof wrapping or absorbent packing to prevent the contents from damaging other parcels or becoming objectionable to handle in transit. Such wrappers or boxes must be used if the game is partly dressed or "gutted," or if it not fresh and dry. A duplicate address label should be attached to the contents of parcels of game if wrappers, cardboard boxes or covers or paper covers are used, as game so packed may become loose. Game, poultry and rabbits may be posted without covering, that is to say, with a neck label only, which must be securely tied, if they are fresh and dry and not likely to taint or damage other parcels by exuding liquid or in any other way.

Flowers.—Flowers, whether sent by letter or parcel post, should be enclosed in boxes of wood or metal.

Fruit.—Fruit, and more especially *soft fruit*, such as strawberries, fresh figs, mulberries, apricots, grapes, cherries and so on, must be so packed that the juice cannot exude, or serious damage to the mails may result.

Metal boxes with tightly fitting lids should be used, securely tied with string crossing the lids in two directions. No parcel is admissible which contains soft fruit packed in a chip or wicker basket, or a cardboard box, or a tin box with a lid that is not tightly fitting and securely tied. The parcel should be marked *Fruit with Care*.

Glass, crockery and china.—Articles of this nature should be securely packed in rigid boxes of metal or wood, or (in the case of very small packets) of rigid cardboard or leatherboard. Plenty of soft packing should be used between the articles and the top, bottom and sides of the boxes; each article should be separately wrapped.

Gramophone records.—These should be enclosed in their envelopes and sorted into sets according to size. Each set should be cross-tied to form a compact bundle. The bundle or bundles should then be firmly embedded in sufficient soft packing material in a rigid box of wood (or of stout leatherboard, preferably with a lid extending about two-thirds of the depth of the box) of sufficient size to permit at least two centimetres of packing above, below, and around the records.

Hats, millinery.—These and similar articles should be packed in rigid boxes of wood or other material, or in stout leatherboard boxes with lids extending about two-thirds of the depth of the box, or in strong cardboard boxes protected externally by light cross-bars of wood consisting of two frames placed at right angles to one another and fastened together where they cross at the top and bottom. Strawboard boxes are unsuitable.

Iron castings, tiles, etc., should generally be packed in some soft material, such as straw roping or hay roping.

Liquids.—Tins and bottles containing liquid, must be securely sealed. Tins containing a pint or more should be enclosed in wooden boxes or wicker cases. Each bottle should be wrapped separately, special attention being paid to the packing around the shoulders. The bottle or bottles should be packed securely in a rigid box of wood or metal or, in the case of very small packets, strong corrugated cardboard, with plenty of soft packing between the bottles, and the top, bottom and sides of the box. Liquids sent by *letter post* must be in firmly sealed bottles, and the soft packing must be sawdust or some spongy substance in sufficient quantity to absorb all the liquid contents in case of breakage, and the box used must open at one end only and have a tightly fitting or screw lid.

Live bees, leeches, silkworms and certain parasites.—Live bees, leeches and silkworms must be enclosed in boxes so constructed as to avoid all risk of injury to officers of the post office, or damage to other packets.

Certain parasites and destroyers of noxious insects intended for the control of such insects, are admissible if similarly packed, but only when sent by letter post between officially recognised institutions.

Musical instruments.—These should be enclosed in stout wooden cases with sufficient soft packing to prevent movement and damage through jolting. Leather or American cloth cases do not afford adequate protection, especially to stringed instruments.

Pictures. Pictures in frames should be protected at the front and back by stout wooden boards each rather larger than the frame. Soft packing

should be placed firmly between the corners of the frame and the boards, but not so as to press on the glass.

Powders and fine grains, such as tea, coffee, cocoa flour.—These must be so packed that the contents will not soil or taint other packets. They must have an inner covering, securely closed, and a strong outer covering of metal, wood, leather or cardboard. Cardboard boxes are not suitable, however, for quantities exceeding 1½ kgs. in weight.

Sharp instruments.—These may be sent by post only if the edges or points are carefully covered so as to prevent risk of injury to any officer of the post office or damage to other packets.

Suit, attaché, dressing and similar cases.—These should be protected by wooden boards covering the sides.

Umbrellas, walking sticks, fishing rods.—These and similar articles should be protected by two stout strips of wood, each strip being as long as and slightly wider than the article protected.

ARTICLES SENT FOR MEDICAL EXAMINATION OR ANALYSIS

Deleterious liquids or substances, though otherwise prohibited from transmission by post, may be sent for medical examination or analysis to a recognised medical laboratory or institute, whether or not belonging to a public health authority, or to a qualified medical practitioner or veterinary surgeon within Palestine by *letter post but on no account by parcel post*, under the following conditions:

1. Any such liquid or substance must be enclosed in a receptacle, hermetically sealed or otherwise securely closed, which receptacle must itself be placed in a strong wooden, leather, or metal case in such a way that it cannot shift about, and with a sufficient quantity of some absorbent material (such as sawdust or cotton-wool) so packed about the receptacle as absolutely to prevent any possible leakage from the package in the event of damage to the receptacle. The packet so made up must be conspicuously marked *Fragile with care* and bear the words *Pathological Specimen*.

2. Any packet of the kind found in the parcel post, or found in the letter post not packed and marked as directed, will be at once stopped and destroyed with all its wrappings and enclosures. Further, any person who sends by post a deleterious liquid or substance for medical examination or analysis otherwise than as provided by these regulations is liable to prosecution.

3. If receptacles are supplied by a laboratory or institute, they should be submitted to the Postmaster General, General Post Office, Jerusalem, in order to ascertain whether they are regarded as complying with the regulations.

REDIRECTION

Any kind of postal packet may be redirected to the same addressee at another address, either by an officer of the post office, or at the original addressee after delivery.

REDIRECTION BY THE PUBLIC

Letters, post-cards, printed papers, samples and newspapers are retransmitted by post without additional charge, provided that the packet is re-posted not later than the day after delivery, Sabbaths and public holidays not being counted, and that it has not, previous to redirection, been opened or tampered with. If an adhesive label be used for the purpose of indicating the new address, the name of the original addressee must not be obscured, otherwise, the packet will be liable to surcharge as unpaid.

Redirected packets re-posted later than the day after delivery will be liable to charge at the prepaid rate. Any packet which appears to have been opened or tampered with will be chargeable as freshly posted and unpaid. Whenever it may be thought necessary, a receipt may be required from the addressee of a redirected packet at the second address.

REDIRECTION OF PARCELS

Parcels are, when redirected, liable to additional postage at the prepaid rate for each redirection, except where both the original address and the substituted address are either served from the same delivery office or are within the same town delivery area and redirection is made within the period of free redirection allowed for letters. A parcel will not, however, be delivered free of charge to a person who has previously refused to accept it, and for re-issue from the returned letter office a second postage is invariably charged.

REGISTERED POSTAL PACKETS

Any registered packet on being redirected must not be dropped into a letter-box, but must be taken to a post office or postal agency, to be dealt with as registered. No additional registration fee will be charged if the packet is presented for re-registration not later than the day after delivery; but if it is presented after that time it will be treated as freshly posted, and a fresh registration fee will be payable. As regards postage, the rules given in the preceding paragraphs apply.

If an inland registered packet is redirected to an address abroad, it becomes liable to the regulations and limitations in force in the International Service.

If any registered packet when redirected, instead of being given back to the post office to be dealt with as registered, is dropped into a letter-box, it is treated in all respects as a letter intended for registration but irregularly posted.

REDIRECTION BY THE POST OFFICE

The post office does not undertake to redirect postal packets which can be redirected at the place of address. It does not, for example, redirect postal packets addressed to a person who has temporarily left his house, unless the house be left uninhabited; or addressed to clubs, hotels, pensions, or lodgings; or addressed to any premises occupied by two or more persons where the letters are delivered by postman into a common

letter-box or to a common agent. When business premises are temporarily left unoccupied, as, for example, during a local holiday, redirection is undertaken only on payment of a fee of 250 mils for each period.

Notices of removal and applications for redirection must be signed by the persons to whom any packets to be redirected are addressed. When possible the printed forms which can be obtained from any post office or postal agency, should be used and the post office may require this to be done in any case.

Redirection of letters, parcels and other postal packets (apart from telegrams) after removal is undertaken gratuitously for the first year after removal. For redirection during the second and third years after removal a fee of 100 mils a year is charged for each name recorded, and 250 mils a year thereafter for each name recorded. In the case of various members of one family removing to one address and bearing the same name one removal fee only is charged.

POSTE RESTANTE

Postal packets of any kind to be called for may, as a rule, be addressed to any post office or postal agency except a branch post office. The words To be called for or Poste Restante should appear in the address.

The poste restante is provided solely for the convenience of travellers, and it may not be used in the same town for more than three months.

Postal packets addressed to initials, or to fictitious names, or to a Christian name without a surname are not admissible and will be treated as undelivered. The address on letters for persons on board ships should include the name of the ship.

In no case may postal packets be redirected from one poste restante to another in the same town or from a private address to a poste restante in the same town. Redirection from a poste restante is not undertaken for more than fourteen days, unless a longer period, not exceeding three months, is specified on the form of application.

To ensure delivery to the proper person of poste restante letters callers must furnish evidence of identity.

PERIOD OF RETENTION

Origin.	Period of Retention.
Places abroad	Two months.
Palestine	One month.

Letters addressed to a post office at a seaport town for a person on board a ship expected to arrive at that port are kept *two months*.

At the expiry of the above-mentioned periods postal packets are treated as undeliverable. But when a packet bears a request for its return within a specified time, not exceeding the official period of retention, if not delivered it is dealt with in accordance with such request.

NON DELIVERY?**POSTAGE OF TEN MILS OR MORE**

An undeliverable inland postal packet which is chargeable with a postage of 10 mils or more, whether a letter, newspaper, printed paper or parcel, if it bears on the outside the full name and address of the sender, is returned direct and unopened. Any other such undeliverable packet is opened by an officer deputed for the purpose; and if it contains the sender's address it is returned to him. An undeliverable postal packet, other than a parcel, which cannot be returned to the sender and does not contain any enclosure of importance, is destroyed.

Undeliverable parcels which do not contain the address of the sender and are not applied for are liable to be disposed of after three months. Parcels containing perishable articles will be dealt with as may be requisite.

Postcards, Printed Papers or Newspapers Chargeable with a Postage not exceeding Seven Mils

Undeliverable post-cards, printed papers and newspapers chargeable with a postage not exceeding 7 mils are dealt with as follows:—

1. Those bearing on the outside the name and address of the sender, with a request for their return in case of non-delivery, are sent back direct from the office of destination and are delivered to the sender on payment of a second postage.
2. Those not bearing on the outside the name and address of the sender, with a request for their return in case of non-delivery, are destroyed.

When envelopes are used, any request under (1) should preferably be printed on the front, either at the top or bottom left-hand corner; if printed on the flap it must be so placed as not be obscured when the flap is tucked in.

For the treatment of undeliverable postal packets from places abroad see page 65.

REGISTRATION

Any letter, parcel or other postal packet may be registered.

The fee for registration is 15 mils. This fee is charged primarily for the clerical services incidental to registration, but it covers also, subject to certain conditions (*see* pages 30 and 31), compensation for loss or damage not exceeding £P2.*

Instructions for Registering

Anything intended for registration must be handed to an officer of the post office, and a certificate of posting, bearing an acknowledgment that the fee for registration and compensation has been paid, must be obtained. Nothing intended for registration should be dropped into a letter box, and

* As regards letters, etc., addressed to places abroad, for registration, *see* page 58; for insurance, *see* page 68.

anything so posted bearing the word "Registered," or any other word, phrase, or mark to the like effect (*e.g.*, any abbreviation of the word "Registered," the letter "R," or a rectangular cross), will be compulsorily registered (*see* page 29).

A postal packet of any kind intended for registration must be made up in a reasonably strong cover appropriate to its contents. Letters and parcels must be fastened with wax, gum, or other adhesive matter: it is not sufficient merely to tie them with string, but, if string is used in addition to the fastening specified above, the string need not be sealed also. Packets or parcels of a suitable type will, however, be accepted if securely tied with string which is sealed with wax or the ends of which are secured by means of a lead or steel seal crushed with a press. Whatever method of fastening or sealing be adopted, it is essential that it should not be possible to remove any part of the contents of the letter or parcel without either breaking or tearing the case, wrapper or cover, forcing two adhesive surfaces apart, or breaking seals. If a letter or parcel is fastened by means of strips of adhesive paper or tape, each strip must bear stamped or printed on it some mark or word distinctive of the sender, such as his initials or name, or must be signed or initialled by him or the person who tenders the packet for registration.

The instructions respecting fastening and sealing do not, of course, apply to postcards or to printed paper, sample and newspaper packets, which must be open for inspection whether registered or not.

