

POST OFFICE ACT, 1975

(ACT NO. XXXV OF 1975)

FEES ORDINANCE, CAP. 58

INLAND POST REGULATIONS, 1985

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L.N. 35 of 1985

POST OFFICE ACT, 1975
(ACT NO. XXXV OF 1975)

FEES ORDINANCE, CAP. 58

Inland Post Regulations, 1985

IN exercise of the powers conferred by sections 3, 10, 17, 23, 36 and 38 of the Post Office Act, 1975 and by section 2 of the Fees Ordinance, the Minister of Trade and Economic Planning, with the concurrence of the Minister of Finance and Customs, has made the following regulations:—

Citation and
commencement.

1. These regulations may be cited as the Inland Post Regulations, 1985, and shall come into force on the 28th day of October, 1985.

Interpretation.

2. In these regulations, unless the context otherwise requires —

“Act” means the Post Office Act, 1975;

“apartment” has the same meaning as is assigned to it by subsection (6) of section 19 of the Act;

“articles for the use of the blind” has the same meaning as is assigned to it by regulation 51 of these regulations;

“authorized agent” means a person duly authorized by a box-holder in accordance with the provisions of these regulations to collect mail from a private delivery box registered in the name of that box-holder;

“box-holder” means a person in whose name a private delivery box is registered by the Postmaster-General;

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

“franking machine” means a machine for making impressions indicating the value of the postage pre-paid on postal articles;

“impression slip” means the label affixed to a postal article and bearing on it an impression made by a franking machine indicating the value of the postage pre-paid;

“licensee” means a person who holds a licence issued by the Postmaster-General either to use a franking machine, or to sell postage stamps or to operate a Business Reply Service under the respective provision of these regulations;

“newspaper” has the same meaning as is assigned to it by regulation 46 of these regulations;

“owner” has the same meaning as is assigned to it by subsection (6) of section 19 of the Act;

“paper money” includes:

(a) bank notes or currency notes, being current in Malta or elsewhere;

(b) money orders and postal orders;

(c) unobliterated postage stamps available for current use in Malta or elsewhere;

(d) treasury 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;

(e) bonds and coupons relating thereto, and other securities for money, whether negotiable or not; and

(f) coupons, vouchers, tokens, cards, stamps or similar documents, exchangeable (singly or with other such documents) for money, goods or service;

“postage stamp” means any stamp issued under the Act for denoting postage or other fees or sums payable in respect of postal articles and includes adhesive postage stamps and stamps printed, embossed, impressed or otherwise indicated on any envelope, card, wrapper, postcard or other article;

“postal form” means a form issued by or under the authority of the Postmaster-General;

“prescribed” means prescribed by these regulations;

“printed papers” has the same meaning as is assigned to it by paragraph (1) of regulation 44 of these regulations;

“private delivery box” means a box installed in a Post Office and in which postal articles, other than parcels, addressed to a box-holder are placed to await collection by that box-holder or by his authorised agent;

“private posting box” means a box, approved by the Postmaster-General, and installed on business premises, in hotels or other premises, in which box postal articles, other than registered letters and parcels, may be posted;

“supplier” means and includes a person authorised by Government to import postal franking machines of a type and make approved by the Postmaster-General.

3. These regulations, except as otherwise provided, apply only to postal articles and parcels posted in Malta for delivery to any place in Malta. Application.

4. The hours of business at the General Post Office, the Parcel Post Office, Branch Post Offices and Central Mail Room shall be as specified in the Sixth Schedule to these regulations. Hours of business.

5. There shall be charged and paid upon the postal articles specified in the first column of the First Schedule to these regulations the rates of postage respectively specified in the second column thereof. Rates of postage.

LETTER POST

6. For the purpose of regulations 7 to 122, both inclusive, a postal article shall, unless otherwise specified, mean and include any postal article other than a parcel. Letter Post.

Method of address.

7. (1) Every postal article shall be legibly addressed, and the address, whether handwritten or printed, shall run parallel to the length of the envelope or card, leaving enough space above the address for the postage stamps and postmarks.

(2) Postal articles, except when registered, may be addressed to "the occupier" (or any similar designation) at any place where there is delivery by postman.

(3) Telegraphic addresses are not acceptable.

(4) Nothing shall be written, printed or placed on the address side of a postal article which is likely to impede its processing by officers of the Post Office.

Affixing of postage stamps.

8. Postage stamps or franking machine impressions denoting prepayment of postage rates and postal fees shall be affixed, or printed, as the case may be, on the upper right-hand corner of the address side of the postal article.

Used envelopes not acceptable for transmission by post.

9. A postal article shall not be accepted for transmission by post if it is enclosed in an envelope, wrapper or cover bearing cancelled postage stamps, or postmarks or other evidence of previous transmission through the post, except where such postal article has been re-directed as provided in these regulations.

Certain cards to be enclosed.

10. Cards of the varieties known as "tinselled" and "beaded" and cards with "pearling" decorations, shall not be accepted for transmission by post unless enclosed in envelopes.

Panel (window) envelopes.

11. Envelopes with a transparent panel may be used provided that:

- (a) the panel extends parallel to the length of the envelope;
- (b) the panel is located not less than 40 mm from the top edge of the envelope and not less than 15 mm from the left and right-hand bottom edges of the envelope;
- (c) the panel is not bordered by a coloured band or frame;
- (d) no writing or printing other than the address may be displayed through the panel, and the address must appear through the panel in such manner as to be easily read; and
- (e) the enclosures are so folded that they cannot move about in the envelope thereby causing the address to be hidden.

Transparent envelopes.

12. Postal articles (except printed papers) in envelopes which are wholly transparent (even if an address label is affixed thereon) and envelopes which have an open panel or more than one panel are not acceptable for transmission by post.

Prohibitions.

13. (1) There shall not be posted, or tendered or made over in order to be transmitted by post, or delivered by post:

- (a) any postal article containing any explosive, inflammable, dangerous, dirty, noxious or deleterious substance; or
- (b) any postal article containing any sharp instrument or any such other article or thing which might expose to injury any person or which might soil or damage any other postal article in the course of transmission by post; or

(c) any postal article which is seditious within the meaning of any enactment relating to sedition; or

(d) any postal article of any kind or form whatsoever which is in any way threatening, offensive or libellous; or

(e) any postal article of any kind or form whatsoever which is pornographic or obscene in accordance with regulations made under section 222A of the Criminal Code; or

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(f) any postal article containing any living creature other than a creature accepted by the Postmaster-General as transmissible by post; or

(g) any postal article containing any proposal, circular or ticket relating to lotteries other than lotteries set up or permitted by the Government; or

(h) any postal article containing any imitation of a currency note or of a bank note or any of the forged instruments referred to in sections 174 and 175 of the Criminal Code; or

(i) any postal article containing or bearing any fictitious stamp (not being a fictitious stamp which is authorised to be made by or under Post Office regulations), or any counterfeit impression of a stamping or franking machine used under the direction or with the permission of the Postmaster-General or any counterfeit of any other impression authorised by these regulations for use to denote payment of postage or fees; or

(j) any postal article having thereon, or on the cover thereof, any words, letters or marks which are used without due authority but which signify or imply, or may reasonably lead the recipient to believe, that the postal article is sent on Government Service; or

(k) any postal article of such size, form or colour or so made up for transmission by post as to be likely, in the opinion of the Postmaster-General, to embarrass the officers of the Post Office in dealing with the postal article; or

(l) any postal article having anything written, printed or impressed upon or attached thereto which, either by tending to prevent the easy and quick reading of the address on the postal article or by inconvenient proximity to the stamp or stamps used in the payment of postage, or in any other way, is in itself, or in the manner in which it is written, printed, impressed or attached, likely, in the opinion of the Postmaster-General, to embarrass the officers of the Post Office in dealing with the postal article; or

(m) any postal article whereon the payment of postage or fees purports to be denoted by any stamp or impression which has been previously used to denote payment of the postage or fees on any other postal article; or

(n) any postal article bearing more than one address on the address side of the article; or

(o) any postal article containing any narcotic or psychotropic substance or any other drug or medicine unless its transmission by post is authorised by or under any enactment or regulation.

(2) Notwithstanding the provisions of sub-paragraph (g) of paragraph (1) of this regulation relating to lotteries set up or permitted by the Government, the Postmaster-General may refuse to transmit any

postal article relating to any such lottery as aforesaid if such article does not conform with instructions relating thereto issued by a competent authority and communicated to the Postmaster-General; and in any such case he may return it to the sender or otherwise deal with it as he may deem fit.

(3) For the purposes of this regulation, "lottery" includes any scheme for distributing prizes under which the recipients or the number or the value of the prizes depend on a future uncertain event or a combination of such events.

Postal articles
for
different
persons.

14. (1) There shall not be posted, or tendered or made over in order to be transmitted by post, or delivered by post any postal article consisting of, or containing, two or more postal articles directed to different persons with different addresses except upon payment as provided in this regulation.

(2) When any such postal article is posted, or tendered or made over in order to be transmitted by post, all postal articles contained therein shall be transmissible by post upon pre-payment of the relative postage in respect of each separate postal article and if the postage is not so pre-paid the postal article shall be dealt with as unpaid or insufficiently pre-paid.

Postal article
containing
different items.

15. Where a postal article consists of, or contains, two or more articles which would separately be transmitted at different rates of postage, the postal article is transmissible at the highest of such rates, and if the postage is not pre-paid at that highest rate the postal article shall be dealt with as an insufficiently pre-paid postal article.

Closed
correspondence.

16. A postal article having the character of actual or personal correspondence or bearing or containing anything of such character, or which is closed against inspection, shall not be transmissible otherwise than as a letter; and any such postal article bearing postage less than that required for a letter shall be treated as an insufficiently pre-paid postal article.

Packing and
posting.

17. Every postal article shall be made up and secured in such manner as in the opinion of the Postmaster-General is calculated to prevent damage to any other postal article or parcel in the course of transmission or to any receptacle in which the same is conveyed, or injury to an officer of the Post Office or to any other person who may deal with such postal article. In the event of such damage or injury the sender shall be liable to pay the Postmaster-General such reasonable compensation as the latter shall determine.

Size and
weight.

18. Save as the Postmaster-General may either generally or in any particular case allow, no postal article shall be posted, transmitted or delivered by post unless it conforms in all respects to the limits of size and weight specified in the Second Schedule to these regulations.

Pre-payment
of postage
and fees.

19. (1) Save as otherwise provided in these regulations, or as the Postmaster-General may direct, the postage and fees payable on every postal article and the fees payable in respect of postal facilities shall be pre-paid.

