

**POST OFFICE ACT
(CHAPTER 52)
POST OFFICE RULES**

S 19/1993
Amended by
S 26/2000

REVISED EDITION 2018

SUBSIDIARY LEGISLATION

POST OFFICE RULES

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SUBSIDIARY LEGISLATION

Rules made under section 97

POST OFFICE RULES

Commencement: 30th September 1993

PART 1

PRELIMINARY

Citation

1. These Rules may be cited as the Post Office Rules.

Interpretation

2. (1) In these Rules —

“bullion” means uncoined and unmanufactured gold or silver;

“coin” means coin of all kinds whether or not current in Brunei Darussalam or elsewhere, except such as is used or designed for ornamental purposes;

“fenced-in premises” means any premises (other than a high-rise building) with fencing in front or around it;

“high-rise building” means any residential or office building with more than two storeys;

“incoming” applied to a postal article of any description means received at a Brunei Darussalam post office through the post;

“inland” when used in relation to any postal article, or any description thereof, means posted within Brunei Darussalam addressed to a place within Brunei Darussalam;

“insured letter” includes any insured letter which is transmissible under the Universal Postal Union Agreement for the exchange of insured letters for the time being in force, and the detailed regulations thereunder;

“insured parcel” means a parcel in respect of which an insurance fee is paid;

“jewellery” means —

(a) gold, silver, platinum and other precious metals in a manufactured state, that is to say, a state in which value is added to the raw material by

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skilled workmanship and this definition includes any coins used or designed for ornamental purposes;

(b) diamonds and precious stones;

(c) watches, the cases of which are entirely or mainly composed of gold, silver, platinum or other precious metals;

(d) any article of a like nature which, apart from workmanship, has an intrinsic or marketable value;

“letter” includes any communication in the nature of current and personal correspondence;

“office building” includes shopping complexes;

“outgoing” applied to a postal article of any description means posted at a Brunei Darussalam post office;

“parcel” means a postal article which is posted at a Brunei Darussalam post office as a parcel in accordance with the provisions of these Rules or is received at a Brunei Darussalam post office by parcel post;

“paper money” means —

(a) banknotes and currency notes of all kinds, whether current in Brunei Darussalam or not;

(b) money orders and postal orders;

(c) unobliterated postage or revenue stamps;

(d) bank post bills, bills of exchange, promissory notes, cheques, credit notes which entitle the holder to money or goods, and all orders and authorities for the payment of money whether negotiable or not;

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

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

“postcard” means a card recognised as a postcard in accordance with the terms of the Universal Postal Union Convention;

“storey” includes basement.

PART 2

GENERAL CONDITIONS OF TRANSMISSION OF POSTAL ARTICLES

Prepayment

3. Subject to the provisions of these Rules, the postage payable on every postal article must be prepaid.

Mode of prepayment

4. (1) Postage may be prepaid either —

(a) by adhesive postage stamps;

(b) by impression of stamping or franking machine working under the direction or by the permission of the Postmaster General;

(c) by the use of a stamped envelope, cover, postcard or other postal form;
or

(d) by cash or cheque, subject to such conditions as the Postmaster General may prescribe.

A “postal form” means a form issued by or under the authority of the Postmaster General.

(2) The postage on a postal article shall not be deemed to be prepaid by means of a proper stamp —

(a) if the stamp is one which has not been provided for use as a postage stamp under section 16;

(b) if the stamp has been obliterated, defaced, torn, cut or otherwise rendered imperfect;

(c) if the stamp has been cut or otherwise separated from an embossed envelope or from a postcard; or

(d) if the stamp is printed on a registration envelope and that envelope is used for the transmission of unregistered correspondence.

Position of stamps

5. Where postage is prepaid either by adhesive postage stamps or stamps, impressions of stamping machines, or by the use of a stamped envelope or cover, such

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postage stamps or impressions of stamping machines, and any embossed stamp upon such envelope or cover shall be in such a position as the Postmaster General may deem convenient, having regard to the obliteration of such stamp or impression, and generally to the mode of dealing with the postal article in the post.

Postal articles on which postage is not paid

6. (1) Subject to the provisions of these Rules, any unregistered letter or postcard, upon which no part or a part only of the postage payable thereon is paid, shall be forwarded to its destination and shall be charged in accordance with the provisions of the Acts of the Universal Postal Union currently in force.

(2) Any outgoing postal article, other than a letter or postcard, upon which no part or a part only of the postage payable thereon is prepaid shall be detained and returned or given up to the sender:

Provided that a postal article addressed to a destination within Brunei Darussalam shall be forwarded for delivery charged in accordance with the provisions of subrule (5).

(3) Notwithstanding anything contained in this rule, any outgoing postal article upon which no part or a part only of the postage thereon is prepaid may —

(a) where in the opinion of the Postmaster General such postal article has been posted with the evident intention of avoiding prepayment of postage; or

(b) where the postal article is addressed to a country or place with reference to which the Postmaster General may give directions to that effect,

be detained and returned or given up to the sender.

(4) Any incoming printed paper or small packet upon which no part or a part only of the postage payable thereon is prepaid shall be detained and returned to the country of origin or be delivered to the addressee charged in accordance with the provisions of subrule (5), as the Postmaster General may, in his discretion, direct.

(5) (a) Letters, postcards, printed papers and small packets on which the postage payable thereon is not prepaid or is insufficiently prepaid shall on the delivery of the postal articles to the addressee or, in the case of undeliverable postal article, to the sender, be charged in accordance with the provisions of the Acts of the Universal Postal Union currently in force.

(b) Where the postage deficiency is expressed in a currency other than the Brunei Darussalam currency, the equivalents shall be such as decided by the Postmaster General.

(6) Nothing in this rule shall apply to —

(a) an insured letter which even if the postage payable thereon is unpaid or insufficiently prepaid shall be delivered to the addressee without surcharge except that if redirected it shall be chargeable on delivery with the difference, if any, between the postage prepaid on the first transmission and the postage chargeable if it had been originally addressed to the new destination;

(b) a registered or recorded delivery postal article which if the postage payable thereon is unpaid or insufficiently prepaid and which was incorrectly accepted at a post office shall be forwarded for delivery to the addressee or, if undeliverable, to the sender without surcharge;

(c) an outgoing postal article which, if posted otherwise than in conformity with these Rules and compulsorily registered under the provisions of rule 9(4) or 62(b), shall be charged with the fee for registration and any other charges payable and returned to the sender.

Treatment of irregular postal articles

7. Except as otherwise provided in these Rules, postal articles which are posted otherwise than in conformity with the provisions of these Rules, may be either detained and returned or given up to the senders thereof or destroyed or dealt with or disposed of in such other manner as may be authorised by the Postmaster General.

Prohibitions

8. (1) There shall not be posted, conveyed or delivered by post any articles —

(a) consisting of or containing —

- (i) any explosive or inflammable substance, except celluloid and cinematograph films packed in accordance with conditions prescribed by the Postmaster General under the provisions of rule 11;
- (ii) any filthy, noxious or deleterious substance;
- (iii) any sharp instrument not properly protected;

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- (iv) live animals except bees, leeches, silkworms, and also parasites and destroyers of noxious insects intended for the control of those insects and exchanged between officially recognised institutions, but these are not, however, admissible by insured post;
 - (v) any article which from its nature or by its packing, may expose postal officials to danger, or soil or damage postal articles or postal equipment. Metal fasteners used for closing items shall not have sharp edges, nor shall they hamper the performance of postal operations;
 - (vi) chandu, opium, coca leaves, Indian hemp, morphia, morphine, cocaine and any other narcotics and controlled drugs, except medicinal opium, morphia, morphine, cocaine and any other narcotics and controlled drugs posted in conformity with the provisions of the Misuse of Drugs Act (Chapter 27) and any regulations made thereunder;
 - (vii) poisons, including any preparations, solutions, compounds, mixture of natural substances containing poisonous substances unless sent in accordance with the provisions of the Poisons Act (Chapter 114);
 - (viii) any currency note, document, gold or other thing whatsoever the importation or exportation of which is prohibited by the Exchange Control (Repeal) Order, 2000 (S 70/2000) or any regulation made thereunder, except where such currency note, document, gold or other thing consists of or is contained in an inland postal article in accordance with these Rules;
 - (ix) dangerous substances;
- (b) consisting of or containing any indecent or obscene print, painting, photograph, lithograph, engraving, book or card, or any indecent or obscene article, whether similar to the above or not;
- (c) having thereon or on the cover thereof any words, marks or designs, of an indecent, obscene, seditious, scurrilous, threatening or grossly offensive character;
- (d) (i) containing or bearing any fictitious postage stamp or any counterfeit impression of a stamping machine used under the direction of or by the permission of the Postmaster General or under the direction or permission of the postal administration of any country;

- (ii) purporting to be prepaid with any stamp which has been previously used to prepay any other postal article or any other revenue duty or tax;
- (iii) having thereon or on the cover thereof any words, letters or marks (used without due authority) which signify or imply, or may reasonably lead the recipient thereof to believe that the postal article is sent on Government service;

(e) consisting of or containing any public lottery ticket or any advertisement of prizes or any other announcement relating to any public lottery, sweepstake or other gambling transaction —

- (i) in this rule —

“lottery matter” means any lottery ticket or any advertisement or any other announcement relating to any public lottery, sweepstake or other gambling transaction.

“public lottery” and “lottery ticket” shall have the meanings respectively assigned to them in the Common Gaming Houses Act (Chapter 28);

- (ii) any open postal article containing any lottery matter may be detained by the Postmaster General and destroyed or returned to the sender:

Provided that any lottery ticket shall be forfeited in accordance with the provisions of the Common Gaming Houses Act (Chapter 28);

- (iii) any sealed postal article suspected to contain any lottery matter may be detained by the Postmaster General and may be opened by him;
- (iv) if upon the opening of any sealed postal article under paragraph (iii) it is found to contain lottery matter, such postal article may be disposed of under paragraph (ii) in the manner laid down for the disposal of open postal articles containing lottery matter;
- (v) without prejudice to any action which may be taken under the provisions of paragraphs (ii), (iii) and (iv), the Minister may by warrant under his hand order the detention of all postal articles sent by any person or persons named in the warrant who are reasonably suspected of carrying on any business in or acting as agents for the dissemination of lottery matter and the Postmaster General may thereupon detain and open any postal article sent by such person. Any such postal article so detained

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and found to contain any lottery matter may be disposed of in the manner laid down in paragraph (ii);

- (f) consisting of or containing —
- (i) machine-skimmed or hand-skimmed milk;
 - (ii) any arms, firearms or parts of firearms or any other lethal, barrelled weapons of any description from which any shot, bullet or other missile can be discharged or which can be adapted for the discharge of any such shot, bullet or missile or any weapons of whatever description designed or adapted for the discharge of any noxious liquid, gas or other thing or any component part of any weapon hereby prohibited to be posted;
 - (iii) plants or parts of plants and seeds, except by virtue of and in accordance with the conditions contained in a permit issued by the Director of Agriculture where applicable, in compliance with any rules made under the Agricultural Pests and Noxious Plants Act (Chapter 43);
 - (iv) securities of any kind payable to bearer, banknotes, currency notes or travellers' cheques unless sent by registered or insured post:

Provided that if the face value of the banknotes or currency notes exceeds \$100, the postal article must be sent by insured letter post;

- (g) containing —
- (i) any article liable to customs duty, unless sent in accordance with these Rules by parcel post or enclosed in a small packet for delivery in a country or place which admits such parcels or packets, small packets must bear on the address side a green label giving the description, weight and the value of the articles enclosed;
 - (ii) any article which by the laws of the country or place in which the postal article is posted or to which the postal article is addressed it is unlawful to send by post;
- (h) (i) having thereon or on the cover thereof any words, marks or designs of a character likely in the opinion of the Postmaster General to embarrass the officers of the Department in dealing with the postal article;

- (ii) having anything written, printed or otherwise impressed upon or attached to any part of the side of a postal article which contains the address at which the article is to be delivered which either by tending to prevent the easy and quick reading of the address of the postal article or by inconvenient proximity to the stamp or stamps used in prepayment 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 Department in dealing with such postal article;
- (iii) having anything written, printed or otherwise impressed across the postage stamps thereon, otherwise than by the authority of the Postmaster General before posting:

Provided that nothing in this rule shall prevent postage stamps from being distinctively marked with punched perforations or embossed impressions produced by means of an embossing stamp subject to the condition that those processes shall not in any way interfere with the clarity of the printed indications on the stamps;

- (iv) except as otherwise provided in these Rules, containing any letter, note or document which has the character of current and personal correspondence exchanged between persons other than the sender and addressee or persons living with them;
 - (i) any circular or advertisement regarding drugs or medicines purporting to be sexual stimulants or remedies for diseases of the sexual organs;
 - (j) any circular or advertisement regarding amulets, charms or talismans.

(2) It shall be lawful for the Postmaster General to refuse to receive in the post or to forward anything which, by reason of its nature, contents or form or for any other reason, is not in accordance with any departmental rules made or adopted by him or any practice followed in the Department.

Transmission of banknotes, currency notes, coin etc.

9. (1) The transmission of currency notes or banknotes exceeding \$100 in face value is prohibited except by insured letter post;

(2) The transmission of coin, platinum, articles of gold and silver whether manufactured or not, precious stones, jewellery or other valuable articles is prohibited except by insured letter post or insured parcel post and subject to the provisions of rule 8(1)(a)(viii):

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Provided that the Postmaster General may authorise the transmission of unmounted precious stones by registered post.

(3) The transmission by insured parcel post of coin or bullion, other than coin or bullion which does not exceed \$50 in face value or coin which is obviously intended for the purpose of ornament, is prohibited.

(4) Any unregistered or uninsured postal article which is found in course of transmission by post to contain any securities of any kind payable to bearer, banknote, or travellers' cheque or anything prohibited by subrule (2) or (3) shall be compulsorily registered, charged with the fee for registration and any other charges payable and returned to the sender:

Provided that if any such postal article is addressed to a destination in Brunei Darussalam, it may be delivered to the addressee on payment of the fee for registration and any other charges payable.

(5) Any registered or insured postal articles which is found in the course of transmission by post to contain anything prohibited by subrule (1), (2), or (3) shall be returned to the sender on the payment of any charges due thereon:

Provided that if any such postal article is addressed to a destination in Brunei Darussalam it may be delivered to the addressee on payment of any charges due thereon.

Transparent wrappings and panel envelopes

10. Items in envelopes or wrappers which are wholly transparent are admitted under the following conditions —

(a) specimen envelopes or wrappers must be approved by the Postmaster General before they can be accepted for transmission by post. Any envelope or wrapper issued by a person with such approval shall bear thereon the printed indication "Envelope (or wrapper) approved by the Postmaster General, Brunei Darussalam Permit No.";

(b) items accepted for transmission through the post must consist of printed papers and be posted in bulk and prepaid;

(c) the envelopes are sealed completely at all edges and flaps;

(d) the contents measure not less than 210 millimeter in length and not less than 148 millimeter in width or the surface area of the contents is not less than 387 square centimeter;

(e) the contents are fairly rigid and a reasonable fit to the envelope with not more than 25 millimeter overlap overall;

(f) the surface of the envelope or wrapper should have a non-slip and non-reflective quality;

(g) there must be a white opaque band of at least 127 millimeter length by 76 millimeter width running lengthwise along the top half of the envelope. The band must be able to take lasting manuscript endorsements and have the "Postage Paid" imprint, permit number and return address printed on it. An address label should be stuck on the outside of the band;

(h) where a separate address label is used and appears beneath the cover, it must be placed so that it cannot move about and can easily be read;

(i) the usual printed paper rate conditions apply and all items must bear the appropriate service superscription "Printed papers".