INADEQUATE PACKING

Any officer to whom a packet of any kind is tendered for registration is instructed to refuse to register it if the packing is, in his opinion, obviously inadequate; but the registration of a packet will not in itself be regarded as evidence of satisfactory packing, and the post office assumes no liability as a consequence of the registration of a packet afterwards found to have been imperfectly packed.

FRAGILE ARTICLES

Letters or parcels with fragile contents should bear the words *Fragile with care* on the face of the cover above the address, and the conspicuous presence of these words is one of the conditions of compensation for damage to a fragile article sent by registered *letter* post.

ADDRESSING

The address of any postal packet intended for registration must be clearly written in a language recognised as an official language in the locality of the office of posting. A packet bearing an address otherwise written will not be accepted unless a translation of the address is added.

SPECIAL MARKING

When a registered letter envelope sold by the post office is not used, the sender should mark the packet in the bottom left-hand corner with the word *Registered*. The fee must be paid by postage stamps affixed to the cover.

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POSTING LISTS

When several packets are sent by the same person for registration, it is desirable that they should be accompanied by a list, in duplicate, of the addresses, one list to be retained at the post office, and the other, when signed, to be returned to the bearer.

LATEST TIME FOR REGISTERING

A postal packet can usually be registered at any time during the ordinary hours of business. When intended for despatch by a particular mail it should, as a rule, be presented for registration an hour before the latest time of posting for that mail.

ADVICE OF DELIVERY OF REGISTERED POSTAL PACKETS

The sender of any registered postal packet may arrange at the office of posting, either at the time of posting or subsequently, for an advice of its delivery to be sent to him. The fee is 15 mils, which is payable by means of stamps affixed by the sender to a form provided for the purpose, and is due even if the registered packet proves to be (or to have been) undeliverable.

Enquiry as to the alleged loss or non-delivery of a registered packet must also be accompanied by a fee of 15 mils, and should be made upon the special enquiry form which can be obtained at any post office or postal agency. If it is found that the post office is in fault the enquiry fee will be refunded.

COMPULSORY REGISTRATION

Packets which contain *coin or jewellery* and also all packets bearing the word *Registered*, or any other word, phrase, or mark to the like effect, for example, any abbreviation of the word *Registered*, the letter "R", or a rectangular cross and which are posted otherwise than in accordance with the regulation, are *subjected to compulsory registration*, and are charged on delivery with a registration fee of 30 mils, less any amount prepaid in excess of the postage.

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 or made payable to order, a bank note, currency note, postage stamps, or any article, other than coin or jewellery, of a value in each case of 500 mils or over, will be subject to registration, and be chargeable with a registration fee of 15 mils.

No compensation is given in respect of any postal packet which has been compulsorily registered.

COMPENSATION FOR LOSS OR DAMAGE

The Postmaster General pays compensation, subject to the following general regulations, for the loss or damage of the undermentioned classes of postal packets.

REGISTERED PACKETS

Compensation in respect of *money* of any kind will be paid only in those cases where the cover used for its transmission was one of the registered letter envelopes sold by the post office and the packet was handed to an officer of the post office for transmission by registered *letter* post.

Compensation for *damage* to a packet sent by registered *letter* post and containing an article of a fragile nature will be paid only when the packet is conspicuously marked with the words *Fragile with care*.

The maximum limit of compensation is £P2.

UNREGISTERED PARCELS

The maximum limit of compensation is £P1.

No compensation is paid in respect of *money* of any kind sent by parcel post, whether registered or unregistered, or in respect of *jewellery* sent by parcel post unregistered.

In order to substantiate a claim for *compensation* in respect of the *loss* of a *parcel* in the post, a *certificate of posting* should be obtained by the sender when the parcel is posted.

EXPRESS POSTAL PACKETS

Compensation is paid in respect of registered postal packets, when sent by the express and special delivery services, and up to £P2 and £P1 respectively for the loss or damage of unregistered packets, other than those containing money or jewellery, conveyed by special messenger through out their whole course.

GENERAL REGULATIONS

Unless the contrary is specifically stated the following regulations apply equally to registered packets, unregistered parcels, and express postal packets.

The post office must be satisfied that the loss or damage occurred in the post.

The compensation paid will not exceed the value of the article lost or the amount of the damage sustained. The right is reserved of reinstating the contents of a packet instead of paying compensation.

In the case of *damage* or *loss of contents* the packet should be retained for inspection as nearly as possible in the state in which it was delivered.

If complaint be made that the contents of a packet have been abstracted, the cover must be produced.

In the case of *Bank Notes, Currency Notes, Money and Postal Orders, Cheques, Bonds, and similar documents*, particulars sufficient for their identification must be furnished.

Compensation cannot be paid for *loss* or *damage* of any packet containing anything not legally transmissible by post.

No compensation is paid in respect of a packet not posted in the prescribed manner.

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No compensation is paid in respect of damage to any packet (whether sent by letter or by parcel post) containing eggs, soft fruit, any liquid or semi-liquid, or any article which is composed, wholly or in part, of an exceptionally fragile or brittle material, or which from its nature or construction is peculiarly liable to damage, however carefully it may be packed. No compensation either for loss or for damage is paid in respect of a packet sent by letter post and containing eggs, fish, game, rabbits, meat, fruit or vegetables.

No compensation is paid for injury or damage consequent on the loss, damage, delay, non-delivery, or mis-delivery of anything sent by post.

The onus of making up properly any packet sent by post and of packing adequately any article or articles enclosed therein, lies upon the sender, and the post office does not accept responsibility for loss arising from faulty or inadequate packing or fastenings, detachment of tied-on label, incomplete or incorrect address and so on for any failure to observe defects, in this respect at the time of posting.

Without prejudice to any of the preceding regulations compensation may be refused for loss or damage on any ground on which a common carrier might in like case claim exemption from liability.

The final decision upon all questions of compensation rests with the post office.

DEFINITIONS

Money. The term *money* means and includes:

1. Coin; 2. Paper money.

The term *coin* means and includes coins of all kinds, whether or not current in Palestine or elsewhere.

Paper money. The term *paper money* means and includes:

1. Bank Notes, Currency Notes, and notes current in any of His Britannic Majesty's Dominions, Colonies, etc., or any Foreign State;
2. Money orders and postal orders;
3. Unobliterated postage or revenue stamps;
4. Exchequer bills, bank post bills, bills of exchange, promissory notes, cheques, credit notes which entitle the holder to money or goods, and all orders and authorities for the payment of money, whether negotiable or not;
5. Bonds, coupons, and securities for money, whether negotiable or not.

Jewellery. The term *Jewellery* means and includes:

1. Gold, silver or platinum or other precious metal in a manufactured state; that is to say, a state in which value is added to the raw material by skilled workmanship, and in this definition are included any coins used or designed for purposes of ornament;
2. Diamonds and precious stones;

3. Watches, the cases of which are entirely or mainly composed of gold, silver or platinum or other precious metal; and
4. Any article of a like nature which, apart from workmanship, has an intrinsic or marketable value.

CASH ON DELIVERY

Under this service the amount called the *trade charge*, specified by the sender for collection or delivery of a registered or unregistered parcel, or a registered packet (letter, printed paper, or newspaper), can, on certain conditions be collected from the addressee by the Post Office and remitted to the sender by means of a special order.

The amount to be collected on delivery must not exceed £P40.

On every C.O.D. packet or parcel a special C.O.D. fee is charged. The C.O.D. fees, *which are additional to the ordinary postage and registration charges*, are as follows:

Trade Charge not exceeding		Fee.	Trade Charge not exceeding		Fee.
£P Mils.	Mils.		£P Mils.	Mils.	
0.500 ...	20		10.000 ...	60	
1.000 ...	30		15.000 ...	70	
2.000 ...	35		20.000 ...	80	
5.000 ...	50		30.000 ...	90	
			40.000 ...	100	

CONDITIONS

The sender must write in ink on the cover of the packet or parcel:

1. The name and address of the addressee;
2. His own name and address;
3. The amount of the trade charge.

The packet or parcel must be large enough to afford space for all the necessary particulars *to be indicated clearly on the side of the cover: it is not permissible to give them on a tie-on address label*. Where, however, one of the smaller sizes of registered envelope sold by the post office is used with the address label supplied by the post office, the sender's own name and address may be shown on the back of the envelope.

The ordinary postage and any registration or insurance fees *must be prepaid by means of a stamp or stamps affixed to the packet, or, in the case of a parcel, to the Despatch Note*. The C.O.D. fee *must be prepaid by a postage stamp or stamps affixed to the counterfoil of the Trade Charge Form*.

A certificate of posting will be given for registered parcels and packets, and, if desired, for unregistered parcels, as in the case of an ordinary parcel. The letters C.O.D. should be written by the counter officer in front of the address on the certificate and the sender should satisfy himself that this has been done before accepting the certificate.

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The Trade charge will be remitted to the sender by means of a Trade Charge Money Order. This order is not negotiable.

The regulations which govern the payment of compensation for the loss or damage of a cash on delivery packet or parcel are the same as those prescribed for packets and parcels not sent by the cash on delivery services. The maximum limit of compensation for the loss or damage of an unregistered cash on delivery parcel is therefore £P1. When application is made in respect of a cash on delivery packet or parcel or the payment of a trade charge, the serial number of the relative trade charge form must always be quoted.

INSURANCE

All post offices accept and deliver insured letters and parcels, but postal agencies do not transact insured business. Insured articles addressed to places not transacting insurance can only be insured to the nearest post office which transacts such business.

With the exception that insured boxes are not admitted, the regulations applicable to the Foreign service are also applicable to the inland service.

EXPRESS SERVICES

The following Express Services are available:—

Conveyance of an article all the way by post office officer at request of sender

Postal packets for express delivery by this service are accepted at all post offices and postal agencies from which there is a delivery of telegrams.

Charges For the first kilometre and a half, or any part thereof 40 mils
For above one kilometre and a half and not more
than three kilometres 80 mils
For every additional kilometre and a half or part
thereof beyond three kilometres 35 mils
(Ordinary postage is not charged.)

If the sender wishes a taxi or other special conveyance to be used throughout, the actual fare or cost of the conveyance is charged in addition to the kilometric fee.

Where several articles are tendered for delivery at separate addresses, or to different persons at the same address, a special charge of 10 mils is made for each additional article.

If the Postman/Messenger has to wait at the address, there is a waiting fee of 20 mils for each ten minutes, or part of ten minutes, beyond the first ten minutes.

Posting and Distinctive Marking

Packets for this service must not be posted in a letter box.

The word *Express*, or its equivalent in Arabic or Hebrew, must be boldly and legibly written by the sender above the address in the left-hand corner of the cover.

Hours of Posting

Packets for delivery under this Service may be posted at any time, that an office is open for telegraph delivery.

Money and jewellery may be conveyed by this service all the way at the sender's risk without being registered.

Living animals can be accepted for express delivery, provided that a suitable receptacle or lead is supplied, and that the sender takes precautions to safeguard the post office officer from injury.

Liquids are accepted, although contained in glass bottles, provided the bottles are properly closed, and that the packet bears some such label as *Liquid or Fragile, with care.*

The sender of a postal packet may arrange

Special Delivery

Under this service the sender of a postal packet may arrange for its special delivery after its arrival at the office of delivery, from which it would ordinarily be delivered. The packet is despatched from the office of posting by the next ordinary mail despatch and receives no express treatment until it reaches the office of delivery, when it is picked out from the rest of the mail and delivered by special messenger.

Posting and Distinctive Marking

The word "Express" must be boldly and legibly marked above the address on the left-hand side of the cover and in the case of a letter the cover must also be marked with a broad perpendicular line from top to bottom, both on front and back.

The post office does not undertake to ensure the special delivery of a letter which is not marked in the manner prescribed.

Letters for special delivery may be handed in at a post office or, unless intended for registration, may be posted in a letter-box.

If posted in a letter-box the full charges should be prepaid in stamps.

Express Service from Office of Delivery at Request of Addressee

Method of Application.

Applications for this service must be signed by the persons to whom the postal packets are addressed. Forms of application may be obtained at any post office.

The application should be addressed to the Postmaster or Chief Officer on duty at the post office from which the letters are ordinarily delivered. Where possible, it should be delivered at the office by hand; but where this cannot be done it may be handed in at any post office or posted in any letter-box in the district served from the office. In either of the latter cases the postage should be prepaid by means of a stamp affixed to the outside of the form. The application should, however, reach the office at least an hour before the time at which the delivery commences.

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Charges.

The express fee on at least one packet must be prepaid in stamps affixed to the application form. All additional fees must be paid to the delivering officer on delivery.

If no postal packet for the address given is found, a messenger will be sent to inform the applicant to that effect, and the express fee will be retained to pay for this service.

Application for a regular service.

Where express delivery is required regularly, one form of application is sufficient. The charges are collected on delivery of the postal packets.