(2) The provisions of this regulation shall not apply to the postage payable on business reply postal articles and to the postage and fees payable on postal articles in respect of which the Postmaster-General has entered into an agreement with the senders for the grant of credit facilities.

20. The pre-payment of postage and fees due under these regulations shall be denoted : Method of pre-payment.

- (a) by adhesive postage stamps; or
- (b) by impressions of franking machines operated under the control and direction, or with the permission, of the Postmaster-General; or
- (c) by the use of a stamped envelope, cover, card or other postal form, issued by the Postmaster-General; or
- (d) by the use of printed postage stamps cut out of or otherwise detached from an envelope, postcard, wrapper, letter or other postal form, issued by the Postmaster-General; or
- (e) in such other manner as the Postmaster-General may from time to time permit.

21. Postage stamps shall be sold from the General Post Office in Valletta, from any Branch Post Office, from Sub-Post Offices and from such shops or places of business as are covered by a licence issued by the Postmaster-General for the sale of postage stamps : Stamp Vendors and licences.

Provided that the sale of postage stamps abroad may be made by agents appointed for the purpose under such terms and conditions as the Postmaster-General may think fit.

22. (1) When the quantity of postage stamps to be purchased is greater than that normally purchased from counters of the Post Office, or when other conditions make it so necessary, the Postmaster-General may request that a previous written demand for these purchases be made, which demand shall contain particulars as to the quantities and the denominations required. Purchase of abnormal quantities.

(2) The Postmaster-General may, at any time, by order affixed on the notice-boards of the General Post Office, Branch Post Offices and Sub-Post Offices and published in the Gazette, require a previous written demand for the purchase of any postage stamps in excess of the amount specified in such order; the said order may also specify the term within which the written demand is to be made.

23. Before meeting any written demand made to him in accordance with the provisions of regulation 22 of these regulations, the Postmaster-General may assign to agents appointed in terms of regulation 21 of these regulations, and reserve for sale on the counters of the General Post Office, Branch Post Offices, Sub-Post Offices or at any other place appointed by him for the purpose, such stocks of postage stamps as he may consider necessary to meet the normal demands of customers for small quantities. Reservation of stock.

24. The Postmaster-General may determine the maximum quantity of each denomination of postage stamps which may be sold to any one person at any one time. Maximum quantity that can be sold.

25. When it is not possible to meet all the written demands made in accordance with the provisions of regulation 22 of these regulations, the Postmaster-General may reduce the quantities requested in any such demand in proportion to the stock available for the purpose. Reduction of quantities.

Withdrawal of
ordinary
current issue.

26. During such time as any commemorative postage stamp is on sale, the Postmaster-General may cause to be withdrawn from sale at any Post Office or Sub-Post Office counter such postage stamps of the definitive current issue as are of the same denomination as the commemorative stamp or stamps:

Provided, however, that the sale of such definitive current stamps may be allowed for philatelic purposes.

Period of sale
of
Commemorative
Issue.

27. Unless previously exhausted, commemorative postage stamps shall remain on sale for such period as shall have been previously notified in the Gazette:

Provided that the Postmaster-General may, after the expiry of such period, continue to supply stamps in respect of which a written demand will have been received by him prior to the expiry of such period.

Philatelic
charges.

28. There shall be charged by the Postmaster-General, for the supply of stamps and postal stationery from the Philatelic Bureau of the General Post Office, the fees as specified in the Third Schedule to these regulations.

Non-valid
postage stamps.

29. There shall not be used to denote payment of postage or fees any mutilated postage stamps, any postage-due stamps, or postage stamps of a country other than Malta, nor shall such stamps be accepted as valid for the pre-payment or part pre-payment of postage.

Unpaid or
underpaid
postage.

30. A postal article posted without the postage being pre-paid or when insufficiently pre-paid, shall be charged with double the deficient postage and delivered to the addressee who shall be liable to pay the said charge upon acceptance of the postal article; and if in such case the postal article is refused by the addressee or delivery of the postal article cannot be effected, the postal article shall be returned to the sender who shall be liable to pay the aforementioned charge.

Exemption from
postage.

31. (1) A postal article posted in the service of the Government is exempted from the pre-payment of postage, provided that the envelope or cover bears a clear indication of the department or office of origin, and provided that the envelope or cover is, unless otherwise authorised, handed at a Post Office.

(2) No pre-payment of postage shall be necessary on postal articles which are specifically exempted from the payment of postage by *ad hoc* legislation.

(3) The sender of a postal article which is entitled to free transmission by post shall not be exempt from paying the prescribed registration fee and other postal fees due on such postal article.

Bulk posting.

32. When the number of postal articles to be posted by one person is twenty-five or more, and such articles are handed at a Post Office, the pre-payment of postage may be made in cash, in which case a receipt showing the date of posting, the rate of postage on each article and the amount paid is issued:

Provided that if such postal articles are handed in less than one hour before the time of closing of mails they may be delayed if their despatch interferes with the scheduled despatch of other postal

articles. The sender may avoid such delay by the prior sorting of these postal articles by localities and by placing them in such a way that the address sides face the same direction.

33. Except as otherwise provided by or under these regulations or authorised by the Postmaster-General, letters and other postal articles shall be posted in post office letter-boxes provided for the purpose, except that — Method of posting.

(a) letters containing bank notes, coins or other valuables shall be registered at a Post Office counter;

(b) bulky packets which cannot be dropped in such post office letter-boxes shall be handed in at a Post Office; and

(c) parcels shall be posted as provided for in regulation 123 of these regulations.

34. Save as otherwise provided for in the Act or in these regulations, a postal article shall remain the property of the sender until it is delivered to the rightful owner. Ownership of postal articles.

35. (1) Where a sender applies for the withdrawal of a postal article before delivery to the addressee, the Postmaster-General shall, if he considers the reasons for withdrawal are satisfactory, give the necessary direction. Withdrawal from the post by sender.

(2) A person making an application for the withdrawal of a postal article shall, at the time of making the application, pay the search fee laid down in the Third Schedule to these regulations.

(3) The fee paid in accordance with the last preceding paragraph of this regulation shall not be refunded to the applicant if the postal article is not found or if it is subsequently not withdrawn by the said applicant.

(4) The postage and registration fee, if any, paid on a postal article which is withdrawn in accordance with this regulation shall not be refunded; but if the stamps affixed to any such postal article have not been cancelled by an official postmark at the time it is found, the postal article shall be returned with the stamps uncanceled.

36. (1) Postal articles shall be delivered at the address indicated on the address side of the said postal article. Delivery.

(2) Subject and without prejudice to the provisions of regulation 37 of these regulations, delivery to the addressee shall be deemed to be completed when the postal article is placed in the appropriate letter-box or passed through the slit cut for the purpose, or when it is placed in the private delivery box rented by the addressee.

(3) When the addressee is a guest or a resident at a hotel, lodging house, club, hospital, institution or place of work, a postal article shall be deemed to have been delivered to the addressee if delivered to the person who as owner or manager of any such place as aforesaid or as agent for or an employee in any such place, is considered to be responsible for receiving postal articles:

Provided that if the postal article so deemed to have been delivered is not claimed by or forwarded to the addressee within one month, the person responsible for or in charge of the hotel, lodging house, club, hospital, institution or place of work shall in the absence of contrary instructions of the addressee, return forthwith the postal

article to the Postmaster-General who shall dispose of such postal article as provided in these regulations:

Provided further that a postal article addressed to one person in care of another shall, in the absence of written instructions to the contrary from the addressee, be delivered at the address of the person in whose care it is directed.

Delivery to
apartments and
premises set
back from the
street.

37. (1) All apartments shall be provided by the respective owners with separate letter-boxes made to lock, one for each of such apartment.

(2) Each such letter-box shall bear the number of the apartment to which it refers and the name of the occupier of the relative apartment.

(3) The separate letter-boxes shall be affixed within the entrance hall or corridor near the main common entrance door or in a place on the ground floor easily visible and freely accessible.

(4) All premises, other than apartments, which have their main entrance more than 4.5 metres distant from the gate or other access to the street, shall be provided with letter-boxes made to lock and immediately accessible from the street.

(5) A postal article, other than a registered or insured postal article, shall be deemed to have been duly delivered when such postal article has been placed in a letter-box required to be provided under this regulation which bears the same name and/or address as is indicated on the postal article.

(6) The Postmaster-General may refuse to deliver any postal article where the premises to which it is addressed is not provided with a letter-box as required by the foregoing provisions of this regulation or the letter-box provided is such that the postal article cannot be placed in the box through an opening in the box adequate for the purpose; and in any such case the Postmaster-General may return the postal article to the sender under such conditions as he may deem fit, or otherwise deal with it as he may deem appropriate.

Poste Restante.

38. (1) A postal article may be addressed to the Post Office to be called for, provided it is clearly marked Poste Restante or "To be called for".

(2) Any postal article marked Poste Restante or "To be called for" shall bear the full name of the addressee. The use of initials, figures, fictitious or assumed names, or conventional marks of any kind instead of the name of the addressee is not permissible, and any postal article so addressed shall be deemed to be insufficiently addressed and shall be forwarded to the Dead Letter Office for disposal.

(3) Save as the Postmaster-General may otherwise direct, the Poste Restante service shall be available only to:

- (a) travellers, tourists and foreigners of no fixed abode; or
- (b) persons who reside within an area which is not accessible for delivery by postman; or
- (c) persons who in the opinion of the Postmaster-General cannot for a good and sufficient reason conveniently receive their correspondence by postman or through a private delivery box.

(4) The persons referred to in the preceding sub-paragraphs of this regulation, other than persons who reside in an area which is not accessible for delivery by postman, shall not be entitled to have corres-

pondence delivered at a post office, or addressed to a post office, to be called for, for a period longer than three months.

(5) The Postmaster-General may refuse to deliver any postal article marked *Poste Restante* or "To be called for" unless the caller furnishes proof of his identity and any other particulars that may be required to identify him as the rightful addressee of the postal article.

39. When the Postmaster-General is satisfied that a postal article is addressed to a deceased person, he may, in his discretion, either —

Postal articles addressed to a deceased person.

(a) deliver or re-direct such postal article upon a request in writing by —

- (i) the executors named in the will of the addressee; or
- (ii) the surviving spouse of the addressee; or
- (iii) the heirs of the addressee; or
- (iv) the administrator of the estate of the addressee or other person conducting the affairs of that estate; or
- (v) any other interested person, or

(b) retain such postal article for a period of six months and if in the meantime no request in writing is made by any person entitled at law to receive it or who may otherwise properly receive it, that postal article shall be deemed undeliverable and shall be dealt with as provided in these regulations.