(2) Items in envelope with a transparent address panel are admitted under the following conditions —

(a) the panel shall be situated on the plain side of the envelope which is not provided with the closing flap;

(b) the panel shall be made of such material and in such a way that the address can be easily read through it;

(c) the panel shall be rectangular, its greatest dimension parallel to the length of the envelope, so that the address of the addressee appears in the same direction and the application of the date stamp is not interfered with;

(d) all the edges of the panel shall be firmly stuck down on the inside edges of the opening in the envelope. The transparent panel shall be at least —

(i) 40 millimeter from the top edge of the envelope;

(ii) 15 millimeter from each of the other edges of the envelope;

(e) the addressee's address shall be the only indication visible through the panel or, at the very least shall stand out clearly from any other indication visible through the panel;

(f) the contents of the item shall be folded in such a way that the address remains fully visible through the panel even if the contents shift inside the envelope.

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(3) Items which have an open panel and items with more than one panel are not permitted. Exceptionally, the use of envelopes with an open (cut out) panel is permitted in the inland service provided the conditions specified below are complied with —

(a) the open (cut out) panel shall not exceed 95 millimeter in length and 30 millimeter in depth and the panel shall run parallel to the length of the envelope;

(b) the open (cut out) panel shall be at least 40 millimeter from the top edge of the envelope and 15 millimeter each of the other edges of the envelope;

(c) the address shall be easily read through the panel; and

(d) indications other than the address visible through the panel shall not detract from the clarity of the address.

Packing

11. (1) Every postal article shall be made up and secured in such a manner as, in the opinion of the Postmaster General, is calculated to prevent damages to any other postal articles in the course of conveyance, or to any receptacle in which the same is conveyed, or injury to an officer of the Department, or any other person who may deal with such article; and where the Postmaster General has made any special rules in relation to the packing of any particular article or its contents, such rules shall be observed.

(2) Items shall be made up securely particularly if they are intended for distant countries. In every case, items shall be made up so that other items do not run the risk of being trapped. Items containing articles of glass, or other fragile materials, liquids, fatty substances, dry powders (whether colouring or otherwise) live bees, leeches, silkworm eggs or articles which, by their nature or their packing may expose officials to danger, or soil or damage letter post items, shall be packed in the following manner —

(a) articles of glass or other fragile objects shall be packed in a box of metal, wood, strong plastic material or strong cardboard filled with paper, wood shavings or other appropriate protective material, to prevent any friction or knocks in the course of transmission either between the objects themselves, or between the objects and the sides of the box;

(b) liquids and substances which easily liquefy shall be enclosed in perfectly leak-proof containers. Each container shall be placed in a special box of metal, wood, strong plastic material or strong corrugated cardboard containing a sufficient quantity of sawdust, cotton wool or any other appropriate protective material to absorb the liquid should the container break. The lid of the box shall be so fixed that it cannot easily work loose;

(c) fatty substances which do not easily liquefy, such as ointment, soft-soap, resins etc. and silkworm eggs the conveyance of which presents fewer difficulties, shall be enclosed in a first covering (box, bag or cloth, plastic etc.), which is itself placed in a box of wood, metal or other material stout enough to prevent the contents from breaking;

(d) dry colouring powders, such as aniline blue etc., shall be admitted only in perfectly leak-proof metal boxes, placed in turn in boxes of wood, strong plastic material or good quality corrugated cardboard with sawdust or other appropriate absorbent and protective material between the two containers. Dry non-colouring powders shall be contained in boxes or bags made of metal, wood, strong plastic material or cardboard and such boxes or bags shall themselves be enclosed in outer boxes made of any of the materials mentioned in this paragraph;

(e) live bees, leeches and parasites shall be enclosed in boxes so constructed as to avoid any danger.

(3) Packing is not stipulated for articles in one piece such as pieces of wood, metal etc., which is not the custom of the trade to pack. In this case, the address of the addressee shall be indicated on the object itself.

(4) As a general rule, items other than letters or postcards, shall be made up in such a way that their contents are sufficiently protected but so as not to hinder a quick and easy verification. They shall be placed either in a wrapper, on a roller or between cardboard, in open bags, boxes, envelopes or containers or in closed, unsealed bags, boxes, envelopes or containers but which can be easily opened and reclosed without being dangerous, or shall be done up with a string which is easy to untie.

Exceptionally, articles which would be spoilt if packed according to the above manner and items of merchandise packed in a transparent packing permitting check of their contents, may be admitted in hermetically sealed packing, The same applies to items of industrial and vegetable products posted in a packing sealed by the manufacturer or by an examining authority. In such cases, the sender or the addressee may be required to assist in the checking of the contents either by opening certain of the items or in some other satisfactory manner.

(5) The sender of a postal article is responsible to the same extent as the Postmaster General for any damage caused to other postal articles as a result of the despatch of articles not fit to be admitted in the post or of failure to observe the conditions of acceptance in the post provided there has been no fault or negligence on the part of the Department or carriers. The wrong acceptance of an article by the post office shall not relieve the sender of his responsibility.

[Subsidiary]

PART 3

LETTERS

Postage rates

12. (1) There shall be charged and paid on letters posted in Brunei Darussalam the rates of postage specified in Schedule 1.

(2) The following postal articles shall be charged the same rate of postage as if they were letters —

- (a) all postal articles which are closed for inspection except parcels; and
- (b) all postal articles which contain a letter.

Limits of weight and size

13. Except as the Department may either generally or in any particular case allow, no letter shall be posted, conveyed or delivered by post unless its size and weight are within the appropriate limit specified in Schedule 1.

Letters subject to customs duty

14. (1) Any outgoing letter containing any article liable to customs duty addressed to a country or place which admits such letters shall bear on the address side a green label giving the description, net weight and value of the article or articles enclosed.

(2) If the value of the contents declared by the sender exceeds \$700, the item shall also be accompanied by the prescribed number of customs declarations which shall be securely attached to the outside of the item by a string tied crosswise.

(3) If the administration of the country of destination so requires, the customs declarations shall be inserted in the item itself. Where the customs declaration accompanies the letter, only the upper part of the green label shall be affixed to the item.

PART 4

POSTCARDS

Postage rates

15. Postage at the appropriate rates specified in Schedule 1 shall be charged and paid on postcards posted in Brunei Darussalam and sent by surface mail to the places specified in that Schedule.

Size and make-up

16. (1) A postcard shall conform to the size limits as specified in Schedule 1.

(2) A postcard shall be rectangular and made of cardboard or of paper stout enough to be handled and shall not have projecting or raised relief parts.

(3) A postcard shall bear on the address side the heading "Postcard" or the equivalent in another language. This heading is not obligatory for picture postcards of private manufacture.

(4) A postcard shall be sent unenclosed, that is to say, without wrapper or envelope.

(5) The right-hand half of the address side shall be reserved for the address for indications relating to the postal services and for official labels; postage stamps or postal stamping or franking machine impressions shall be placed on the address side and, as far as possible, on the right-hand half of the card. The sender may make use of the back and of the left-hand half of the address side, subject to the provisions of subrule (6).

(6) (a) Samples of merchandise or similar articles shall not be affixed or attached to postcards, nor shall postcards be embellished with cloth, embroidery, spangles or similar material. Such cards may be sent only in closed envelopes.

(b) Illustrations, photographs, stamps of any kind, labels and cuttings of every kind of paper or other very thin substance, as well as address tabs, labels or slips to fold back for address purposes, may be affixed to postcards provided that these articles are not of such a nature as to alter the character of the postcards, and that they adhere completely to the card.

(c) These articles may be affixed only to the back or the left-hand half of the address side of postcards, with the exception of address labels or slips which may occupy the whole of the address side.

(d) Stamps of all kinds liable to be mistaken for postage stamps may be affixed only to the back.

(7) Postcards which do not comply with the conditions laid down for this class of postal article shall be treated as letters unless they are eligible for transmission as printed papers. Where the postage stamp is irregularly affixed to the back of postcards, such postcards shall be treated as unpaid and dealt with accordingly.

PART 5

PRINTED PAPERS

Postage rates

17. Postage at the appropriate rate specified in Schedule 1 shall be charged and paid on printed papers in Brunei Darussalam and sent by surface mail to the places specified in that Schedule.

Weights and dimensions

18. No printed paper shall be forwarded or delivered by post which does not conform to the limits of weights and dimensions prescribed in Schedule 1.

Definition of “printed paper”

19. (1) In these Rules, “printed paper” means —

(a) a postal article consisting of or containing —

- (i) reproductions on paper, cardboard or other materials commonly used in printing produced in several identical copies by means of a mechanical or photographic process involving the use of a block, stencil or negative. Several photocopies or copies obtained by admissible processes may be sent together as a single item provided they do not bear the names and addresses of different senders or addressees;
- (ii) letters and postcards exchanged between pupils of schools provided that these items are sent through the recognised heads of the schools concerned;
- (iii) pupils’ exercise in the original or with corrections but without any note which does not relate directly to the performance of the work;
- (iv) manuscripts of works or for newspapers;
- (v) musical scores in manuscript;

(b) in the case of a printed paper addressed to or received from any place in Brunei Darussalam, Singapore or Malaysia, a postal article consisting of or containing any of the articles mentioned in subrule (1)(a) and in addition thereto the following commercial documents —

- (i) bills of lading;

- (ii) copies of or extracts from deeds under private seal written on stamped or unstamped paper;
- (iii) certain documents of insurance companies, namely proposals and policies of insurance and formal papers necessarily incidental to insurance, that is to say, formal papers appertaining to the issue, renewal, alteration or cancellation etc., of insurance policies;
- (iv) documents of all kinds drawn up by legal practitioners or officials;
- (v) invoices;
- (vi) open letters and postcards which are out of date and have already fulfilled their original purpose, and copies thereof;
- (vii) papers of legal proceedings;
- (viii) receipts;
- (ix) statements of accounts;
- (x) waybills:

Provided that the commercial documents referred to above shall consist of a printed form and any annotation thereon shall refer solely to their subject matter.

(2) No printed paper containing or consisting of any article mentioned in subrule (1)(a) shall contain —

- (a) papers which have been typewritten on by any kind of typewriter;
- (b) copies obtained by means of tracing, by handwriting or by typewriting on any type of machine;
- (c) copies obtained by means of stamps with or without movable type;
- (d) articles of stationery, properly so-called, bearing reproductions when it seem clear that the printed part is not the essential part of the article;
- (e) films and sound recordings;
- (f) punched paper tapes and ADP (automatic data processing) cards bearing perforations, marks or signs which could constitute annotations.

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(3) Cards bearing the heading “postcard” or the equivalent of this heading in any language are admitted at the rate for printed papers provided that they conform to the general conditions applicable to printed papers and provided that they comply with rule 16(5) and (6). Those which do not fulfil these conditions shall be treated as postcards or letters, as the case may be.

Authorised annotations

20. (1) It is allowed —

(a) to indicate on printed papers, by any process, the name and address of the sender and the addressee with or without showing the status, profession and style, the place and date of despatch of the item, the serial or registration number referring solely to the item;

(b) to delete, mark or underline certain words or certain parts of the printed text;

(c) to correct printing errors.

The additions and corrections specified in sub-paragraphs (a), (b) and (c) shall have a direct bearing on the content of the reproduction; they shall not be of such a nature as to constitute conventional language.

(2) It is allowed to show or add —

(a) on order forms, subscription forms or offers in respect of published works, books, pamphlets, newspaper, engravings, musical scores: the works and the number of copies asked for or offered, the price of the works and notes giving essential elements of the price, the method of payment, the edition, the name of the authors and the publishers, the catalogue number and the words “paper backed”, “stiff backed” or “bound”;

(b) on the forms used by the lending services of libraries: the titles of the works, the number of copies asked for or sent, the names of the authors and of the publishers, the catalogue numbers, the number of days allowed for reading, the name of the person wishing to consult the work in question;

(c) on illustrated cards, on printed visiting cards and on printed cards expressing felicitations or condolence: conventional formulae of courtesy expressed in five words or five initials at the most;

(d) on printed literary and artistic productions: dedication consisting of a simple conventional expression of regard;

(e) on cuttings from newspapers and periodical the title, date, number and address of the publication from which the article is taken;

(f) in proofs of printing: alterations and additions concerned with the correction, layout and printing, as well as notes such as “Passed for Press”, “Read Passed for Press” or any similar note concerned with the production of the work. In case of lack of space, the addition may be made on special sheets;

(g) on advices of change of address: the old and the new addresses and the date of the change.

(3) It is permitted to enclose —

(a) with all printed papers: a card, envelope or wrapper bearing the printed address of the sender of the item or his agent in the country in which the original item was posted. The enclosures may be prepaid for return by means of postage stamps of the country of destination of the original item;

(b) with literary or printed works: the relative open invoice, reduced to its essential elements together with copies of the invoice deposit notes or international or internal money order forms of the country of destination of the item;

(c) with fashion papers: cut-out patterns forming, according to the indications appearing on them, an integral part of the copy of the paper with which they are sent.

Make-up

21. The provision of rule 11 relating to packing applies to printed papers and such papers shall bear in bold letters the expression “Printed Papers” on the upper left-hand corner of the address side.

Cards

22. (1) Printed papers of the form, consistency and size of a postcard may be sent unenclosed without wrapper or envelope.

(2) The right-hand half at least of the front of printed papers sent in the form of cards, including illustrated cards shall be reserved for the address of the addressee, for prepayment and for service instructions or labels.

[Subsidiary]

PART 6

PACKETS CONTAINING ARTICLES OF DIFFERENT CATEGORIES

Conditions

23. The combining in one item of articles on which different charges are payable shall be authorised on condition that the total weight does not exceed the maximum weight at the category whose rate is the highest. The charge applicable to the total weight of the item is that of the category with the highest rate.

PART 7

SMALL PACKETS

Postage rates

24. Postage at the rates specified in Schedule 1 shall be charged and paid on small packets posted in Brunei Darussalam and sent by surface mail to the places specified in that Schedule.

Weights and dimensions

25. No small packet shall be forwarded or delivered by post which does not conform to the limits of weights and dimensions prescribed in Schedule 1.

Definition of “small packet”

26. In these Rules, “small packet” means any postal article containing small articles of merchandise or small articles including dutiable articles.

Conditions

27. (1) The name and address of the sender must be shown on the outside of the packet and the packet shall be marked conspicuously with the words “SMALL PACKET” in the top left-hand corner.

(2) A small packet may not contain any article the transmission of which is prohibited by letter post. Nor shall it contain any letter, note or document which has the character of current and personal correspondence, nor any coin, banknotes, currency notes, travellers’ cheques, securities of any kind payable to bearer, platinum, gold or silver, precious stones, jewels and other valuable article, postage stamps on form of prepayment whether obliterated or not, or any paper representing a monetary value.

(3) It is permissible to enclose in a small packet —

(a) an open invoice reduced to its essential elements and to show on the outside or on the inside of the item and, in the latter case, on the article itself or on a special sheet, the address of the sender and the addressee with the indication in use in commercial traffic, a manufacture's trade mark, a reference to correspondence exchanged between the sender and the addressee, a short note referring to the manufacturer and to the person supplying the goods or concerning the person for whom they are intended, as well as serial or registration numbers, prices, particulars relating to the weight, volume and size, the quantity available and such particulars as are necessary to determine the source and the character of the goods;

(b) any other document not having the character of current and personal correspondence, provided that the addressee or sender of the document are not other than those of the small packet. The same applies to the enclosure in small packets of gramophone records, tapes and wires or not bearing a sound or video recording, ADP (automatic data processing) cards, magnetic tapes or similar media as well as QSL (acknowledgement of radio contact) cards.

(4) Each small packet shall bear on the address side a green label giving the description, net weight and value of the article or articles enclosed and indication that the packet may be opened for examination by the customs authorities of the country or place of destination.

(5) Small packet containing any article liable to customs duty shall, if the country of destination of the packet so requires, be accompanied by one or more customs declarations as prescribed by the Postmaster General. The customs declarations must be enclosed in the packet and, in that case, only the upper part of the green label is to be affixed to the packet.

(6) Small packets are subject to the postal and customs rules of the country or place of their destination and those rules may include the payment of a supplementary delivery fee by the addressee.

(7) Small packets may be registered but may not be insured.

(8) The provisions of rule 11 relating to packing applies to small packets.

[Subsidiary]

PART 8

LITERATURE FOR THE BLIND

Definition

28. In these Rules, “literature for the blind” means any postal article consisting of paper of any kind, periodicals and books, impressed in braille or other special type for use of the blind, including letters in writing used by the blind posted unsealed. It also includes plates bearing the characters of writing used by the blind. Sound records and the special paper intended solely for the use of the blind, provided that they are sent by or addressed to an officially recognised institute for the blind, are also treated as literature for the blind.

