



NIGERIAN POSTAL SERVICE

POST OFFICE GUIDE 2009

ISSUED ON THE AUTHORITY OF
THE FEDERAL REPUBLIC OF NIGERIA

**NIPOST CORPORATE HEADQUARTERS
ABUJA 900001**

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POST OFFICE GUIDE

2009

Issued on the authority

of

The Federal Republic of Nigeria

NOTE: The services and charges set out in this volume are liable to modification or suspension. Up to date information may be obtained at all Post Offices in Nigeria.

NIPOST HEADQUARTERS
ABUJA 900001



NIGERIAN POSTAL SERVICE

...Ours is service excellence

AGENCY SERVICE

Agency service is across the counter service, where we undertake to sell/promote our clients' products/services on their behalf on commission basis.

Examples of such services are:



Sales and distribution of examination forms



Distribution of shares offer and application forms



Sales and distribution of magazines, catalogues

Professional journals, newspapers etc



Distribution of advert handbills/flyers etc

...Timely and Trusted

TRY US TODAY !

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PREFACE

This edition of Post Office Guide gives information about Postal Services available at the time of going to Press.

Enclosed in this Guide is a post card with which you can notify your name and address so that Amendment supplements may be sent to you as they are published.

Amendment supplements to the Post Office Guide notified are published annually.

ORGANISATION OF POSTAL SERVICE:**HEADQUARTERS**

The Nigerian Postal Service is administered by the Postmaster General with the Headquarters located at No. 1 Nkwere Street, (Plot 1279) by Muhammadu Buhari Way, Garki II, Near Old CBN, PMB 12537, Garki Abuja, 900001.

e-mail: pmg@nipost.gov.ng

Tel: +234(0)9 3149531-2

FAX: +234(0)9 3149533

TERRITORIAL OFFICES/ STATES CAPITAL OFFICES

OFFICE	LOCATION	TELEPHONE	FAX
AREA POSTAL MANAGER ABIA TERRITORY	National War Museum Rd, Ugwunchara, Umuahia	088-222766	088- 222766
AREA POSTAL MANAGER ABUJA TERRITORY	Moshood Abiola Way, Area 10, Abuja	09-2341352 2341363	09- 2341352
AREA POSTAL MANAGER ADAMAWA TERRITORY	Mohammed Mustapha Way Yola	075-624823	075- 624823
AREA POSTAL MANAGER AKWA IBOM TERRITORY	Federal Secretariat Uyo	085-200009	085- 200009
AREA POSTAL MANAGER ANAMBRA TERRITORY	Nnamdi Azikiwe Avenue, Awka	048-550825 550607	048- 550825
AREA POSTAL MANAGER BAUCHI TERRITORY	Wunti Dada Roundabout, Bauchi	077-543779 540571	
BAYELSA STATE CONTROLLED BY RIVERS TERRITORY	Hospital Road, Yenagoa	089-490080	
AREA POSTAL MANAGER BENUE TERRITORY	Gboko Road, Makurdi	044-533151	044- 533151
AREA POSTAL MANAGER BORNOTERRITORY	Circular Road, Maiduguri	076-231755	076- 232503
AREA POSTAL MANAGER CROSS RIVER TERRITORY	Federal Secretariat Calabar	087-230054	087- 230054
AREA POSTAL MANAGER DELTA TERRITORY	Federal Secretariat Asaba	056-281686	056- 281686
EBONYI STATE CONTROLLED BY ENUGU TERRITORY	5, Water Works Road, Abakaliki		
AREA POSTAL MANAGER EDO TERRITORY	1, Airport Road, Benin	052-257847	052- 257847