SPECIAL DELIVERY

To Residents in the Delivery Area of any Post Office

Letters or other postal packets, except parcels, for persons residing within a postal delivery area, will only be delivered free at a post office if a post office box is rented or if the addressee is entitled to use the Poste Restante. If delivery at a post office is desired in other circumstances, the addressee will be required to pay a special fee of 10 mils and this fee must be paid for the search (which will only be made if the postal packets for delivery are readily accessible at the time), whether anything be found or not. If postal packets addressed to a person at two addresses (for instance, a business address and a private address) are required, and search has to be made on different postmen's walks, two fees will be charged.

DELIVERY AT ANOTHER ADDRESS

It is the rule to deliver all postal packets as addressed, but by payment of a fee of £P1.500 mils a year a person can have correspondence addressed to his office or Post Office Box delivered at his private address, or *vice versa*, provided that both addresses are served from the same delivery office.

POST OFFICE BOXES

A private box, into which all letters and postal packets, other than parcels, on hand for the renter will be sorted to be collected by him, may be rented at most post offices. The fee, which is payable in advance either half-yearly or annually, is £P1 per annum in Haifa, Jaffa, Jerusalem and Tel Aviv and 600 mils per annum elsewhere.

Application for allotment of a private box should be made to the Head Postmaster or Postmaster of the office at which the facility is desired, to whom the fee should be paid.

The undermentioned deposits are required from the renter of a Post Office Box:—

(a) 150 mils in respect of the lock and one key.

(b) 100 mils in respect of each additional key.

Deposit (a) is refunded on relinquishment of the box provided the lock and key are in a serviceable condition and the key is surrendered within seven days of the expiration of the rental. Deposit (b) is refunded on surrender of the relative key or keys, provided, in case of relinquishment of the box, all keys are returned in serviceable condition within seven days of the expiration of the rental.

Renters of Post Office boxes are forbidden to obtain duplicate keys from private firms, and the use of keys other than those issued by the Post Office is prohibited.

A Post Office box cannot be used for the correspondence of persons other than the renter and *bona-fide* members of his household or staff.

Renters of Post Office boxes should request their correspondents to indicate the number of the box on all postal packets addressed to them.

The right is reserved to treat as undeliverable correspondence addressed to a Post Office box which is not collected at the time of the expiration of the period of rental of the box.

The table below shows the date on which new rentals effected in each quarter of the year expire:—

Period in which rented.	Minimum amount payable.	Rental expires.
25th December to 24th March	Half annual fee	30th June.
25th March to 23rd June	do.	30th September.
24th June to 23rd September	do.	31st December.
24th Sept. to 24th December	do.	31st March.

A letter notifying the date on which renewal of rental is due is issued in advance to each renter.

Private box facilities will be withdrawn and deposits (a) and (b) forfeited in the event of failure to return the key or keys of the box in good order by the day following that up to which rental has been paid.

POSTAGE: PREPAYMENT IN MONEY

At Haifa, Jaffa, Jerusalem and Tel Aviv, the postage on any postal packets, except parcels, may be prepaid by means of a money deposit sufficient to cover the total amount of the postage, provided (1) the amount paid (including any registration fees) is in no case less than 500 mils, (2) the packets, with the addresses arranged in the same direction, are tied in bundles of 50 (or in the case of bulky packets, in bundles of a convenient size), the articles in each bundle being chargeable with a uniform rate of postage which must be indicated. Prepayment,

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however, cannot be made partly in money and partly in stamps, and the money must be paid at the time the packets are handed in at the post office.

FRANKING (POSTAGE METER) MACHINES

Users of these machines must conform to the following conditions:—

1. They must obtain a licence from the post office.
2. Payments in advance in respect of postage must be made from time to time at a specified post office where the machine must be presented for meter setting or registering.
3. The correspondence franked by the machine must be faced, securely tied in bundles (certain separations are required) and handed in at a specified post office — not necessarily that at which the machine is periodically taken for purposes of control. In no circumstances can posting be allowed otherwise than at the authorised posting point.
4. At the end of each day, whether the franking machine has been used or not, a docket must be tendered showing the reading of the meter or meters of the machine. If, under exceptional arrangements, anything has been franked and held back for despatch on another day, particulars must be furnished on the docket.
5. Franking dies and machines must be maintained in good condition, and any necessary replacements or repairs made, at the licensee's expense, to ensure clear and distinct franking impressions and complete accuracy in recording.

METHOD OF ADDRESS

Every address should be clearly written parallel to the length of the cover, and above it a clear space should be left for postage stamps (which should be affixed to the right-hand top corner of the address side) and for postmarks.

The address should include in all cases:—

1. Name of addressee.
2. Number of the house (if the house does not bear a number, the name of the house). In the case of a flat, chamber and suite of offices, the number of the flat and so on, and of the floor, on which it is situated, as well as the name or number of the block of which the premises form part.
3. Name of street, road, and so on.
4. Name of quarter, if any.
5. Name of town.

In the case of a Post Office Box address:—

1. Name of addressee.
2. Number of Box.
3. Name of post office.

Examples:—

MR. J. MUHTADI. 595, JAFFA ROAD. JERUSALEM.	POSTAGE STAMP
---	------------------

MR. ISAAC COHEN P. O. BOX 999, JERUSALEM.	POSTAGE STAMP
---	------------------

The post office cannot undertake to correct or complete a wrong or an incomplete address.

PRIVATE BAG SERVICE

A private bag, to be called for at a post office, can be used by arrangement with the Postmaster General, into which correspondence on hand for the owner will be placed. The bag is locked at the post office before being handed over to the caller. A private bag may be used also for the posting of correspondence. A private bag must be provided with a lever lock and two keys of good quality and be supplied by the person or firm desiring to make use of it.

The charge is £P1.500 mils per annum.

Applications for the use of a private bag should be addressed to the Postmaster General, General Post Office, Jerusalem.

No liability will be accepted by the post office in respect of any postal packet which may be delivered under the foregoing arrangement to a person not authorised to receive it.

MISCELLANEOUS INFORMATION**NON-DELIVERY: EARLY RETURN TO SENDER**

In case of non-delivery the return of a postal packet to the sender is facilitated if the sender's name and address appear on the outside of the packet. The sender's name and address should be written, or printed, either on the back of the envelope or wrapper, or inconspicuously on the left-hand half of the address side in such a manner as not to obscure, or prevent the easy and quick reading of, the name and address of the addressee.

CIRCULARS POSTED IN BULK

Circulars should be tied in bundles, with all the addresses in one direction, and should be posted early in the day to secure due despatch.

EVASION OF POSTAGE

Nothing sent through the post may contain an enclosure which is directed to a name and an address different from the name and address borne on the cover, and which is enclosed with the intention of evading postage. Any such forbidden enclosure, if observed, is liable to be taken out and forwarded to the addressee charged with separate postage at the rate properly prepayable.

LETTERS OR OTHER POSTAL PACKETS ADDRESSED TO GOVERNMENT DEPARTMENTS, POSTMASTERS, ETC.

As a general rule every letter or other postal packet addressed to a Government Department or an officer of the Government should be prepaid just as if it were addressed to a private person. Any communication addressed to a Head Postmaster or Postmaster should similarly be prepaid. The rule is without exception so far as parcels are concerned.

Notifications, etc., may, however, be sent as "official" when addressed by title of office to District officers at Government offices and to District Officers of Health, by mukhtars and others.

PACKETS SENT TO POSTMASTERS FOR RE-POSTING

If any packet be forwarded under cover to any Postmaster with a request that he will re-post it at his office, the packet, on being re-posted, will be endorsed with the words "Posted at—, under cover, to the Postmaster of—."

RECALL, DETENTION OR DIVERSION OF POSTAL PACKETS

No letter, parcel or other postal packet can, when once it has been posted in a post office receptacle or accepted for transmission at a post office, be taken out of the post, even if application be made for it by a person who can prove that he is the sender. Nor can it be detained or delayed even if a request to that effect appears upon the cover. It must be forwarded to its address, and cannot be diverted to any other address at the

request of the sender. Similarly, applications to enclose articles inadvertently omitted from a postal packet cannot be entertained; nor can search be made for a letter, post-card or printed paper packet on which postage has not been fully paid.

EXCEPTIONAL DETENTION

The post office has power to delay the despatch or delivery of all other postal packets, when it is necessary to do so in order to secure the due despatch of letter-mails, and also to delay parcels when he considers it expedient for their safety and protection to do so.

LETTER BOXES

To facilitate the delivery of letters a Letter Box should be affixed to every house door, or, in the case of flats above ground floor, near the entrance from the street. Only registered or insured articles will be delivered at flats and offices above the ground floor.

LIABILITY OF SENDER FOR PAYMENT OF POSTAGE

The sender is legally liable for any charges properly made upon a packet which has been posted either unpaid or underpaid, and, if the addressee cannot be found, or if he refuses to pay the charges or accept the packet, the charges can be recovered from the sender by legal process.

VERIFICATION OF SURCHARGES

No one to whom a letter or other postal packet is tendered for delivery should pay any charge demanded in respect of unpaid postage unless a date-stamped postage due label (or labels) to the face value of the charge demanded is affixed to the cover of the packet.

CHANGE : WEIGHING : SECRECY

Postmasters are not bound to give change when receiving a payment, nor are they authorized to demand it when making a payment; and when money is paid at a post office, whether as change or otherwise, no question as to its right amount, goodness, or weight can be entertained after it has been removed from the counter.

Postmasters have no discretionary power to supply information respecting letters or any kind of postal packet to persons other than those to whom they are addressed. They are not allowed to make public any official information of a private character.

ENQUIRIES AND COMPLAINTS

Any enquiry or complaint on a post office subject should, in the ordinary course, be addressed to the Postmaster of the district in which the applicant resides.

Any complaint of delay or mis-delivery of a postal packet should be accompanied by the cover, and the time of delivery should be stated.

USE OF CUT-OUT POSTAGE STAMPS

Embossed or impressed postage stamps cut out of envelopes, post-cards, letter-cards or newspaper wrappers, may be used as adhesive stamps in payment of postage, provided they are not imperfect, mutilated, or defaced in any way. Stamps indicating the payment of a registration fee may be used only for registered correspondence.

IMPERFECT OR DEFACED STAMPS

Payment of postage cannot be made by means of imperfect or defaced postage stamps. Stamps are considered defaced when marked on the face with any written, printed, or stamped characters. Perforation is, however, allowed under certain conditions.

PERFORATION WITH INITIALS

Stamps may be perforated with initials (but not with names or trade-marks), provided that the perforating holes are no larger than those dividing one stamp from another in a sheet of stamps. The work of perforating stamps with initials is not undertaken by the post office.

ALLOWANCE FOR UNUSED OR SPOILED STAMPS

Allowance is made under certain conditions for unused postage stamps which have not been removed from any material, postage stamps which have been inadvertently and undesignedly spoiled or rendered unfit for use within the past two years, or unused or spoiled post-cards or other stationery bearing adhesive postage stamps or printed or impressed with postage stamps.

Application must be made on a form which can be obtained at any post office or postal agency. The form with the stamps must be forwarded to the Chief Accountant, General Post Office, Jerusalem. Payment will be made by means of a cheque sent by post direct to the applicant.

No smaller amount than £P1 worth will be accepted from one person at one time. As far as possible the stamps should be in blocks or pairs and should be made up into £P1 packets, each packet containing stamps of one denomination.

No smaller amount than 50 mils worth will be accepted, and in the case of stamps affixed to or impressed or printed on postal stationery the envelopes, post-cards, wrappers, and so on, must be surrendered entire, and, if numerous, banded into hundreds.

Commission is charged at the rate of 5 per cent. of the face value of stamps repurchased. A minimum charge of 5 mils is made in the case of spoiled stamps.

CERTIFICATE OF POSTING — UNREGISTERED CORRESPONDENCE

A certificate of posting may be obtained in respect of any postal article and Inland Parcels for which an official receipt is not given by the post office, subject to the following conditions:—

1. The certificate of posting which may be on a slip of paper or in a book, written in ink or indelible pencil, must be presented to an officer on duty at the post office, together with the article to be posted, during the hours the office is open for public business and at least half an hour before the hour for closing the mail for which the packet is intended.

2. The certificate must contain an exact copy of the address on the article to which it relates, and must have a 5 mils stamp affixed thereto.

3. The officer on duty will compare the address of the article with the certificate and, if it be correct, will obliterate the postage stamp and impress the date-stamp upon the certificate. The certificate will then be initialled by the officer and returned to the person who presented it.

The object in granting certificates of posting is to afford the public an assurance that letters and other articles entrusted to servants or messengers for posting have usually been posted.

A postal article in respect of which a certificate of posting is issued will not be registered nor will it be checked in the post, but will be treated as if it had been posted in a letter box. In the event of loss, damage, or delay, the certificate will confer no title to compensation. Such certificate will not be deemed to furnish a proof of the nature of the contents of the postal article to which it relates.

FOREIGN POST

The classes of postal packets admitted to the foreign post are: letters, post-cards, small packets, printed papers, commercial papers, samples, literature for the blind, insured boxes and parcels.