40. (1) When a member of a firm or partnership or of a dissolved firm or partnership, or a person who claims to be entitled to receive the mail of a firm or partnership or of a dissolved firm or partnership, or of a society, association, institution or other body, and who satisfies the Postmaster-General that he has reasonable grounds for such claim, gives notice to the Postmaster-General not to deliver to any person other than himself any postal article addressed to the firm or partnership or the society, association, institution or other body, the Postmaster-General (unless he is satisfied as to who is entitled to delivery) may refuse to deliver all such postal articles until an agreement is arrived at between the persons interested as to delivery, or until the right of one or other of the parties concerned to receive such postal articles has been determined by a competent authority.

Postal articles in dispute.

(2) In default of such agreement or in the absence of such a determination, the postal articles shall be marked "In Dispute" and shall be returned to the sender after the expiration of seven days, or such other longer period as the Postmaster-General may allow, from the date of receipt by the Post Office unless the postal articles bear requests for their return at an earlier date.

41. (1) Any postal article, other than a business reply article, may be re-directed from its original address to the same addressee at any other address either by an officer of the Post Office or after delivery at the original address.

Re-direction.

(2) An application to the Postmaster-General for re-direction of postal articles shall be made on the prescribed form as shown in the Fourth Schedule to these regulations.

(3) An application to the Postmaster-General for re-direction of postal articles shall be signed by the person or persons to whom the postal articles are addressed, or by the person having the legal representation of a company, firm or body corporate or unincorporate in respect

of postal articles addressed to such company, firm or body; or by the person having paternal authority over, or legal custody of, minor children in respect of postal articles addressed to such minor children; or by a person duly authorised by another person in respect of postal articles addressed to such other person.

(4) No application for the re-direction of a postal article shall be made unless the addressee has actually changed his address permanently or temporarily, and if such application is made the Postmaster-General shall not comply with it.

(5) No application shall be made for the re-direction of postal articles addressed to a guest or a resident or an employee at a hotel, lodging house, club, hospital, institution or place of work, and if such application is made the Postmaster-General shall not comply with it.

(6) A postal article which is re-directed on the day of its delivery to its original address or on the day next following (Sunday and public holidays being disregarded for this purpose) shall be transmitted by post free of any charge or postage in respect of such transmission if it is either handed to an officer of the Post Office or dropped in a post office letter-box with an indication of the new address:

Provided that the provisions of this paragraph shall not apply if before re-direction the postal article has been opened or tampered with (other than by the substitution of a new address) or if the name or address of the original addressee has been rendered illegible:

Provided further that if the postal article is re-directed to a place outside Malta and the amount of postage paid is insufficient to cover transmission by Surface Mail to the new destination, it shall be taxed and treated as an insufficiently pre-paid postal article.

(7) Re-direction shall not be effected in the case of a postal article which bears on the address side the instructions of the sender that the postal article is not to be re-directed, in which case the postal article shall be treated as undeliverable.

(8) An application for re-direction shall be complied with free of charge for a period not exceeding four months unless the Postmaster-General is satisfied that the circumstances justify either an extension of the period or a new application for re-direction to the same address, in which case he may make such arrangements as will meet the requirements of the case upon payment of the fees laid down in the Third Schedule to these regulations.

(9) All applications to extend a period of re-direction must be made at least fifteen days prior to the expiry date of the existing re-direction order.

(10) In the case of requests for a temporary re-direction, if no application for extension has been made, or if an application for extension or a new application for re-direction to the same address has been refused by the Postmaster-General, the postal article shall be delivered as originally addressed on the expiration of four months from the date of commencement of the original re-direction.

(11) In the case of re-direction requests concerning a permanent change of address, if no application for extension has been made, or if an application for extension or a new application for re-direction to the same address has been refused by the Postmaster-General, the postal article shall be treated as undeliverable for a period of two months to run from the expiration of four months from the date of commencement of the original re-direction.

(12) Upon the commencement of the period of two months mentioned in the foregoing paragraph of this regulation, the Postmaster-General shall notify in writing the applicant, informing him that mail addressed to the original address is being treated as undeliverable and that on expiration of the said two months the said mail shall be delivered as originally addressed.

(13) After the expiration of the two months mentioned in paragraph (11) of this regulation, the postal article shall be delivered as originally addressed.

42. A postal article which, in the opinion of the Postmaster-General, cannot for a valid reason be delivered to the addressee or which has been refused by the addressee or which has been duly delivered but is returned unopened to the Post Office with an indication that the addressee has refused delivery or which cannot be delivered by reason of any provision of the Act or of these regulations, shall be treated as an undeliverable postal article and shall be dealt with as provided in these regulations.

Undelivered
postal
articles.

43. (1) An undeliverable postal article which bears a legible return address on the outside shall be returned unopened and appropriately endorsed to that address.

Disposal of
undeliverable
postal articles.

(2) An undeliverable postal article which does not bear a legible return address on the outside shall be opened by the Postmaster-General and if the address of the sender can be ascertained, it shall then be returned to the sender under official cover:

Provided that if such postal article is found to contain paper money, coins or any other valuables, it shall be compulsorily registered at the expense of the sender before being so returned, and if the sender refuses to pay the postal charges due on that postal article the Postmaster-General shall dispose of it as he may think fit without prejudice to his right to claim from the sender those postal charges.

(3) An undeliverable postal article, which has no indication of the sender and which, in the opinion of the Postmaster-General, contains items of value or importance shall be recorded in the appropriate register and shall, unless claimed, be kept at the Post Office for a period not exceeding one year from the day on which the postal article is so recorded and thereafter be disposed of in such manner as the Postmaster-General may deem fit.

PRINTED MATTER

44. (1) Printed papers means impressions or copies produced on paper, parchment, card or similar material, by means of letterpress printing, engraving, lithography, photography or any other readily recognisable mechanical process ordinarily used to produce a number of identical copies, and includes printed circulars, notices produced in imitation of typewritten original by any of the said mechanical processes but not copies produced by typewriter (top or carbon copies), tracings or hand-stamps.

Printed papers.

(2) Any printed paper whose text has been modified after printing or which bears any marks capable of constituting a correspondence shall be deemed to be a letter and shall be transmissible at letter rates:

Provided that manuscripts or typescripts, with or without corrections, intended for publication shall be deemed to be printed papers :

Provided further that cards, including greeting cards and invitation cards, but excluding postcards, shall be deemed to be printed papers even if they contain any marks capable of constituting a correspondence.

(3) Save as the Postmaster-General may either generally or in any particular case allow, no postal article consisting of printed paper shall be posted, transmitted or delivered by post unless it conforms in all respects to the limits of size and weight specified in the Second Schedule to these regulations.

(4) Every postal article consisting of printed paper shall be prominently marked "Printed Matter" and shall be subject to examination in the post, and if posted without a cover shall not be fastened or otherwise treated so as to prevent easy examination. A covered printed paper shall be unfastened or, save as the Postmaster-General may either generally or in any particular case allow, so packed that the contents can be easily examined without breaking any seal or tearing any paper or cutting any string or separating any adhering surfaces.

(5) Printed papers may be posted, transmitted or delivered by post under sealed, transparent or opaque cover subject to the following conditions :

(a) the Postmaster-General may request the sender or the addressee to open the items or some of the items so packed for verification of contents;

(b) the address of the addressee, of the sender, and the postage-paid imprint, if placed under the transparent or opaque cover, shall be so placed as to be easily legible through the said cover; the wrapping shall include, on the address side, a sufficiently wide part on which service instructions, any reasons for non-delivery or, when applicable, the addressee's new address, can be written by hand, or shown by means of a label or by any other process as on paper and a sufficiently wide part of the wrapping on the address side must have the properties of paper.

(6) Printed papers wrapped in plastic may also be pre-paid by means of franking machine impressions made on a self-adhesive label, or in some indelible way, on the actual wrapping.

(7) No printed paper shall contain or bear any communication in the nature of a letter even though such communication does not fall within the definition of a letter or is otherwise allowed by these regulations.

(8) No paper money shall be posted, transmitted or delivered by post as printed paper or in a postal article consisting of printed paper.

(9) The Postmaster-General may delay the despatch or delivery of printed papers whenever he deems it necessary to do so in order to secure the due despatch or delivery of letter mails.

(10) Printed papers which do not conform to any or all of the conditions and limitations specified in the foregoing paragraphs of this regulation shall be transmitted at letter rates, and, if posted and pre-paid at printed paper rates, shall be deemed to be insufficiently pre-paid.

45. Subject to the provisions of these regulations, newspapers are transmissible at the specially reduced rate of postage when they consist of publications falling within the definition of a newspaper, are registered with the Press Registrar and with the Post Office, and are prominently marked "Newspaper Post".

Newspapers.

46. For the purpose of these regulations, a newspaper means a publication that is printed and published in Malta and consisting wholly or in part of political or other news or of articles relating thereto or to other current topics, with or without advertisements and whether printed for sale or for gratuitous distribution; and includes a periodical that is printed and published in Malta for the dissemination of information of public interest or that is devoted to literature, the sciences, arts, religion, and to technical or practical subjects.

Definition of newspaper and periodical.

47. (1) Subject to the provisions of this regulation, a newspaper shall, upon payment of the registration fee specified in the Third Schedule to these regulations, be registered with the Post Office.

Registration of newspaper with Post Office.

(2) To qualify for registration with the Post Office, a newspaper shall —

(a) be published in parts or numbers at regular intervals of not more than three months, every part or number being deemed to be a separate newspaper;

(b) have the full title and date of publication printed at the top of the first page, have each page consecutively numbered, and the whole or part of the title and the date of publication at the top of every subsequent page;

(c) consist of printed paper sheets without board, cloth, leather or other substantial binding; and

(d) be of Maltese origin.

(3) The Postmaster-General shall decide whether a publication is eligible for registration with the Post Office in accordance with the provisions of this regulation and his decision shall be final.

(4) A newspaper which, after registration with the Post Office, shall cease to be registered with the Press Registrar or shall cease to be a newspaper within the meaning of regulation 46 of these regulations, or shall fail or cease to comply with or satisfy the provisions of paragraphs (1) and (2) of this regulation, shall cease to be so registered with the Post Office.

48. (1) Every registered newspaper shall be subject to examination in the post; and if posted without a cover shall not be fastened or otherwise treated so as to prevent easy examination. The cover or envelope of a covered registered newspaper shall be unfastened or (save as the Postmaster-General may either generally or in any particular case allow) so adapted that the contents can be easily examined without breaking any seal or tearing any paper or cutting any string or separating any surfaces.