EKITI STATE CONTROLLED BY ONDO TERRITORY	Besides Obas Palace, Ado Ekiti		
AREA POSTAL MANAGER ENUGU TERRITORY		042- 300458	042- 250460
GOMBE STATE CONTROLLED BY BAUCHI TERRITORY	Bauchi-Gombe Road, Gombe		
AREA POSTAL MANAGER IMO TERRITORY	Port Harcourt Road, New Owerri	083- 233878	083- 230001
AREA POSTAL MANAGER JIGAWA TERRITORY	Post Office Road, Dutse	064- 721214	
AREA POSTAL MANAGER KADUNA TERRITORY	Yakubu Gowon Way, Kaduna	062- 213997	062- 242396
AREA POSTAL MANAGER KANO TERRITORY	Post Office Road, Kano	064- 646307 632157 633472	632157
AREA POSTAL MANAGER KATSINA TERRITORY		065- 431056	
AREA POSTAL MANAGER KEBBI TERRITORY	Haliru Abelu Street, Kebbi	068- 321055	
AREA POSTAL MANAGER KOGI TERRITORY		058- 220815	
AREA POSTAL MANAGER KWARA TERRITORY	General Post Office Ilorin	031- 220080	031- 220080
AREA POSTAL MANAGER LAGOS ISLAND TERRITORY	General Post Office Marina, Lagos	01- 2661140 2662972	
AREA POSTAL MANAGER LAGOS MAINLAND TERRITORY	8, Mobolaji Bank- Anthony Way, Ikeja	01- 4979087	01- 4979085
NASARAWA STATE CONTROLLED BY PLATEAU TERRITORY	Makurdi Road, Lafia		
AREA POSTAL MANAGER NIGER TERRITORY	IBB Road, Minna	066- 222455 222179	066- 222179
AREA POSTAL MANAGER OGUN TERRITORY	Federal Secretariat, Oke-Mosan, Abeokuta	039- 244168	039- 240294

AREA POSTAL MANAGER ONDO TERRITORY	83 Oyemekun Road Akure	034- 242102	034- 242102
AREA POSTAL MANAGER OSUN TERRITORY	Station Road, Orisumare Market, Oshogbo	035- 233474	035- 234826
AREA POSTAL MANAGER OYO TERRITORY	General Post Office, Dugbe Ibadan	02- 2414679 2413411	02- 2413411
AREA POSTAL MANAGER PLATEAU TERRITORY	9 Ahmadu Bello Way, Jos	073- 455155	073- 455155
AREA POSTAL MANAGER RIVERS TERRITORY	10 Station Road, Port Harcourt	084- 239157 234733 333016	084- 239157
AREA POSTAL MANAGER SOKOTO TERRITORY	Maiduguri Road, Sokoto	060- 232876	
AREA POSTAL MANAGER TARABA TERRITORY	Abubakar Barde Road, Jalingo	079- 22624	079- 22624
AREA POSTAL MANAGER YOBE TERRITORY	Sir Ahmadu Bello Way, Damaturu	074- 522136	074- 522136
ZAMFARA STATE CONTROLLED BY SOKOTO TERRITORY	Zaria Road, Gusau		

HOURS OF BUSINESS

Post offices
Counter Services

Hours of business

8am - 5pm Monday Friday
9am - 1pm Saturday
10am - 12pm Sunday

Mail Office

6am - 3pm Daily
2pm - 10pm Daily
9am - 7pm Daily

EMS Duty

8am - 5pm
8am - 12pm Saturday

Postal Agency:

Same as for Sub Post Office.

SUMMARY OF PRINCIPAL SERVICES AND CHARGES INLAND POST

1. DOMESTIC MAILS

1.1 LETTER / LETTER PACKET POSTAGE RATES

	RATE
(i) 1 st 20 grammes	N50.00
(ii) Subsequent 20 grams or part thereof	N20.00
(iii) Aerogramme (Local)	N50.00
(iv) Internal Express Letter fee	N200.00

1.2 PARCEL RATES

REGION	1 ST KG	ADDITIONAL ½ KG
Inter-region	N500.00	N150.00
Intra-region	N300.00	N100.00
Intra-city	N150.00	N 50.00

1.3 INSURANCE

(i) Insured letter]]- As specified in the Insurance guidelines.
(ii) Insured Parcel]	
(iii) Property	11.52% of value

1.4 REGISTRATION FEES

(i) Letter Registration	N180.00
(ii) Bulk Registration charge for Mail bags	N500.00
(iii) Registered Letter Home Delivery Fee <i>(exclusive of Postage rate and registration fee)</i>	N200.00