No postage

29. No postage or any other fees or charges shall be charged or paid on any postal article containing literature for the blind except that such articles, if intended for transmission by airmail, shall be prepaid as prescribed in rule 33.

Weights and conditions

30. The maximum weight allowed for literature for the blind is specified in Schedule 1. In all other respects, the rules relating to printed paper apply.

PART 9

AIRMAILS

Scope of service

31. Letters, light air letters forms (in this Part referred to as “aerogrammes”), postcards, printed paper, small packets, literature for the blind and parcels may be accepted for transmission by airmail between Brunei Darussalam and any country or place out of Brunei Darussalam with reference to which an arrangement has been made with respect to their conveyance by air:

Provided that such postal article shall not be accepted for transmission between places by airmail until the Postmaster General shall have notified the institution of airmails between the places in question.

Aerogramme

32. (1) No aerogramme shall be accepted by any post office in Brunei Darussalam for transmission in the post unless it has been issued by the Postmaster General, or by any other person (not being Government employee) with the written approval of the Postmaster General and conforms to the conditions prescribed by the Postmaster General as regards weight, printing, opacity, paper and general appearance. Any aerogramme issued by a person with such approval as aforesaid shall bear thereon the printed indication "Form approved by the Postmaster General, Brunei Darussalam Serial No.".

(2) The approval referred to in subrule (1) shall be given only where the Postmaster General is satisfied that approval is necessary for the convenience of the general public.

(3) No enclosure whatsoever is permitted in any aerogramme.

Charges

33. (1) There shall be charged and paid on such postal articles as are mentioned in rule 31 posted for transmission by airmail such postage rates as from time to time shall be directed by the Postmaster General.

(2) However, on literature for the blind which is exempted from postage, there shall be paid an airmail fee equivalent to the difference between the surface and airmail second-class postage rates.

Registration and insurance

34. (1) Notwithstanding anything contained in any rules made under the Act, postal articles other than parcels for transmission by airmail, may be registered but may be insured only for transmission to such places as the Postmaster General may direct.

(2) Parcels for transmission by airmail may not be registered but may be insured only for transmission to such places as the Postmaster General direct.

PART 10

PARCELS

Places between which parcels may be transmitted

35. Parcels may, subject to the provisions of these Rules, be transmitted by post —

(a) within Brunei Darussalam; and

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(b) between Brunei Darussalam and any country or place out of Brunei Darussalam with reference to which an arrangement has been made with respect to the conveyance of parcels by post.

Postage rates

36. (1) Postage at the appropriate rate specified in Schedule 2 shall be charged and paid on inland parcels.

(2) There shall be charged and paid on outgoing parcels addressed to any other country or place other than Brunei Darussalam, such rates of postage as from time to time shall be notified in the *Gazette*.

(3) The Postmaster General shall publish the several rates of postage payable for parcels addressed to any other country or place other than Brunei Darussalam.

Minimum dimensions and weights

37. Except by permission of the Postmaster General, there shall not be forwarded, conveyed or delivered by post any parcel the minimum or maximum dimensions and weight of which do not conform to such requirements as shall be prescribed by the Postmaster General with reference to such parcel.

Mode of posting

38. Subject to the provisions of these Rules, the following provisions apply to the posting of outgoing parcels —

(a) the parcel shall be handed to a clerk at the post office counter and a certificate of posting obtained;

(b) the postage shall be prepaid;

(c) every parcel shall satisfy the following conditions —

(i) bear, in Roman letters and in Arabic numbers, on the parcel itself or on a label attached to it in such a way that it cannot become detached, the exact addresses of the addressee and the sender. Addresses in pencil shall not be allowed. Only one person or a corporate body may be designated as addressee. However, addresses such as “Mr. A at for Mr. Z at” or “Bank A at for Mr. Z at” may be admitted, it being understood that only the person or body first named is regarded as the addressee. In addition, the addresses of both the persons or bodies shall be in the same country;

- (ii) be packed and closed in a manner befitting the weight and the nature of the contents as well as the mode of conveyance and its duration. The packing and closing shall protect the contents so that these cannot be damaged by pressure or by repeated handlings and shall also be such that it is impossible to tamper with the contents without leaving an obvious trace of violation;
- (iii) be packed and closed in such a way as not to endanger the health of officials and to avoid any danger if it contains articles of a kind likely to injure officials called upon to handle it or to soil or damage other parcels or postal equipment;
- (iv) have on the packing or the wrapping, sufficient space for the entry of service instructions and for affixing stamps and labels;

(d) except where otherwise prescribed by the Postmaster General, the parcel shall be accompanied by or have affixed to it one or more declarations of such kind, and stating the weight, nature and value of the contents of the parcel in such manner and form and with such other particulars, as the Postmaster General may prescribe;

(e) the sender may also be required to fill up a despatch note in such form as the Postmaster General may prescribe;

(f) when the sender of a parcel desires to have enquiry made by the Department regarding the disposal of the parcel, he shall be entitled to this service if applied for within 12 months from the day following the date of posting of the parcel on payment of a fee of \$1. The enquiry shall be forwarded by the quickest available means, by air or surface, as the case may be. The fee collected shall be refunded if the enquiry has been rendered necessary by a fault of the postal service of any country through which the parcel may have passed.

Repacking charge

39. There shall be charged on a parcel which has been repacked in the course of transmission by post, a fee of 75 cents payable by the addressee or, where appropriate, the sender as the Postmaster General shall direct.

False declaration

40. When the contents of a parcel are liable to duty in the country or place to which it is addressed, a false declaration may render the parcel liable to confiscation.

Treatment of parcel exceeding limit of value

41. No parcel shall be forwarded which exceeds the value for a single parcel prescribed by the country to which the parcel is addressed.

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Valuable enclosures

42. Parcels containing paper money (other than securities of any kind payable to bearer, banknotes or currency notes), coin, platinum, articles of gold or silver, precious stones, jewellery and other precious articles shall only be accepted when addressed to places to which the insurance service extends and they shall be insured.

Treatment of parcels posted in letter boxes

43. (1) Any outgoing postal article which from any words or marks thereon, or other external evidence, appears to have been intended for transmission as a parcel but which has not been tendered for transmission as a parcel but has been posted in letter box, or otherwise than according to the manner prescribed in this Part for the posting of parcels, shall not be forwarded by parcel post.

(2) Such postal article may, at the discretion of the Postmaster General, either be detained and returned or given up to the sender, or if transmissible as such, be forwarded to the addressee as a letter, printed paper, small packet or packet of literature for the blind.

(3) Any such postal article unpaid or underpaid shall, when forwarded, be treated in accordance with the provisions of rule 6.

Treatment of parcels containing spoilt or decayed articles

44. Any article contained in a parcel which appears liable to early deterioration or decay may be sold immediately, even in the course of transmission on either the outgoing or the return journey, without prior notice or legal formality, on behalf of the entitled person if, for any reason whatsoever, sale is impossible; the spoilt or decayed article shall be destroyed.

Delivery of parcels

45. (1) On the delivery of a parcel, the person to whom the parcel is addressed or his servant or agent shall give a written receipt for the same in such form and manner as the Postmaster General may require.

(2) Where such person or his servant or agent refuses to give such receipt the parcel may be withheld and dealt with or disposed of in such manner as the Postmaster General may in his discretion direct and authorise.

(3) It shall be within the discretion of the Postmaster General to decide the manner in which the parcels shall be delivered and he may if he so desires require the presence of the addressee or his representative at the post office in order to take delivery.

Return and disposal of undelivered parcels

46. (1) Parcels which for any reason are undeliverable shall be dealt with in accordance with arrangements from time to time made by the Postmaster General or between the Postmaster General and the postal administration concerned.

(2) Where under any such arrangement any outgoing parcel is returned to sender, there shall be charged upon such parcel and paid by the sender additional postage according to the rate chargeable under any such arrangement, and the parcel shall not be given up to the sender except upon payment of such additional postage and of all charges of any kind to which the parcel may have become liable under the provisions of these Rules or otherwise by the law of Brunei Darussalam or of any other country.

(3) Where under any such arrangement a parcel is not returned to the sender, or the sender or the addressee refuses or fails to pay the charges to which the parcel has become liable under these Rules or otherwise, the parcel may be dealt with or disposed of in such manner as the Postmaster General may in his discretion direct or authorise.

(4) Where an incoming parcel cannot be delivered as originally addressed and under any such arrangement the name and address of a substituted addressee has been furnished by the sender, the parcel shall be forwarded to the substituted address subject to the following conditions —

(a) where the substituted address is served from the same post office as the original address, no new charge shall be made for the delivery of the parcel; and

(b) in any other case, there shall be charged and paid by the addressee additional postage at the rate chargeable for transmission from the original address to the substituted address.

Redirection

47. (1) Any parcel may be redirected from its original address or any substituted address within Brunei Darussalam to another address within Brunei Darussalam or to any country or place with which a parcel post from Brunei Darussalam is established, provided that no parcel exceeding 10 kilogrammes in weight shall be redirected to a country or place which does not participate in the exchange of parcel exceeding that weight. In every case not covered by rule 46(4), there shall be charged on such parcel in respect of such redirection additional postage according to the rates for the time being payable in respect of the transmission of a like parcel to the country or place to which it may be redirected.

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(2) No parcel redirected from a place out of Brunei Darussalam to a place within Brunei Darussalam shall be delivered to the addressee except upon payment of all charges of any kind to which the parcel has become liable by the law of Brunei Darussalam or of any other country.

Compensation for loss or damage

48. (1) If any article of pecuniary value, enclosed in or forming part of a parcel, be lost or damaged whilst in the course of transmission by post under the provisions of these Rules, the Postmaster General may pay to any person, or to the postal administration of any other country, such sum as he may think just if, in the opinion of the Postmaster General such person or administration establishes a reasonable claim to compensation (having regard to the nature of the article, the care with which it was packed, and other circumstances):

Provided that —

(a) in the case of an uninsured parcel, the sum paid by way of compensation shall not exceed the amount specified by the provision of the Acts of the Universal Postal Union currently enforced;

(b) in the case of the loss of, or damage to, an insured parcel, the rules relating to insured parcels apply.

(2) Rules 81 and 82 regarding compensation for loss of, abstraction from, or damage to, insured postal articles apply to uninsured parcels, where appropriate.

General provisions as to loss or damage

49. (1) The provisions in rule 48 with reference to compensation for loss or damage of parcels or articles, enclosed therein or forming part thereof does not apply to a parcel addressed to a country or place with the postal administration of which the Postmaster General has not for the time being made an arrangement for the payment of compensation.

(2) The decision of the Postmaster General on all questions arising between him and any person claiming payment in respect of the loss or damage of any article enclosed in or forming part of a parcel is final and conclusive.

Prohibition

50. There shall not be posted or conveyed or delivered by post any parcel containing —

(a) coin or bullion exceeding \$50 in face value, except coin obviously intended for purposes of ornament;

- (b) any base or counterfeit coin;
- (c) any article infringing the trademark or copyright laws of the country to which the parcel is addressed;
- (d) any items of correspondence including any document having the character of current and personal correspondence, which bears an address other than that of the addressee of the parcel or of persons living with him. It is however permissible to include —
- (i) one of the following documents, unenclosed and reduced to its essential elements and relating solely to the goods being conveyed: invoice, despatch note or advice, delivery bill;
 - (ii) gramophone records, tapes and wires whether bearing a sound video recording or not, ADP (Automatic Data Processing) cards, magnetic tapes or other similar media and QSL (acknowledgement of radio contact) cards when exchanged between the sender and the addressee of the parcel or persons residing with him;
- (e) any substance or article specified in rule 8 except under the conditions prescribed in this rule;
- (f) any article or substance liable to become offensive or injurious through natural decay unless enclosed in a hermetically sealed tin;
- (g) any article or thing not authorised by the customs or other laws or regulations of Brunei Darussalam or of the country or place to which the parcel is addressed or of any country or place through which it may pass;
- (h) securities of any kind payable to bearer, banknotes or currency notes;
- (i) plants or parts of plants and seeds, except in accordance with rule 8(1)(f)(iii).

PART 11

POSTAGE STAMPS ETC.

Postage stamps

51. (1) Adhesive postage stamps shall be sold at prices equal to the value denoted thereon.

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(2) Aerogrammes, registration envelopes and other postal stationery sold at post offices shall be sold at prices to be determined by the Postmaster General.

International Reply Coupons

52. (1) The selling price of an International Reply Coupon shall be determined by the Postmaster General.

(2) An International Reply Coupon presented at a post office shall be exchangeable for one or more postage stamps representing the postage payable on an unregistered letter of the first weight step sent to any country to which the foreign rate of postage applies by surface mail.

(3) However, on presentation of a sufficient number of reply coupons, postage stamps necessary for prepayment of the minimum postage payable on an unregistered air mail letter shall be supplied.

(4) There is no limit to the period of exchange for these coupons.

Sale of postage stamps

53. (1) Postage stamps may be sold at any post office established under the Act and by any person licensed by the Postmaster General in that behalf.

(2) No licence to sell postage stamps shall be granted to any officer of the Department.

(3) A licence to sell postage stamps shall be in the form specified in the Third Schedule and shall be issued free of charge.

(4) A licence, referred to in subrule (3), shall be issued only where the Postmaster General is satisfied that the licence is necessary for the convenience of the general public.

(5) Any such licence may be cancelled at any time by the Postmaster General and shall not be transferable.

(6) A commission of 5 *per cent* may be allowed to a holder of such licence on the purchase price of stamps:

Provided that the holder of a licence shall at the time of such purchase present his licence together with a signed indent.

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(7) Any person holding a valid licence to sell postage stamps and having in his possession a sufficient stock shall not, without reasonable excuse, refuse to sell postage stamps to any person tendering the denoted value of the stamps in lawful currency.

(8) No licensee shall demand or accept for the sale of postage stamps more than the value denoted on the stamps offered for the sale or sold as the case may be.

(9) All postage stamps in the possession of a licensee shall be at all times open to inspection by the Postmaster General or by an officer deputed in writing by him.

(10) Nothing in these Rules shall prevent or affect the sale of postage stamps for philatelic purposes.

Allowances for spoiled stamps

54. (1) The Postmaster General may, at his discretion, make allowance for unused postage stamps that have never been affixed to any material, or, if affixed to some material, are produced still so affixed to such material, postage stamps that have been inadvertently and undesigned spoiled or rendered unfit for use, or unused or spoiled postcards or other stationery bearing adhesive postage stamps or embossed or impressed with postage stamps.

(2) Application for such allowance shall be made to the Postmaster General.

(3) No smaller amount than one dollar's worth of unused or spoiled stamps shall be tendered by any one person at any one time for the purpose of such allowance being made.

(4) In any case in which allowance is made under subrule (1) for any stamps, the Postmaster General may give *in lieu* thereof —

(a) other stamps of the same description and value;

(b) if desired by the applicant and the Postmaster General thinks fit, stamps of any description to the same amount in value; or

(c) in the Postmaster General's discretion, the same value in money, deducting therefrom a discount of 5 *per cent* of the face value of the stamps.

PART 12

RECORDED DELIVERY

Recorded delivery fees

55. Any inland postal article, except a parcel, may be sent by the recorded delivery service on payment of a fee of \$1 in addition to the postage for transmission within Brunei Darussalam.

Rules as to posting

56. (1) Postal articles intended for transmission by the recorded delivery service shall be presented at the counter of a post office at any time during the hours fixed by the Postmaster General for posting such articles.

(2) The full postage and recorded delivery fee in respect of such an article shall be prepaid at the time of posting and at such time the sender shall present to the officer receiving the article a completed recorded delivery form giving all the particulars required and shall obtain a certificate of posting for recorded delivery signed by such officer.

(3) The provisions of rule 61(3) apply to postal articles intended to be sent by the recorded delivery service as they apply to postal articles intended for registration.

(4) The sender of any postal article by the recorded delivery service may obtain an advice of delivery by paying, in addition to any postage or other sum chargeable or payable thereon, a fee of 75 cents at the time of posting.