Conditions of posting of newspaper.

(2) Save as the Postmaster-General may either generally or in any particular case allow, every registered newspaper posted in an envelope or cover shall be so folded and covered as to permit the title and date of issue to be easily inspected.

(3) No article which is not part of the newspaper shall be posted in, or in the cover or envelope with, the newspaper.

Supplement to newspaper.

49. (1) A publication shall be deemed to be a supplement to a newspaper and to be part thereof and transmissible by post at the newspaper rate of postage if:

(a) it is printed on paper and consists wholly or mainly of reading matter like that of the newspaper or wholly or partly of pictorial matter illustrative of articles in the newspaper or partly of advertisements;

(b) it is enclosed with the newspaper to which it is a supplement; and

(c) the heading "Supplement" and the date and title of the newspaper to which it is a supplement are printed at the top of every page.

(2) A supplement to a newspaper shall not exceed in size or weight the newspaper to which it is a supplement.

(3) A publication designed primarily for advertising purposes shall not be deemed to be a supplement to a newspaper within the meaning of this regulation and if posted with the newspaper shall not be transmitted at newspaper rate.

ARTICLES FOR THE BLIND

Articles for the blind.

50. (1) No postage shall be payable on postal articles consisting of articles for the use of the blind provided that —

(a) the postal articles are sent by or addressed to a blind person or an institution or organization that is recognized by the Postmaster-General as an institution or organization which serves the blind;

(b) every postal article is marked on the outside "Articles for the Blind" and bears the name and address of the sender;

(c) every postal article is posted either without a cover or in a cover which can be easily removed for the purpose of examination;

(d) no postal article contains any article not being an article for the use of the blind;

(e) no postal article contains any communication or inscription either in writing or printing other than instructions for the use of any enclosed article; and

(f) the postal article complies with the limits of size and weight as specified in the Second Schedule to these regulations.

(2) For the purpose of this regulation a postal article shall include a parcel containing solely articles for the use of the blind.

Definition of articles for the blind.

51. In these regulations, the expression "articles for the use of the blind" means —

(a) books and papers (including letters to and from blind persons) impressed or otherwise prepared for the use of the blind;

(b) papers posted to any person for the purpose of being so impressed or prepared;

- (c) aids for the teaching of Braille to the blind;
- (d) plates for embossing literature for the blind;
- (e) any form of speech recording for the use of the blind; and
- (f) Braille instructional devices, including tools, precision instruments and games (including card games), and includes any other article which the Postmaster-General considers to be an article for the use of the blind.

POSTCARDS

52. (1) Postcards shall comply with the limits of size and weight as specified in the Second Schedule to these regulations. Postcards.

(2) No writing or printing except the address shall appear on the right-hand half of the address side of a postcard.

(3) On the left-hand half of the address side of a postcard only messages and conventional formulas of courtesy expressed in not more than five words or five initials are allowed.

(4) Postcards which do not comply with any or all of the conditions specified in the foregoing paragraphs of this regulation shall be transmitted at letter rates, and if posted and pre-paid at postcard rates, shall be deemed to be insufficiently pre-paid.

(5) Postcards shall not be eligible for registration.

POSTAL FACILITIES

53. (1) There shall be charged and paid for the postal facilities the charges specified in the Third Schedule to these regulations and the said facilities shall be subject to the conditions and provisions contained in these regulations. General.

(2) The postal facilities referred to in the Third Schedule to these regulations shall be provided by the Postmaster-General at such times, during such periods and at such Post Offices, in such circumstances, or on such conditions (not being inconsistent with the provisions of these regulations) as the Postmaster-General may from time to time consider expedient.

54. (1) Any person who wishes to have a record that an un-registered postal article has been posted to a particular address shall hand in the postal article at a Post Office and a certificate of posting shall be issued. Certificate of posting.

(2) The charge for the certificate as specified in the Third Schedule to these regulations shall be payable by means of postage stamps affixed by the sender to the certificate.

55. The Postmaster-General may, upon compliance with the conditions laid down in regulation 56 of these regulations, grant a licence for a Business Reply Service and authorize the payment of postage payable on postal articles by a person other than the sender of those postal articles. Business Reply Service.

Conditions.

56. (1) An application for the grant of a Business Reply Service licence shall be made in writing to the Postmaster-General.

(2) The application shall be accompanied by complete proofs of the proposed design of the cards, envelopes, folders or gummed addressed labels (whether or not embodying an advertising design) which the licensee intends to use.

(3) A charge as specified in the Third Schedule to these regulations shall be payable by the licensee over and above the normal postage in respect of every Business Reply Service item returned by post to the said licensee.

(4) The licensee shall effect in advance with the Postmaster-General an adequate deposit, which shall not be less than Lm5 and not more than Lm100, to cover the estimated amount of charges likely to accrue during a reasonable period.

(5) The design of the cards, envelopes, folders or labels shall conform with the following pattern and be printed in black:

(a) a panel containing the licence number shall be printed in a position not less than 40 mm from the top edge of the cards, envelopes, folders or labels;

(b) the full name and address of the licensee shall be printed parallel to the length of the card, envelope, folder or label, below the panel containing the licence number;

(c) the words "Do not affix postage stamps if posted in Malta, Gozo and Comino" shall be printed in the top right-hand corner;

(d) the words "Postage will be paid by the licensee" shall be printed in the top left-hand corner; provided that the name of the licensee may be used instead of the word "licensee";

(e) the face of the cards, envelopes, folders or labels shall bear two heavy black parallel vertical lines not less than 5 mm in width, 30 mm in length, and 20 mm apart; the outer edge of the right-hand line shall be 10 mm from the right-hand edge of the card, envelope, folder or label;

(f) cards shall be of material not less than 0.25 mm thick and comply with the maximum and minimum sizes of postcards specified in the Second Schedule to these regulations;

(g) the printing on cards, envelopes, folders or labels shall not be in imitation of typewriting;

(h) adhesive labels shall not be less than 140 mm by 90 mm.

(6) Save as otherwise provided in this regulation, business reply cards, envelopes, folders and labels shall be subject to the other provisions of these regulations except that such items shall not be re-directed after delivery at the Business Reply address and, if re-transmitted, shall be enclosed in a cover and fresh postage paid.

Registration.

57. (1) Subject to the provisions of these regulations every postal article, except a parcel, may be registered.

(2) A postal article intended for transmission by registered post shall be handed for registration to an officer at a Post Office and an official receipt obtained therefor.

(3) The fee, as specified in the Third Schedule to these regulations, chargeable for the registration of a postal article shall be pre-paid in postage stamps affixed to the postal article or by means of franking machine impressions.

58. (1) A postal article intended for transmission by registered post shall be made up in a reasonably strong cover appropriate to its contents and the contents shall be adequately packed to prevent damage in the course of transmission. Packing.

(2) Adhesive tape bearing in print the name of the sender may be used for sealing items submitted for registration, and if transparent adhesive tape is used to seal such items, at least two signatures of the sender shall be applied under the tape or tapes.

(3) Postal articles sealed with coloured adhesive tape shall not be eligible for registration.

(4) Except as the Postmaster-General may either generally or in any particular case allow, postal articles having affixed thereon address labels shall not be eligible for registration.

59. The name and address of the person to whom a registered postal article is directed shall be printed or written fully and correctly on the cover and shall not be written in pencil other than a copying-ink pencil. Method of address.

60. On the delivery of a registered postal article the addressee, his representative, or a member of the household shall, unless instructions to the contrary are given to the Postmaster-General by the addressee, give a written receipt therefor on the appropriate form; and when such a receipt is not obtained, the postal article shall be considered as undelivered. Receipt for registered postal articles.

61. The sender of a registered postal article may at the time of posting arrange for the advice of its delivery to be sent to him upon payment of the fee specified in the Third Schedule to these regulations, which fee shall be pre-paid in postage stamps affixed to the Advice of Delivery Card: Advice of delivery.

Provided that any enquiry, made within twelve months from the date of posting, regarding the disposal of such an item shall be exempted from the enquiry fee as specified in the Third Schedule to these regulations.

62. When a registered postal article has been delivered and a receipt obtained in accordance with the provisions of regulation 60, it shall not be re-directed as provided for in paragraph (6) of regulation 41 of these regulations: Re-direction of registered postal articles.

Provided that the Postmaster-General may, in exceptional circumstances, re-direct the said registered postal article if it is handed to any officer of the Post Office not later than the day next following delivery (Sunday and other public holidays being disregarded for this purpose).

Posting out
of course.

63. If any registered postal article is, after delivery, dropped into a letter-box for re-direction it shall become liable to a surcharge of a single rate of postage and to a fresh registration fee.

Compulsory
registration.

64. (1) Notwithstanding the provisions of regulations 58 and 59 of these regulations, if any postal article having written or impressed on it or on its envelope or cover the word "registered", or any other word, phrase or mark conveying the impression that the postal article is registered or is intended to be registered, is found in the post or is left at a Post Office, it shall be registered.

(2) Notwithstanding the provisions of regulations 58 and 59 of these regulations, where an unregistered postal article is found in the post to contain —

(a) any uncrossed money order or postal order in which the name of the payee has not been inserted; or

(b) any cheque or dividend warrant which is uncrossed and payable to bearer; or

(c) any bearer security; or

(d) any bank note, currency note or coin being current in Malta or elsewhere; or

(e) any unobliterated postage stamps of a total value of Lm1 or over; or

(f) any paper money as is mentioned in paragraphs (d), (e) and (f) of the definition thereof in regulation 2 of these regulations; or

(g) platinum, gold or silver, whether or not manufactured, precious stones and other valuable articles,

it shall be registered.

Surcharge.

65. (1) Any postal article which is subject to compulsory registration shall be charged the registration fee and double the deficient postage, if any, and shall be forwarded to the addressee or returned to the sender, as the case may be; and any amount of postage which may have been pre-paid in respect of any postal article in excess of the ordinary postage shall be reckoned as payment or part-payment of the registration fee.

(2) When a postal article so surcharged is tendered to the addressee or sender and he refuses or fails to pay the charges to which the postal article has become liable, the postal article may be dealt with or disposed of in such a manner as the Postmaster-General may think fit without prejudice to the Postmaster-General's right to collect such charges from the sender.

Enquiries and
compensation.

