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APPENDIX A

1163

BRITISH GUIANA

No.

of 1964<sup>5</sup>

REGULATIONS

Made Under

THE POST AND TELEGRAPH ORDINANCE  
(Chapter 132).

UNDER SECTION 97 OF THE POST AND TELEGRAPH ORDINANCE, THE FOLLOWING REGULATIONS HAVE BEEN MADE BY THE DIRECTOR OF POSTS AND TELECOMMUNICATIONS, WITH THE APPROVAL OF THE GOVERNOR ACTING IN ACCORDANCE WITH ARTICLE 22 OF THE CONSTITUTION OF BRITISH GUIANA AND BY VIRTUE AND IN EXERCISE OF ALL OTHER POWERS ENABLING HIM IN THAT BEHALF:-

1.(1) These Regulations may be cited as the Business Reply Service Regulations, 1964<sup>5</sup>.

*M. Th...* (2) These Regulations shall come into operation on the ~~1st~~ January, 1965.

2. In these Regulations -

"business reply service" means a service by which a licensee may obtain the transmission by post and delivery to himself in accordance with the provisions of these Regulations and subject to the conditions specified in the licence, of specially designed preaddressed postal packets without prepayment of postage by the sender if posted in British Guiana;

"Director" means the Director of Posts and Telecommunications;

"licence" means a licence issued by the Director under regulation 4 of these Regulations;

"Licensee" means the person to whom a licence has been issued by the Director;

"postal packet" has the meaning assigned to it by section 2 of the Post and Telegraph Ordinance\*.

3. An application for a licence shall be in the form set out in the first schedule to these Regulations.

4. (1) The Director may, on the application of any person issue to him a licence permitting him to use the business reply service subject to the

\*Cap.132

...provisions

provisions of these Regulations and the conditions contained in the licence.

- (2) A licence shall be in the form set out in the second schedule to these Regulations.
- (3) The Director may, at any time, revoke a licence.
- (4) The powers of the Director under this regulation shall be exercisable by him in his discretion.

5. The business reply service may not be used except by virtue of a licence.

FIRST SCHEDULE

Reg. 3

BUSINESS REPLY SERVICE  
APPLICATION FOR LICENCE

FOR OFFICIAL PURPOSES  
Licence No.

.....  
allotted

The Director of Posts and Telecommunications,  
G.P.O. Buildings,  
Georgetown.

I hereby make application for a licence -  
WE

- (1) to use and issue to my/our correspondents addressed reply envelopes, cards or folders and addressed gummed labels to be affixed to envelopes and cards, to be transmitted to me/us as postal packets or covers of postal packets without repayment of postage if posted in British Guiana, and
- (2) to incorporate in my/our advertisements in newspapers and other publications a design to be cut out and used as an address label affixed to envelopes or cards or as a folder to be transmitted to me/us as postal packets without prepayment of postage if posted in British Guiana,

in accordance with the provisions of the Business Reply Regulations, 1964, and the conditions contained in the licence.

<u>I</u> WE	enclose complete furnished drawing(s) of the	*printed proof(s) of the	*envelopes cards folders labels advertisements.
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which I  
WE propose to use and the sum of .....as an initial deposit.

Name of applicant .....  
(in full)

Address .....  
.....  
.....

Telephone Number (if any) .....

The cards, etc., will be addressed -

Name .....

P.O. BOX No. ....

Address .....

Date ..... Signature + .....

Position .....

\*Delete words not applicable.

+ In the case of a corporate body or firm this must be the signature of a responsible member, and his position (for example, the Manager, Director or Secretary) should be shown.

SECOND SCHEDULE

Reg. 4(2)

BRITISH GUIANA POST OFFICE

LICENCE IN CONNECTION WITH THE BUSINESS REPLY SERVICE.

Licence No.....



Licence is hereby granted to .....  
of .....  
(hereinafter called "the licensee")

- (a) to use and issue to correspondents, addressed reply envelopes, cards, folders and gummed labels to be affixed to cards and envelopes to be transmitted to the licensee (at the abovementioned address) as postal packets or covers of postal packets without repayment of postage if posted in British Guiana;
- (b) to incorporate in the licensee's advertisement in newspapers and other publications a design intended to be cut out and used as an address label adhering completely to an envelope or cards, or as a folder, suitable for transmission by post as a postal packet

...or



or the cover of a postal packet without prepayment of postage if posted in British Guiana.