(5) When the sender of a postal article by the recorded delivery service has not paid the fee for an advice of delivery and desires to obtain an advice of delivery after posting of the article or to have an enquiry made by the Post Office regarding the disposal of the article, he shall be entitled to the service if applied for within 6 months from the date of posting of the article on payment of a fee of—

(a) \$1 for an advice of delivery;

(b) \$1 to have an enquiry made by the Post Office regarding the disposal of the article.

The fee collected shall be refunded if the article has not been delivered and the failure to effect delivery is solely due to the fault of the Department.

(6) Postal articles containing postal orders, cheques or dividend warrants, bearer securities, bank or currency notes, vouchers or token, coins, jewellery, stamps or valuable documents of any kind shall not be accepted for the recorded delivery service; and if any such articles are posted, no indemnity shall be paid by the Department in the event of loss or damage.

(7) A recorded delivery postal article may not be redirected to an address outside Brunei Darussalam.

Postal articles not posted according to rules

57. Subject to the provisions of these Rules, any postal article which is found in the course of transmission by post to have subscribed on or attached to it any mark, word or label indicating that the article was intended to be transmitted by the recorded delivery service, but which was not posted in the manner prescribed by rule 56 shall be dealt with as follows —

(a) if the postage and recorded delivery fee payable thereon have been fully prepaid, the article shall be compulsorily afforded the recorded delivery service and forwarded for delivery to the addressee:

Provided that if such posted article is addressed to a destination outside Brunei Darussalam, it shall be returned to the sender;

(b) if the postage and recorded delivery fee payable thereon have not been fully prepaid, the article shall be compulsorily afforded the recorded delivery service, charged with the recorded delivery fee and any other charges due and forwarded for delivery to the addressee:

Provided that if such postal article is addressed to a destination outside Brunei Darussalam, it may be returned to the sender on payment of all the charges due.

Receipt on delivery

58. (1) On the delivery of a postal article by the recorded delivery service, the addressee or his servant or agent shall give a written receipt for the article in such form and manner as the Postmaster General may require.

(2) Where the addressee or his servant or agent refuses to give such a receipt, the article may be withheld and returned to the sender or dealt with or disposed of in such manner as the Postmaster General may in his discretion direct or authorise.

[Subsidiary]

Indemnity for loss

59. (1) Except in the case of *force majeure*, the Department undertakes to pay to the sender or the addressee if the sender waives his claim in favour of the addressee an indemnity not exceeding \$10 when it is proved to the satisfaction of the Postmaster General that a postal article duly admitted for transmission by the recorded delivery service has been lost whilst in the custody of the Department, but no question of compensation shall be entertained by the Department for the loss of, or damage to, anything contained in an uninsured recorded delivery postal article, provided that the cover itself be delivered, or for any expenses arising directly or indirectly from delay in transit.

(2) Every claim for compensation shall be made immediately after the loss of a recorded delivery postal article is discovered, and within 3 months of the date of posting. No indemnity shall be paid if—

(a) the recorded delivery postal article has not been posted in accordance with the provisions of rule 56;

(b) the contents were any article the transmission of which by post is prohibited;

(c) the recorded delivery postal article cannot be accounted for in consequence of the destruction of official documents through a cause beyond control;

(d) the recorded delivery postal article has been confiscated under the provisions of any written law or destroyed by any competent authority because of the contents; or

(e) no enquiry has been made by the sender within the period of 3 months from the day following that on which the article was posted.

In every case, it must appear that the loss did not arise wholly or in part by the fault of the sender, and it occurred whilst the article was in the post.

(3) (a) If a recorded delivery postal article considered lost is subsequently found, the addressee and the sender shall be notified of the fact; the latter or, where the sender has waived his rights for compensation, the addressee may take delivery of it within a period of 3 months on repayment of the amount of compensation paid to him.

(b) If at the end of the period the sender or, where applicable, the addressee has not claimed the article, the addressee or the sender, as the case may be, shall be notified that he may take possession of the article within a similar period on repayment of the compensation paid to him.

(c) If both the sender and the addressee have declined to take delivery, the article will become the property of the Department.

PART 13

REGISTRATION

Registration and fee

60. Any postal article, except a parcel, may be registered on payment of a fee of \$2 in addition to the postage for transmission within Brunei Darussalam or to any country to which the registration service is available.

Rules and conditions of registration

61. (1) Postal articles may be registered at any time during the hours fixed by the Postmaster General.

(2) The full postage and registration fee shall be prepaid at the time of posting and the registered article shall be conspicuously marked "Registered" in so far as possible at the top left-hand corner of the address side.

(3) Articles which bear an address written in pencil or composed of initials shall not be admitted for registration. Nevertheless, the address of articles other than those which are despatched in envelopes with transparent panels may be written in copying-ink pencil. The full address shall be written in Roman letters and Arabic numbers on the envelope or cover.

(4) A letter presented for registration shall not show any trace of opening and re-closing. Otherwise no special conditions as to form or make-up except those stated in subrule (3) are prescribed.

(5) It is prohibited to send any registered article (insured letters excepted) marked on the outside with any declaration as to the value of the contents, except such declaration as is required for customs purposes under rule 8(1)(g)(i).

(6) Except as provided in rule 9(2), letters containing coin, bullion, jewellery or precious articles shall not be accepted for registration, and if such letters are accepted in ignorance of their contents, no indemnity shall be paid in case of loss.

(7) Postal article containing currency notes or banknotes exceeding \$100 in face value cannot be transmitted except by insured letter post and if any such postal article is accepted for transmission by registered post in ignorance of its contents and without being insured, no indemnity shall be paid in case of loss.

[Subsidiary]

(8) Articles intended for registration shall be presented at the counter of a post office and a receipt obtained for them.

Articles posted without registration

62. Subject to the provisions of these Rules, any postal article which is found in the course of transmission by post to have subscribed on it the word “Registered” or any mark or word suggesting that the postal article was intended for registration, but which was not posted in the manner prescribed by rule 61(8) shall be dealt with as follows —

(a) if the postage and registration fee payable thereon have been fully prepaid, the postal article shall be compulsorily registered and forwarded for delivery to the addressee;

(b) if the postage and registration fee payable thereon have not been fully prepaid, the postal article shall be compulsorily registered, charged with the registration fee and any other charges due and returned to sender:

Provided that if such postal article is addressed to a destination in Brunei Darussalam, it may be delivered to the addressee on payment of the fee for registration and other charges payable.

Articles wrongly containing securities payable to bearer, banknotes, currency notes etc.

63. Any unregistered or uninsured postal article which is found in the course of transmission by post to contain any securities of any kind payable to bearer, banknote, currency note, travellers’ cheque, coin, precious metal or stone, jewellery or other valuable article shall be dealt with in accordance with the provisions of rule 9(4).

Delivery of registered posted articles

64. On the delivery of a registered postal article, the addressee or his servant or agent shall give a written receipt for the article in such form and manner as the Postmaster General may require. Where the addressee or his servant or agent refuses to give such a receipt, the article may be withheld and dealt with or disposed of in such manner as the Postmaster General may in his discretion direct or authorise.

Advice of delivery

65. (1) The sender of any outgoing registered postal article addressed to such countries and places as the Postmaster General may from time to time indicate, may obtain an advice of delivery by paying at the time of posting, in addition to any postage or other sum chargeable or payable thereon, a fee of 75 cents.

(2) If the outgoing registered article is tendered for transmission by airmail, the sender may obtain an advice of delivery by paying, in addition to any postage or other sum chargeable or payable thereon and the fee prescribed in subrule (1), the appropriate airmail postage.

(3) When the sender of a registered postal article has not paid the fee for an advice of delivery and desires to obtain an advice of delivery after posting of the article or to have enquiry made by the Post Office regarding the disposal of the article, he shall be entitled to the service if applied for within 12 months from the date of posting of the article on payment of a fee of—

(a) \$1 for an advice of delivery in respect of a registered postal article addressed to any country;

(b) \$1 to have enquiry made by the Post Office regarding the disposal of the article addressed to any country.

Indemnity for loss

66. (1) Except in the case of *force majeure*, the Department and the postal administration of all member countries of the Universal Postal Union undertake to pay to the sender, or the addressee if the sender waives his claim in favour of the addressee, an indemnity not exceeding that specified by the Acts of the Universal Postal Union when it is proved to their satisfaction that a postal article duly admitted for registration has been lost whilst in their custody, but no question of compensation shall be entertained by them for the loss of, or damage to, anything contained in an uninsured registered postal article, provided that the cover itself be delivered, or for any expenses arising directly or indirectly from delay in transit.

(2) Every claim for compensation shall be made immediately after the loss of a registered postal article is discovered, and within one year of the date of posting. No indemnity shall be paid if—

(a) the postal article has not been posted in accordance with the provisions of rule 61;

(b) the contents were any article the transmission of which by post is prohibited;

(c) the registered postal article cannot be accounted for in consequence of the destruction of official documents through a cause beyond any human control if the registered postal article has been confiscated under the provisions of any written law of Brunei Darussalam or the country of destination or destroyed by any competent authority because of the contents;

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(d) no enquiry has been made by the sender within the period of one year from the day following that on which the article was posted.

In every case it shall appear that the loss did not arise wholly or in part by the fault of the sender, and that it occurred whilst the article was in the post.

(3) If a registered postal article considered lost is subsequently found, the addressee and the sender shall be informed of the fact; the latter or, where the sender has waived his rights for compensation, the addressee may take delivery of it within a period of 3 months on repayment of the amount of compensation paid to him. If at the end of that period the sender or, where applicable, the addressee has not claimed the article, the addressee or the sender, as the case may be, shall be notified that he may take possession of the article within a similar period on repayment of the compensation paid to him. If both the sender and the addressee have declined to take delivery, the article will become the property of the Postmaster General.

PART 14

INSURANCE

Insured letters

Scope of insurance service

67. (1) Any registered letter containing paper valuables such as banknotes, currency notes, travellers cheques, bonds and securities or containing valuable documents or valuable articles of any kind addressed to a place within Brunei Darussalam or to any country which is a party to the Universal Postal Union Agreement for the exchange of insured letters may be insured. The names of such countries shall be notified by the Postmaster General.

(2) Postcards, small packets and printed papers cannot be insured.

Conditions

68. Letters intended for insurance shall fulfil the following conditions —

(a) they shall be sealed, either by identical wax seals, or by lead seals, or by other effective means, with a special uniform design or mark of the sender;

(b) the envelopes or the packing shall be strong and shall permit the seals to adhere completely, the envelopes shall be made up in one piece, the use of envelopes or packing which are wholly transparent or which have a transparent panel is prohibited;

(c) the make-up shall be such that the contents cannot be tampered with without obvious damage to the envelope, the packing or the seals;

(d) the seals, the postage stamps representing the prepaid postage and the postal service and other official service labels shall be spaced out so that they cannot serve to hide damage to the envelope or to the packing, the postage stamps and the labels shall not be folded over the two sides of the envelope or the packing so as to cover an edge. It is forbidden to affix to insured letters labels other than those relating to the postal service.

Special packing conditions

69. Insured letters which have the exterior appearance of a box shall fulfil the following additional conditions —

(a) they shall be made of either wood, metal or plastic and sufficiently strong;

(b) the walls of wooden boxes shall have a minimum thickness of 8 millimeters;

(c) the top and bottom shall be covered with white paper to take the address of the addressee, the declaration of the insured value and the impression of the official stamps, they shall be sealed on the four sides in the manner prescribed in rule 68. If required for ensuring inviolability, the boxes shall be tied round crosswise with strong string without knots, the two ends being joined under a wax seal bearing a private mark of the sender.

Special prohibitions

70. Insured letters addressed in initials or the address of which is shown in pencil and those which have erasures or corrections in their address shall not be admitted. Such items which have been admitted shall be returned to the office of origin.

Declarations

71. An insured letter containing any articles liable to customs duty shall be accompanied by the prescribed number of customs declarations stating the nature and value of the contents of the insured letter. In addition only the upper part of the green label shall be affixed to the item. The customs declarations shall be securely attached to the outside of the item by a string tied crosswise. If the administration of the country of destination so requires, the customs declarations shall be inserted in the insured letter itself.

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No redirection

72. No insured letter shall be redirected to any country which is not a party to the Universal Postal Union Agreement for the exchange of insured letters.

Insured parcels

Scope of insurance service

73. A parcel addressed to a place within Brunei Darussalam or to a country or place participating in the exchange of insured parcels may be insured. The names of such countries and places shall be notified by the Postmaster General from time to time.

Conditions

74. (1) Every insured parcel shall be packed carefully and substantially with due regard to the nature of the contents and the length of the journey, and shall be sealed by one or more lead seals or identical wax seals or by some other effective means, with a special design or mark of the sender. On any one parcel, only one uniform design or mark may be used. Should the parcel be secured by string, it may be sealed by a single lead or wax seal applied in such a way that the string cannot be unknotted or removed without obvious traces of tampering noticeable. The wax or other seals, as well as the labels of any kind and the postage stamps, if any, affixed to the parcels shall be spaced out so that they cannot hide any damage to the packing. The labels and postage stamps shall not be folded over two sides of the packing so as to cover any edge. Any labels on which the address appears shall not be glued to the packing itself.

(2) A parcel containing coin, bullion or jewellery shall be insured for a least part of its value. Every such parcel shall be enclosed in a strong box (measuring, if the contents are jewellery exceeding \$850 in value, at least one metre in length and girth combined), shall be sewn up or otherwise fastened in a wrapper of linen, canvas, strong paper or other substantial material and shall have the address written in ink on its actual covering. The seals shall be placed along the edges of each joining or loose flap at distances of not more than 75 millimeters.

(3) Where the insurance service is restricted to particular post offices in the country of delivery, parcels intended for destinations beyond those post offices shall be regarded as insured only for that part of the journey which terminates at one or other of the offices named as participating in the insurance service. In such cases, the cover of the parcel shall be inscribed by the sender "To be insured as far as the service permits".

Redirection

75. If an insured parcel is redirected to or from a country or place out of Brunei Darussalam, fresh postage and the insurance fee are payable provided that no insured parcel shall be redirected to a country or place which does not participate in the exchange of insured parcels. If an insured parcel is redirected within Brunei

Darussalam, fresh postage only is payable; but if the parcel is, or would be delivered from the same post office in Brunei Darussalam both at the original address and at the address to which the parcel is redirected, no fresh postage or insurance fee shall be payable.

General rules and conditions for insured postal articles

Posting of insured articles

76. A letter or parcel intended for insurance shall be presented at the counter of a post office authorised by the Postmaster General to transact insurance business. It shall not be dropped into a letter box. The sender shall be given a receipt for the postal article.

Insurance fee

77. In addition to any postage and registration fee chargeable under these Rules, there shall be charged and paid in respect of the insurance a further fee of \$2 for every \$200 or part thereof of the declared insured value of such postal article.

Conditions and rules

78. The following rules apply to insured postal articles —

(a) insured postal articles shall not be addressed in pencil or indelible pencil or bear an address composed of initials, and no erasure or correction shall be made in the address;

(b) a certificate of posting shall always be obtained by the sender of an insured article, the provisions of rule 65 apply to insured postal articles;

(c) all the seals on an insured postal article shall be of the same kind of wax (or lead or steel in the case of parcels), and shall bear distinct impressions of the same private device of the sender. Coins shall not be used for sealing; and the device shall not consist merely of straight, crossed or curved line which could readily be imitated;

(d) a postal article tendered for insurance which does not, in the opinion of the officer of the post office to whom it is tendered, fulfil the foregoing conditions as to packing and sealing shall be refused for conveyance by insured post. Nevertheless the onus of properly enclosing, packing and sealing any insured article lies upon the sender, and the Postmaster General shall assume no liability for loss arising from defects which may not be observed at the time of posting;

(e) the amount for which a postal article is insured shall be expressed in Brunei Darussalam currency and shall be written by the sender or his

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representative above the address of the item in words with Roman letters and in Arabic numbers without erasure or alteration, even if certified. The indication of the amount of the insured value in pencil or indelible pencil shall not be permitted. The amount shall also, in the case of a parcel, be entered on the despatch note if one is used;

(f) no letter or parcel shall be insured for more than —

- (i) the sum representing the limit of insurance in the country or place to which it is addressed, which limit shall be notified by the Postmaster General or the limit of insurance authorised at the office of posting under paragraph (h), whichever is the less;
- (ii) the actual value of its contents, but the insurance of a part only of that value is permitted. The amount of the declared value of papers which represent value by reason of the cost of their preparation may not exceed the cost of replacing those papers in case of loss;

(g) all postage, registration and insurance fees chargeable on an insured postal article shall be prepaid at the time of posting;

(h) it shall be within the discretion of the Postmaster General to decide at what offices insured postal articles may be accepted or delivered and he may fix the limit of insured value of insured postal articles which may be accepted at or delivered from such offices;

(i) as few stamps as possible shall be used for the prepayment of charges on insured articles. They shall be affixed with spaces between them so that they cannot serve to hide damage to the envelope or packing and shall not be folded over the two sides of the envelope or packing so as to cover an edge;

(j) insured postal articles cannot be sent by all the routes available for ordinary postal articles and may therefore be detained until they can be despatched by an authorised route or vessel.