66. Enquiries concerning an alleged non-delivery, damage or loss of a postal article, whether registered or not, shall be made on the form prescribed in the Eighth Schedule to these regulations subject to the following conditions:

(a) the enquiry must be made before the lapse of twelve months from the date of posting and must be accompanied by a fee as specified in the Third Schedule to these regulations, which fee shall be payable in postage stamps affixed to the said prescribed form;

(b) no compensation is payable on unregistered postal articles other than parcels;

(c) in the case of registered postal articles, the enquiry must be accompanied by the official registration receipt issued at the time of posting.

67. The addressee of a postal article may request the issue of a certificate when it is established that the postal article has been damaged, lost or destroyed while in the custody of the Post Office; such certificate shall be issued on payment of a fee as prescribed in the Third Schedule to these regulations.

Damage/loss
certificate.

68. (1) Except in cases of loss through *force majeure*, the Postmaster-General shall pay an indemnity not exceeding the amount fixed in the Third Schedule to these regulations when it is proved to his satisfaction that a postal article duly admitted for registration or compulsory registration has been lost, damaged or destroyed whilst in the custody of the Post Office.

Post Office
Liability.

(2) The decision of the Postmaster-General on all questions of compensation payable in respect of registered postal articles shall be final.

FRANKING MACHINES

69. (1) No person shall use a franking machine without a licence issued by the Postmaster-General.

Licence to use
franking
machines.

(2) An application for a licence to use a franking machine shall be made in writing by local suppliers of such machines to the Postmaster-General on behalf of a prospective user and shall contain a clear description of the machine in such detail as the Postmaster-General may require.

(3) Suppliers of franking machines shall forward to the Postmaster-General not less frequently than once every six months, or when otherwise required by the Postmaster-General, a certificate of the good condition of such franking machines sold by them.

(4) Subject to the provisions of these regulations, the Postmaster-General may issue such licence, duly signed by him, as specified in the Ninth Schedule to these regulations, for such time and under such conditions as he may deem fit and may also require from the applicant such security as he may determine to make good for any loss of postage arising from any wrongful use of the franking machine.

(5) The Postmaster-General may at any time, and upon giving prior written notice to the licensee, add to, alter or delete any condition of the licence.

70. Any die which is to be used in a franking machine for making impressions denoting the value of the postage pre-paid and the post-marking on the postal article shall be of the design approved by the Postmaster-General and shall include such identification number or other marking, as may be required or allowed by the Postmaster-General.

Dies of
approved
design.

Franking machines to be preset and sealed by Postmaster-General.

71. (1) The licensee shall not make use of a franking machine unless such machine has been previously set by the Postmaster-General to indicate the amount already pre-paid by the licensee, and for such purpose the licensee shall take the franking machine to such Post Office and at such time as the Postmaster-General shall determine.

(2) The Postmaster-General may seal any part of a franking machine before it is used by a licensee and such seal shall not be broken or removed in any way except by or under the authority of the Postmaster-General.

Repairs of franking machines.

72. The licensee shall not effect any repairs or cause any repairs to be made to a franking machine without the prior written permission of the Postmaster-General and subject to such conditions as the Postmaster-General may impose.

Inspection of franking machines.

73. The Postmaster-General may inspect any franking machine at all reasonable times without any prior notice to the licensee.

Refund of franking machines impressions.

74. (1) Upon an application in writing by the licensee, the Postmaster-General shall refund by means of a credit note any amount which represents the value of impressions which are defective or made in error or placed on postal articles which for any valid reason were not tendered or made over in order to be transmitted through the post, subject to a deduction of five per centum of the face value of the said impressions.

(2) Such refund shall only be made if the application is made within two working days from the date of the impression in respect of which that refund is requested and such application is accompanied by the entire envelope, label, wrapper, or other cover bearing the impression or the impression slip as the case may be.

Licensee to submit statements.

75. (1) The licensee shall deposit in the Post Office indicated in his licence all postal articles bearing on them the impressions made by his franking machine.

(2) Such postal articles shall be accompanied by a written statement signed by the licensee and showing the reading on his franking machine after postmarking such postal articles.

(3) On every first working day of the week the licensee shall submit to the Postmaster-General a written statement showing the final daily readings of the franking machine for the preceding week; such statement shall be in the form which the Postmaster-General may from time to time determine.

Articles irregularly impressed by franking machines.

76. Any postal article impressed by a franking machine in contravention of these regulations or of the conditions specified in the licence and subsequently posted shall be deemed to be a postal article on which the postage is unpaid and shall be surcharged accordingly.

Recovery of loss of revenue.

77. Any loss of revenue due to Government arising from the improper use of a franking machine or the failure of such machine to record accurately the value of the impressions made shall be considered as a civil debt due by the licensee to the Postmaster-General and shall be recoverable as such.

78. Any person who contravenes or fails to comply with the provisions of regulations 69, 70, 71, 72 and 75 of these regulations, or contravenes or fails to comply with any condition of a licence issued under regulation 69 of these regulations, or who obstructs or is responsible for obstructing any officer of the Post Office in connection with any inspection as is mentioned in regulation 73 of these regulations shall be guilty of an offence and shall, on conviction, be liable to a fine (multa) of not less than two Maltese liri and not exceeding fifty Maltese liri: Penalties.

Provided that nothing in this regulation shall affect the operation of any other law in respect of an act or omission under such law liable to a punishment higher than that laid down in this regulation or in respect of any offence not specifically provided for in this regulation.

79. The Postmaster-General may revoke any licence whenever: Revocation of licence.

(a) the licensee contravenes any of these regulations relating to franking machines or of the conditions of the licence issued under regulation 69; or

(b) if the franking machine in respect of which a licence has been issued is deemed by the Postmaster-General to be mechanically unsatisfactory or improperly used.

80. Any notice or correspondence which the Postmaster-General may send to the licensee in connection with the provisions of these regulations relating to franking machines or the licence issued in connection therewith shall be deemed to have been duly notified to the licensee if delivered by registered post to the address of the licensee as appearing in the licence. Notice to licensee.

SUB-POST OFFICES

81. There shall be established Sub-Post Offices at such places, at such premises and from such dates as shall be notified from time to time in the Gazette. Establishment of Sub-Post Offices.

82. The times of opening and closing of Sub-Post Offices shall be as specified in the Seventh Schedule to these regulations. Hours of work and business transactions.

83. Save as the Postmaster-General may otherwise direct, the following transactions shall be carried out in Sub-Post Offices: Business transactions.

- (a) sale of stamps and postal stationery;
- (b) issue and encashment of Postal Orders;
- (c) issue and encashment of Money Orders;
- (d) posting of parcels;
- (e) registration of postal articles;
- (f) encashment of Dividend Warrants (up to £50 sterling);
- (g) payment of telephone bills;
- (h) payment of Postcheques; and
- (i) any other business, as transacted at Branch Post Offices, which the Postmaster-General may from time to time direct.

**Managment of
Sub-Post
Offices.**

84. Each Sub-Post Office shall be managed by a Sub-Postmaster.

**Appointment of
Sub-Postmaster.**

85. (1) The Minister shall appoint Sub-Postmasters from among candidates following a call for applications in the Gazette.

(2) Any such appointment shall be made on the recommendation of a selection board to be appointed by the Minister.

**Eligibility for
appointment.**

86. No person shall be eligible for appointment as Sub-Postmaster unless he is —

- (a) a citizen of Malta;
- (b) not under 18 years of age on the closing date for applications;
- (c) of good moral character; and
- (d) in possession of such a standard of education as will be considered sufficient to enable him to carry out his duties efficiently.

**Nature of
appointment.**

87. The appointment of Sub-Postmasters shall be on an agency and temporary basis and may be terminated or suspended by the Minister at any time.

**Relinquishment
of appointment.**

88. (1) A Sub-Postmaster shall not relinquish his appointment without giving six months' previous notice in writing to the Postmaster-General.

(2) Should a Sub-Postmaster fail to comply with the provision contained in the foregoing paragraph of this regulation, he shall be liable to forfeit to Government the security referred to in regulation 97 of these regulations.

**Conditions of
appointment.**

89. A Sub-Postmaster shall not be entitled to any sick or vacation leave at the expense of the Government, to any claim to an established appointment, or to any compensation whatsoever for loss of office or termination of appointment.

**Provision of
office
accommodation
etc.**

90. Sub-Postmasters shall provide at their own expense office accommodation, furniture, fittings and lighting to the satisfaction of the Postmaster-General.

**Employment of
assistants and
substitutes.**

91. (1) Sub-Postmasters shall personally conduct all postal business:

Provided that, with the previous permission in writing of the Postmaster-General, they may employ one or more assistants and, in case of sickness or for any other just cause, a substitute to replace them.

(2) The employment of assistants and of substitutes shall be made at the expense of the Sub-Postmaster at such rates of pay and on such conditions of employment as may from time to time be prescribed under any enactment or regulation.

(3) During their absence from the premises, Sub-Postmasters shall remain responsible for the proper management of their Sub-Post Office.

(4) when a Sub-Postmaster fails for any reason whatsoever to open the Sub-Post Office for the transaction of business as provided in the Seventh Schedule to these regulations, the Postmaster-General shall have the right to take any such measures, at the expense of the Sub-Postmaster concerned, as he may deem necessary to ensure the continuity of the business,

92. Sub-Postmasters, assistants and substitutes shall, for the purposes of the provisions of the Act, be considered as offices of the Post Office, and shall comply with all the rules and regulation made under that Act as well as with all such instructions and directions as may from time to time be issued by the Postmaster-General for the proper custody of valuables, the handling and treatment of postal articles, the issue and encashment of Postal and Money Orders, the sale of postage stamps and postal stationery, payment of Post cheques, encashment of Dividend Warrants, the receipt of telephone payments, and any other business transacted at the Sub-Post Offices.

Obligations and duties of Sub-Postmasters.

93. The Postmaster-General has the right to require Sub-Postmasters to suspend or discharge any assistant or substitute who, in his opinion, is no longer suitable.

Termination of employment of Assistants and substitutes

94. (1) Sub-Postmasters shall be entitled to the fixed remuneration and commission as specified in the Seventh Schedule to these regulations

Fixed remuneration and commission.