1.5 RETENTION FEES

Parcel	
1-21 days	Free
22-28 days	N50.00

1.6 BULK MAILERS AND RELIGIOUS ORGANISATIONS

1.6.1	Domestic Mail
1.6.1.2	Rates and Charges

WEIGHT (GRAMS)	BULK POST NEW RATE (N)
1 20	40
21 40	50
41 60	60
61 80	70
81 100	80
101 120	90
121 140	100
141 160	110
161 180	120
181 200	130
201 220	140
221 240	150
241 260	155
261 280	160
281 300	165
301 320	170
321 340	175
341 360	180
361 380	185
381 400	190
401 420	195
421 440	200
441 240	205
461 480	210

1.6.1.3

Registered letter

- N120

Registered mandated warrant

- N120

*Registration fee as Bulk mailer

- N500.00

Initial quantity of items at Bulk Venture is 1000 items; for other offices it is 500. Subsequent postings may reasonably be cumulative.

*All transactions attract 5% rebate if payment is made within 21 days of the transaction.

1.6.1.4.

FOREIGN MAILS

As in the tariff but all transactions attract 5% rebate if payment is made within 21 days of the transaction.

2. INTERNATIONAL MAILS

2.1 LETTER POSTAGE RATES

2.1.1 Zone

	Letters Up to 20 grams	Additional 20grams or part thereof
(i) African Countries	N90.00	N40.00
(ii) America North & South	N150.00	N60.00
(iii) Asia & Far East	N150.00	N60.00
(iv) Europe	N120.00	N50.00
(v) Australia & Oceanic	N150.00	N60.00
(vi) External Express	N200.00	Exclusive of Postage rate

2.1.2 AEROGRAMME (OVERSEAS)

N90.00

(Additional postage stamps to be affixed to make up the appropriate postage rate if there is enclosure depending on the region of destination).

2.1.3 Postcard - Minimum postage rate for region of destination.

2.2. RETENTION FEES

(i) Parcel	Free
1 14 days	N50.00
15 30 days	N5.00 daily
31 days 60 days	
(ii) Foreign M' Bags	Free
1 21 days	N50.00 per bag
22 30 days	N20.00per bag per extra day.
31 62 days	

2.3 PARCELS

2.3.1 AIR PARCEL POSTAGE AND WEIGHT LIMIT EFFECTIVE FROM 1ST MARCH, 2006

S/N	COUNTRY	WEIGHT LIMIT KG	1 ST KG N	EACH ADDITIONAL <input type="checkbox"/> KG= N
1	AUSTRALIA	20	3600	825
2	AUSRIA	20	2700	315
3	BANGLADESH	20	2920	570
4	BELGIUM	20	4030	380
5	BENIN REP.	20	1680	135
6	BRAZIL	20	2720	465
7	BULGARIA	20	2460	225
8	BOSNIA- HERZEGOVINA	15	2440	420
9	CAMEROON	20	2300	190
10	CANADA	20	3200	640
11	CENTRAL AFRICA REP.	20	2750	200
12	CHAD	20	2450	220
13	CHINA PEOPLES REPUBLIC	20	3360	675
14	CONGO (BRA)	20	2180	225
15	CONGO (DR)	30	2800	260
16	CROATIA	15	2440	420
17	COTE DVOIRE	20	2050	195
18	DENMARK	30	2900	345
19	EGYPT	30	2680	315
20	EQUATORIAL GUINEA	20	1650	150
21	ETHIOPIA	30	2150	400
22	FRANCE	20	3140	320
23	GABON	20	2500	280
24	GAMBIA	10	2680	210
25	GERMANY	30	3400	350
26	GHANA	30	2400	210
27	GREAT BRITAIN & N.IRELAND	20	3300	485
28	GREECE	20	2700	360
29	NETHERLANDS	20	2780	345
30	HONG KONG	20	3500	620
31	INDIA	20	3100	470
32	INDONESIA	20	3700	945
33	IRAN	20	4000	415
34	IRISH REPUBLIC	20	2850	350
35	ISRAEL	20	2500	490