Delivery

79. On the delivery of an insured postal article, the person to whom such article is addressed or his servant or agent shall give a written receipt for the article in such form and manner as the Postmaster General may require. Where such person or his servant or agent refuses to give such a receipt, the article may be withheld and dealt with or disposed of in such manner as the Postmaster General may in his discretion direct or authorise. The Postmaster General is empowered to decide the manner in which insured articles shall be delivered and may, if he so desires, require the presence of the addressee or his representative at a post office in order to take delivery.

Compensation for loss of, abstraction from or damage to, insured postal articles

General conditions

80. If an insured postal article is lost or damaged or any article of pecuniary value enclosed in or forming part of an insured postal article is lost, damaged or abstracted from that postal article while in the course of transmission by post under the provisions of these Rules, the Postmaster General may pay to any person, or to the postal administration of any country such sum as he may think just, if, in his opinion, such person or administration has established a reasonable claim to compensation (having regard to the care with which the postal article was packed and other circumstances):

Provided that —

(a) in the case of an outgoing insured postal article, in addition to the postage and the registration fee, the sum paid by way of compensation shall not exceed the amount of the insured value which shall be determined by the amount of the insurance fee originally paid in accordance with rule 77;

(b) in the case of an incoming insured postal article, the sum paid by way of compensation shall be such sum not exceeding \$5,000 or its equivalent, as, having regard to the registration fee and postage paid in respect of such postal article, may from time to time be fixed by agreement or arrangement between the Postmaster General and the country from which the postal article is transmitted;

(c) in the case of an insured airmail postal article returned or redirected by surface route, the sum paid by way of compensation is limited for the second conveyance by the maximum limit applicable to articles conveyed by surface route.

Special rules on compensation

81. (1) Compensation for the loss of or damage to an insured postal article, or the loss or abstraction of or damage to its contents while in the post, shall not exceed the actual amount of the loss, abstraction or damage, and shall not be paid at all for any such article which has been delivered without external trace of injury and accepted without remark by the addressee (exceptionally, however, a claim may be considered if made by the addressee immediately after the receipt of the insured article); nor shall compensation be given when loss arises from *force majeure*.

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(2) No compensation either for loss, abstraction or damage shall be given in respect of—

(a) an insured postal article containing any article which may not, under the rules in force for the time being, be lawfully sent by post by which it is in fact sent;

(b) loss or damage caused by the fault or negligence of the sender, or arising from the nature of the article;

(c) a postal article which has been fraudulently insured for a sum above the actual value of the contents, or an insured postal article in respect of which there has been any other fraud on the part of the sender or addressee;

(d) loss or damage due to improper or insecure packing;

(e) an insured postal article which cannot be traced in consequence of the destruction of the relative documents through a cause beyond control;

(f) an insured postal article which has been confiscated under the provisions of any written law of Brunei Darussalam or the country of destination or destroyed by any competent authority because of the contents;

(g) an insured postal article containing any exceptionally fragile article which from its nature cannot be reasonably expected to travel safely by post;

(h) an insured parcel containing jewellery exceeding \$850 in face value which has not been packed in accordance with the provision of rule 74(2);

(i) an insured postal article of which the sender has made no enquiry within one year from the day following that on which the article was posted.

(3) (a) Where compensation is given for the loss of an insured postal article or for the loss or abstraction of any article contained in an insured postal article, the Postmaster General takes over, up to the amount paid, the rights of the person who has received compensation in any action which may be taken against the addressee, the sender or third parties.

(b) If ultimately, however, an insured postal article regarded as lost or stolen is found, in whole or in part, the addressee and the sender shall be informed of the fact; the latter or, where the sender has waived his rights for compensation, the addressee may take delivery of it within a period of 3 months on repayment of the amount of compensation paid to him.

(c) If at the end of that period the sender or, where applicable the addressee has not claimed the article, the addressee or the sender, as the case may be, shall be notified that he may take possession of the article within a similar period on repayment of the compensation paid to him.

(d) If both the sender and the addressee have declined to take delivery, the article will become the property of the Postmaster General.

(e) Nevertheless, in the case of subsequent discovery of an item of which the contents are recognised as being of less value than the value of the indemnity paid, the sender shall reimburse the sum of this indemnity against the return of the item, without prejudice to other consequences arising from any fraudulent declaration.

(4) In no case shall the Postmaster General give compensation for indirect loss or loss of profits or for injury or damage consequent upon the loss of, damage or delay to any insured postal article or loss or damage or delay to any article contained therein.

(5) (a) No legal liability to give compensation in respect of any postal article for which an insurance fee has been paid shall attach to the Postmaster General either personally or in his official capacity.

(b) The final decision upon all questions of compensation shall rest with the postal administration of the country in which the loss has taken place.

(6) In extraordinary circumstances, the Postmaster General may, on giving immediate public notice, temporarily suspend the insurance service either wholly or partially.

(7) Any insurance effected with the Department contrary to the provisions of this rule and rules 76 to 80 is invalid.

Claims for compensation for insured postal articles

82. (1) Every application for compensation shall be addressed to the Postmaster General. The certificate of posting shall be produced when required. No claim for compensation shall be admitted if not made within one year of the day following that on which the insured letter or parcel was posted.

(2) Where the application relates to the damage of an insured postal article or to the damage or abstraction of any article contained therein, the postal article shall be retained for inspection as nearly as possible in the condition in which it was delivered.

(3) Where an insured postal article when delivered bears signs of damage, the recipient shall call attention to the fact of such damage at the time of delivery, and, if possible, open the postal article in the presence of an officer of the Department. In such

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a case the contents of the postal article shall be verified and entered in an inventory, which shall be prepared in duplicate and must be signed by the addressee.

(4) The sender may waive his claim in favour of the addressee. However, the addressee, and not the sender, shall be entitled to the compensation after delivery of a rifled or damaged insured item, provided that the condition specified in subrule (3) have been complied with. The sender or the addressee may authorise a third party to receive the compensation.

(5) In the case of loss of the insured postal article or of complete destruction or abstraction of its contents, and if compensation is paid to the sender, the latter is also entitled to repayment of the postage and registration fee.

(6) When the loss, total theft or total damage of an insured parcel arises from circumstances beyond any human control which do not give rise to compensation, the sender shall be entitled to the repayment not only of the charges appropriate to any sector not traversed by the parcel, but also of the charges relating to a service paid for in advance but not rendered.

PART 15

CASH-ON-DELIVERY

Definitions

83. (1) A “cash-on-delivery” parcel is a parcel on which the Postmaster General is requested to collect a trade charge under these Rules.

(2) For the purposes of these Rules, “trade charge” means the sum of money specified in writing at the time of posting by the sender of a cash-on-delivery parcel as recoverable on the delivery thereof from the addressee.

Scope of service

84. The Postmaster General shall publish a list of the countries and places with which cash-on-delivery parcels may be exchanged and the currency in which the trade charge shall be expressed.

Limits of value

85. (1) The maximum amount of a trade charge for a cash-on-delivery parcel exchanged within Brunei Darussalam shall be \$400.

(2) The maximum amount of a trade charge for all other cash-on-delivery parcels shall be determined in accordance with arrangements made between the

Postmaster General and the postal administration of the country to which the cash-on-delivery parcel is addressed.

Fees for service

86. (1) There shall be charged and paid on every cash-on-delivery parcel, in addition to the postage and any other charges payable on such parcel, the following fees —

(a) on every parcel posted in Brunei Darussalam addressed to a place with which the cash-on-delivery service is in operation, a despatch fee amounting to 30 cents for each \$30 or fraction thereof to be collected;

(b) on every parcel delivered in Brunei Darussalam, there shall be paid a delivery fee of \$1.50. This fee shall be paid irrespective of whether the trade charge is reduced or cancelled in accordance with the provisions of rule 89(2).

(2) If the trade charge is expressed in a currency other than that of Brunei Darussalam, the despatch fee referred to in subrule (1)(a) shall be based on the equivalent amount in Brunei Darussalam currency at the rate of exchange published by the Postmaster General on and for the date of posting.

Despatch fee to be prepaid by sender

87. (1) The despatch fee payable on a cash-on-delivery parcel posted in Brunei Darussalam shall be prepaid by the sender at the time of posting.

(2) The delivery fee payable in respect of an incoming cash-on-delivery parcel shall be paid by the addressee in addition to the trade charge.

Rules as to posting

88. The following provisions apply to the posting of a cash-on-delivery parcel in Brunei Darussalam —

(a) the parcel shall be handed to an officer on duty at a post office counter during the hours fixed for posting parcels;

(b) the sender shall complete a trade charge form giving all the particulars required. No erasure or alteration of the entries respecting the amount of the trade charge shall be allowed. Should the sender wish to correct the entries relative to the amount of the trade charge, a fresh form shall be made out;

[Subsidiary]

(c) the sender of a cash-on-delivery parcel shall write in ink, on the cover of the parcel, and on the despatch note, if one is used, the letters "C.O.D.", followed by the amount of the trade charge in Roman letters. He shall write in Roman letters and in Arabic numbers, in ink, on the cover of the parcel or on a label affixed to the cover, the name and address of the addressee and his own name and address. No erasure or alteration of the amount of the trade charge shall be allowed even if certified. An incorrect entry shall be completely obliterated and a fresh entry made;

(d) the sender of a cash-on-delivery parcel shall pay the despatch fee to the officer accepting the parcel, by means of postage stamps; and

(e) on the posting of the parcel, a certificate of posting signed by the officer of the Department receiving the parcel shall be obtained by the sender.

Trade charge cannot be altered or cancelled after posting

89. (1) The trade charge on a cash-on-delivery parcel may not be altered or cancelled after acceptance of the parcel by the post office.

(2) In the case of cash-on-delivery parcels received from abroad for delivery in Brunei Darussalam, the trade charge may be reduced or cancelled, as requested by the sender or office of origin, but not increased, in accordance with any arrangement entered into between the Postmaster General and the postal administration of the country forwarding the parcels.

Delivery at post office

90. When a cash-on-delivery parcel is received for delivery at a post office in Brunei Darussalam, the Postmaster General may, instead of delivering the parcel at the address written thereon, give notice to the addressee of the arrival of the parcel. The parcel shall in such circumstances be delivered to the addressee at the post office on his application within the hours fixed for the delivery of parcels and upon payment of the trade charge and all other charges due on the parcel.

Treatment if undelivered

91. The sender of a cash-on-delivery parcel may request at the time of posting that the parcel is either to be treated as abandoned or is to be tendered at a second address in the country of destination if it proves to be undeliverable at the first address. If the sender desires to avail himself of this facility, his request shall be written on a label attached to the cover of the parcel and on the relative despatch note (if one is used).

Return to sender

92. (1) In the absence of a definite request for abandonment, a parcel which is undeliverable in Brunei Darussalam at the original address or at the alternative address (if one is furnished) within a period of 15 days shall be returned to the sender without previous notification, at his expense.

(2) Where an outgoing cash-on-delivery parcel is returned to Brunei Darussalam as undeliverable, it shall be returned to the sender charged with any fees payable thereon.

Payment to sender of trade charge collected

93. The Postmaster General shall upon delivery of a cash-on-delivery parcel cause the relative trade charge order to be issued to the sender of the parcel without charge. A trade charge, once collected, shall in no circumstances be refunded to the addressee of the parcel.

Rates of conversion

94. (1) Where the trade charge on an outgoing cash-on-delivery parcel is expressed by the sender in Brunei Darussalam currency and the country of delivery of the parcel requires the trade charge to be expressed in its own or in some other currency, the conversion will be made by the post office accepting the cash-on-delivery parcel from the sender, and the rate of conversion shall be the paying rate in the foreign currency as published by the Postmaster General on the date of posting of the parcel.

(2) Where the trade charge on an incoming cash-on-delivery parcel is expressed in a currency other than Brunei Darussalam currency, the conversion rate shall be the issuing rate in that currency as published by the Postmaster General on the date of arrival of the parcel in Brunei Darussalam.

Conditions of payment

95. Before a trade charge order in respect of a cash-on-delivery parcel posted in Brunei Darussalam is paid, the Postmaster General may require the production of the certificate of posting of such parcel.

Responsibility of Postmaster General

96. The Postmaster General shall not incur any liability in respect of the sum specified for remittance to the sender of a cash-on-delivery parcel, unless and until that sum has been received from the addressee of the parcel and unless a claim for that sum has been preferred by the sender of the cash-on-delivery parcel within one year from the date of posting of the parcel.

PART 16

UNDELIVERED AND REDIRECTED POSTAL ARTICLES

Period of retention

97. Any incoming postal article, the addressee of which cannot be found, or addressed to the “Poste Restante” or “To be called for” shall be retained for a period not exceeding one month as the Postmaster General may prescribe. However, the period may, at the discretion of the Postmaster General, be extended, but, in no case, shall the period of retention exceed 2 months.

Disposal of postal articles refused by addressee

98. A postal article of which the addressee has refused to take delivery shall not be detained in the post office to which it is addressed but shall be treated as an undeliverable article.

Treatment of undelivered and redirected postal articles, other than parcels

99. (1) (a) Any incoming postal article other than a parcel, which for any reason cannot be delivered, shall be returned without charge to a post office in the country of origin:

Provided that where no request for the return thereof to the sender appears on an unregistered undelivered printed paper, such article may be destroyed. A printed paper comprising or containing books, however, shall be returned:

And provided also that a postcard without the sender’s address may be destroyed.

(b) An undelivered airmail postal article shall, unless the sender expressly requested its return by air, be returned by surface mail.

(c) A surface mail or an airmail postal article, the return of which by airmail is desired, shall be chargeable with the postage appropriate to the air conveyance.

(2) An undelivered postal article, other than a parcel, originating in Brunei Darussalam shall, unless directed to the sender by the postal administration of the country from which it is returned, be sent to the Returned Letter Office and shall be dealt with as follows —

- (a) if practicable, it shall be redirected and forwarded to the addressee; or

(b) if it cannot be redirected and forwarded to the addressee, it shall, if the names and address of the sender appear on the outside or can be ascertained by an officer authorised by the Postmaster General to open such articles and bound to secrecy, be returned to the sender on payment of any charges due:

Provided that where no request for the return thereof to the sender appears on an unregistered undelivered printed paper, such article may be destroyed. A printed paper comprising or containing books, however, shall be returned:

And provided also that a postcard without the sender's address may be destroyed.

(3) Undelivered postal articles, other than parcels, which cannot be disposed of under the subrules (1) and (2) shall be retained in the Returned Letter Office for such period and shall be disposed of in such manner as the Postmaster General may at his discretion direct:

Provided that at the end of such period —

(a) unregistered postal articles shall be destroyed;

(b) recorded delivery articles and registered postal articles and insured letters with their contents shall be retained in the Returned Letter Office for a period of one year unless claimed in the meantime and after such period shall be destroyed or otherwise disposed of in accordance with this rule.