(2) The Ministers, may from time to time, by notice published in the Gazette, vary or amend the entitlements to the fixed remuneration and the rate of commission prescribed in the Seventh Schedule to these regulations;

Provides that, if any such variation or amendment amounts to a reduction of the remuneration or of the rate of commission, it shall not come into effect before the lapse of fifteen fays from the date of publication of the aforesaid notice

95. (1) Saving the provisions of paragraph (2) of this regulation, and subject to the previous permission in writing of the Postmaster-General, Sub-Postmasters shall not be precluded from engaging in trade or carrying on a private business in the same premises as the Sub-Post Office, provided separation accommodation is available

Permission to undertake private business

(2) No Sub-Postmaster, his assistant or his substitute may engage directly or indirectly in any of the following kinds of business:

(a) banking or money lending;

(b) business connected with societies which involve or admit the receipt of money on deposit;

(c) business connected with a parcel delivery company or with other carriers of parcels;

(d) business of a company or agency for the collection and distribution of news;

(e) business dealing in postage stamps; and

(f) generally, business similar to that which the Sub-Postmaster is to performed in accordance with the provisions of regulation 83 of these regulations

Prohibitions.

96. No Sub-Postmaster, his assistant or his substitute may be the owner, either wholly or jointly, of any newspaper, nor shall he take part in editing, printing or managing any newspaper or undertake work as newspaper correspondent.

Security to be provided by Sub-Postmasters.

97. Sub-Postmasters shall provide a security for an amount as may from time to time be required by the Postmaster-General for safeguarding Government and other property which may be under their charge in terms of these regulations and for the proper performance of their duties as well as that of any assistant or substitute they may employ in accordance with the provisions of regulation 91 of these regulations.

Training of Sub-Postmasters, assistants and substitutes.

98. Sub-Postmasters, assistants and substitutes may be required to undergo such period of training as may be considered necessary by the Postmaster-General.

Declaration on oath.

99. Sub-Postmasters, assistants and substitutes shall make the declaration on oath referred to in section 9 of the Act.

Stock quantities.

100. Stocks of postage stamps and postal stationery shall be purchased by the Sub-Postmaster at his expense in such quantities as to meet the needs of the locality. Stocks of Postal Orders shall likewise be kept; these shall be provided by the Postmaster-General on consignment basis.

STAMP VENDORS

Postmaster-General to issue licences to stamp vendors.

101. (1) The Postmaster-General shall issue licences to sell postage stamps to those applicants who, in his opinion, are deemed to be suitable persons to act as stamp vendors, and under such terms and conditions as he may deem fit.

(2) The licence issued by the Postmaster-General to stamp vendors shall be in the form set out in the Fifth Schedule to these regulations and shall be available for inspection at any time by an officer of the Post Office.

(3) The Postmaster-General shall have the right to cancel any licence granted to a stamp vendor at any time and without giving any reason for his decision.

(4) Any licence issued under the provisions of this regulation shall be returned by the stamp vendor to the Postmaster-General whenever his licence is cancelled.

Stamp vendors to sell postage stamps and postal stationery.

102. Stamp vendors shall sell postage stamps and postal stationery and such other items available for sale at the Post Office as the Postmaster-General may from time to time direct.

Price of postage stamps, etc.

103. Postage stamps shall be retailed by stamp vendors at face value. Postal stationery shall be sold at the price published in the Gazette. Other items shall be sold at the price fixed by the Postmaster-General.

Stamp vendors to apply for stamps on requisition form.

104. (1) Applications for postage stamps, postal stationery, and other items shall be made on a printed form of requisition to be supplied by the Post Office and shall be signed by the stamp vendor.

(2) The value of the postage stamps applied for in any requisition shall not be less than Lm5 and shall not contain fractional amounts of 50c.

(3) The stamp vendor or his authorized representative shall call personally at the Post Office to withdraw the supplies required.

105. Stamp vendors shall always keep in stock such postage stamps as are ordinarily in use for the pre-payment of postage and shall sell postage stamps to each and every buyer.

Stamp vendors to sell postage stamps to every buyer.

106. (1) Stamp vendors shall be entitled to a commission as specified in the Third Schedule to these regulations on postage stamps and postal stationery. The Minister may also prescribe by notice published in the Gazette any commission which may be payable to a stamp vendor on any other item purchased from the Post Office.

Commission due to stamp vendors.

(2) The commission due to a stamp vendor shall be deducted from the amount payable by the stamp vendor at the time of purchase by him of postage stamps, postal stationery, or other items as the case may be.

(3) The Minister may from time to time, by notice published in the Gazette, vary or amend the rate of commission referred to in paragraph (1) of this regulation, but when any such variation or amendment amounts to a reduction in the rate of commission, it shall not come into effect before the lapse of fifteen days from the date of publication of such notice.

107. (1) A signboard or plate bearing the words "Licensed to sell Postage Stamps" shall be prominently exhibited by every stamp vendor in his shop or place of business. Such signboard or plate shall be supplied by the Postmaster-General and shall be returned to him in the event of the licence of the stamp vendor being cancelled or surrendered by the stamp vendor.

Signboard to be exhibited by stamp vendor.

(2) The signboard or plate mentioned in the foregoing paragraph of this regulation shall be kept in good condition by the stamp vendor to whom it is issued and the said stamp vendor shall be liable to make good for any loss or damage to the said signboard or plate.

PRIVATE DELIVERY BOXES

108. An application for the renting of a private delivery box shall be made in writing to the Postmaster-General by any person who has attained the age of eighteen years. The Postmaster-General shall have the right to refuse any such application without giving any reason for his decision.

Application for private delivery box.

109. (1) The rent for the use of a private delivery box shall be as specified in the Third Schedule to these regulations, payable in advance, and shall be deemed to run from the first day of the month in which the private delivery box is rented, and thereafter such annual rent shall be paid by the box-holder to the Postmaster-General not later than five working days prior to the commencement of the rental period for which it is due.

Rent for use of private delivery box.

(2) The Postmaster-General shall have the right to terminate the use of a private delivery box for any just cause or if rent is not paid as provided in the foregoing paragraph of this regulation, and in such a case the Postmaster-General shall not refund any rent already paid.

Rent to be for twelve months.

110. (1) A private delivery box shall be rented for a period of twelve months and thereafter such renting shall be deemed to have been renewed from year to year unless the box-holder gives notice in writing to the contrary to the Postmaster-General not later than fifteen working days before the expiry of the current rental period.

(2) Notwithstanding the provisions of the foregoing paragraph of this regulation the Postmaster-General may in his discretion authorize under such conditions as he deems fit the renting of a private delivery box for a period of not less than three months and not exceeding six months, in which case the rent, payable in advance, shall be assessed in proportion to the number of months for which the private box is rented.

Keys to private delivery boxes.

111. (1) The Postmaster-General shall make available, free of charge, one key to the box-holder. Before providing a key the Postmaster-General may require a box-holder to deposit a sum as specified in the Third Schedule to these regulations; such deposit shall be refunded to the box-holder on the termination of the lease upon the surrender of the key and the payment of any outstanding rent. Additional blank keys may be made available by the Postmaster-General to the box-holder on payment of a fee as specified in the Third Schedule aforementioned for each such key on application in writing by the box-holder.

(2) The box-holder shall immediately inform in writing the Postmaster-General of the loss of a key to his private delivery box and shall return the remaining keys, if any, to the Postmaster-General. A new lock shall be fitted by the Postmaster-General in such a private delivery box and the box-holder shall be charged a fee as specified in the Third Schedule to these regulations. One key of the new lock shall be provided by the Postmaster-General to the box-holder free of charge.

(3) All keys to a private delivery box shall remain the property of the Postmaster-General and shall be surrendered to him by the box-holder on the termination of the renting of a private delivery box, failing which the Postmaster-General shall charge the box-holder a sum as specified in the Third Schedule to these regulations or shall have the deposit, as provided in paragraph (1) of this regulation appropriated for the replacement of the lock.

Use of private delivery box cannot be transferred.

112. A box-holder shall not transfer to, or share with, another person the use of his private delivery box, unless such transfer or sharing is approved by the Postmaster-General after an application in writing to this effect is made by the box-holder:

Provided that when a sharing facility is approved by the Postmaster-General a fee as specified in the Third Schedule to these regulations shall be payable.

Delivery of postal article.

113. A postal article shall be deemed to have been delivered to the box-holder as soon as it is placed in his private delivery box.

Postal articles which are not to be placed in private delivery boxes.

114. Postal articles which are registered or on which postage is insufficiently pre-paid or which are bulky or which in the opinion of the Postmaster-General should not be placed in the private delivery box, shall be retained at the Post Office and shall be delivered over the

counter to the box-holder or his authorized agent on presentation of a notice placed in the private delivery box for that purpose.

115. A postal article intended for delivery at a private delivery box shall have the full name of the box-holder written legibly on it in addition to the box number and the locality of the Post Office where the private delivery box is installed.

Box number to be written on postal article.

116. (1) A box-holder or his authorized agent may collect his postal articles from his private delivery box at any time during which the Post Office is open for such business.

Time and manner of collection from private delivery box.

(2) Postal articles shall be collected from a private delivery box with sufficient frequency to prevent any accumulation of mail in excess of the capacity of the box.

(3) Whenever a box-holder fails to comply with paragraph (2) of this regulation or when the quantity of postal articles regularly received by the box-holder exceeds the capacity of the box or boxes rented to such box-holder, the Postmaster-General may require him to rent an additional box or boxes in accordance with regulations 109, 110, 111 and 112 of these regulations.

PRIVATE POSTING BOXES

117. An application for the installation of a private posting box shall be made in writing to the Postmaster-General by any person who has attained the age of eighteen years. The Postmaster-General shall have the right to refute any such application without giving any reason for his decision.

Application for private posting boxes.

118. (1) A person whose application for the installation of a private posting box has been accepted shall provide at his expense the private posting box which shall conform to the pattern and size approved by the Postmaster-General and shall instal such a box in a place indicated by the Postmaster-General on the ground-floor near the main entrance of the premises specified in the application.

Applicant to provide private posting box.

(2) The lock and keys of a private posting box shall be provided by the Postmaster-General at the expense of the applicant. The applicant shall also affix onto the front part of his private posting box such notice as may be required by the Postmaster-General.

119. (1) The fee for a private posting box shall be as specified in the Third Schedule to these regulations payable in advance, and shall be deemed to run from the first day of the month in which the use of such box commences, and thereafter such annual fee shall be paid by the person in whose name such box is registered to the Postmaster-General not later than five working days prior to the commencement of the period for which it is due.

Fee for private posting box.

(2) The Postmaster-General shall have the right to terminate the services of a private posting box for any just cause or if the fee is not paid as provided under paragraph (1) of this regulation, and in such a case the Postmaster-General shall not refund any fee already paid.

Fee for private posting box to be for twelve months.

120. The minimum period for the use of a private posting box shall be of twelve months and thereafter such service shall be deemed to have been renewed from year to year unless a notice to the contrary is given in writing to the Postmaster-General not later than fifteen working days before the expiry of the current period.