UNIVERSAL POSTAL UNION

All countries, except a few unimportant territories, are included in the Universal Postal Union, the affairs of which are controlled by an international Convention. The regulations governing the letter post to places abroad are therefore part of an international scheme applicable to all countries alike, and have been adopted as part of the international obligations of the Palestine Post Office. The parcel post to places abroad is governed by separate agreements with the countries concerned.

LETTERS

GREEN LABEL LETTERS

Under the regulations of the Postal Union, *articles liable to Customs duty* may be sent in packets prepaid at the letter rate of postage to those countries which have agreed to admit them. A green customs label obtainable at any post office at which parcels are accepted for places abroad must be affixed to the address side of each packet. The letters are known as green label letters and the countries participating in the service are indicated on pages 74 to 207.

A postal fee of 20 mils for customs clearance is charged on each packet and 10 mils on each parcel addressed to Palestine on which customs duty is levied. Nevertheless, in the case of several packets forming part of one consignment from the same sender to the same addressee only one such fee will be charged. The fee is not charged on any packet which is received bearing a green "douane" label.

Any application made before delivery concerning customs charges raised on a letter packet should be made on the appropriate form supplied by the post office. When completed, the form should be handed in at the post office where the packet is on hand. Any application after delivery should be made to the local Collector of Customs.

POSTE RESTANTE

The rules applicable to postal packets arriving from places abroad and addressed to a Poste Restante will be found at page 31.

In accordance with the international regulations, the address of any outgoing postal packet addressed *poste restante* must give the names of

the addressee; the use of initials, figures, Christian names without surnames, fictitious names or conventional marks of any kind is not allowed.

In some foreign countries the addressee is charged a special fee on postal packets addressed *poste restante*.

AIR MAIL SERVICES

Particulars of the services, showing the countries served, fees payable, etc., are given in the current Air Mail Leaflet obtainable upon application at any post office or postal agency.

PROHIBITIONS

Articles prohibited under *Inland Post Regulations* (page 11), including all dangerous or noxious substances.

LETTERS

The prepaid rate of postage on letters from Palestine to all countries except the United Kingdom, is 20 mils for the first 20 grammes, and 13 mils for each additional 20 grammes or part thereof; the rate to the United Kingdom is 15 mils for the first 20 grammes and 10 mils for each additional 20 grammes or part thereof.

An unregistered letter posted unpaid or underpaid, is forwarded and charged on delivery with double the amount of the deficiency.

An unpaid or insufficiently prepaid letter from a place abroad is charged on delivery with double the amount of the deficiency; the minimum surcharge is 3 mils.

No letter for a British Dominion, Colony, or Possession, may exceed 60 centimetres in length by 45 centimetres in breadth or depth. For other countries the limit of size is 90 cms. in length, breadth and depth combined, but the greatest dimension must not exceed 60 cms. In all cases of letters in the form of a roll, the length and twice the diameter combined must not exceed 100 cms., and the greatest dimension must not exceed 80 cms.

The limit of weight is 2 kilogrammes.

POSTCARDS

The prepaid rate of postage on postcards from Palestine to all countries except the United Kingdom, is 13 mils. An unpaid or underpaid postcard from abroad is charged with double the deficient postage, with a minimum surcharge of 3 mils. For the United Kingdom the prepaid rate of postage on postcards is 10 mils.

A reply-paid postcard of which the two halves are not fully prepaid at the time of posting is not forwarded.

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The material for private cards to be used as postcards must be card-board of a make similar to, but not thinner than, that used for cards issued and sold by the post office for use as postcards. They may not exceed 15 centimetres in length by 10.5 centimetres in width, or be less than 10 centimetres in length by 7 centimetres in width.

Postcards must be sent unenclosed, that is, without wrapper or envelope.

The postage stamps must be affixed in the upper right-hand corner of the address side. The address of the recipient and any necessary postal service indications; for example, *Registered*, *Advice of Delivery*, etc., must appear on the address side, of which the right-hand half at least is reserved for these indications. The sender may make use of the back and of the left-hand half of the address side.

It is forbidden to attach to a postcard a sample of merchandise or similar article. An address label or slip to fold back completely adherent to the card and bearing the name and address of the person to whom the card is sent, may be affixed to the address side of the card.

Reply-paid postcards of private manufacture must bear at the top of the face of the first half, the words *Carte postale avec réponse payée* and in the similar position on the second half *Carte postale réponse*. Each of the two halves must, moreover, comply with the other conditions laid down for single postcards; on half is doubled over the other so that the fold forms the upper edge, and they may not be closed in any way.

The sender may address the reply half to himself and may also print on the back of these half a questionnaire to be filled up by the addressee. A reply half is available only for transmission to the country of origin.

A reply-paid postcard of which the two halves are not fully prepaid at the time of posting is not forwarded.

SMALL PACKETS

The small packet post is specially provided for the transmission of goods, whether dutiable or not, in the same mails as printed papers, which as a rule travel more quickly than the parcel mails.

Small packets may be sent to the following countries:—

Aden.	British Somaliland.	Dominican Republic.
Algeria.	Brunei.	Dutch Guiana.
Argentine Republic.	Cameroons	Dutch West Indies.
Ascension.	(British Sphere).	Ethiopia.
Australia.	Cameroons (French).	Faroe Islands.
Austria.	Cayman Islands.	Fiji Islands.
Bahamas.	Ceylon.	France.
Barbados.	China.	French Guinea.
Belgian Congo.	Costa Rica.	French Indo-China.
Belgium.	Cyprus.	French Settlements
Bermuda.	Cyrenaica.	in Oceania.
Brazil.	Czechoslovakia.	French West Indies
British Guiana.	Dahomey.	(Guadeloupe
British Honduras.	Denmark.	& Martinique).

French Somali Coast.	Newfoundland.	Strait Settlements.
French Sudan.	New Guinea.	Sweden.
Gambia.	New Hebrides.	Switzerland.
Gibraltar.	New Zealand.	Syria.
Gold Coast Colony.	Nigeria.	Tanganyika.
Greece.	North Borneo.	Togo (Brit. Sphere).
Greenland.	Northern Rhodesia.	Togo (French Sphere).
Grenada.	Norway.	Tonga.
Hawaii.	Nyasaland.	Tortola (Br. Virgin Islands).
Holland.	Panama Canal Zone.	Trans-Jordan.
Honduras.	Papua.	Trinidad and Tobago.
Hongkong	Philippines.	Tunis.
Hungary.	Poland.	Turkey.
Ivory Coast.	Porto Rico.	Turks and Caicos Islands.
Jamaica.	Réunion.	Uganda.
Kenya	St. Helena.	United Kingdom.
Lebanese Republic.	St. Lucia.	United States of America.
Leeward Islands.	St. Vincent.	Venezuela.
Luxembourg.	Sandwich Islands.	Virgin Islands of U.S.A.
Marshall Islands	Sarawak.	Yemen.
Mauritania	Senegal.	Yugoslavia.
Mauritius	Seychelles.	Zanzibar.
Mexico.	Siam.	
Monaco.	Sierra Leone.	
Morocco (except Spanish Zone).	Solomon Islands.	
New Caledonia	Southern Rhodesia.	
	Spain.	

The rate of postage is 8 mils per 50 grammes, with a minimum charge of 40 mils. The postage must be fully prepaid.

The maximum dimensions are the same as for letters for countries other than Great Britain, British Dominions, Colonies and Possessions.

The limit of weight is 1 kilogramme.

Dutiable articles may be enclosed in small packets; but, otherwise, the prohibitions applicable to the letter post apply also to the service of small packets. In addition, the following are specially excluded from transmission in small packets:—

Letters, notes or documents having the character of actual and personal correspondence (this prohibition does not apply to open invoices reduced to the simplest form, the address of the article, and the sender's address); coin; bank-notes; currency notes; negotiable instruments payable to bearer; platinum, gold or silver; precious stones; jewels and other valuable articles; postage stamps, whether obliterated or not, or any paper representing a monetary value.

Small packets must be sent in such a manner as to be easy of examination. The sender is required to show his name and address on the outside of the packet; and he is recommended to mark conspicuously *Small Packet* in the top left-hand corner.

A green customs label must without exception be affixed to the address side of each packet, and, if the country of destination so requires, the packet must also be accompanied by one or more customs declarations enclosed in the packet. In some cases the country of destination requires that the customs declarations should be made out in a language other than English.

PRINTED PAPERS

POSTAGE AND DEFINITION

The prepaid rate of postage on Printed Papers for all places abroad is 5 mils per 50 grammes, and on Commercial Papers is 5 mils per 50 grammes with a minimum of 20 mils. The postage must be fully prepaid.

It is permissible to enclose in the same packet printed matter (except literature for the blind), commercial papers and samples, provided:—

that each article taken singly, is within the limits applicable to it as regards weight and size,

that the total weight does not exceed 2 kilogrammes, and

that the minimum charge is 20 mils if the packet contains commercial papers, and 10 mils if it consists of printed matter and samples.

ADMISSIBLE DOCUMENTS

The undermentioned articles or documents are transmissible as *Printed Papers*: Newspapers, periodical works, books, sewn or bound, pamphlets, sheets of music (but not perforated sheets intended for use with automatic instruments), visiting cards, address cards, proofs of printing, corrected or uncorrected, with or without the relative manuscript, engravings, photographs, albums containing photographs, pictures, drawings, plans, maps, catalogues, prospectuses, advertisements, notices of various kinds, printed, engraved, lithographed or mimeographed paper

Reproductions of a manuscript or typewritten original. Such reproductions when obtained by a mechanical manifold process (hectography and so on), are accepted as printed papers if they are handed in at a Head post office or Branch post office.

At least twenty packets containing precisely identical copies are handed in at the same time.

A form of declaration, P.T. 540, is signed by the poster stating that all the copies are identical in text and bear nothing which is not permitted under the regulations relating to printed papers.

Such circulars are also accepted provisionally at certain of the more important post offices subject to their being found to be in order when examined at the nearest Head Office to which they will be sent.

DEFINITION

Printed matter which bears any marks whatever, capable of constituting a conventional language, or, with the exceptions specifically authorised below, of which the text has been modified after printing, is not admissible at the printed paper rate in the foreign service.

ADDITIONS AND ALTERATIONS

The sender may either outside or inside a packet of printed papers:

Indicate by hand or by a mechanical process, the name, position, profession, style, and address of the sender and of the addressee; the date of despatch, the signature, telephone number, telegraphic address and code, the postal cheque or banking account of the sender, a serial or identity number referring solely to the packet;

Correct errors in printing;

Strike out, underline or enclose by marks certain words or certain parts of a printed text, unless this is done with the object of constituting correspondence.

The undermentioned documents and so on may bear additions and alterations made by hand or by mechanical process, to the extent indicated in each case:

Ships' departures and arrivals. The dates and times of departures and arrivals, as well as the names of the ships and the ports of departure, call and arrivals.

Travellers' advices. The traveller's name, the date, time and place of his intended visit, and the address at which he is staying.

Order forms. Order forms or subscription forms or forms of offer for publications, books, newspapers, engravings and pieces of music may bear the names of the works and number of copies required or offered, the price and notes representing essential elements of the price, the method of payment, the edition and names of the authors and publishers, the catalogue number and the words *Paper covers*, *Stiff covers* or *Bound*.

Printed cards. Pictorial cards, printed visiting cards, Christmas and New Year cards may bear good wishes, congratulations, thanks, condolences, or other formulae of courtesy, expressed in five words or by means of five conventional initials.

Proofs of printing. Alterations and additions concerned with corrections, form and printing and also such notes as *Passed for Press*, or similar notes concerned with the execution of the work. In case of want of space, these additions may be made on separate sheets.

Fashion plates and maps. Colours.

Price-lists. Price-lists, tenders for advertisement, stock and share lists, market quotations, trade circulars and prospectuses may bear figures and any other notes representing essential elements of the price.

Books. Books, pamphlets, newspapers, photographs, engravings, sheets of music and all literary or artistic productions, whether printed, engraved, lithographed or mimeographed, may bear a dedication consisting simply of

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an expression of regard, and on photographs or engravings a very concise description or note referring to the photograph or engraving.

Cuttings from newspapers and periodicals. The title, date, number and address of the publication from which the article is extracted.

INADMISSIBLE ARTICLES

The following articles are not admissible:

Postage stamps or forms of prepayment whether obliterated or not, or any paper representing a monetary value; receipts, invoices and statements of account.

Blank paper, note paper or envelopes (with or without printed address), and all articles of stationery pure and simple; exceptionally, blank forms, not exceeding three of a kind or three of each kind of dissimilar forms, may be admitted.

Gramophone records and cinematograph and photographic films.