(4) All money found in any unclaimed undelivered postal article, other than parcels, shall be paid into the Departmental Miscellaneous Revenue and all saleable property found in any such articles shall be sold by the Postmaster General and the proceeds of such sale shall be paid into the Departmental Miscellaneous Revenue, after deducting the necessary expenses incurred, for the benefit of any person entitled thereto. No claim shall be allowed to the money or the proceeds of sales of property found in any unclaimed undelivered postal article after the expiration of 2 years from the payment of the same into the Departmental Miscellaneous Revenue.

Conditions and rules of redirection

100. (1) Subject to the provisions of these Rules, any postal article may be redirected from the original address, or any substituted address, to the same addressee at any other address:

Provided that such postal article is transmissible to the country in which the new address is situated, and that the sender has not forbidden redirection by a note to that effect on the address side of the postal article.

[Subsidiary]

An airmail postal article which is redirected shall, unless the addressee has made an express request for its transmission by air, be forwarded to the new destination by surface mail. A surface mail postal article which is redirected shall, on the express request of the addressee for its transmission by air, be forwarded to the new destination by airmail. If the appropriate airmail postage is paid at the redirecting office by a third person, the article in question may be reforwarded by air.

(2) The Postmaster General may restrict the period within which postal articles may be allowed to be redirected in the inland and overseas services:

Provided the period prescribed for the overseas service shall be the same as for inland service.

(3) (a) Every redirected postal article, except a packet of literature for the blind which is exempted from postage, if fully prepaid for its first transmission, shall be chargeable on delivery with the difference (if any) between the postage prepaid on the first transmission and the postage chargeable if the article had been originally addressed to the new destination.

(b) Any postal article unpaid or insufficiently prepaid for its first transmission shall be charged on delivery with the deficient postage which would have been due if it had been originally addressed to the new destination plus the prescribed handling charge as specified by the provisions of the Acts of the Universal Postal Union currently enforced.

(c) The expression "first transmission" is deemed to include transmission to an address within the country in which the postal article was posted. Postal articles, except packets of literature for the blind which have originally circulated free of postage in the inland service, shall be charged with the rate of postage applicable to prepaid postal articles of the same nature addressed directly from the place of origin to that of destination.

(d) A surface mail or an airmail postal article for which retransmission by air is desired shall be chargeable with the postage appropriate to the air conveyance for the second transmission.

(4) If a redirected postal article passes through a country to which the rate of postage in respect of the transmission of the article is higher than the rate which would have been charged if the article had been transmitted direct to its destination, the article shall be charged with the higher rate.

(5) Where a postal article cannot be delivered, and the sender's address is not situated in the same country as that in which the article was posted, such article, when returned to the sender, shall be treated as a redirected article.

(6) Subrules (3), (4) and (5) do not apply to a parcel sent by parcel post, which shall, subject to the conditions prescribed in subrules (1), (2), (3), (4) and (5), be chargeable with fresh postage when redirected. Insured parcels shall be subject to a fresh insurance fee on redirection from one country to another in accordance with the conditions prescribed in subrules (1), (2), (3), (4) and (5).

(7) A postal article reposted after having been opened or reposted later than the day after delivery shall be treated as a postal article posted for the first time and charged with postage accordingly.

(8) A postal article shall only be considered to be redirected under these Rules if—

(a) in the case of an unregistered article redirected by the agent of the addressee, the article has not been opened and has been reposted not later than the day after delivery;

(b) in the case of a registered article redirected by an agent of the addressee, the article has not been opened and has been returned to the postman at the place of delivery with a request written on the back of the receipt and signed by the agent, for the article to be redirected to a new address, or, if delivery has been taken, the article has not been opened and has been reposted not later than the day after delivery in accordance with the general conditions prescribed for the posting of registered articles.

(9) The Postmaster General may, if he thinks fit, obtain a receipt from the addressee of a redirected postal article at the second address.

(10) A postal article shall not, except as otherwise provided in the Act, be intercepted or redirected whilst in transit.

(11) A postal article returned to the sender for rectification or completion of the address, shall not, when reposted, be treated as redirected but shall be liable to fresh postage.

(12) A registered postal article reposted after delivery, redirected to any place, shall not be subject to a fresh registration fee. A registered postal article shall be subject to the same rules as an unregistered postal article as regards additional postal charges for redirection.

(13) If any registered postal article when redirected instead of being handed back to the post office to be dealt with as registered is dropped into a letter box, it shall be treated in all respects as a postal article intended for registration, but irregularly posted.

[Subsidiary]

(14) The Department only undertakes to redirect postal articles (including parcels) when they cannot be redirected by the addressee's agent at the place of address. It does not undertake to redirect postal articles addressed to a person who has temporarily left his house, unless the house has been left uninhabited, nor does it undertake to redirect postal articles addressed to clubs, hotels, boarding houses and lodgings. It does not undertake to provide for the redirection of postal articles for longer period than 6 months from the date of removal.

(15) Notices of removal and applications for redirection must be signed by the persons to whom any postal articles to be redirected are addressed.

PART 17

MISCELLANEOUS SERVICES

Poste Restante

Period of detention

101. Incoming postal articles addressed to "Poste Restante" or "To be called for", unless claimed, shall be detained —

(a) in the case of articles posted in Brunei Darussalam, for a period of one month;

(b) in other cases for a period of 2 months,

from the date on which they reached the post office.

Time of delivery

102. Postal articles addressed "Poste Restante" shall be delivered at any time when the post office is open for public postal business.

For visitors and travellers

103. (1) The "Poste Restante" being intended solely for the accommodation of postal articles for visitors and travellers who have no permanent abode in a place, such articles for residents shall not be addressed to the post office in or for that place "To be called for".

(2) If postal articles for a person known to have a fixed residence in that place are addressed "Poste Restante", they will be sent out for delivery by postmen.

(3) No person shall be permitted to use the “Poste Restante” for more than 3 months.

Mode of address

104. Postal articles addressed to —

- (a) initials, figures or fictitious names;
- (b) a forename without a surname;
- (c) an incomplete name; or
- (d) conventional marks of any kind,

shall not be retained at the “Poste Restante” but shall be sent forthwith to the Returned Letter Office for disposal.

Particulars required before delivery

105. (1) All persons applying for “Poste Restante” postal articles shall furnish the necessary particulars to prevent mistakes and to ensure the delivery of such articles to persons whom they properly belong to.

(2) The applicant shall be required to state from what country or place he expects postal articles and produce some proof of identity; and if he sends for his postal articles, the messenger, besides being furnished with this information, shall be required to have a written authority to receive them.

Disposal of unclaimed postal articles

106. (1) Postal articles not called for by the end of the prescribed period shall be sent to the Returned Letter Office for disposal.

(2) When, however, postal articles addressed to a post office “To be called for” bear a request for their return within a specified time if not delivered, they shall be dealt with in accordance with such request:

Provided that the period of detention at the “Poste Restante” shall not exceed that prescribed in rule 101.

[Subsidiary]

Private post office boxes

Fee

107. (1) The Postmaster General may rent private boxes to any person applying therefor.

(2) The fee for renting a private box shall be \$40 payable in advance for a period of 12 months from the first day of the month in which the private box is rented.

Renting conditions

108. A private post office box must not be shared by or assigned to a third party without the consent of the Department.

Keys

109. (1) The Postmaster General shall supply free of charge to every renter of a private box one key thereto. Should a replacement key be required, a fee as the Postmaster General may prescribe is payable. No key other than that provided by the Postmaster General shall be used with any such box.

(2) Every key supplied for use with any private box shall remain the property of the Postmaster General and shall be returnable to him on termination of the rental for the box in question.

Locked bag services

Fee

110. (1) The Postmaster General may provide a locked bag service to any person applying therefor. The fee for a locked bag service shall be \$40 payable in advance for a period of 12 months from the first day of the month in which the locked bag service is taken up.

(2) The applicant for every locked bag service shall supply to the Postmaster General for use in such service two bags, each bag to be fitted with a lock, one key of which shall be delivered to the Postmaster General for retention by him during the continuance of such service. The bags shall conform to the post office requirements.

(3) Every key supplied to the Postmaster General for use with any locked bag service shall remain the property of the supplier thereof and shall be returnable by the Postmaster General on request by the supplier or on termination of the service.

*General***Conditions for private boxes and locked bag service**

111. The conditions under which private boxes shall be allotted and locked bag service arranged shall be such as the Postmaster General may prescribe.

*Certificate of posting***Certificate of posting and fee therefor**

112. (1) A certificate of posting may be obtained in respect of any postal certificate article for which an official receipt is not otherwise required to be given under these Rules, subject to the following conditions —

(a) the certificate completed by the sender on the official form prescribed by the Postmaster General shall be presented to an officer on duty at the post office, together with the postal article to be posted, during the hours fixed for the posting of such articles;

(b) a single certificate may be given for two or more postal articles, provided they are of the same class of postal matter, are prepaid at the same rate of postage and are all directed to the same address;

(c) the certificate shall contain an exact copy of the address on the postal article, or articles, to which it relates and shall have affixed to it stamps to the value of 10 cents per article; and

(d) the accepting officer shall compare the address of the postal article with the certificate and, if it be correct, shall obliterate the postage stamps and impress the date-stamp upon the certificate. The certificate shall then be initialled by the officer and returned to the person who presented it.

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

*Business Reply Service***Licence**

113. (1) Every person desiring to use the service known as the “Business Reply Service” shall apply to the Postmaster General for a licence.

[Subsidiary]

(2) The licence shall be in the form set out in Schedule 4.

(3) The Postmaster General may, in his absolute discretion, refuse to grant, and when granted, revoke a licence under this rule. A person to whom a licence is granted is hereinafter referred to as the licensee.

(4) While a licence granted under this rule is in force, the licensee may —

(a) issue to correspondents reply cards, envelopes and folders and gummed labels to be affixed to cards and envelopes, which may be transmitted by such correspondents to the licensee, as postal articles or covers of postal articles, without prepayment of postage if posted and delivered within Brunei Darussalam; and any country with which the Postmaster General may have an agreement for the transmission of such articles;

(b) incorporate in advertisements in newspapers or other publications a design intended to be cut out and used as an address label adhering completely to cards and envelopes for transmission by post as provided in paragraph (a).

Advance payment

114. Every licensee shall, on the grant of the licence, make an advance payment with the Postmaster General, such sum of money (not less than \$10) as, in the opinion of the Postmaster General will be sufficient to cover any amount that may become due by the licensee in respect of charges under rule 115, and when such sum is exhausted the licensee may be required to make a further payment of a like sum.

Charges

115. (1) The charges for each postal article delivered to the licensee in accordance with the provisions of rule 113 shall be the ordinary postage payable on such article with an additional fee of 2 cents for each article delivered.

(2) The postage and fees prescribed by subrule (1) shall be payable by the licensee and recoverable from him if he refuses any postal article delivered to him.

Conditions and rules

116. (1) A specimen of every card, envelope, folder or label proposed to be incorporated in advertisements for use as aforesaid shall be forwarded by the licensee to the Postmaster General for his approval. No card, envelope, label or design shall be used until the approval of the Postmaster General has been signified in writing.

(2) Cards, envelopes, folders and labels shall conform to the following requirements —

- (i) they shall be printed in black or blue;
- (ii) they shall be not less than 140 millimeters in length by 90 millimeters in width;
- (iii) they shall contain a panel bearing the words “Business Reply Card Licence No.”, provided that, where appropriate, the word “CARD” may be replaced by the word “ENVELOPE”, “FOLDER” or “LABEL”;
- (iv) a space of not less than 40 millimeters shall be left between the top edge and the top of the licence number panel;
- (v) the name and address of the licensee shall be printed parallel to the length below the panel containing the licence number;
- (vi) the words “NO POSTAGE NECESSARY IF POSTED IN BRUNEI DARUSSALAM” (or any country with which the Postmaster General may have an agreement for the transmission of such articles) shall be printed in the top right-hand corner;
- (vii) the words “POSTAGE WILL BE PAID BY LICENSEE” shall be printed in the top left-hand corner. The name of the licensee may be used instead of the word “LICENSEE”;
- (viii) there shall be two wide black or blue vertical lines near the right-hand edge;
- (ix) cards shall be of material not less than one-quarter of a millimeter thick and not more flexible than that preferred by the Department;
- (x) labels shall be printed on paper which will readily take an adhesive substance and which is not too thick to allow the label being securely pasted down;
- (ix) in other respects, business reply cards, envelopes, folders or labels will be subject to the general provisions of these Rules governing the inland letter, postcard and printed paper posts, except that they shall not be redirected after delivery at the business reply address, and, if retransmitted shall be enclosed in a cover and postage prepaid.

(3) Designs proposed to be incorporated in advertisements, for use as aforesaid, shall comply with the requirements mentioned in subrule (2) (i) to (viii).

[Subsidiary]

Other conditions

117. The Postmaster General may, by notification published in the *Gazette*, prescribe other conditions under which the Business Reply Service may be used.

Redelivery to sender of postal articles in course of transmission by post

Conditions

118. (1) Any postal article posted in Brunei Darussalam and not yet despatched from Brunei Darussalam may be redelivered to the sender in the course of transmission by post, without reference to the consent of the addressee subject to the conditions of the following subrules.

(2) No such postal article shall be redelivered to the sender except by express warrant in writing under the hand of one of the following officers —

- (a) the Minister or his Permanent Secretary;
- (b) the Postmaster General;
- (c) the Deputy Postmaster General;
- (d) the Assistant Postmaster General.

(3) A fee of \$10 shall be paid in respect of each postal article for which application for its redelivery by the sender has been made. This fee shall be retained by the Department when redelivery is effected.

(4) Application for redelivery of a postal article to the sender shall be in writing and may be presented to any of the authorities mentioned in subrule (2), either direct or through any officer in charge of a post office.

(5) No such application shall be received except from the sender of the postal article or from a person authorised in that behalf by the sender in writing.

(6) Every such application shall be accompanied by a written statement (which may be enclosed in a sealed cover) of the reasons why redelivery is sought. Such sealed cover shall not be opened except by the authority to which the application is presented.

(7) Upon receiving such application and statement, together with the prescribed fee, the officer in charge of the post office shall immediately send the application, statement and fee to the Assistant Postmaster General.

(8) If the postal article of which redelivery is sought is still in his possession, the officer in charge of the post office shall instead of forwarding it to the addressee, keep it in deposit and send the application to the authority.

(9) If the postal article is not in his possession, the officer shall require the officer in charge of the post office of address in the case of a postal article addressed to a place in Brunei Darussalam and of the office of exchange in the case of a postal article addressed to a place outside Brunei Darussalam to abstain from delivering it to the addressee or from sending it to its address, and to keep it in deposit. The requisition to such other officer may be sent by telegraph, but all expenses (pertaining to) its transmission shall be borne by the applicant.

(10) Any of the authorities mentioned in subrule (2) may, on receiving the application for redelivery, order redelivery of the postal article to the applicant upon being satisfied that the applicant is the sender thereof and that sufficient reasons have been given for the redelivery. Otherwise the postal article shall be sent at once to its address.

(11) A postal article in the course of transmission by post shall not be redelivered to anyone but the sender or some person authorised in that behalf by the sender in writing.

Express delivery service

Rules as to posting

119. (1) Postal articles (other than insured articles and parcels) of which delivery by express messenger, in Brunei Darussalam and in any country with which the Postmaster General may have an agreement for the exchange of such article, is desired, shall be received at such post offices as the Postmaster General may direct.

(2) When the sender desires that a postal article (other than insured articles and parcels) be delivered from the office of delivery by express messenger he must prepay, in addition to the postage and any other fees, an express fee of \$1.50 for each postal article by means of stamps affixed to the article. The areas of delivery will be as determined by the Postmaster General.

(3) (a) Postal articles (other than insured articles and parcels) may be delivered by express messenger at the request of the addressee.

(b) Where the addressee desires that postal articles addressed to him shall be so delivered he shall give notice, and an undertaking to pay all charges due, in writing to the post office from which such postal articles would, in the ordinary course, be delivered.

[Subsidiary]

(c) The fee for each special delivery, which must be paid at the time the request in writing is made, shall be \$1.50 to addresses within areas as determined by the Postmaster General provided always that the number of postal articles thus specially delivered shall not exceed 10 or weigh collectively more than 5 kilograms for one fee. No part of this fee shall be refunded in the event of no postal articles being received for the applicant.