Collection from private posting boxes.

121. The times and frequency of the collection of postal articles from a private posting box shall be in accordance with instructions which may be given from time to time by the Postmaster-General.

Access to private posting boxes.

122. The officers of the Post Office shall have access to private posting boxes for the purpose of collecting postal articles therefrom and for inspecting such boxes as may be required.

PARCEL POST

Posting of parcels.

123. (1) Parcels intended to be transmitted by post shall be posted by being handed to the appropriate officer at the counter at the Parcel Post Office or any other Post Office or Sub-Post Office duly authorized to accept parcels.

(2) At the time of posting of any such parcel, the sender shall, on the appropriate form, write his name and full address and state how the parcel shall be disposed of in case of non-delivery.

(3) A receipt shall be issued for every parcel posted.

Weight and size.

124. The maximum weight and dimensions of parcels shall be as specified in the Second Schedule to these regulations.

Packing.

125. Every parcel shall be made up and secured in such manner as in the opinion of the Postmaster-General is calculated to prevent damage to any other postal article in the course of transmission or to any receptacle in which the same is conveyed, or injury to any officer of the Post Office or to any other person who may deal with such parcel. In the event of such damage or injury the sender shall be liable to pay to the Postmaster-General such reasonable compensation as the latter shall determine.

Prohibitions.

126. There shall not be posted or tendered or made over in order to be transmitted by parcel post, or delivered by parcel post, any item which is prohibited in terms of regulation 13 of these regulations.

Declaration of contents.

127. The contents of the parcel shall be clearly declared on the appropriate form which shall be affixed on the parcel.

Delivery.

128. Parcels shall be collected from the Parcel Post Office or from any other Post Office indicated on a notice notifying the addressee to call and take delivery of the parcel; the parcel shall be delivered only on production of the relative notice and of any other proof of identity that may be required.

Undeliverable parcels.

129. An undeliverable parcel shall be dealt with in accordance with the instructions given by the sender on the form affixed on the parcel at the time of posting in accordance with regulation 123 of these regulations.

130. Except in cases of loss through *force majeure*, the Postmaster-General shall pay an indemnity not exceeding the amount fixed in the Third Schedule to these regulations when it is proved to his satisfaction that a parcel duly accepted for transmission and delivery has been lost, damaged or destroyed whilst in the custody of the Post Office. Compensation.

131. Enquiries concerning the alleged non-delivery, damage or loss of a parcel shall be made on the form prescribed in the Eighth Schedule to these regulations subject to the following conditions: Enquiries.

(a) the enquiry must be made before the lapse of twelve months from the date of posting and must be accompanied by a fee as specified in the Third Schedule to these regulations, which fee shall be payable in postage stamps affixed to the said prescribed form;

(b) the enquiry form must be accompanied by the receipt issued as provided in paragraph (3) of regulation 123.

132. The addressee of a parcel may request the issue of a certificate when it is established that such parcel has been damaged, lost or destroyed while in the custody of the Post Office; such certificate shall be issued on payment of a fee as prescribed in the Third Schedule to these regulations. Damage/loss certificate.

133. The decision of the Postmaster-General on all questions of compensation payable in respect of parcels shall be final. Decision of Postmaster-General on compensation.

134. Save as otherwise provided in these regulations, or as the Postmaster-General may direct, the postage and fees payable on every parcel and the fees payable in respect of postal facilities shall be pre-paid. Pre-payment of postage and fees.

135. The pre-payment of postage and fees in respect of parcels shall be denoted: Method of pre-payment.

(a) by adhesive postage stamps; or

(b) by impressions of franking machines operated under the control and direction, or with the permission, of the Postmaster-General; or

(c) by the use of a stamped envelope, cover, card or other postal form, issued by the Postmaster-General; or

(d) by the use of printed postage stamps cut out of or otherwise detached from an envelope, postcard, wrapper, letter or other postal form, issued by the Post Office; or

(e) in such other manner as the Postmaster-General may from time to time permit.

MONEY ORDERS

136. Any amount of money may be remitted to any person by means of a local Money Order. Money Orders shall be issued at a Post Office or Sub-Post Office upon application on the appropriate form. The amount of money to be remitted and the commission chargeable thereon shall be paid at the Post Office or Sub-Post Office at the time of issuing the Money Order. A Money Order, when issued, is handed to the remitter to be transmitted by him to the payee. Money Orders.

Maximum amount.	137. The maximum amount for which a single Money Order may be issued shall not exceed forty Maltese liri but the remitter may apply for more than one Money Order at the same time.
Rates of commission.	138. The rates of commission payable on Money Orders shall be as specified in the Third Schedule to these regulations.
Payment.	139. A Money Order shall not be payable on the same day of issue. Money Orders shall be encashed at the Post Office or Sub-Post Office indicated thereon or through a bank. If presented for payment at a Post Office or Sub-Post Office payment will be made to the payee against his signature on proof of his identity. Crossed Money Orders are only payable through a bank. When Money Orders are presented for payment by the Bank the formalities referred to in this regulation shall not be applicable.
Alterations.	140. No alteration shall be made to the name of the payee or of the office of payment as originally inserted.
Advice of payment.	141. The remitter of a Money Order may at the time of purchase or subsequently apply for an advice of payment for an additional fee as specified in the Third Schedule to these regulations.
Period of validity.	142. A Money Order shall be valid for a period ending on the last day of the second calendar month following that during which it is issued.
Revalidation.	143. A Money Order whose validity has lapsed may be revalidated upon application by the remitter and against payment of a fee as specified in the Third Schedule to these regulations for a further period of two calendar months immediately following that during which it is revalidated.
Stop payment.	144. Payment of a Money Order may be stopped on application being made by the remitter to the Postmaster-General and subject to the payment of the fee set out in the Third Schedule to these regulations.
Repayment.	145. The amount of a Money Order may be refunded to the remitter against presentation of the order within the period of its validity.
Void Money Order.	146. Money Orders whose validity has lapsed and which have not been revalidated shall be refunded to the remitter.
Duplicate Money Orders.	147. In the case of loss of a Money Order within the period of validity a duplicate may be issued to the remitter or payee upon a written application to the Postmaster-General and against the payment of a fee as specified in the Third Schedule to these regulations.
Responsibility of Postmaster-General.	148. Upon paying a Money Order, by whomsoever presented, the Postmaster-General shall not be liable to any further claim for payment or for compensation in respect of loss or injury arising out of the delayed payment of the order or for any other cause whatsoever.

PENALTIES

Penalties.	149. (1) Any person who sends or tenders, or makes over in order to be sent by post or parcel post, any postal article, parcel or other thing in contravention of sub-paragraphs (h), (i), (j), (m) and (o) of
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*First Column**Second Column*
Rates of Postage*Printed Papers*

Up to 50 g ...	...	...	...	...	...	...	2c0
Over 50 g up to 100 g	...	...	...	...	...	...	3c0
Over 100 g up to 200 g	...	...	...	...	...	...	4c0
Over 200 g up to 300 g	...	...	...	...	...	...	5c0
Over 300 g up to 400 g	...	...	...	...	...	...	6c0
Over 400 g up to 500 g	...	...	...	...	...	...	8c0
Over 500 g up to 1 kg	...	...	...	...	...	...	17c0
Over 1 kg up to 1½ kg	...	...	...	...	...	...	22c0
Over 1½ kg up to 2 kg	...	...	...	...	...	...	27c0

The weight limit for printed papers is 2 kg but packets of books or pamphlets weighing up to 5 kg may be sent as Printed Papers at the following rates:

For every additional 1 kg or fraction thereof over 2 kg ...	...	20c0
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Locally Registered Newspapers

For each copy not exceeding 100 g	...	...	...	...	1c0
Every additional 50 g or fraction thereof per copy	...	...	...	...	5m

Articles for the use of the Blind (including parcels containing solely articles for the use of the blind) ...

Free

Parcels

Not exceeding 1 kg in weight	...	...	...	...	...	10c0
Exceeding 1 kg but not 3 kg	...	...	...	...	...	20c0
Exceeding 3 kg but not 5 kg	...	...	...	...	...	30c0
Exceeding 5 kg but not 10 kg	...	...	...	...	...	50c0

SECOND SCHEDULE

(Regulations 18, 44, 50, 52, 56 and 124)

Limits of Size and Weight

1. Postal Article	Size		Maximum Weight
	Maximum	Minimum	
Letters	Length, width and depth combined 900 mm but the greatest dimension may not exceed 600 mm	140 × 90 mm	2 kg
Printed papers	— do —	— do —	2 kg
Articles for the use of the blind	— do —	— do —	7 kg
Postcards	148 × 105 mm	— do —	—
Parcels	1.05 m in length and 2 m in length and girth combined	— do —	10 kg

2. The material of postcards shall not be less than .25 mm thick.
3. The limit of weight of a packet of books or pamphlets is 5 kg.
4. The limits of size of postal articles in the form of a roll shall be as follows:—
 - (a) Maximum — length plus twice the diameter 1040 mm but the greatest dimension may not exceed 900 mm;
 - (b) Minimum — length plus twice the diameter 170 mm but the greatest dimension may not be less than 100 mm.