COMMERCIAL PAPERS

DEFINITION

Commercial papers comprise all papers and all documents, wholly or partly written or drawn, not having the character of current and personal correspondence, such as open letters and post-cards which are out of date and have already fulfilled their original purpose, and copies thereof; papers of legal procedure; documents of all kinds drawn up by public functionaries; way bills; bills of lading; invoices; copies of or extracts from deeds under private seal written on stamped or unstamped paper; musical scores or sheets of music in manuscript; manuscripts of works or of newspapers forwarded separately; pupils' exercises in original or with corrections, but without any note which does not relate directly to the execution of the work; receipts; statements of accounts; invoices.

Exceptionally correspondence exchanged between pupils at schools, even when it is of a current and personal character, is admitted at the commercial papers rate, provided that it is sent through the intermediary of the headmasters of the schools concerned.

Documents may be accompanied by reference slips showing the following or similar particulars: list of the papers included in the packet, references to correspondence exchanged between the sender and the addressee.

INADMISSIBLE ARTICLES

Postage stamps or forms of prepayment, whether obliterated or not, or any paper representing a monetary value are inadmissible, but out of date correspondence may bear cancelled postage stamps or franking impressions which serve to prepay the original postage.

LIMITS OF SIZE AND WEIGHT

The maximum dimensions are the same as for letters. Printed matter sent unenclosed in the form of a card, whether folded or not, may not be less

than 10 cms. in length by 7 cms. in width. The limit of weight is 2 kilogrammes. Exceptionally, a printed volume sent singly may weigh as much as 3 kilogrammes.

MAKE-UP

Packets of commercial papers should be clearly marked in the upper left-hand corner *Commercial Papers*. They are subject to examination in the post and must be made up in such a way that they can be easily examined. They may be placed in a wrapper, upon a roller, between boards, in an open case, or in an unclosed envelope furnished with a blunt fastening easy to raise and replace; or they may be secured with a string easy to untie.

In view of the risk of other packets being entrapped when open covers are used, posters are reminded that embarrassing packets generally are prohibited from the post.

In order to secure the return of a packet which cannot be delivered, the name and address of the sender should be printed or written outside.

LITERATURE FOR THE BLIND

The prepaid rate of postage on such packets is 2 mils for 1 kg. The postage must be fully prepaid.

MAKE-UP

The packets should be clearly marked in the upper left-hand corner *Blind Literature*. In all other respects the regulations regarding printed papers apply.

SAMPLES

POSTAGE

The prepaid rate of postage on Sample Packets for all places abroad is 5 mils per 50 grammes with a minimum of 10 mils. The postage must be fully prepaid.

DEFINITION

The use of the sample post is restricted to genuine trade samples or patterns of merchandise without saleable value. Exceptionally, the following articles are regarded as eligible for transmission by sample post: printers' blocks, keys sent singly, cut fresh flowers, articles of natural history (dried or preserved animals or plants, geological specimens, etc.), tubes of serum and vaccine, and pathological objects rendered innocuous by their mode of preparation and packing.

These articles, except tubes of serum and vaccine, sent in the general interest by laboratories or institutions officially recognized, may not be sent for a commercial purpose.

LIMITS OF SIZE AND WEIGHT

A sample packet addressed to Great Britain or to a British Dominion, Colony, or Possession, may not exceed 60 cms. in length and 30 cms. in breadth or depth. For samples addressed to other countries for the Postal Union the maximum dimensions are the same as for letters. For packets in the form of a roll the maximum dimensions are, in all cases, the same as for letters. A sample packet may not exceed 500 grammes in weight.

PACKING AND ADDRESS

It is recommended that every sample should be indelibly marked "*Sample not for sale*," or otherwise defaced in such a way as to render the article unsaleable in the ordinary way of trading.

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. The upper left-hand corner of the packet should be clearly marked *Sample*.

In view of the risk of other packets being entrapped when open covers are used, posters are reminded that embarrassing packets generally are prohibited by post.

Packing is not obligatory for articles consisting of one piece, such as pieces of wood, metal, which it is not the custom of the trade to pack.

The address of the addressee must be indicated, as far as possible, on the packing or on the article itself. If the packing or the article itself is not suitable for the inscription of the address and service indications or for affixing the postage stamps, a tie-on-label, preferably of parchment, must be securely attached. The same applies when the date-stamping is likely to injure the article.

In order to secure the return of a packet which cannot be delivered, the name and address of the sender should be printed or written outside the packet.

PERMISSIBLE ADDITIONS

The sender may indicate by hand or by a mechanical process, outside or inside the packet, the name, position, profession, style, and address of the sender and of the addressee; the date of despatch, the signature, telephone number, telegraphic address and code, the postal cheque or banking account of the sender; a manufacturer's or trade mark, serial or identity numbers, prices; particulars relating to weight, measurement and size, or to the quantity to be disposed of, and such as are necessary to determine the origin and the character of the goods.

INADMISSIBLE ARTICLES

The following articles are not admissible:—

Goods for sale or consigned in execution of an order, however small the quantity;

Samples of tea exceeding 200 grs. in gross weight;—

Postage stamps or forms of prepayment, whether obliterated or not, or any paper representing a monetary value.

CUSTOMS TREATMENT ABROAD

Particulars of the countries which admit sample packets containing articles liable to customs duty under the Green Label system, are given on pages 74 and 257. Sample packets containing dutiable articles sent to other countries may be returned, subjected to fines, or confiscated according to the laws of the country of destination.

PACKETS CONTAINING PRINTED MATTER, COMMERCIAL PAPERS AND SAMPLES

It is permissible to enclose in the same packet printed matter (except literature for the blind), commercial papers and samples, provided that each article taken singly is within the limits applicable to it as regards weight and size.

SPECIAL PACKING REGULATIONS FOR CERTAIN ARTICLES

Liquids, oils or semi-liquids.—These must be enclosed in a receptacle hermetically sealed; and the receptacle must be placed in a special box of metal, strong wood or strong corrugated cardboard containing sawdust or spongy material (not cotton) in sufficient quantity to absorb the liquid if the receptacle becomes broken. The lid of the box must be fixed in such a manner that it cannot easily become detached.

Fatty substances which do not easily liquefy, silkworm eggs.—Such articles must be enclosed in an inner cover (box, linen or parchment bag, and so on), which must itself be placed in a second box of wood, metal, or stout thick leather.

Tinned food; industrial and vegetable products.—Articles such as tinned food, which would be spoilt if otherwise packed, may be admitted in a cover hermetically sealed. In that case the sender, or the addressee, may be required to assist in the check of the contents.

Glass or other fragile material.—Articles of glass or other fragile material must be securely packed, in a box of metal, wood, or strong corrugated cardboard, in such a way as to prevent all risk of injury to other postal packets or to officers of the post office.

Dry colouring powders (for example, aniline blue).—These are admissible only if enclosed in a stout tin box, placed inside a wooden box with sawdust between the two covers.

Dry non-colouring powders.—These must be placed in a box of metal, wood, or cardboard, the box itself being enclosed in a bag of linen or parchment.

Live bees; leeches; parasites.—Live bees or leeches must be enclosed in a box so constructed as to avoid all danger and to allow the contents to be resuscitated. Parasites and destroyers of noxious insects exchanged between officially recognized institutions must be similarly packed.

Sharp instruments, pieces of metal or ore.—Articles of this description should be packed and guarded in so secure a manner as to involve no risk to the contents of the mail bags or to the officers of the post office.

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Articles for medical examination or analysis.—These may be sent under conditions similar to these prescribed by the Inland letter post for articles sent for medical examination or analysis.

REGISTRATION

Parcels for places abroad cannot be registered, although in many cases they may be insured.

The registration fee is 15 mils and must be prepaid in addition to the postage.

INSTRUCTIONS FOR REGISTRATION

A packet to be registered must be handed to an officer of the post office and a receipt obtained for it; it must not be dropped in a letter-box.

A *letter or letter packet* intended for registration must be made up in the manner laid down at page 33 for inland letters or letter packets, and must not show any trace of having been opened and refastened before posting. Small packets, packets of printed papers, commercial papers and samples, intended for registration, must be made up in the manner prescribed for unregistered packets of these categories.

A postal packet addressed to initials or in pencil cannot be registered; but the address of articles other than those sent in a panel envelope may be written in copying-ink pencil.

PAYMENT FOR LOSS

The post office pays the sum of £P.2 to the sender of a letter or packet duly admitted to registration which has been entirely lost in its custody, except in the case of:

Any packet which has been lost through a cause beyond control, generally speaking, where no question of negligence arises;

Any packet which the post office cannot account for in consequence of the loss of official documents through a cause beyond control;

Any packet containing a prohibited article; and

Any packet in respect of which a claim is not made within a year of the date of posting.

Subject to the same conditions which are prescribed by the Postal Union Convention, the postal administrations of all countries included in the Postal Union accept responsibility in respect of registered letters or packets lost whilst in their custody.

Under international regulations, compensation is not paid for the loss or damage of the contents of a registered packet as distinct from the loss of the entire packet; and if it is desired to obtain compensation in the case of damage or loss of the contents of a letter, or to provide for a higher maximum than £P.2, the insurance service should be used.

The post office is not legally liable to pay compensation in respect of any packet for which a registration fee has been paid. The final decision upon the question of payment rests with the postal administration of the country in which the loss has taken place.

ADVICE OF DELIVERY

The sender of a registered postal 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 15 mils, which must be paid on application by means of stamps affixed by the sender to a form provided for the purpose. Enquiry as to the alleged loss or non-delivery of a registered packet must also be accompanied by a fee of 15 mils unless the sender has already paid the special fee for an advice of delivery. If it is found that the postal service is at fault the enquiry fee will be refunded.

One fee of 15 mils covers enquiries concerning several packets posted at the same time by the same sender to the same addressee.

EXPRESS DELIVERY

Arrangements have been made for the delivery by special messenger of postal packets exchanged between Palestine and the countries indicated by the word *Express* on pages 74 to 207.

LETTER POST

OUTGOING PACKETS

A postal packet intended for express delivery in any of these countries must have the word Express boldly and legibly written on the left-hand side of the address.

It may be handed in at a post office or, if it is not desired to register or insure the packet, it may be posted in a letter-box.

A special fee of 40 mils must be paid in addition to the postage. This fee covers the express delivery when the addressee resides in the immediate neighbourhood of a post office of destination, but when the place of address is beyond the limits of the ordinary postal delivery, an additional charge will be levied in the country of destination at its inland express rate, allowance being made for the fee prepaid by the sender. In the case of insured letters and boxes, the office of destination is permitted, when its internal regulations so require, to deliver by express messenger an advice of the arrival of the packet instead of the packet itself.

INCOMING PACKETS

Postal packets from these countries, marked for express delivery, and prepaid an express fee in addition to the postage, will be delivered by express messenger, subject to the same conditions as regards hours of delivery as inland express postal packets. Express delivery is undertaken from the usual delivery office.

RE-DIRECTION

Unless the sender has forbidden re-direction, by means of a note to that effect on the address side of the packet, any postal packet may be re-directed to the same addressee at another address either by an officer of the post office or by an agent of the addressee after delivery under the following conditions:—

LETTERS, POST-CARDS, PRINTED PAPERS, COMMERCIAL
PAPERS AND SAMPLES

The principle of free redirection throughout the Postal Union is adopted for postal packets of these classes. This principle, however, does not exempt from additional postage a postal packet which, though fully prepaid for the first transmission, is redirected to a country to which the postage is higher than that originally prepaid. Thus a letter or packet prepaid at the inland rate, sent from one place to another in Palestine, and afterwards redirected to a place abroad, should have additional stamps affixed to it representing the difference between the inland and the foreign rate of postage, otherwise the difference will be charged on delivery. The same treatment would be applied to a letter or packet fully prepaid for the inland service of a foreign country and redirected to this country. On a letter from abroad redirected from this country the postage has to be brought up to what it would have been if the letter had been sent direct to its final destination in the first instance. A letter originally posted unpaid, or a packet of any kind posted insufficiently paid, and subsequently redirected, though not chargeable for redirection, is subject to surcharge on delivery.

If redirected by the addressee's agent, a packet must be re-posted not later than the day after delivery (Sabbaths and public holidays not being counted), and must not previous to redirection be opened or tampered with.

A packet which appears to have been opened or tampered with will be chargeable as freshly posted and unpaid.

Whenever it may be thought necessary, a receipt may be required from the addressee of a redirected letter or packet at the second address.

A packet returned to the sender that he may rectify or complete the address is not, when reposted, treated as redirected, but is liable to fresh postage.

Registered or insured articles, on being re-directed may not be dropped into a letter box, but must be taken to a post office to be dealt with. No additional registration or insurance fee will be charged if the packet is presented for re-registration or re-insurance not later than the day after delivery.

Registered correspondence is subject to the same rules as ordinary correspondence as regards additional postage charges for redirection.

REPLY COUPONS

International coupons, exchangeable in any country of the Postal Union for a stamp or stamps representing the postage on a single rate letter from that country for abroad, may be purchased at all post offices in this country at the price of 25 mils each, for the purpose of prepaying replies to letters.

Imperial coupons, exchangeable in the United Kingdom only, are on sale at the price of 12 mils each.