36	ITALY & SAN MARINO	20	2700	315
37	JAPAN	20	3500	690
38	KENYA	30	2570	325
39	LEBANON	20	2550	330
40	LIBERIA	30	1760	195
41	LIBYA	20	3200	295
42	MALAGASY		2700	565
43	MONTENEGRO	15	2440	420
44	NIGER REP	20	2350	630
45	NORWAY	20	2180	460
46	PAKISTAN	30	2700	460
47	PHILIPPINES	20	3350	690
48	POLAND	20	2600	385
49	RUMANIA	20	2800	375
50	RUSSIA	30	3350	505
51	SAUDI ARABIA	20	2850	575
52	SENEGAL	20	2450	270
53	SERBIA	15	2440	420
54	SIERRA-LEONE	20	2350	240
55	SINGAPORE	30	2750	555
56	SOUTH AFRICA	30	2950	475
57	SOUTH KOREA	20	4100	685
58	SPAIN	20	2600	295
59	SRI-LANKA	30	2780	465
60	SUDAN	20	2600	285
61	SWEDEN	20	3500	415
62	SWITZERLAND	20	2750	325
63	TAIWAN	20	3450	655
64	TANZANIA		2600	355
65	TOGO	20	2100	165
66	TURKEY	20	2850	505
67	UGANDA	20	2570	325
68	USA	20	3000	685
69	ZAMBIA	30	2600	390
70	ZIMBABWE	20	3100	415

2.3.3 INTERNATIONAL REPLY COUPON

N90.00

3. POSTAL STATIONERY AND LITERATURE

- | | | |
|-------|---|---------|
| (i) | Registered Letter Envelope
H (203 mm x 127 mm) | N300.00 |
| (ii) | Additional 20 grams or part thereof | N20.00 |
| (iii) | Postcode Directory | N800.00 |

4. DELIVERY SERVICES

4.1 PRIVATE MAIL BAG

	<u>Special Zone</u>	<u>Zone A</u>	<u>Zone B</u>	<u>Others</u>	
(i)	Procurement for 2 bags	N6,000	N6,000	N6,000	N6,000
(ii)	Annual Service charge	N5,000	N3,500	N3,000	N2,000

} excluding
VAT

4.2 POST OFFICE BOX

	<u>Special Zone</u>	<u>Zone A</u>	<u>Zone B</u>	<u>Others</u>
(i)	Deposit for key	500.	N500.	N500.
(ii)	Annual Rental (Private)	N2,000	N1,200	N1,000
(iii)	Annual Rental (Business)	N3,000	N2,000	N1,500
(iv)	Penalty for late payment: 10% of annual rental after 31 st January.			N1,000

5. ZONAL BILLING CLASSIFICATION

Special Zone	Zone A	Zone B	Others
Abuja M. Capital Lagos Municipal Warri Port-Harcourt Aba Onitsha	All offices in Ibadan Enugu Kaduna Benin FCT	All State Capitals Not in special Zone and Zone A	All offices that are not in the special zone, Zone A and Zone B

(see office classification list/ booklet)

6. ALLOWANCES

- (i) Postal Agency allowance: 20% of sales
- (ii) Post shop allowance: 10% of sales (up front)

7. OUTDOOR DELIVERY OF REGISTERED LETTERS

- | | | |
|------|-------------------------------------|---------|
| (i) | 1 st 20 grams | N250.00 |
| (ii) | Additional 20 grams or part thereof | N 20.00 |

8. REMITTANCE SERVICE**7.1 NIGERIAN POSTAL ORDER**

<u>Denomination</u>	<u>Commission</u>
N100.00	N15.00
N200.00	N25.00

N.B.

- (a) Foreign Postal / Money Orders are payable at General Post Offices in each state Capital.
- (b) A Postal Order becomes invalid for payment after six months from the last day of the month of issue.

9. COURIER COMPANY FEES

- | | | |
|------|-----------------------------------|---------------|
| (i) | Registration of Courier Companies | N1,000,000.00 |
| (ii) | Annual Renewal Fee | N250,000.00 |

10. MISCELLANEOUS

- | | | |
|-------|--|---------------------|
| (i) | Post Office Identity Card | N350.00 |
| (ii) | Redirection of letter in Post | N100.00 |
| (iii) | Registration fee for pick-up Services (excluding charge) | N2,000.00 |
| (iv) | Registration for Bulk Mail | N5,000.00 |
| (v) | Special Delivery thrice a week | N11,000.00 Annually |
| (vi) | Special Delivery four times a week | N15,000.00 Annually |
| (vii) | Special Delivery five times a week | N20,000.00 Annually |