THIRD SCHEDULE

(Regulation 53)

Post Office Charges, Fees, Commissions and Compensations

Regulation 28	Philatelic Charges		
	(a) For any order for the affixing of stamps on any envelope, card, aerogramme or other item of postal stationery:		
	(i) Where the number is less than 500	5c per envelope, etc.	
	(ii) Where the number is 500 or more	4c per envelope, etc.	
	(b) For any order for the supply of mint and/or cancelled stamps and postal stationery, but excluding postal stationery with stamps affixed thereon:		
	(i) Where the value of the order does not exceed Lm5	25c for each order	
	(ii) Where the value of the order exceeds Lm5 but does not exceed Lm20	35c for each order	
	(iii) Where the value of the order exceeds Lm20 but does not exceed Lm100	50c for each order	
	(iv) Where the value of the order exceeds Lm100 but does not exceed Lm500	Lm1 for each order	
	(v) Where the value of the order exceeds Lm500	Lm5 for each order	
Regulation 35	Search fee prior to withdrawal	5c	
Regulation 41	Re-direction — first 4 months	free	
	next 4 months	50c	
	thereafter (every 4 months)	Lm1	
Regulation 47	Registration fee for newspapers	Lm2	
Regulation 54	Certificate of posting of unregistered postal articles	1c	
Regulation 56	Business reply service (per item)	5m	
Regulation 57	Registration fee	10c	

Regulation 61	Advice of delivery of a registered letter ...	3c
Regulations 61 and 66	Enquiry Fee	5c
Regulations 67 and 132	Fee in connection with Certificate of loss or damage	15c
Regulation 68	Maximum compensation for loss, damage or destruction of a registered postal articles ..	Lm9
Regulation 106	Commission to stamp vendors	2c for every Lm1 purchased
Regulation 109	Rent of a private delivery box — per annum	Lm10
Regulation 111	Deposit on key of Private Delivery Box ...	Lm2.50
Regulation 111	Supply of extra blank keys	25c each
Regulation 111	Charge for replacement lock	Lm2.50
Regulation 111	Charge for non-return of key/s	Lm2.50
Regulation 112	Sharing facility of a Private Delivery Box — per annum	Lm10
Regulation 119	Annual fee for a Private Posting Box ...	Lm15
Regulation 130	Maximum compensation for loss or damage of a parcel	Lm15
Regulation 138	Commission on Money Orders:	
	For sums not exceeding Lm3	6c5
	For sums exceeding Lm3 but not Lm10	10c
	For sums exceeding Lm10 but not Lm20	13c5
	For sums exceeding Lm20 but not Lm30	16c5
	For sums exceeding Lm30 but not Lm40	20c
Regulation 141	Advice of Payment of a Money Order ...	5c
Regulation 143	Revalidation fee of a Money Order ...	5c
Regulation 144	Stop payment of a Money Order	5c
Regulation 147	Issue of a Duplicate Money Order	5c

FOURTH SCHEDULE

(Regulation 41)

Request for Re-direction of Mail

Important: Please see conditions contained herein.

Postmaster General

I request that postal articles addressed to me/us at
..... be re-directed to
..... with effect
from

Nature of change of address: Temporary ☐ Permanent ☐

Signature Signature

Identity Card No. Identity Card No.

Signature Signature

Identity Card No. Identity Card No.

Signature Signature

Identity Card No. Identity Card No.

— — — — — Fold Here — — — — —

FOR OFFICE USE

.....
— Temporary OR
Permanent Stamp

<i>Date of Commencement</i>	<i>Expiry Date</i>
1.	1.
2.	2.
3.	3.

.....

Present Address

Re-direction Address

.....

.....

.....

Noted in Re-direction Book.

.....
Mail Inspector

Notes:

1. A request for re-direction will not be complied with in the case of postal articles addressed to hotels, clubs, institutions, etc., and residential flats where the addressees have a common letter box with others in the same building.

2. A re-direction request is valid for a period of 4 months. An application for the renewal of a re-direction request must be made at least 15 days prior to the expiry of the date of the existing re-direction order and is granted only when the Postmaster-General is satisfied that the circumstances justify an extension of the initial period.

3. Extensions of re-direction requests are charged the following fees:

4 months' extension — 50 cents

thereafter — Lm1 every four months.

4. A re-direction request must be signed by the person or persons to whom the postal articles are addressed.

5. On the expiration of a temporary re-direction order all postal articles received will be delivered as originally addressed.

6. When a re-direction request concerning a permanent change of address expires all postal articles will be treated as undeliverable for a further period of two months, during which the addressee will be notified that correspondence is being returned to sender and that after the 2-month period correspondence will be delivered as originally addressed.

FIFTH SCHEDULE

(Regulation 101)

Licence to act as Stamp Vendor



Department of Posts

Ref. No.

Licence No.

Licence is hereby granted in terms of the Post Office Act, 1975
to to act as stamp vendor
at

.....

.....

Postmaster-General

Department of Posts,
Valletta.

.....

(Date)

SIXTH SCHEDULE

(Regulation 4)

Hours and Business of Post Offices

1. (a) General Post Office Counters — Valletta
During the period running from the first day of October to the 15th day of June:
Mondays to Saturdays: 8.00 a.m. to 6.30 p.m.
During the period running from the 16th day of June to the 30th day of September:
Mondays to Saturdays: 7.30 a.m. to 6.00 p.m.
(b) Branch Post Offices in Malta and Gozo (except that at Luqa Airport)
All the year round
Mondays to Saturdays: 7.30 a.m. to 12.45 p.m.
(c) Luqa Airport Branch Post Office
All the year round
Mondays to Saturdays: 7.30 a.m. to 7.00 p.m.
(d) Parcel Post Office, Valletta
During the period running from the 1st day of October to the 15th day of June:
Mondays to Fridays: 8.00 a.m. to 1.00 p.m.
1.45 p.m. to 5.00 p.m.
During the period running from the 16th day of June to the 30th day of September:
Mondays to Fridays: 7.30 a.m. to 1.15 p.m.
(e) Central Mail Room, Valletta
All the year round
Mondays to Fridays: 7.00 a.m. to 8.00 p.m.
Saturdays: 7.00 a.m. to 7.00 p.m.
(f) P.O. Boxes and Poste Restante Section, Valletta
All the year round
Mondays to Fridays: 8.00 a.m. to 8.00 p.m.
Saturdays: 8.00 a.m. to 7.00 p.m.
2. Where a public holiday falls on a weekday, the General Post Office, the Parcel Post Office, Branch Post Offices, the Central Mail Room and the P.O. Boxes/ Poste Restante Sections, Valletta shall be kept closed unless otherwise notified.
3. Where other Government Departments close earlier than the usual closing hour, the General Post Office, the Parcel Post Office, Branch Post Offices, the Central Mail Room and the P.O. Boxes/ Poste Restante Sections, Valletta shall close at such hour as may be specified by notice issued.

4. The General Post Office, the Parcel Post Office, Branch Post Offices, the Central Mail Room and the P.O. Boxes/Poste Restante Sections, Valletta or any of them, may be kept closed on any particular day owing to some particular occasion and the hours of business on any such day in respect of any or all of the said offices may be different from those set out in the preceding paragraphs.
5. The Cash Office at the Parcel Post Office shall close fifteen minutes before the closing time of the said office.
6. (1) The postal business to be transacted at the General Post Office and at Branch Post Offices shall be the following:
 - (a) Sale of stamps and postal stationery;
 - (b) Registration of letters;
 - (c) Issue and Encashment of postal and money orders;
 - (d) Encashment of Premium and Dividend Warrants issued by the Director of Savings in the United Kingdom (up to £50 sterling);
 - (e) Encashment of Postcheques;
 - (f) Any other postal business:

Provided that:

- (i) at Branch Post Offices there shall also be transacted the business of posting and delivery of parcels and the payment of telephone bills;
 - (ii) no delivery of parcels shall be undertaken at Branch Post Offices at Luqa Airport and at Old Bakery Street, Valletta;
 - (iii) no payment of telephone bills shall be accepted at the following Branch Post Offices: Hamrun, Luqa Airport, Msida, Paola, Sliema, Old Bakery Street, Valletta and Victoria, Gozo.
- (2) The business to be transacted at the Parcel Post Office shall be the posting and delivery of parcels.

SEVENTH SCHEDULE

(Regulations 82, 91 and 94)

Sub-Post Offices

HOURS OF BUSINESS

From Mondays to Fridays: 8.00 a.m. to 1.00 p.m.
4.00 p.m. to 6.00 p.m.

Saturdays: 8.00 a.m. to 1.00 p.m.

Sundays and other Public Holidays: closed

REMUNERATION AND COMMISSION TO SUB-POSTMASTERS

Annual remuneration Lm500.00,0

Commission on Business Transactions:

- | | | |
|--|-----------|-------------------------------------|
| (a) Sale of stamps and Postal stationery | — | 2c in the Lm |
| (b) Money Orders (Local) | — | 1c5 for each one issued or encashed |
| (c) Money Orders (Foreign) | — | 2c5 for each one issued or encashed |
| (d) Postal Orders | — | 5m for each one issued or encashed |
| (e) Registration of Postal Articles | | |
| | (local) | — 1c on each postal article |
| | (foreign) | — 1c5 on each postal article |
| (f) Parcels | — | 5c on each parcel posted |
| (g) Dividend Warrants | — | 2c5 on each warrant encashed |
| (h) Postcheques | — | 5c on each postcheque encashed |
| (i) Telephone payments | — | 8m on each payment received |

13. Amount of claim, if any. See note (b)

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14. Signature of sender or his authorised agent.

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NOTES

- (a) Enquiries should bear a 5c stamp if item under enquiry is addressed to a local destination. In case of postal articles with an AR card, no stamps are required.
- (b) No compensation is payable in respect of any postal article lost or damaged which is sent by unregistered post other than the Parcel Post. The maximum compensation payable for the loss or damage of registered Postal Articles and parcels is governed by International Postal Regulations and amounts to approximately Lm9 for a locally addressed registered letter, Lm7 for a registered letter addressed overseas and up to approximately Lm15 for a parcel.

NINTH SCHEDULE

(Regulation 69)



DEPARTMENT OF POSTS

Licence for the Use of a Postal Franking Machine

Licence is hereby granted to

of to use the franking machine described hereunder for the purpose of making impressions on postal articles to denote pre-payment of postage in terms of the Inland Postal Regulations, 1985.

This licence is being granted subject to the conditions attached.

Issued this day of 19

Postmaster-General

Particulars of Licensee and Machine

Licence Number Machine Serial No.

Name of Manufacturer

Name of Supplier

Premises at which machine is to be used

Post Office destined for meter setting and inspection

Post Office at which all franked mail is to be handed in

Meter No.	Franking Die letter(s) & number	Model	Setting	Denomina- tions of Postage	Date of bringing into use and initials of Officers concerned	Date of setting and initials of receiving Officer

TENTH SCHEDULE
Revocations and Savings

(Regulation 150)

GN 203/1902	Revoked
GN 198/1924	Revoked
GN 222/1924	Revocation limited to the provisions of the regulations regarding inland mail and postal facilities
GN 215/1924	Revocation of paragraph 1
GN 223/1924	Revoked
GN 216/1924	Revoked, except paragraph 5
GN 217/1924	Revoked
GN 97/1925	Revocation of last paragraph
GN 262/1936	Revoked
GN 297/1936	Revoked
GN 107/1941	Revoked
GN 229/1941	Revoked
GN 389/1948	Revocation limited to the provisions regarding inland mail
GN 9/1953	Revoked
GN 183/1953	Revoked
GN 366/1953	Revocation limited to provision regarding minimum size of enveloped items
LN 20/1962	Revoked
LN 56/1966	Revoked
GN 368/1972	Revoked
LN 156/1975	Revoked
LN 17/1976	Revoked
LN 40/1976	Revoked
LN 119/1978	Revoked
LN 115/1979	Revoked
LN 28/1984	Revoked