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BRITISH GUIANA

REGULATIONS

MADE UNDER

THE POST AND TELEGRAPH ORDINANCE

(Chapter 132)

UNDER SECTION 97 OF THE POST AND TELEGRAPH ORDINANCE 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:—

Citation and commencement.

1. These Regulations may be cited as the Private Letter Boxes Regulations, 1965, and shall come into operation on the 1st day of December, 1965.

Interpretation.

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

“Director” means the Director of Posts and Telecommunications;

“private letter box” means a receptacle provided by the Director at a post office for the reception of postal packets addressed in the manner prescribed in these Regulations and which have been transmitted through the post and are due for delivery;

“renter” means a person who rents a private letter box.

General conditions applicable to the private letter box service.

3. (1) A private letter box may be rented in accordance with the provisions of these Regulations.

(2) Each private letter box at a post office shall bear a number distinguishing it from all other private letter boxes at that post office.

(3) Every private letter box shall be the property of the Director and shall be fitted with a lock provided and affixed by him.

(4) Subject to the provisions of these Regulations, the Director shall issue to a renter a key or keys for the purpose of opening a private letter box allotted to him, and the renter or his agent shall not obtain access to postal packets deposited in the private letter box except by the use of such key.

(5) A renter being an individual may have deposited in the private letter box allotted to him correspondence addressed to himself, or to his care, or to a visitor or to members of his family or to his servants or other employees or to a relative or other person who lives in his house.

(6) A renter being a body corporate or unincorporate may have deposited in the private letter box allotted to that body correspondence addressed in its name, and may consent to having deposited in the box correspondence addressed to any of its members, officials or employees, or the families of members.

(7) Where the rules of an educational or public institution permit, correspondence addressed to students, or teachers, or inmates, may be deposited in the private letter box rented by such institution.

(8) Correspondence addressed to residents or boarders at an hotel or boarding house may be deposited in the private letter box allotted to it or to the proprietor thereof.

(9) Correspondence addressed only to a private letter box number shall be deposited in that box.

(10) Correspondence already delivered to a renter, and private articles of any kind, may not be placed in a private letter box by the renter or his agent.

(11) A private letter box may not be used for any purpose which contravenes any law.

4. (1) Any person who desires to rent a private letter box shall make application to the Director in the form set out in the schedule to these Regulations. Application for private letter box.

(2) An applicant who is unknown to the Director must furnish two signed references to the satisfaction of the Director.

(3) The Director may require a person applying to rent a private letter box to supply him with such additional information as he may consider necessary for the purpose of considering the application.

(4) A private letter box may not be rented in a fictitious name.

5. (1) Where an application for a private letter box has been approved the Director may allot the applicant a box of such description as may be available and suitable to the requirements of the applicant. Allocation of private letter box.

(2) Where the applications for private letter boxes exceed the number of boxes available the Director shall allot the available boxes to applicants in such manner as he may think fit.

(3) The Director may, without assigning any reason, refuse to rent a private letter box to an applicant.

(4) (a) No private letter box shall be allotted to more than one person.

(b) Not more than one private letter box shall be allotted to a person except in the case of a body corporate or unincorporate.

Private letter box may not be transferred without authority.

6. The entitlement to use a private letter box may not be transferred from the renter to another person, or from one post office to another, without the approval of the Director.

Conditions applicable to the use of private letter box.

7. (1) An applicant shall undertake to rent a private letter box for a minimum period of twelve months, and the rent shall be payable annually in advance from the date on which the use of the box commences. Such rent shall be due and payable notwithstanding that an account therefor has not been received by the renter.

(2) The Director may suspend the use of a private letter box if the rent has not been paid ten days after the day on which it was due.

(3) Any notice or account which may be given or rendered by or on behalf of the Director shall be deemed duly given or rendered if placed in the renter's private letter box or sent to his last known address.

(4) If the use of a private letter box is not terminated at or before the expiration of the minimum initial period or twelve months the renter may continue to use the box after the expiration of the said period, provided the rent has been paid in accordance with paragraph (1) of this regulation and, until such time as the renter gives written notice to the Director of his desire to discontinue the use of the private letter box or the Director terminates the service by notice in writing in accordance with regulation 8 of these Regulations.

(5) A renter may at any time by written notice to the Director signify his desire to terminate his use of a private letter box, and from the day on which the renter's use of the box ceases the Director shall cause the lock of the box to be inoperable and the renter shall be under an obligation to return to the Director forthwith the key or keys of the box.

(6) Where a renter gives notice as prescribed in paragraph (5) of this regulation of his desire to terminate the use of a private letter box the Director shall terminate the service as requested by the renter and return to the renter one quarter of the annual rent of the box for each complete three months of the unexpired period for which the renter has paid rent in advance, provided that no part of the rent for the initial minimum period of twelve months shall be returnable to the renter.

8. (1) Where it has been decided to close a post office the Director shall give each renter of a private letter box at that Post Office one month's notice in writing determining the use of the private letter box, and on the day next after the last day of such period of notice the Director shall cause the lock of the box to be inoperable and demand from the renter the return of the keys. Determination of the use of a private letter box by the post office.

(2) The Director may, without assigning any reason, give the renter one month's notice in writing determining the use of a private letter box and on the day next after the last day of such period of notice the Director shall cause the lock of the box to be inoperable and demand from the renter the return of the keys.