11. EMS/SPEED POST SERVICE RATES

11.1 (SPEED POST RATES)

<u>Destination</u>	<u>Documents / Merchandise</u>	
	<u>0.5 kg</u>	<u>Additional ½ kg or part thereof</u>
(i) Nation wide	N1,140.00	N120.00
(ii) Inter Region	N 760.00	N100.00
(iii) Intra Region	N 760.00	N100.00
(iv) Intra-state	N 475.00	N 80.00
(v) Intra-city	N 170.00	N 50.00
(vi) Direct	N 950.00	N100.00

11.2 EMS RATES

<u>ZONES / DESTINATION</u>	<u>DOCUMENTS</u>		<u>MERCHANDISE</u>	
	<u>1st ½ kg</u>	<u>Additional ½ kg or part thereof</u>	<u>1st ½ kg</u>	<u>Additional ½ kg or part thereof</u>
(i) West Africa	N3,050	N500.00	N4,275	N650.00
(ii) South Africa	N4,750	N700.00	N6,650	N900.00
(iii) Rest of Africa	N4,750	N700.00	N5,700	N850.00
(iv) London	N3,520	N550.00	N4,275	N650.00
(v) Rest of U.K.	N3,990	N680.00	N4,750	N750.00
(vi) Western Europe	N4,750	N650.00	N5,035	N880.00
(vii) Eastern Europe	N5,700	N800.00	N6,035	N880.00
(viii) Middle East	N5,225	N750.00	N5,700	N850.00
(ix) Asia	N5,700	N800.00	N6,175	N880.00
(x) New York	N4,750	N700.00	N5,510	N780.00
(xi) USA & Mexico	N4,950	N700.00	N5,655	N780.00
(xii) Canada	N4,950	N700.00	N6,850	N900.00
(xiii) Rest of America	N4,950	N700.00	N6,157	N880.00
(xiv) Far East	N5,890	N800.00	N7,125	N1,000.00

11.3 INSURANCE: 7% of declared value (maximum value)

11.4 E.M.S. PACK

Small	N100.00
Medium	N200.00
Large	N300.00
Extra Large	N350.00
Wrapper	N200.00

11.5 MISCELLANEOUS

(i)	Enquiry fee	Free
(ii)	Advice of Delivery	Free
(iii)	On forwarding charge	N400.00
(iv)	Retention fee for merchandise after 21 days	N20.00
(v)	Registration fee for pick-up service	N300.00

PHILATELIC BUREAU

HOURS OF BUSINESS

The Philatelic Bureau is open for business from Monday to Friday except on public holidays as follows: - Monday to Friday; 8.00 a.m. - 4.00 p.m.

TYPES OF SERVICE AVAILABLE:

The Nigerian Philatelic Bureau caters for the needs of Philatelists, stamp collectors, stamp dealers and others interested in Nigerian Postage Stamps.

The stamps are classified under two main categories, namely, (i) The definitive and (ii) The Special /Commemorative, which are available at face value at the philatelic counter and Territorial Headquarters throughout Nigeria, or by mail order from:

The Nigerian Philatelic Bureau
Nigerian Postal Service
Tinubu Street
P.M.B. 12647
Lagos 101001
Nigeria

Every order must be accompanied by the necessary remittance, convertible in the local currency, covering the face value of the stamps plus postage, registration fee and any other incidental expenses. Supplies of Nigerian Postage Stamps are also made against a Deposit account system whereby an initial minimum deposit of N1000.00 local/or US dollars or its equivalent is made. Payment could be made in US dollars Personal Cheques and / or bank draft. This system facilitates automatic supply of new issues of stamps to individual customers. (The amount quoted is liable to change without notice depending on the prevailing situation).

The following types of services are available:

- (a) Supply of mint stamps currently in use definitive and commemorative.
- (b) Supply of First Day Covers (FDC) A special design official FIRST DAY COVER is made available with every new issue of stamp both in respect of definitive and commemorative issues. In addition to the face value of the stamps affixed on such covers, in singles, blocks-of-four or as desired by the customer, an extra charge is levied per cover to meet the cost of printing, handling etc.