Coupons received from other countries may be exchanged for postage stamps at any post office or postal agency in Palestine.

UNDELIVERABLE POSTAL PACKETS

(EXCEPT PARCELS)

Undeliverable *letters, post-cards, printed and commercial papers or samples* returned to this country from places abroad are delivered to the senders on payment of any charges due. Undeliverable printed papers of no value are not returned unless the sender, by means of a note on the outside of the packets, has asked for their return.

An undeliverable packet, if it bears on the outside the full name and address of the sender, is returned direct and unopened. Any other such undeliverable letter is opened by an officer deputed for the purpose; and, if it contains the sender's address, is returned to him.

PARCELS

GENERAL INFORMATION

For postage rates, limit of weight and for particulars of the services to individual countries *see* pages 74 to 207. The postage must be prepaid. A certificate of posting is issued free of charge.

The limits of size are generally 105 cms. in length, breadth or depth, and 180 cms. in length and girth combined. Any exceptions to these limits are shown under the country concerned.

The address should be written on the parcel itself, and not merely on a label. If the wrapper is of such a nature as to render impracticable the writing of the address on the cover of the parcel, a label of linen or other suitable material should be sewn on or otherwise securely affixed. In their own interests, senders should avoid labels which are liable to become detached during transit, such as tie-on labels, and paper labels of poor quality gummed to wrappers of canvas or similar fabric. It is recommended that a copy of the name and address of the sender and of the addressee be enclosed in every parcel addressed to a place abroad.

Foreign parcels cannot be registered, but they may be *insured* under the conditions specified on pages 70 and 74 to 207.

PACKING AND MAKE-UP

The packing used for parcels for abroad should be determined by the weight and nature of the contents, the length of the journey, conditions of transit, climate, and so on. Light and bulky articles should preferably be packed in strong wooden cases, while a parcel intended for transmission

to a tropical country during the rainy season should be protected by a tin-lined case or other efficient damp-proof packing.

For some countries special kinds of packing are required by the post offices of transit or of destination. See pages 74 to 207.

PACKING REGULATIONS FOR CERTAIN ARTICLES

Food and other articles attractive to rats, when sent to tropical or sub-tropical countries or through the tropics such articles must be packed in receptacles which are rat-proof and do not allow the smell of their contents to escape.

Liquids. For *liquids* and substances which liquefy easily, *two receptacles* must be used. The outer receptacle must be of strong wood or metal. Between this and the inner receptacle containing the liquid, space must be left all round which must be filled with bran, sawdust, or other absorbent material in sufficient quantity to absorb all the liquid contents in the event of breakage.

Umbrellas and similar articles.—These should be enclosed in stout cases made of wood at least one centimetre thick; but the two small ends of such cases may be of three-ply wood. Plenty of soft interior packing should be used for the protection of any brittle or fragile part, such as handle.

Celluloid and cinematograph and photograph films. *Seasoned raw celluloid* (that is celluloid which has been freed from all volatile solvent) and inflammable films with a nitro-cellulose base must be packed in a tin case which must be enclosed in a strong wooden box as described below. Any other article composed wholly or partly of *celluloid* must be enclosed in a strong wooden box which must be made from boards of a minimum thickness of 1 cm. The sides must be dovetailed together and the bottom and the lid must be firmly screwed to the sides; and if any part of the box is composed of more than one piece of wood, the pieces must be jointed together by means of tongues and grooves. No gap must appear at any join. The inner container must be placed in the outer box with suitable soft packing material so as to surround it entirely and to hold it firmly in position. A white label bearing the word *Films* or *Celluloid*, as the case may be, in plain black letters, must be affixed to the parcel and to the despatch note when one is required.

The special packing conditions outlined in the foregoing paragraph do not apply to films which do not come within the Department of Commerce and Industry classification of dangerous goods, but each packet which contains non-dangerous films must have on the outside a white label bearing the words in plain black letters *Films — non-inflammable*. Senders of parcels must ascertain and comply with any special conditions concerning the importation of celluloid or films into particular countries.

Dyes and similar substances.—These must be enclosed in a stout metal box, placed inside a wooden box with sawdust between the two receptacles.

China, crockery or glass.—Articles of this nature should be packed in a strong wooden case, with plenty of soft packing between the article and the top, bottom and sides of the case.

Coin, bullion and jewellery.—These must be enclosed in a strong box or case which must be sewn up or otherwise fastened in a wrapper of linen, canvas, strong paper or other substantial material. The address must be written on the covering. Seals must be placed along the edges of each join or loose flap, at distances of not more than 7 cms. Further, in the case of jewellery exceeding £P100 in value, the box must measure at least 1 metre in length and girth combined.

Live bees or leeches. These must be enclosed in a box so constructed as to avoid all danger and to allow the contents to be ascertained.

CUSTOMS DECLARATION AND DESPATCH NOTE

The sender of a parcel must fill up in ink a despatch note and one or more customs declaration forms (the number is indicated in the case of each country, pages 74 to 207). The customs declaration forms must furnish an accurate statement of the nature and value of the contents, as well as other particulars. The name and full address of the sender must be legibly indicated in the space provided for those particulars.

One despatch note and one set of customs forms may be used for two or three (not more) ordinary parcels from the same sender to the same addressee unless the contrary is stated.

If there is more than one route to the country of destination, the route selected should be shown on the despatch note in the space provided.

Each *Insured, Express or Cash-on-Delivery* parcel must be accompanied by a separate set of despatch papers.

The value of the contents of a parcel must be shown on the customs declaration in Palestinian currency.

DISPOSAL INSTRUCTIONS IN THE EVENT OF NON-DELIVERY

It is desirable in all cases that directions should be given as to what is to be done with a parcel if it cannot be delivered. Space is provided for this purpose on the adhesive form of customs declaration and on the despatch note. If a despatch note is used, the instructions as to disposal should be written conspicuously on the cover of the parcel as well as on the despatch note.

Despatch notes can be obtained beforehand from post offices accepting parcels for abroad.

OUTGOING PARCELS

Most articles sent abroad are dutiable, but some countries make concessions in the case of gifts of small value. The post office accepts no responsibility for loss, delay, or charges arising from the customs or other regulations to which the contents of parcels are subject.

PAYMENT OF CUSTOMS CHARGES BY SENDER

Under the system described in the following paragraph the senders of parcels to the United Kingdom and Switzerland may arrange for their delivery free of customs and other charges. This system is known internationally as the *Franc de Droits* (Free of charge).

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A parcel intended to be sent under this system must be handed in at a head, branch or post office. They are not to be accepted at postal agencies. The sender must pay a deposit on account of the charges together with a fee of 50 mils and sign a form of undertaking to pay the charge on demand after the post office has been notified of the amount actually levied. The sender must be able to furnish a permanent address in Palestine. One form of undertaking will suffice for a maximum of three parcels posted together by one sender to the same addressee, but the special fee of 50 mils must be paid in respect of each parcel.

The deposits required are as shown in the following table:—

Country of Destination of Parcel.	Deposit for every 200 mils or fraction of 200 mils of declared value.	Minimum Deposit.
	£P. Mils.	£P. Mils.
Switzerland	— 100	— 200
United Kingdom of Great Britain and Northern Ireland	— 100	— 200

CASH ON DELIVERY

An arrangement for collecting from the addressee, for remittance to the sender by special Card Money Order, the value of articles sent by Parcel Post, is in operation between Palestine and the countries and places notified by the sign + in the Table of Rates, etc., pages 74 to 207. Any limitation of the service is indicated in the Table. The amount to be collected under the Cash on Delivery System is called the "Trade Charge." The Trade Charge on any one parcel may in no case exceed £P40. A Trade Charge may not be cancelled or altered after the parcel has been posted. If the insurance of a Cash on Delivery parcel is desired, the ordinary regulations for insurance must be observed.

The sender must write, on the cover of the parcel or on a label affixed to the cover, his name and address and the word "Remboursement" followed by the amount in Palestinian currency of the Trade Charge.

These particulars may be furnished on the back of the parcel if there is not room for them to be shown clearly on the front. No erasure or alteration of the entry of the amount is allowed. An incorrect entry must be completely obliterated and a fresh entry made. A separate Despatch Note must be prepared for each Cash on Delivery parcel; and the amount of the Trade Charge must be entered in the space provided for the purpose.

The sender must also fill up a special Trade Charge Card in respect of each parcel with all the particulars required on the card, except the number of the parcel and those in the space headed "Service Instructions." Pencil must not be used for this purpose. No erasure or alteration of the

entry of the amount of the Trade Charge is allowed. If the sender desires to correct the entry of the amount he must make out a fresh card. The Trade Charge Card will in due course be returned to the sender as a Money Order for the full amount entered by the sender on it and on the relative parcel.

The sender must prepay, by means of postage stamps affixed to the Despatch Note, a special Cash on Delivery fee calculated as shown in the Table below. This fee, is in every case additional to the ordinary postage and other charges (for express delivery, insurance, advice of delivery, etc.), but includes a posting fee of 10 mils.

Trade charge not exceeding		Trade charge not exceeding	
£P.	Mils.	£P.	Mils.
1	20	21	220
2	30	22	230
3	40	23	240
4	50	24	250
5	60	25	260
6	70	26	270
7	80	27	280
8	90	28	290
9	100	29	300
10	110	30	310
11	120	31	320
12	130	32	330
13	140	33	340
14	150	34	350
15	160	35	360
16	170	36	370
17	180	37	380
18	190	38	390
19	200	39	400
20	210	40	410

The sender must obtain a Certificate of Posting, of which the production may be required as a condition of payment of the Trade Charge Money Order.

No application as to the disposal of the amount of a Trade Charge can be entertained unless made within a year of the posting of the parcel.

Parcels on which Trade Charges are to be collected are, in other respects than those above specified, treated like other parcels, *e.g.*, as regards insurance and compensation.

INCOMING PARCELS

Parcels received from places abroad are subject to examination by the Palestine Customs; and those containing dutiable articles are liable to charges calculated in accordance with the Palestinian customs tariff for the time being, which must be paid before a parcel is handed over to the addressee.

A postal fee of 10 mils for customs clearance is charged on each parcel on which customs duty has been levied.

Parcels received from abroad containing goods sent by one firm to another, or from a wholesaler to a retailer, in execution of an order, should be accompanied by a copy of the invoice unenclosed.

Any application in regard to customs charges raised on a parcel from a place abroad should, if made before delivery, be made on the proper form provided by the post office. The form, when completed, should be handed in at the post office where the parcel is on hand. Any application subsequent to delivery should be addressed to the local Collector of Customs.

DELIVERY ARRANGEMENTS

Parcels are delivered only at the counter of a post office or postal agency. The maximum period during which a parcel is held at the disposal of any addressee is 30 days, but the actual period depends upon the sender's instructions.

DEMURRAGE

A parcel, delivery of which is not taken by the addressee within 10 days from the date of issue of the advice of arrival of the parcel to the addressee, is subject to a demurrage charge commencing on the eleventh day. In the case of an insured parcel the charge is 10 mils per day per 1,000 francs (gold) or part thereof of the insured value, subject to a maximum charge of 600 mils. In the case of an uninsured parcel the charge is 10 mils per day without regard to the value of the contents of the parcel, subject to a maximum charge of 200 mils.

Demurrage will not be charged in respect of any period during which a parcel may remain undelivered owing to the addressee having questioned the accuracy of the amount of customs dues levied thereon, provided that this relief shall apply only to the period commencing on the date on which the addressee's application is received at the post office of delivery and ending on the date of receipt of the decision of the customs authorities and, further, that the amount of the customs charges originally levied shall have been amended by the customs authorities as a result of the application.

In exceptional circumstances the amount levied as demurrage may be reduced or waived.

CASH ON DELIVERY

A Cash on Delivery parcel may not be opened at the request of the addressee, nor may the addressee be allowed to open it until the trade charge and any other charges due have been paid. A delivery fee of 15 mils, in addition to the amount of the trade charge, is collected from the addressee of a cash on delivery parcel received from a place abroad. The amount of the trade charge collected is remitted to the sender of the parcel without deduction. A receipt is given for a trade charge. When the trade charge has been collected, the post office undertakes the responsibility for the due remittance of the amount to the sender of the parcel. A Trade charge, once collected, may in no circumstances be refunded to the addressee.

EXPRESS DELIVERY

A parcel from abroad, marked for express delivery, on which an express fee has been prepaid in addition to the postage, is not delivered by special messenger, but an advice of arrival is delivered free within the same delivery limits as an express letter. For express delivery beyond the ordinary limits, a supplementary fee representing the difference between the total express delivery charge and the amount prepaid by the sender is collected from the addressee.

REDIRECTION

Any parcel may be redirected to the same addressee at another address either by an officer of the post office or by an agent of the addressee after delivery under the following conditions:—

A parcel arriving in this country and redirected from one address to another in Palestine is liable to additional postage at the inland rate for each redirection, except where the original and the second address are both within the delivery area of the same post office and the redirection is made within the period of free redirection. A parcel will not, however, be delivered free of charge to a person who has previously refused to accept it, and for redirection from a Returned Letter Office a second postage is invariably charged.