(3) Where the use of a private letter box has been determined in accordance with paragraph (1) or (2) of this regulation the Director shall return to the renter one quarter of the annual rent of the box for each complete three months of the unexpired period for which he has paid in advance.

9. A deposit of fifty cents on account of each key for a private letter box shall be made by a renter on the delivery to him of one or more keys, and the Director shall issue a receipt for the key or keys undamaged. Deposit for key.

10. In every case where the key for a private letter box is lost by the renter or his agent the Director shall demand from the renter the return of any other keys for the box which may be in his possession, and shall return to the renter the deposit for each such key. The Director shall then cause a new lock to be affixed to such box. The renter shall pay to the Director the cost of the new lock and shall be required to make a new deposit of fifty cents on each new key for a private letter box delivered to him. No lock may be affixed to a private letter box other than a lock supplied and affixed thereto by the Director, nor may any key be used to open a private letter box other than a key supplied to the renter by the Director. Loss of key.

11. Any injury or damage to a private letter box arising from the wilful act of a renter or his agent shall be made good by the Director at the expense of the renter who shall, on demand, pay to the Director the cost thereof. Damage to private letter box.

12. Postal Packets intended for delivery into a private letter box must bear the renter's name and the number of such box. Postal packets bearing the renter's name and private address but not the number of the box, may, at his request be deposited in the private letter box allotted to him; Delivery of postal packets.

Provided that registered and insufficiently prepaid postal packets shall not be placed into a private letter box but shall be retained for delivery at a post office counter, and notice of the detention of such packets shall be given to a renter by means of a card placed in his private letter box.

Delivery into private letter boxes. 13. Delivery of postal packets into a private letter box shall in all respects be equivalent to personal delivery to the addressee.

Director not liable for delivery of postal packet 14. The Director shall not be liable in respect of any postal packets which may be delivered to a person not entitled to receive it.

Presentation of notice would be regarded as authority to receive packets. 15. The presentation at a post office counter of a registered letter delivery notice or parcel delivery notice, withdrawn from a private letter box, shall be regarded as an authority from the addressee for the person presenting the notice to receive the postal packet to which the notice refers.

Delivery of correspondence to a person who is not renter 16. A person, not being the renter of a private letter box, whose correspondence is nevertheless addressed to a box, may only obtain delivery of such correspondence through the co-operation of the renter.

Postal packets delivered or addressed to wrong box. 17. Postal packets delivered to a private letter box in error, or accidentally addressed to a wrong box, shall be reposted with the words "Not for box . . ." written thereon.

Readdressing of postal packets. 18. The post office shall be under no obligation to readdress postal packets from one private letter box to another unless a box be closed. Application for readdressing should be made to the Postmaster of the post office where the box is situated.

Right to suspend delivery to private letter boxes. 19. In the event of the suspension of house-to-house postal deliveries the Director reserves the right to suspend delivery to private letter boxes:

Provided that in the event of the suspension of delivery to private letter boxes in time of emergency the Director may institute counter delivery of postal packets.

Temporary delivery of postal packets. 20. If a renter is unable to open his private letter box, postal packets therein may be delivered temporarily at a post office counter, but unless the renter be known or be identified by someone known to a responsible officer of the post office, the only admitted proof of identity shall be the receipt for the payment of the rental of the private letter box.

Delivery of packets addressed "Poste Restante." 21. Subject to the provisions of these Regulations, there shall be no counter delivery of postal packets at post offices where private letter boxes are installed and where house-to-house delivery of postal packets is made except packets addressed "Poste Restante."

22. The charges for the rental of private boxes shall be as follows — Rental for private letter boxes.

Post Office	Size No.	Annual Rent
(a) General Post Office Georgetown	1	\$12.00
	2	24.00
	3	36.00
(b) Other Post Offices	1	6.00
	2	12.00
	3	18.00

23. The Private Letter Boxes Regulations and all amendments thereto are hereby revoked. Revocation.

SCHEDULE Ref. No. P.L. Box.....

Application for Private Letter Box

Irrespective of date of Application

General Post Office Other Post Offices

No. 1 Size (4½" H. x 6" W x 18" D)	\$12.00 per annum	\$ 6.00 per annum
No. 2 Size (5½" H. x 12" W. x 18" D)	\$24.00 -do-	\$12.00 -do-
No. 3 Size (12" H. x 24" W. x 18" D)	\$36.00 -do-	\$18.00 -do-

DEPOSIT ON EACH KEY: .50c.

NAME

(in block letters)

ADDRESS

DATE

General Post Office,
GEORGETOWN.

Director of Posts and Telecommunications, (Ag.)

Sir,

Application is hereby made for a Private Letter Box No. Size
and key/keys in the name of the undersigned/on
behalf of the undermentioned.

Yours faithfully,

(Signature)

for

References

Director of Posts and Telecommunications,

.....the applicant/s is/are known

to me and his/her application is recommended.

(1) NAME (2) NAME

ADDRESS ADDRESS

DATE DATE

Made this 12th day of October, 1965.

W. S. CAMERON,
Director of Posts and Telecommunications (ag.)

Approved this 14th day of October, 1965.

RICHARD E. LUYT,
Governor.

(M.P. PT: 2255)