- (c) First Day Cancellations The use of such special cancellations is restricted to the first day of issue of any new stamp or stamps affixed on an official or privately-owned cover, addressed to destinations bearing appropriate postage and also on album pages to bona-fide stamp collectors when presented at the philatelic counter.
- (d) Supply of Postcards
- (e) Supply of Maxicard
- (f) Miniature sheets
- (g) Year Pack.

As at present, all Nigerian Postage Stamps are printed locally by the Nigerian Security Printing and Minting Company Limited. The available printing facilities make it possible for the stamp to be printed on watermarked paper by the lithographic process in sheets of 50 irrespective of the class of issue, whether definitive, special or commemorative. Customers are therefore free to place their orders for the supply of such stamps as they wish, in singles, strips, sets or blocks with or without margins or in complete sheets as the case may be.

Special/Commemorative stamps of short run are normally issued to last for a period of six months. Accordingly, the supply of such stamps depends on the availability of stocks within a six month life span or the date by which the stamps get exhausted, whichever is earlier.

For the supply of 'issued' Nigerian Postage Stamps, customers should approach the local stamp dealers or those in the international philatelic market stocking such stamps. The current definitive postage stamps and items of postal stationery are listed below: - N10, N15, N20, N25, N30, N40, N50 and N100.

ITEMS OF POSTAL STATIONERY

- (a) N300.00 large registration envelope (Type H)
- (b) N50.00 Aerogramme (for internal use).
- (c) N90.00 Aerogramme (for Europe and other countries)

TERMS AND CONDITIONS FOR SALES AND MODES OF PAYMENT

All supplies of Nigerian Postage Stamps whether across the philatelic counter or by post, are made strictly against cash payment for the full value of the stamp on order. For customers calling at the Bureau, facilities exist for making a selection or choice of

their requirement for hand to hand delivery or arranging outward despatches by post in accordance with the wishes of the customer.

Provided that orders for the supply of new stamps are received by the Bureau well in advance, every attempt will be made to comply with such orders and to ensure that these are mailed on the date of release of each new issue. Orders received late will take their own turn.

Customers are also requested to indicate clearly special instructions, if any, and the manner in which supplies are to be made i.e. by airmail; they should also indicate if the articles should be sent by registered post.

Free supply of printed order forms is obtainable on application from the Nigerian Philatelic Bureau, P.M.B. 12647, Lagos 101001, Nigeria.

MODE OF PAYMENT

Except in the case of orders covered by the deposit account service, advance payment is required in each and every case in either cash or cheque. For overseas customers, bank drafts drawn in British Pound Sterling or US dollars on recognised international banks are accepted. All such remittance should be made payable to:

The Postmaster General
Nigerian Philatelic Bureau,
P.M.B. 12647,
Lagos 101001
Nigeria.

DEPOSIT ACCOUNT SERVICE:

Customers interested in the regular supply of all new issues of Nigerian Postage Stamps, First Day Covers and new items of postal stationery are advised to avail themselves of this service by opening an account with the Philatelic Bureau with a minimum deposit of US \$400.00 or more depending on total value of stamps purchased on six monthly or yearly basis. This would ensure automatic supply of all new products on the date of issue or as the customer using this service may require. In each case, the face value of the stamps supplied will be deducted from the amount held in the deposit and a statement of account showing the credit balance sent to the customer so as to ensure replenishment of the deposit, if need be. To avoid frequent replenishments of such deposits, customers are advised to maintain sufficient credit balance to cover the cost of their requirements on a regular basis.

For the opening of such accounts, intending customers may apply for the prescribed

application form direct to the Nigerian Philatelic Bureau at the address indicated above. No fee is charged for the opening of such accounts.

Postage stamps are not accepted in lieu of Nigerian Stamps on order nor are such stamps supplied on approval. Once the stamps are supplied against a specific order, these will neither be taken back nor the value thereof refunded. Care is taken at all times to ensure that customers received their orders in perfect condition.

TYPES OF NIGERIAN POSTAGE STAMPS

There are two types of Nigerian Postage Stamps, namely:-

- (i) Definitive or Regular postage stamps for day-to-day use.
- (ii) Commemorative / Special postage stamps used in commemorative occasions or publicizing special events.