A parcel redirected from one country to another is charged the full postage.

In most cases customs charges raised in a country abroad are cancelled on the redirection of a parcel; but there are certain exceptions.

COMPENSATION FOR LOSS OR DAMAGE OF UNINSURED PARCELS

The post office pays compensation for the loss or damage in the Palestinian service of an uninsured parcel unless an indication is given on pages 74 to 207 that the service by which the parcel was sent is one in which no compensation is payable. The compensation is paid in accordance with the general rules of the Inland Parcel Post and the rules as regards insured parcels so far as these are applicable.

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The compensation paid will in no case exceed the following amounts.

	Weight of parcel.	Compensation. £P. Mils.
Not exceeding	1 kilogramme	0 400
Exceeding	1 kilogramme but not exceeding 5 kilogrammes	1 000
Exceeding	5 kilogrammes but not exceeding 10 kilogrammes	1 600

A claim for compensation should be addressed to the Postmaster General, G.P.O., Jerusalem, and must be supported by a certificate of posting.

In the case of a parcel lost or damaged abroad, except in a service where no compensation is payable, the post office will endeavour to obtain compensation for the sender under similar regulations.

In no circumstances is compensation paid in respect of an uninsured parcel, whatever the country of its origin or destination, which has been lost or sustained damage or loss of contents through a cause beyond control.

INSURED LETTERS

SPECIAL CONDITIONS

Insured letters may be sent to the countries shown as participating in the service on pages 74 to 207 insured up to the maximum indicated.

In addition to ordinary correspondence they may contain paper valuables, such as bank notes, currency notes, bonds and securities, also valuable documents of any kind, such as plans, estimates, and so on; but if the contents are dutiable in the country of destination, they can only be sent to countries which admit dutiable articles by letter post (*see* page 48).

Post-cards, small packets, printed papers, commercial papers and samples, or *letters containing articles other than those mentioned above, cannot be insured.*

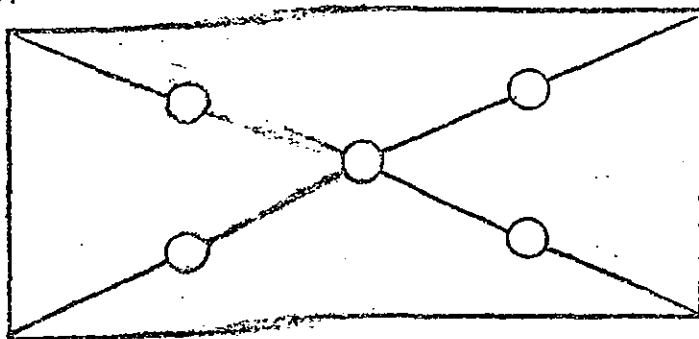
MAKE-UP

An insured letter must be presented at the counter of a post office. It must not be dropped into a letter box.

Every letter tendered for insurance must be enclosed in a strong cover made up in one piece, which must be securely fastened by means of identical seals in fine wax, with spaces between, reproducing a private mark, and affixed in sufficient number to hold down all the folds of the envelope. *An envelope with a black or coloured border or a transparent panel must not be used.* The make-up of every letter must be such that its contents cannot be got at without external and visible damage to the envelope or the seals.

Space must be left between the postage stamps on it and between the postal labels, if any, so that they cannot serve to hide injuries to the envelope. They must not be folded over the two sides of the envelope so as to cover the edge.

No labels may be affixed except those of the postal service. If the packet is tied round with string or rope, a seal must be placed on the ends where they are tied. The seals on an ordinary envelope should be placed as shown below:



In the case of a long envelope with a seam down the centre, the seam should be secured with seals placed not more than 8 centimetres apart.

INSURED BOXES

SPECIAL CONDITIONS

Articles of gold and silver, precious stones, jewellery and other articles of a like nature, which are prohibited from transmission in insured letters, may be sent in insured boxes at the places shown as participating in the service on pages 74 to 211, up to the maximum indicated.

Insured boxes may not contain letters, notes or documents having the character of actual personal correspondence, bank-notes, currency notes, or securities payable to bearer, but an open invoice in its simplest form, as well as the sender's and the addressee's name and address.

RATE OF POSTAGE

The postage to be prepaid is 10 mils per 50 grammes, with a minimum charge of 60 mils. The rates of insurance are given on page 72. The minimum insurance fee is 25 mils.

WEIGHT AND SIZE

An insured box must not exceed 1 kilogramme in weight and must not measure more than 30 cms. in length, 20 cms. breadth, and 10 cms. in height.

PACKING AND MARKING

The box employed for packing must be strongly made of metal or wood, and when a wooden box is used the wood must be at least 8 mm. thick.

An insured box must be tied round with a single strong string in one piece without joints and the two ends of the string must be secured under

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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 prescribed 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.*

INSURED VALUE

The amount for which an article is insured must be written in ink by the sender both in words and in figures, at the top of the address side of the cover, thus: *Insured for fifteen Palestinian pounds (£P15).* In the case of a parcel the amount must also be entered in the appropriate space on the despatch note. No alteration or erasure of the inscription on the letter, box or parcel or on the despatch note is allowed. If the amount is entered on the despatch note in the wrong place, a fresh despatch note must be prepared.

No letter, box or parcel can be insured for more than the actual value of the contents and packing, or for more than the sum entered in the letter and parcel post summary on pages 74 to 207 against the name of the country to which it is addressed; but it may be insured for part of its value. An insured letter containing documents which are of value because of the cost of preparation, for example, plans, estimates or contracts may not be insured for an amount exceeding the cost of replacing them in case of loss. A letter, box or parcel of which the contents have no pecuniary value may be insured for a nominal sum in order to obtain the safeguards of the system. *Over-insurance is an obstacle to compensation.*

INSURANCE FEES

The fees for insurance, including registration, but in addition to postage, are as follows:

Fee.	Limit of Compensation.	Fee.	Limit of Compensation.
Mils.	Mils.	Mils.	£P.
25	12	75	72
35	24	85	84
45	36	95	96
55	48	105	108
65	60	115	120

COMPENSATION

INSURED LETTERS, BOXES AND PARCELS

General Conditions Governing Payment of Compensation

The post office pays to the sender compensation for the loss or damage of an insured packet (letter, box or parcel) or its contents, when it is

clearly established that the loss or damage has occurred while the packet was in the custody of the Palestine post office.

On the transfer of an insured packet to another administration, the responsibility of the Palestine post office ceases and *the final decision as to the payment of compensation rests with that administration.*

Compensation will not exceed the value at the time of posting of the article lost or the amount of the damage sustained. Indirect loss or loss of profits will not be taken into consideration.

In any claim for damage or loss of contents, the packet should be retained for inspection as nearly as possible in the condition in which it was delivered.

The sender of a parcel may waive his claim in favour of the addressee. The post office is under no legal liability to pay compensation in respect of any packet for which an insurance fee has been paid.

Cases in which Compensation is not payable

Under international regulations, no compensation will be paid in respect of:
Any packet containing a prohibited article;

Any packet which has been duly delivered and accepted without reserve;
Any damage or loss caused by the fault or negligence of the sender, such as failure to provide adequate packing, having regard to the nature of the contents;

Any damage to an exceptionally fragile article which from its nature cannot reasonably be expected to travel safely by post, such as a clay figure, a soapstone or alabaster model, a collection of butterflies or moths, a vacuum flask, and so on;

Any parcel containing jewellery exceeding £P100 in value not packed in accordance with the special regulations;

Any parcel containing an article of a type specified at pages 74 to 207 as one for which compensation will not be paid; or

Any packet in respect of which a claim is not made within a year of the date of posting.

The post office reserves the right to refuse compensation where the damage or loss is due to a cause beyond control, or where a packet cannot be accounted for in consequence of the loss of official documents from any such cause.

The compensation payable in respect of an insured parcel will in general be in accordance with the rules of the Inland Parcel Post (see pages 34—36) so far as these are applicable.

LETTERS TO SHIPS

A letter intended for delivery to a passenger or other person on a ship at a port should be addressed to the ship, care of the agents of the Shipping Company concerned.

ETROGIM AND LULAVIM

A list of countries to which Etrogim and Lulavim may be sent, subject to certain restrictions, is furnished below:—

Place of destination	Letter Post	Parcel Post	Remarks
Algeria	Admitted	Admitted	A certificate of freedom from disease and specifying the nature of the consignment issued by Department of Agriculture must accompany the packet or parcel.
Argentina Republic	Admitted	Admitted	
Austria	Admitted	Admitted	Admission is subject to the items being found on inspection to be free from disease.
Australia	Admitted	Admitted	
Belgium	Admitted	Admitted	Subject to examination by Canadian Board of Agriculture. Consignment must be accompanied by certificate of freedom from disease. A permit to import into Canada must first be obtained.
Bulgaria	Not admitted	Admitted	
Canada	Admitted	Admitted	
Ceylon	Admitted	Admitted	
Chile	Not admitted	Admitted	
Colombia	Admitted	Admitted	
Cuba	Not admitted	Not admitted	
Czechoslovakia	Admitted	Admitted	

Place of destination	Letter Post	Parcel Post	Remarks
Egypt	Admitted	Admitted	Etrogim and Lulavim are examined by the Ministry of Agriculture before delivery to addressees.
France	Admitted	Admitted	
Germany	Admitted	Admitted	
Great Britain	Admitted	Admitted	
Greece	Admitted	Admitted	
Guatemala	Admitted	Admitted	Etrogim and Lulavim must be accompanied by a certificate of freedom from disease.
Holland	Admitted	Admitted	
Hungary	Admitted	Admitted	Etrogim and Lulavim must be accompanied by a certificate of freedom from disease.
India	Not admitted	Admitted	Etrogim and Lulavim must be fumigated before despatch and be accompanied by necessary certificate.
Iraq	Admitted	Admitted	
Italy	Not admitted	Not admitted	
Latvia (Lettonia)	Admitted	Admitted	Lulavim are liable to customs import duty.
Lithuania	Not admitted	Admitted	
Mexico	Admitted	Admitted	
Morocco	Admitted	Admitted	Articles are liable to customs import duty.

Place of destination	Letter Post	Parcel Post	Remarks
New Zealand	Admitted	Admitted	All packets or parcels must be accompanied by a certificate that the contents are free from disease.
Persia	Admitted	Admitted	
Peru	Admitted	Admitted	Consignments must be accompanied by a certificate of freedom from disease and a certificate from a Peruvian consul.
Poland	Admitted	Admitted	Etrogim only are admitted. Lulavim may not be sent to Poland.
Roumania	Admitted	Admitted	
Sweden	Admitted	Admitted	If sent by Letter Post must bear green label P.T. 539.
Switzerland	Admitted	Admitted	
Uruguay	Not admitted	Admitted	
United States of America	Admitted	Admitted	The importation of Etrogim is not permitted into the States of California and Florida. Etrogim are subject to examination by U.S. Department of Agriculture.
U.S.S.R.	Not admitted	Admitted	Must not be for sale or sent for commercial purposes.
Yugoslavia	Admitted	Admitted	Conditions applicable to the importation of merchandise generally apply to Etrogim and Lulavim.

POST OFFICES AND POSTAL AGENCIES IN PALESTINE

The Head Post Offices at Haifa, Jaffa, Jerusalem and Tel Aviv are open for the acceptance of telegrams for the twenty four hours of the day on all days.

At Branch Offices at Haifa, Jerusalem and Tel Aviv, the normal hours of business are 0800—1230 and 1530—1730.

At the smaller Post Offices the normal hours of business are 0830—1230 and 1500—1700.

The normal hours of business at Postal Agencies Category "B" are 1000—1200 and 1500—1700 and at Postal Agencies Category "C" 1000—1200.

Post Offices and Postal Agencies situated in Jewish Areas close on Saturdays and the principal Jewish Official Holidays, those in Christian Areas on Sundays and the principal Christian Official Holidays and those in Moslem Areas on Fridays and the principal Moslem Official Holidays.

All offices, other than the Head Post Offices (at which restricted hours of business obtain) close on the day upon which the birthday of His Majesty the King is celebrated.

The hours during which an office is open can be ascertained by reference to the local post office notice.

The explanations of the abbreviations in Column 2 of the following table are furnished below :—

- HPO — Head Post Office
- PO — Post Office
- PAB — Postal Agency Category "B"
- PAC — Postal Agency Category "C"
- TA — Town Agency
- BO — Branch Post Office.

Offices closing on Saturdays are open for the same hours of public business on the eve of Jewish Official Holidays as on Fridays.