This licence is granted in accordance with the provisions of the Business Reply Service Regulations, 1964, and under the following conditions -

CONDITIONS

1. The licensee shall deposit with the Director of Posts and Telecommunications (hereinafter referred to as "the Director") such sum, being not less than five dollars, as the Director may consider to be sufficient in the circumstances, and from time to time during the continuance of the licence the licensee shall on demand deposit such further sum as the Director may think necessary.
2. In respect of each business reply envelope, card or folder transmitted by post to the licensee without prepayment of postage the licensee shall pay the Director on demand an amount equal to the cost of prepaying the postage and in addition two cents.
3. Within fifteen days of receiving from the Director an account showing the amount due in accordance with paragraph 2 of these conditions the licensee shall pay such amount to the Director.
4. The licensee may terminate his use of the business reply service by giving the Director one calendar month's notice in writing and surrendering the licence at the expiration of the period of the notice.
5. Where the Director exercises his power to revoke a licence he may, in his discretion, give to the licensee such period of written notice as he thinks fit according as the circumstances of the case require.
6. On the surrender or revocation of a licence the licensee shall cease to use the business reply service and the Director shall pay him the amount deposited under paragraph 1 of these conditions less any charges outstanding under paragraph 2 of these conditions.
7. Postal packets due for delivery after a licence has been surrendered or revoked, or postal packets bearing no licence number, on which no postage has been prepaid or on which postage has not been fully prepaid shall be surcharged on delivery with double the postage or double the deficiency of postage, as the case may be.

8. A specimen of all envelopes, cards, folders and labels proposed to be issued to correspondents and of the advertisements in which the design is proposed to be incorporated for use as aforesaid shall be forwarded by the licensee to the Director for approval and no envelope, card, folder or label for issue to correspondents or advertisements incorporating the said design shall be used until a specimen thereof has been approved by the Director in writing.

9. Envelopes, cards, folders, labels and designs forming part of an advertisement shall conform to the following requirements -

- (a) they shall not be less than four inches long by two and three-quarter inches wide;
- (b) the design and address should preferably be printed in black but any deep colour except red, orange or yellow will be accepted provided the printing is in strong contrast with the colour of the card or paper;
- (c) they shall contain a panel bearing the words -  
"Business Reply Service, Licence No....."  
and the licence number shall be quoted;
- (d) a space not less than one and one-half inches shall be left between the top edge and the top of the licence number panel;
- (e) the name and full address of the licensee shall be printed parallel to the length below the licence number panel;
- (f) the words "No postage stamp necessary if posted in British Guiana" shall be printed in the top right-hand corner;
- (g) 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";
- (h) there shall be two wide vertical lines near the right-hand edge;
- (i) nothing other than the design, licence number and address shall appear on the address side. The design shall be in accordance with the specimen hereunder;
- (j) the printing on cards for transmission at the printed paper rate shall not be in imitation

- of typewriting;
- (k) cards shall be of the material not less than one hundredth of an inch thick and nor more flexible than the postcards issued and sold by the Post Office;
- (l) labels shall be printed on paper which will readily take an adhesive substance and which is not too thick to admit the label being securely pasted down;
- (m) folders must, where possible, be so arranged that there are folds above and to the right of the top right hand corner of the address side of the design. Flimsy paper shall not be used for folders. The maximum size of a folder, when folded, shall be 6 inches in length by 3½ inches in width;
- (n) in all other respects business reply envelopes, cards, folders or labels will be subject to the general provisions of the regulations relating to the inland letter, postcard and printed paper posts except that they cannot be registered nor can they be redirected after delivery at the business reply address and if retransmitted must be enclosed in a cover and postage prepaid.

10. The business reply service must not be used for the transmission by post of goods or samples.

11. Business reply envelopes, cards or folders posted to a licensee from a place outside British Guiana without prepayment of postage or being insufficiently prepaid will be surcharged on delivery with double the postage or double the deficiency of postage, as the case may be.


12. The business reply service may not be used except by virtue of a licence.

13. The conditions of this licence may be varied or added to by the Director by regulations made under section 97 of the Post and Telegraph Ordinance if and so far as is necessary to bring them into conformity with any law for the time being in force relating to the inland post.



SPECIMEN BUSINESS REPLY CARD

minimum 4"

Postage will be paid by licensee	minimum 2 1/2" 1 1/2"	No postage stamp necessary if posted in British Guiana.
NAME:  ADDRESS:	Business Reply Service Licence No.....	

*[Handwritten signature]*

Director of Posts and Telecommunications

Date .....

Made this 23<sup>rd</sup> day of February, 1964<sup>5</sup>

*[Handwritten signature]*

Director of Posts and Telecommunications

Approved this 23<sup>rd</sup> day of February 1964<sup>5</sup>

*Sgt. Richard E. Luyt*

Governor