‘Speedpost’ Service and International express mail service

Rules as to posting and delivery

120. (1) Postal articles of which delivery by special messenger in Brunei Darussalam and in any country with which the Postmaster General may have an agreement for the exchange of such articles, shall be received at such post offices as the Postmaster General may direct.

(2) Speedpost items shall be delivered in Brunei Darussalam only during days, time and within areas as prescribed by the Postmaster General.

Scope of service

121. The speedpost service shall include —

(a) contract agreement, conveyance on a predetermined frequency to recipients named in the contract;

(b) an “on-demand” basis, that is, to casual customers without prior arrangement.

Charges

122. Charges for conveying speedpost items shall be determined by the scope of service and destinations as the Postmaster General shall prescribe and shall be prepaid by means of postage stamps or impressions of stamping machine affixed to the articles.

Admissible articles

123. Articles of the following descriptions shall be admitted for transmissions by speedpost —

(a) items not subject to customs duty such as official communications, computer data, commercial papers, shipping documents and check clearance. A letter relating solely to the contents of the package may be included. Items should bear the superscription “Business papers”;

(b) business samples and merchandise which have been properly identified and accompanied with proper customs declaration forms. They are subject to customs inspection.

Inadmissible articles and prohibitions

124. Cash remittances shall not be admitted. The prohibitions of the Universal Postal Convention shall apply in all circumstances.

[S 26/2000]

Weight and size limits [S 26/2000]

125. The weight and size limit of each item shall be determined by the Postmaster General.

Undeliverable articles

126. Undeliverable articles shall be returned to the Administration of origin by Speedpost.

Liability

127. (1) The liability of the Postmaster General shall not exceed the amount of the charges paid by the customer in respect of the postal article concerned for any loss or damage suffered by the customer, which may result directly or indirectly —

(a) from any loss of or damage to or delay in delivery of, non-delivery or misdelivery of the article or its contents whether due to negligence or any other cause whatsoever;

(b) in any other way from the services or from failure wholly or in part to provide the services.

(2) The Postmaster General shall not incur any liability whatsoever for loss from a postal article or for damage thereto unless the Postmaster General is advised thereof within 3 days and he receives the detailed declaration of the value of the contents within 7 days after delivery of the article together with the cover of the article and the remaining contents thereof.

(3) The Postmaster General shall not in any case be liable for —

(a) indirect or consequential loss or damage;

(b) any loss or damage arising from —

[Subsidiary]

- (i) failure to perform any of his obligations if such failure is the result of circumstances beyond his control including the outbreak of war any Government act, explosion, accident, civil commotion, riot, industrial dispute and *force majeure*;
- (ii) insufficient or improper packing or addressing;
- (iii) the hazardous, fragile or brittle nature or the mechanical derangement of the goods;
- (iv) failure by the addressee to take delivery within a reasonable time.

Storage of small packets and parcels not delivered within the prescribed "free period"

Storage charges

128. (1) There shall be charged on small packet or parcel weighing more than 500 grams and remaining unclaimed after the expiry of 15 days from the notification of arrival a storage charge of 50 cents for each day that it remains unclaimed after the expiration of that period. The storage charge shall be payable in advance upon application by the addressee and no part of this charge shall be refunded.

(2) If any such postal article is not collected within one month of the posting of such notification of arrival, it may be returned to the sender or otherwise be disposed of as the Postmaster General may direct.

PART 18

MONEY ORDERS

Money order offices

129. Money orders shall be issued and paid at such offices in Brunei Darussalam and between such hours as the Postmaster General may direct.

Scope of money order service

130. (1) Money order may be drawn on —

(a) any post office in Brunei Darussalam which transacts money order business;

(b) any country or place which the Postmaster General may notify in the Post Office Guide or by other public notification as a country or place on which money orders may be drawn.

(2) Money orders drawn in Brunei Darussalam by such countries or places shall be paid in the manner prescribed in these Rules. The Postmaster General may at any time suspend the issue of money orders at or upon any particular post office or post offices.

Currency and rates of exchange

131. (a) Money orders shall be expressed in such currency as the Postmaster General shall determine.

(b) The amount of a money order expressed in other than Brunei Darussalam currency shall be paid to or by the Department at such rate of exchange as the Postmaster General shall determine.

(c) No money order may contain a fraction of a cent.

Rates of commission

132. (1) The rates of commission chargeable on money orders issued in Brunei Darussalam and payable in places mentioned in rule 130(1) shall be as follows —

Value of order	Commission
Less than \$100	\$1.50
\$101 — \$200	\$3.00
\$201 — \$300	\$4.50
\$301 — \$400	\$6.00
More than \$400	(a) Local \$4.00
	(b) Foreign \$4.00 + ½ per cent of amount sent
	[S 26/2000]

(2) No additional commission shall be charged in Brunei Darussalam for money orders advised through the services of an intermediary country; but such money orders shall be subject to such deductions in the intermediate country through which they are sent as the postal administration of that country may notify.

Limit of amount

133. The maximum amount of a single money order shall be such as the Postmaster General may determine:

Provided that no single order shall exceed \$3,000 or its approximate equivalent according to the currency in which the order is expressed.

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Particulars to be furnished by remitter

134. Every applicant for money order shall enter in ink on an application form prescribed by the Postmaster General such particulars as the Postmaster General may require.

Document to be handed to remitter

135. The issuing officer shall hand to the remitter such document, being either a money order to be forwarded to the payee or a money order receipt to be retained by the remitter, as the Postmaster General may determine.

Advice of payment

136. (1) The remitter of a money order payable in Brunei Darussalam or in certain other countries and places as notified from time to time by the Postmaster General may obtain an advice of payment of the order.

(2) The fee for an advice for payment shall be —

(a) 75 cents if applied for at the time the money order is issued;

(b) \$1 if applied for at any other time.

Conditions as to payment

137. (1) The procedure to be adopted in cashing a money order payable in Brunei Darussalam shall depend upon whether a money order was handed to remitter or payee; or a money order receipt was handed to the remitter —

(a) when a money order is presented for payment (otherwise than through a bank), it shall be paid if properly receipted, and if the name of the remitter, as furnished by the applicant, is in agreement with the advice, unless the paying officer has reason to believe that the applicant is neither the payee nor his agent;

(b) when no money order is presented for payment, the applicant shall furnish satisfactory evidence that he is the person entitled to receive the money, furnish the name of the remitter according to the advice and sign a receipt for the amount of the money order.

The receipting signature on the money order shall be that of the payee, or of an agent of the payee authorised to the satisfaction of the Postmaster General to receive payment of the money order.

(2) After a money order has been paid, to whosoever it is paid, the Postmaster General shall not be liable to any further claim.

Mark in place of signature

138. (1) If the payee or remitter of a money order is unable to sign his name, he shall affix his mark in place of a signature and such mark shall be verified in such manner as the Postmaster General may direct.

(2) The mark may be an impression of the thumb of the payee.

Payment through bank

139. (1) A money order payable in Brunei Darussalam may be crossed for payment through a bank by the remitter or payee.

(2) An order so crossed shall be paid only to a bank.

Period of validity

140. (1) Money orders payable in Brunei Darussalam shall be valid for such periods as the Postmaster General may prescribe.

(2) Money order issued in Brunei Darussalam payable outside Brunei Darussalam shall be valid for such periods as the regulations of the country of payment may prescribe.

Void money orders

141. (1) After the lapse of the prescribed period, a money order shall become void. Except as otherwise provided in subrule (2), no money order drawn on Brunei Darussalam shall be paid to the payee after the lapse of the period of validity.

(2) (a) The value of a void order issued in Brunei Darussalam shall be refunded to the remitter. If he cannot be found, the amount for which the order is drawn shall remain at the disposal of the remitter or payee for a period of one year from the date of issue of the order.

(b) If no claim is made by such remitter or payee within the period of one year, the amount of such money order shall be credited to the Government and shall not thereafter be claimable from the Government, unless the claim is made before the expiry of 3 years from the date of issue of the order, and the Postmaster General is satisfied that there is reasonable cause for the delay in making the claim or that hardship would result if the claim is not met.

(3) The value of a void order issued in a country or place other than Brunei Darussalam and payable in Brunei Darussalam shall be returned to such country or place.

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Alteration of office of payment and stoppage of payment

142. (1) The office of payment of a money order may at any time before payment be altered at the request of the remitter or payee.

(2) (a) If the remitter desires to stop payment of a money order, he should apply in writing to the post office at which the order was issued.

(b) The certificate of issue and full particulars of the payee's name and address as entered in the money order should be forwarded with the application.

(c) A fee of \$1 shall be paid in respect of this application. Payment may be stopped by telegram on the remitter paying the cost thereof.

(d) In no case, however, shall the Postmaster General be responsible for inability or failure to stop payment of a money order in compliance with a remitter's wishes.

Second commission

143. For any alteration in the particulars of a money order, for payment of a void order, or for repayment of an order, a second commission equal to the original commission shall be paid by affixing unused valid Brunei Darussalam postage stamps of the required amount to the back of the order, but only one such second commission shall be charged in respect of any one order.

Fee for issue of duplicate order

144. (1) The fee for issue of a duplicate order shall be \$1.

(2) Where a duplicate is required of an order which has been lost through any fault of the postal service, the fee shall be waived.

Repayment of order crossed for payment through bank

145. (1) If application is made for repayment of an order which has been crossed for payment through a bank, the sender must first cancel the crossing by writing across the face of the order the words "pay cash" and adding his signature.

(2) The order may then be treated as if it had never been crossed and may be repaid on the conditions stated in subrule (1).

Abuse of money order service

146. Should it appear that the money order service is being used for the transmission of large sums of money or that it is being abused in any way, the Postmaster General may refuse to issue money orders in any particular case.

*Facsimile and telegraph money orders***Countries of exchange**

147. Facsimile and telegraph money orders may be exchanged between any money order office in Brunei Darussalam where facsimile and telegraph facilities exist and any country with which the Postmaster General may have an agreement for the exchange of facsimile or telegraph money orders.

Limit of amount

148. The limits of amounts of ordinary money orders shall apply also to facsimile or telegraph money orders. The same remitter, however, may not send facsimile or telegraph money orders exceeding in the aggregate \$3,000, drawn on the same office or payable to the same person on any one day.

[S 26/2000]

Private communication to payee

149. The remitter of a telegraph money order shall be allowed, on paying for the additional words required, to add to the official telegram of advice any short communication which he may wish to send to the payee and may also, if he so desires, prepay the cost of a telegraphic reply to such communication.

Advice of payment

150. An advice of payment may be obtained if required on payment of a fee as prescribed in rule 136.

Charges and fees

151. The charges for a facsimile or telegraph money order shall include —

- (a) (i) the amount to be remitted to the payee;
- (ii) commission at the rates prescribed for ordinary money orders drawn on the country of payment;
- (b) (i) the charge as determined by the Postmaster General for the official facsimile or telegram of advice (at ordinary or letter telegram rate, at the option of the remitter) to the office of payment;
- (ii) the charge for any private communication added to the official telegram of advice;
- (iii) the charge for any reply paid message desired;
- (iv) the charge for including the words “Advice of Payment” in the official telegram of advice if an advice of payment is required;

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- (v) charges under paragraphs (b)(ii), (iii) and (iv) are not applicable to facsimile money orders.
- (c) a supplementary fee of \$1;
- (d) the prescribed fee for an advice of payment of a money order if required.

Address of payee

152. The remitter of a facsimile or telegraph money order shall state on the application form whether the order is to be delivered at the address of the payee or to be called for at the office of payment. In the former case, he shall furnish a sufficient address of the payee to ensure delivery. In the latter case, the words "Post Office" of "Poste Restante" shall be inserted as the address.

Registered abbreviated address

153. A registered abbreviated address shall not be accepted in place of the name of the payee but for facsimile or telegraph money orders to certain countries, it may be used as an address only if prefixed by the symbol "c/o".

Certificate of issue

154. A money order receipt shall be handed to the remitter of every facsimile or telegraph money order and this receipt shall accompany every enquiry concerning the order.

Particulars required for payment

155. The person applying for payment of a facsimile or telegraph money order shall furnish the name of the remitter; if the order is addressed to a post office he shall also produce evidence of his identity.

Discrepancies in facsimile or telegraph money orders

156. In the event of an application being made for payment of a facsimile or telegraph money order by a person giving a name not in agreement with the name of the remitter or payee as advised by facsimile or telegraph or applying for an amount differing from the sum advised by facsimile or telegraph, he may by prepaying the cost, send a paid facsimile or telegram of enquiry to the office of issue for the purpose of verifying the name or amount. Should there prove to be an error in the facsimile or telegram of advice due to the fault of the Department or of the telegraph service, the sum paid for the paid facsimile or telegram shall be refunded.

Payment through bank

157. The remitter of a facsimile or telegraph money order may in certain cases give directions for the order to be crossed for payment through a bank, in which case he shall pay for the insertion of the word “Crossed” in the telegram of advice. This fee is not applicable in the case of a facsimile money order.

Stoppage of payment

158. (1) If the remitter desires to stop payment of a facsimile or telegraph money order, he shall apply in writing to the office at which the order was issued.

(2) The certificate of issue and full particulars of the payee’s name and address as entered in the money order shall be forwarded with the application.

(3) A fee of \$1 shall be paid in respect of this application.

(4) Payment may be stopped by facsimile or telegram on the remitter paying the cost of the necessary paid facsimile or telegram.

(5) In no case, however, shall the Postmaster General be responsible for inability or failure to stop payment of a facsimile or telegraph money order in compliance with a remitter’s wishes.

Application for alterations etc. may be made by post, facsimile or telegraph

159. Application for alterations in the particulars of an order for repayments shall be made in the ordinary course of post, unless the remitter pays the cost of the necessary facsimile or telegram.

Rules for ordinary money orders to apply to facsimile or telegraph money orders

160. In other respects, facsimile or telegraph money orders shall be subject to the rules which govern the exchange of ordinary money orders.

PART 19

POSTAL ORDERS

Interpretation

161. In these Rules —

“Brunei Darussalam postal order” means a postal order issued by the Postal Services Department of Brunei Darussalam and with the value shown in Brunei Darussalam currency;

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“foreign postal order” means a postal order issued by a foreign country and with the value shown in the currency of the foreign country of which its acceptance or sale in Brunei Darussalam or both shall be authorised by the Postmaster General.

Countries that issue and pay postal orders

162. (1) Brunei Darussalam postal orders (and such other postal orders as the Postmaster General may from time to time authorise) shall be issued and paid at such post offices and during such hours as the Postmaster General may direct.

(2) A list of the countries that issue and pay postal orders shall be published by the Postmaster General in the Post Office Guide or by other public notification, and this list may be amended by the Postmaster General by public notification.

Denominations and selling prices of postal orders

163. The denominations and selling prices of the postal orders to be issued or sold in Brunei Darussalam shall be fixed by the Postmaster General.

Equivalent in local currency of foreign value

164. For the purpose of issuing or paying any foreign postal orders, the rate of conversion of each order into Brunei Darussalam currency shall be at such rate as the Postmaster General shall determine.

Counterfoils to postal orders

165. Every postal order shall be issued with a counterfoil but the counterfoil shall be detached by the person to whom the order is issued, and the term “postal order” as used in these Rules (except where the context otherwise requires) shall not include the counterfoil.

Value of postal order may be increased

166. (1) The sender of a Brunei Darussalam postal order may increase its value by an amount not exceeding 99 cents by affixing to the order in the space provided, unused postage stamps valid in Brunei Darussalam and not exceeding three in number.

(2) The sender of a foreign postal order from Brunei Darussalam may increase its value by an amount not exceeding that as determined by the Postmaster General on any denomination of postal order by affixing to the order in the space provided, unused postage stamps valid in Brunei Darussalam and not exceeding in number as determined by the Postmaster General. The equivalent of the foreign currency shall be determined by the Postmaster General.