CRITERIA FOR ISSUING DEFINITIVE POSTAGE STAMPS

- (i) Definitive or regular postage stamps are normally issued once every five years.
- (ii) Definitive or regular postage stamps must be simple in design to keep the cost of production low and the service self-sustaining.
- (iii) Definitive or Regular Stamps may be issued to honour living dignitaries such as a Monarch or President and such stamps shall be withdrawn from circulation as soon as the personality abdicates the throne or leaves office.
- (iv) A definitive or regular postage stamp may be issued to portray Nigeria's heritage, arts, culture, dances, drama, music, costumes and other facets of the people's life and natural wealth such as Fauna, Flora, Birds, Fishes, Fruits and Insects.

CRITERIA FOR ISSUING COMMEMORATIVE / SPECIAL POSTAGE STAMPS

- (i) Commemorative/Special postage stamps are issued from time to time subject to a maximum of six issues in one calendar year.
- (ii) Commemorative/special postage stamps are normally issued in low denominations corresponding to the basic postage rate for internal or external use. A minimum of two and a maximum of four denominations are released for each issue depending on the nature and merit of each issue.
- (iii) Commemorative/Special postage stamps may be issued for events or

occasions of national or international importance but only when these have reached a certain age, for example 25 years (Silver Jubilee), 50 years (Golden Jubilee), 60 years (Diamond Jubilee) and 100 years (Centenary) anniversaries.

Notwithstanding what has been said above, commemorative postage stamps may be issued at any time if the Stamps Selection Committee finds justification for doing so in the national or international interest.

- (iv) Commemorative/Special postage stamps may be issued to raise fund for a charitable purpose or a benevolent cause like child welfare, Health, Red Cross etc., such stamps have an element of surcharge in addition to postage.
- (v) Commemorative/Special postage stamps may be issued in honour of personalities a celebrity or national figure of great fame with due regard to the importance of each case. At any point in time, it shall be the prerogative of the Stamps Selection Committee to decide who should qualify for this honour.
- (vi) Commemorative/ Special postage stamps shall not be issued for charitable organisation subsisting on voluntary contributions. In such case NIPOST may however consider the possibility of providing special/slogan postmark subject to the condition that the cost of manufacture of such special postmark is borne by the sponsors.
- (vii) Souvenir Sheets, First Day Covers and Souvenir First Day Covers may be issued in addition to commemorative/special postage stamps. The release for any issue depends on the importance and popularity of the issue.
- (viii) Those who wish to sponsor commemorative/special postage stamps shall pay for the production of the stamps and other related philatelic items if the proposals are found acceptable.
- (ix) A minimum of 12 months advance notice shall be required from sponsors of commemorative/special postage stamps to enable the administration to take appropriate steps for the production of the stamps if the proposals are found acceptable and for the proposals to be included in the following year's programme.
- (x) Federal ministries, state governments, public organizations, interested persons and Philatelic bodies shall be invited annually to submit proposals related to major national and international conferences, festivals, seminars, symposia, sports, meetings and anniversaries. Such proposals may also be obtained from specialized agencies such as the United Nations, Universal Postal Union, African Union and other bodies to which Nigeria is affiliated.

NIPOST STAMPS SELECTION COMMITTEE

There is a committee known and called NIPOST STAMP SELECTION COMMITTEE made up of:

- | | | | |
|--------|--|---|-----------|
| (i) | The Deputy Postmaster General (OP) | - | Chairman |
| (ii) | A representative of DPMG (F & I) | - | Member |
| •(iii) | The Senior Assistant Postmaster General (International Operations) | - | Member |
| (iv) | A representative of Security Printer | - | Member |
| (v) | A representative of Stamp dealers | - | Member |
| (vi) | The Secretary, National Philatelic | - | Member |
| (vii) | The Manager (Philately) | - | Secretary |

FUNCTIONS OF THE COMMITTEE

The Committee shall among all others:-

- (i) Decide on all matters that fall under the purview of stamps and philately.
- (ii) Accept or reject proposals received for issuing of new stamps in accordance with the policy/criteria laid down for the purpose.
- (iii) Decide on themes or subjects appropriate for adaptation in the new Nigerian Postage Stamps.
- (iv) Decide on the suitability or otherwise of rough visuals through an open competition or by commissioning artists of repute conversant with the art of stamp designing.
- (v) Recommend to the Postmaster-General the particular design and choice of colour scheme on the submission of final colour trial by the Security Printer.