Office	Category	Hours of Business	Week Day Closed	Money Order Office
Acre	PO	0830—1230 & 1500—1700	Friday	Acre
'Affula	PO	0830—1230 & 1500—1700 Fridays 0830—1430	Saturday	'Affula
Afikim	PAC	1000—1200	Saturday	Kinneret
Alonim	PAC	1000—1200	Saturday	Nahalal
Ashdot Ya'agov	PAC	1000—1200	Saturday	Kinneret
'Atlit	PAC	0830—1230 & 1500—1700 Fridays 0830—1430	Saturday	'Atlit
Bat Yam	PAB	1000—1200 & 1500—1700	Saturday	Bat Yam
Beersheba	PO	0830—1230 & 1500—1700	Friday	Beersheba
Beer Tuviya	PAB	1000—1200 & 1500—1700	Saturday	Beer Tuviya
Bir Zeit	PAC	1000—1200	Sunday	Ramallah
Beisan	PO	0830—1230 & 1500—1700	Friday	Beisan
Beit Hakerem	PAC	1000—1200	Saturday	Mahne Yehuda Branch Office Jerusalem
Beit Hashitta	PAC	1000—1200	Saturday	'Affula
Beit Jala	PAB	1000—1200 & 1400—1600	Sunday	Beit Jala
Beit Jibrin	PAC	1000—1200	Friday	Hebron
Benei Beraq	PO	0830—1230 & 1500—1700 Fridays 0830—1430	Saturday	Benei Beraq
Bcn Shemen	PAC	1000—1200	Saturday	Lydda
Bethlehem	PO	0830—1230 & 1500—1700	Sunday	Bethlehem
Binyamina	PO	0830—1230 & 1500—1700 Fridays 0830—1430	Saturday	Binyamina
'Ein Hashofet	PAC	1000—1200	Saturday	Nahalal
'Ein Karim	PAC	1000—1200	Friday	Mahne Yehuda Branch Office Jerusalem
El Bassa	PAB	1000—1200 & 1400—1600	Sunday	Acre
El Majdal	PO	0830—1230 & 1500—1700	Sunday	El Majdal
El Masniya al Kabira	PAC	1000—1200	Friday	El Majdal
Er Rama	PAC	1000—1200	Friday	Acre
Er Ramle	PO	0830—1230 & 1500—1700	Friday	Er Ramle
Even Yehuda	PAC	1000—1200	Saturday	Tel Aviv

Office	Category	Hours of Business	Week Day Closed	Money Order Office
Faluja	PO	0830—1230 & 1500—1700	Friday	Faluja
Gaza	PO	0830—1230 & 1500—1700	Friday	Gaza
Gedera	PAB	1000—1200 & 1500—1700	Saturday	Gedera
Gevat	PAC	1000—1200	Saturday	Nahalal
Giva'at Brenner	PAB	1000—1200 & 1500—1700	Saturday	Giva'at Brenner
Giva'atayim	PO	0830—1230 & 1500—1700 Fridays 0830—1430	Saturday	Giva'atayim
Giva'at Hayim	PAC	1000—1200	Saturday	Ramat Gan
Hadera	PO	0830—1230 & 1500—1700 Fridays 0830—1430	Saturday	Hadera
HAIFA	HPO	0700—1900	—	Haifa
Ahuzat Sir H. Samuel	TA	0800—1300 & 1530—1730 Fridays 0800—1500	Saturday	Mt. Carmel Branch Office
Bat Galim	TA	Sunday to Thursday 0800—1300 & 1530—1730 Fridays 0800—1500	Saturday	Haifa
Hadar Hacarmel	BO	0800—1730 Fridays 0800—1500	Saturday	Hadar Hacarmel Branch Office
Hertseliya St.	BO	0800—1230 & 1530—1730 Fridays 0800—1500	Saturday	Hertseliya Street Branch Office
Hidjaz Street	TA	0800—1300 & 1530—1730	Friday	Haifa
Mount Carmel	BO	Monday to Friday 0800—1230 & 1530—1730 Sat. & Sun. 0800—1230	—	Mt. Carmel Branch Office
Nahla	BO	0800—1730 Fridays 0800—1500	Saturday	Nahla Branch Office
Hebron	PO	0800—1230 & 1500—1700	Friday	Hebron
Heftsi Bah Beit Alpha	PAB	1000—1200 & 1400—1600	Saturday	Heftsi Bah Beit Alpha (does not transact Savings Bank business)
Hertseliya	PO	0830—1230 & 1500—1700 Fridays 0830—1430	Saturday	Hertseliya
Holon	PO	0830—1230 & 1500—1700 Fridays 0830—1430	Saturday	Jaffa
Isdud	PAC	1000—1200	Friday	El Majdal

Office	Category	Hours of Business	Week Day Closed	Money Order Office
JAFFA	HPO	0700—1900	—	Jaffa
Jenin	PO	0830—1230 & 1500—1700	Friday	Jenin
Jericho	PO	0830—1230 & 1500—1700	Friday	Jericho
JERUSALEM	HPO	0700—1900	—	Jerusalem
Citadel	BO	0800—1230 & 1530—1730 Saturdays 0800—1500	Sunday	Citadel Branch Office
Greek Colony	TA	0800—1300 & 1530—1730	Sunday	Jerusalem
Mahne Yehuda	BO	0800—1230 & 1530—1730 Fridays 0800—1500	Saturday	Mahne Yehuda Branch Office
Mea Shearim	BO	0800—1230 & 1530—1730 Fridays 0800—1500	Saturday	Mea Shearim
Rehavia	BO	0800—1230 & 1530—1730 Fridays 0800—1500	Saturday	Rehavia
Karkur	PO	0830—1230 & 1500—1700 Fridays 0830—1430	Saturday	Karkur
Kefar Ata	PO	0830—1230 & 1500—1700 Fridays 0830—1430	Saturday	Kefar Ata
Kefar Baruch	PAC	1000—1200	Saturday	'Affula
Kefar Bahadruga	PAC	1000—1200	Saturday	Petah Tiqva
Kefar Hassidim	PAB	1000—1200 & 1400—1600	Saturday	Haifa
Kefar Sava	PO	0830—1230 & 1500—1700 Fridays 0830—1430	Saturday	Kefar Sava
Kefar Shemaryahu	PAC	1000—1200	Saturday	Hertseliya
Kefar Sirkin	PAC	1000—1200	Saturday	Petah Tiqva
Kefar Tabor	PAC	1000—1200	Saturday	'Affula
Kefar Vitkin	PO	0830—1230 & 1500—1700 Fridays 0830—1430	Saturday	Kefar Vitkin
Kefar Yedidya	PAC	1000—1200	Saturday	Nathanya
Kefar Yehezkel	PAB	1000—1200 & 1400—1600	Saturday	Kefar Yehezkel (does not transact Savings Bank business)
Kefar Yehoshua	PAB	1000—1200 & 1400—1600	Saturday	Nahalal
Kefar Yona	PAC	1000—1200	Saturday	Petah Tiqva

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Khan Yunis	PO	0830—1230 & 1500—1700	Friday	Khan Yunis
Kinneret	PO	0830—1230 & 1500—1700 Fridays 0830—1430	Saturday	Kinneret
Lydda	PO	0830—1230 & 1500—1700	Friday	Lydda
Lydda Air Port	PO	0830—1230 & 1500—1700	Sunday	Lydda
Ma'abarot	PAC	1000—1200	Saturday	Hadera
Maoz Hayim	PAC	1000—1200	Saturday	'Affula
Meir Shefeyah	PAC	1000—1200	Saturday	Zikhron Ya'akov
Merhaviya	PAC	1000—1200	Saturday	'Affula
Meshek Ayelet Hashahar	PAC	1000—1200	Saturday	Rosh Pinna
Meshek Ein Harod	PAB	1000—1200 & 1400—1600	Saturday	Meshek Ein Harod (does not trans-act Savings Bank business)
Meshek Yajur	PAC	1000—1200	Saturday	Haifa
Metulla	PO	0830—1230 & 1500—1700 Fridays 0830—1430	Saturday	Metulla
Migdal	PAC	1000—1200	Saturday	Tiberias
Mishmar Haemek	PAC	1000—1200	Saturday	Haifa
Mizra	PAC	1000—1200	Saturday	'Affula
Na'an	PAC	1000—1200	Saturday	Er Ramle
Nablus	PO	0830—1230 & 1500—1700	Friday	Nablus
Nahalal	PO	0830—1230 & 1500—1700 Fridays 0830—1430	Saturday	Nahalal
Nahariya	PO	0830—1230 & 1500—1700 Fridays 0830—1430	Saturday	Nahariya
Nahlat Yehuda	PAB	1000—1200 & 1500—1700	Saturday	Nahlat Yehuda
Nathanya	PO	0830—1230 & 1500—1700 Fridays 0830—1430	Saturday	Nathanya
Nazareth	PO	0830—1230 & 1500—1700	Sunday	Nazareth

Office	Category	Hours of Business	Week Day Closed	Money Order Office
Nes Tsiyona	PO	0830—1230 & 1500—1700 Fridays 0830—1430	Saturday	Nes Tsiyona
Pardess Hanna	PO	0830—1230 & 1500—1700 Fridays 0830—1430	Saturday	Pardess Hanna
Petah Tiqva	PO	0830—1230 & 1500—1700 Fridays 0830—1430	Saturday	Petah Tiqva
Qalqilya	PO	0830—1230 & 1500—1700	Friday	Qalqilya
Qiryat 'Anavim	PAC	1000—1200	Saturday	Mahne Yehuda
Qiryat Hayim	PO	0830—1230 & 1500—1700 Fridays 0830—1430	Saturday	Qiryat Hayim
Qiryat Motzkin	PO	0830—1230 & 1500—1700 Fridays 0830—1430	Saturday	Qiryat Motzkin
Ra'anana	PO	0830—1230 & 1500—1700 Fridays 0830—1430	Saturday	Ra'anana
Ramallah	PO	0830—1230 & 1500—1700	Sunday	Ramallah
Ramatayim	PO	0830—1230 & 1500—1700 Fridays 0830—1430	Saturday	Ramatayim
Ramat Gan	PO	0830—1230 & 1500—1700 Fridays 0830—1430	Saturday	Ramat Gan
Ramat Hakovesh	PAC	1000—1200	Saturday	Kefar Sava
Ramat Hasharon	PAB	1000—1200 & 1500—1700	Saturday	Ramat Hasharon
Rehovot	PO	0830—1230 & 1500—1700 Fridays 0830—1430	Saturday	Rehovot
Rishon le Tsiyon	PO	0830—1230 & 1500—1700 Fridays 0830—1430	Saturday	Rishon le Tsiyon
Rosh Pinna	PO	0830—1230 & 1500—1700 Fridays 0830—1430	Saturday	Rosh Pinna
Safad	PO	Sunday to Thursday 0800—1300 & 1500—1700 Fri. & Sat. 0800—1200	—	Safad
Salfit	PAC	1000—1200	Friday	Nablus
Samakh	PO	0830—1230 & 1500—1700	Friday	Samakh
Sarafand	PO	0830—1230 & 1500—1700	Sunday	Sarafand

Office	Category	Hours of Business	Week Day Closed	Money Order Office
Sde Nahum	PAC	1000—1200	Saturday	'Affula
Sde Ya'aqov	PAC	1000—1200	Saturday	Nahalal
Shafa Amr	PAB	1000—1200 & 1400—1600	Sunday	Kefar Ata (transacts Savings Bank business)
TEL AVIV	HPO	Sun. to Th. 0700—1900 Fridays 0700—1600	Saturday	Tel Aviv
Allenby Road	BO	Sun. to Th. 0800—1730 Fridays 0800—1500	Saturday	Allenby Rd. Branch Office
Dizengoff Street	BO	Sunday to Thursday 0800—1230 & 1530—1730 Fridays 0800—1500	Saturday	Dizengoff St. Branch Office
Herzl Street	BO	Sunday to Thursday 0800—1230 & 1530—1730 Fridays 0800—1500	Saturday	Herzl St. Branch Office
Tel Nordau	BO	Sunday to Thursday 0800—1230 & 1530—1730 Fridays 0800—1500	Saturday	Tel Nordau Branch Office
Tarshiha	PAB	1000—1200 & 1400—1600	Friday	Tarshiha (does not transact Savings Bank business)
Tiberias	PO	Sunday to Thursday 0800—1300 & 1500—1700 Fri. & Sat. 0800—1200	—	Tiberias
Tel Mond	PO	0830—1230 & 1500—1700 Fridays 0830—1430	Saturday	Tel Mond
Tirat Tsvi	PAC	0830—1230 & 1500—1700	Saturday	'Affula
Tulkarm	PO	0830—1230 & 1500—1700	Friday	Tulkarm
Yajur Nesher	PO	0830—1230 & 1500—1700 Fridays 0830—1430	Saturday	Yajur Nesher
Yavneel	PAB	1000—1200 & 1400—1600	Saturday	Yavneel
Yokneam	PAC	1000—1200	Saturday	Haifa
Zikhron Ya'aqov	PO	0830—1230 & 1500—1700 Fridays 0830—1430	Saturday	Zikhron Ya'aqov