(3) No credit shall be given for stamps that are in excess of the number as determined by the Postmaster General or for stamps that are affixed elsewhere than in the space provided. Stamps perforated with initials or marks, or embossed or impressed stamps cut out of envelopes, postcards etc. shall not be accepted for this purpose.

Procedure for dealing with delayed postal orders and enquiries

167. (1) If a postal order is not paid within 6 calendar months from the last day of the month of issue, a fee equivalent to the original commission shall be paid by affixing unused valid Brunei Darussalam postage stamps of the required amount to the back of the order. The rates of fees chargeable under this subrule shall be determined by the Postmaster General.

(2) Postal orders presented for payment more than 6 calendar months after the last day of the month of issue shall not be paid without reference to the Postmaster General.

(3) Enquiries concerning the payment of postal orders or requests for the issue of duplicate postal orders shall only be entertained within a period of one year of the date of issue of such postal orders.

(4) No enquiry with regard to a postal order will be entertained by the Department unless the counterfoil of such postal order is produced at the time of enquiry.

Name of payee to be filled in

168. The person to whom a postal order is issued shall before parting with it fill the name in Roman letters of the person to whom the amount is to be paid and is recommended to fill in the name of the office of payment as a precaution against the order being lost or stolen. Even where an order is crossed with a view to the payment through a bank, the name of the payee shall be filled in.

Payee's name essential

169. A postal order shall not be paid even though presented for payment by a bank unless the name of the payee is inserted in the body of the order.

Payment through bank

170. If a postal order is crossed, payment will be made only through a bank, and if the name of the bank is added, payment shall be made only through that bank.

Conditions of payment

171. (1) Except when the order is claimed through a bank, the person cashing it shall, before payment is made, sign the receipt at the foot of the order, and shall also fill

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in the name of the office of payment, if this has not already been done. A person presenting a postal order for payment may be requested to sign his name on the order even though the receipt has already been signed.

(2) The receipting signature on the order shall be that of the payee or of an agent of the payee authorised to the satisfaction of the Postmaster General to receive payment of the order by production of evidence of his identity.

Mark in place of signature

172. If the payee of an order is unable to sign his name, he shall affix his mark in place of a signature and such mark shall be verified in such manner as the Postmaster General may direct. The mark shall, if possible, be an impression of the thumb of the payee.

Payment of crossed postal order

173. If a postal order which is crossed, whether generally or specifically, is presented for payment by or through a bank, with the name of such bank written or stamped upon the face thereof, that name may be accepted as a sufficient receipt for the amount of the order, and the order may be paid without any other receipt.

Mutilated postal orders

174. If any erasure or alteration is made or if the order is cut, defaced or mutilated, payment may be refused.

Repayment of amount

175. (1) The sender of a postal order may obtain repayment of the amount (but not the commission) on presenting the order and the counterfoil at the issuing office.

(2) If the order has been crossed for payment through a bank, the sender shall first cancel the crossing by writing across the face of the order the words "pay cash" and adding his signature or mark.

Limit of responsibility

176. After a postal order has once been paid to whosoever it is paid, the Postmaster General shall not be liable to any further claim.

PART 20

FRANKING OF OFFICIAL POSTAL ARTICLES

Government correspondence

177. Government correspondence posted by Government departments addressed to places in Brunei Darussalam shall be transmitted free by post:

Provided that —

- (a) the weight of any single article does not exceed 2 kilogrammes;
- (b) it bears on the envelope or cover the words “On Government Service” or “Urusan Kerajaan Kebawah Duli Yang Maha Mulia”; and
- (c) is franked with the official stamp of the Government department.

Special franking privileges

178. (1) Members of the Privy Council, members of the Council of Cabinet Minister and other persons authorised by the Minister, with the approval of His Majesty the Sultan and Yang Di-Pertuan, may send official correspondence free by post addressed to places in Brunei Darussalam:

Provided that the envelope or cover bears the official stamp and the status of the sender.

(2) Correspondence addressed to a Government officer by his official title and containing returns required by law, or correspondence relating to these returns, may be transmitted free by post:

Provided that the cover is endorsed “Government Returns Only”.

Franking privilege

179. (1) The exercise of the privilege of franking shall be confined to correspondence relating exclusively to official business.

(2) Unless otherwise specially authorised by the Minister, with the approval of His Majesty the Sultan and Yang Di-Pertuan, the franking privilege shall cover only the postage payable on ordinary postal articles addressed to places in Brunei Darussalam.

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Postage and fees

180. (1) The registration fee, recorded delivery fee and other fees for special services shall be paid in respect of registered articles, recorded delivery letters and other special services.

(2) Postage, airmail fee and, if incurred, registration fee and any other fees for special services shall be paid in respect of airmail correspondence.

PART 21

DELIVERY OF POSTAL ARTICLES TO OCCUPANTS OF HIGH-RISE BUILDINGS AND FENCED-IN PREMISES

Method of delivery of postal articles to high-rise building

181. (1) Postal articles (other than registered articles, parcels and bulky articles) addressed to occupants of any high-rise building shall be delivered to a suite of letter boxes located on the ground floor of the building or one floor above or below the ground floor readily accessible to delivery postmen.

(2) Every such letter box —

(a) shall not extend beyond 170 centimeters from the ground level and shall not be less than 46 centimeters from the floor;

(b) shall be so constructed that no damage to postal articles or injury to delivery postmen will be caused;

(c) shall be large enough to receive all postal articles regularly received and shall be of the following minimum internal dimensions —

Height	20 centimeters
Width	23 centimeters
Depth	43 centimeters

(3) Every such letter box shall be provided with a posting aperture located at the top and facing the front, incorporating a horizontal ledge of 4 centimeters deep projecting inwards from the lower edge of the posting aperture. The aperture shall be 20 centimeters by 3 centimeters in measurements. The overall design of such aperture shall be such as to permit the ready and complete insertion of postal articles regularly received into the box and prevent extraction of the deposited postal articles through the aperture:

Provided that the Postmaster General may, in exceptional cases, approve the use of letter boxes with a posting aperture whose dimensions differ from those prescribed by this rule.

(4) Every such letter box shall be equipped with a lockable door which shall be the only means by which deposited postal articles can be removed therefrom.

(5) Every such letter box shall be clearly marked with the number of the tenant's flat or accommodation and in the case of office building, with the name of the company, firm or business proprietor, as the case may be.

(6) Notwithstanding anything contained in this rule, the Postmaster General may, in exceptional cases and in writing, approve the installation or use of such other mail delivery systems or arrangements as may be acceptable to him.

Provision of sufficient number of boxes

182. (1) In high-rise residential building, there shall be one letter box per unit and in high-rise office building one letter box per tenant.

(2) It shall be the responsibility of the developer of such high-rise building to provide a sufficient number of such boxes.

Method of delivery of postal articles to fenced-in premises

183. The delivery of postal articles (other than registered articles, parcels and bulky postal articles) addressed to occupants of fenced-in premises shall be contingent on the installation at the entrance to the compound a suitable letter box which is readily accessible to the delivery postmen.

Postal articles to high-rise buildings and fenced-in premises not provided with prescribed letter boxes to be called for by addressee at delivery post office

184. Where such letter boxes are not provided, all postal articles intended for delivery to the occupants of high-rise buildings and fenced-in premises shall be held for a period not exceeding 7 days at the serving delivery post office pending collection by the addressees.

Method of delivery of registered articles, parcels and bulky postal articles to be decided by Postmaster General

185. Registered articles, parcels and bulky postal articles addressed to occupants of high-rise buildings and fenced-in premises shall be delivered in such manner as the Postmaster General may direct.

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Period of grace for compliance

186. The occupants of existing high-rise buildings, the developer of proposed high-rise buildings for which approval has been obtained prior to the coming into force of this Part, and the occupants of fenced-in premises, shall comply with the requirements of this Part upon the expiry of the period of 2 years from the date of coming into force of this Part.

PART 22

GENERAL

Treatment of postal articles from abroad bearing counterfeit stamps etc.

187. (1) When a postal article is received from any place beyond the limits of Brunei Darussalam —

(a) bearing a counterfeit postage stamp or a counterfeit impression of a postal franking machine or printing press; or

(b) purporting to be prepaid with any postage stamp or impression of a postal franking machine or printing press, which has been previously used to prepay any other postal article or duty,

the officer in charge of the post office at which the postal article is received shall send a notice to the addressee requesting him to attend at the post office, either in person or by agent, within specified time to receive delivery of the postal article.

(2) If the addressee or his agent attends at the post office within the time specified in the notice and makes known to the officer in charge of the post office the name and address of the sender of the postal article, and redelivers to the officer the portion of the postal article which bears the address and the counterfeit stamps or the counterfeit impression of a postal franking machine or printing press or the previously used stamp or impression, or, if the postal article is inseparable from the stamp or impression, the entire postal article, such article shall be delivered to the addressee or his agent on payment of the charges due to be paid thereon.

(3) If the addressee or his agent fails to attend at the post office within the time specified in the notice, or, having attended within that time, refuses to disclose the name and address of the sender, or to redeliver the postal article or such portion thereof as required by subrule (2), the postal article shall not be delivered to him, but shall be disposed of in the following manner —

(a) the officer in charge of the post office at which the postal article has been received for delivery shall state in writing the action taken by him under

the provisions of these Rules and the fact of such failure or refusal on the part of the addressee or his agent and shall forward the statement together with the postal article to the Postmaster General; and

(b) the Postmaster General shall in due course transmit the statement, together with the postal article to the postal administration from which the article was received.

Post Office Mail Notices

188. Post Office Mail Notices may be issued to the public at such post offices and in respect of such postal services as the Postmaster General may direct.

Variation of route for certain postal articles

189. Where any postal article, from its size, weight, character or condition is in the opinion of the Postmaster General, unfit for transmission by the route by which such postal article would ordinarily travel in the post, the postal article may be detained and forwarded by such route as the Postmaster General thinks fit.

Other postal articles not to interfere with letter post

190. Where the despatch or delivery from a post office of letters would be delayed by the despatch or delivery therefrom at the same time of printed papers or small packets or parcels or any of them, the papers, packets or parcels or any of them may be detained in the post office until the despatch or delivery next following that which would ordinarily be despatched or delivered.

Compensation may be paid out of funds provided by Government

191. (1) The Postmaster General may give effect to the provisions of these Rules as to —

(a) the loss of registered postal articles or of recorded delivery letters, or of speed-post articles; or

(b) loss or abstraction of, or damage to articles enclosed in or forming part of, insured letters, insured parcels or uninsured parcels,

out of funds as may from time to time be provided by Government, but nothing contained in or done under or in pursuance of these Rules shall render him liable, either personally or in his official capacity, to any action or other legal proceeding in respect of, or in consequence of any such loss, abstraction or damage.

(2) The decision of the Postmaster General on all questions raising between him and any person claiming payment in respect of the loss of a registered postal article or recorded delivery letter or of speed post articles, or loss or abstraction of, or damage

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to any article enclosed in, or forming part of, an insured letter, insured parcel or uninsured parcel shall be final and conclusive and shall not be subject to appeal to or review in any court.

Remission of postage and any other charges

192. The Postmaster General may, in any case in which he may consider it just or reasonable so to do, remit in whole or in part any postage or other charges made payable under these Rules.

Treatment of postal articles posted in contravention of rules

193. Any postal article which is posted in contravention of the provisions of these Rules, whether as regards the nature of its contents, the mode of posting, or otherwise, may, subject to and consistently with the special provision of these Rules, be either returned or given up to the sender thereof, or dealt with or disposed of in such other manner as may be authorised by the Postmaster General.

Post Office Guide

194. (1) A Post Office Guide may be issued giving such information in respect of postal and other services as the Postmaster General may direct.

(2) The price of the Post Office Guide shall be determined by the Postmaster General.

Suspension of public services

195. (1) If for any reason the Postmaster General is unable satisfactorily to maintain all or any of the public services for which provision is made by these Rules, he may suspend or modify such services or any of them for such period as he thinks fit.

(2) The time for payment of any money order, telegraph money order or postal order, of which payment is suspended during the period of validity of such order under the provisions of subrule (1) shall be extended for a period equal to the period of suspension of payment of such order.

Posting of correspondence in another country

196. The following postal articles shall be returned to origin or taxed at the inland rates at the discretion of the Postmaster General —

(a) postal articles which a sender who is resident in Brunei Darussalam posts or causes to be posted in a foreign country with the object of profiting by the lower charges in force in the foreign country;

(b) postal articles posted in a foreign country by a sender who is resident in Brunei Darussalam in large quantities whether or not such postings are made with a view to benefitting from the lower charges in force in the foreign country.

The provisions of this rule apply both to postal articles made up in Brunei Darussalam and then carried across the frontier to a foreign country and to postal articles made up in a foreign country.

SCHEDULE 1

(rules 12, 13, 15, 17, 24 and 29)

POSTAGE RATES, LIMITS OF WEIGHT AND DIMENSIONS

POSTAL ARTICLES OTHER THAN PARCELS

		Weight not over	Brunei Darus-salam	Singapore and Malaysia	All other places	Weight limit	Limits of Dimension
1.	LETTERS	20g 50g 100g 250g 500g 1 kg 2 kgs	20 ¢ 30 ¢ 50 ¢ \$1.00 \$2.00 \$3.00 \$4.50	30 ¢ 40 ¢ 60 ¢ \$1.15 \$2.10 \$3.50 \$5.50	50 ¢ 80 ¢ \$1.10 \$2.30 \$4.10 \$6.70 \$10.70	2kgs	MAXIMUM Length, width and depth combined 900 mm. Greatest dimension 600 mm.
2.	PRINTED PAERS	50g 100g 250g 500g 1 kg 2 kgs	15 ¢ 25 ¢ 30 ¢ 50 ¢ 75 ¢ \$1.25	20¢ 30¢ 35 ¢ 60 ¢ \$1.00 \$1.40	35¢ 45 ¢ 75 ¢ \$1.25 \$2.25 \$3.50	2kgs	In roll form, length plus twice the diameter 1040 mm. Greatest dimension 900 mm.
3.	BOOKS AND PAMPHLETS OVER 2KG	Every additional 1 kg	50 ¢	75 ¢	\$1.50	5 kgs	MINIMUM Not less than 90 mm x 140 mm.
4.	SMALL PACKETS	100 g 250g 500g 1 kg	20¢ 40¢ 75 ¢ \$1.25	30¢ 50¢ \$1.00 \$1.75	60¢ \$1.20 \$2.00 \$2.50	1 kg	In roll form, length plus twice the diameter 170 mm. Greatest dimension not less than 100 mm.
5.	LITERATURE FOR THE BLIND	—	Free	Free	Free	7 kgs	Not less than 100 mm.
6.	POSTCARDS	—	10 ¢	20 ¢	25 ¢		MAXIMUM 150 mm x 105 mm MINIMUM 140 mm x 90 mm

SCHEDULE 2

(rule 36(1))

INLAND PARCEL POSTAGE RATES

1.	Not exceeding 1 kg in weight	\$2.00
2.	Not exceeding 3 kgs in weight	\$2.50
3.	Not exceeding 5 kgs in weight	\$3.00
4.	Not exceeding 10 kgs in weight	\$4.00

SCHEDULE 3

(rule 53(3))

LICENCE FOR SALE OF POSTAGE STAMPS

POSTAL SERVICES DEPARTMENT, BRUNEI DARUSSALAM

LICENCE FOR SALE OF POSTAGE STAMPS

Mr. of
who is the holder of NRIC No. colour is hereby
licensed to sell postage stamps at

.....
(here state address at which stamps will be sold)
from the day of 20..... to the day of,
20 , subject to the terms and conditions prescribed by rule 53 of the Post Office Rules.

Dated this day of, 20.....

.....
Postmaster General,
Brunei Darussalam.

SCHEDULE 4

(rule 113(2))

LICENCE FOR USE OF BUSINESS REPLY SERVICE

POSTAL SERVICES DEPARTMENT, BRUNEI DARUSSALAM

LICENCE FOR USE OF BUSINESS REPLY SERVICE

Licence is hereby granted to
to use the Business Reply Service under the conditions prescribed in rules 113 to 117 of
the Post Office Rules.

Dated this day of, 20.....

No.

.....
Postmaster General,
Brunei Darussalam.