SALES OF COMMEMORATIVE / SPECIAL POSTAGE STAMPS

Commemorative / Special postage stamps are sold for only six months in all postal establishments in Nigeria and at accredited agents' offices. Sales shall continue in

Nigerian Philatelic Bureau, General Post Office, Tinubu Street, Lagos 101001 for a period of two years.

During the period of sale of commemorative / special postage stamps the stock of such stamps shall be sold exclusively. It is only on special request by customers that the normal definitive stamps are sold.

DISPOSAL OF WITHDRAWN COMMEMORATIVE / SPECIAL POSTAGE STAMP

All issues except sundry and archives stocks shall be destroyed after withdrawal.

BENEFICIARIES OF FREE SETS OF NIGERIAN POSTAGE STAMPS

Free sets of Nigerian Postage Stamps may be distributed to the following:

- (i) Important personalities such as the President of the Federal Republic of Nigeria, Vice President of the Federal Republic of Nigeria, President of the Senate, Speaker of the House of Representatives, Honourable Minister of Communications, Chairman of the Senate Committee on Communications and Chairman of the Communications Committee of the House of Representatives and Permanent Secretary, Ministry of Communication.
- (ii) *Secondary Schools to stamps collection clubs.*
- (iii) *National Library*
- (iv) *National Museum*
- (v) *Universal Postal Union Headquarters*
- (vi) *Artists who participated in designing the stamp.*
- (vii) *Some senior members of the Nigerian Postal Service APMG'S and above*
- (viii) *The Nigerian Philatelic Council.*

PHILATELIC AGENTS

It shall be the responsibility of NIPOST Management to appoint philatelic agents to market and sell Nigerian Postage Stamps abroad.

INTERNATIONAL POSTAGE STAMP EXHIBITIONS

The Nigerian Philatelic Bureau shall participate in not less than two international exhibitions yearly. This provides an ample opportunity for Nigerian Postage Stamps to be published abroad.

NIPOST ELECTRONIC MAIL SERVICE

This is another product in the NIPOST diversification strategies to remain the leader in the postal sector of the economy. The electronic mail service is the transmitting of messages from one end i.e. the sender to the other end (the receiver) through electronic devices. The devices consist of computer and internet facilities.

The Electronic Mail Service Unit provides services such as-

- (i) Sending of E-mail messages
- (ii) Receiving of E-mail messages
- (iii) Internet browsing
- (iv) Internet phoning
- (v) E-post
- (vi) Subscription; and
- (vii) Personalized & Internet Accounts.

E-MAIL SENDING:

This is the sending of messages via Internet by customers.

E-MAIL RECEIVING:

Messages are received by customers at the counters by those with personalised accounts.

INTERNET BROWSING:

This service is presently offered in Abuja and GPO Lagos.

INTERNET PHONING:

This service is presently available to the following places:

USA	-	N40.00 (land)	-	N70.00 (mobile)
London	-	N40.00 (land)	-	N70.00 (mobile)
Other European Countries	-		-	N70.00
Asian Countries	-		-	N70.00

E-POST:

This is the process of delivering physically mails sent through Internet, at a cost.

SUBSCRIPTION

This enables both organisations and individuals to subscribe to E-mail service so as to be able to make use of the facility from their premises and their homes once they have the system and telephone lines. This costs N10,000.00.

PERSONALIZED ACCOUNT

Customers are allowed to open E-mail addresses with NIPOST Account or Address, i.e. Nipost.com.ng. This costs N1,000.00.

INTERNET ACCOUNT

Here customers open E-mail addresses on internet accessible through the purchase of airtime.

POSTAGE METER FRANKING MACHINES

Postage meter franking machines can be hired or purchased from the manufacturers or agents **by NIPOST** for the purpose of franking correspondence with an impression denoting the amount of postage prepaid. The impression also indicates the place and date (but not the time) of posting.

POSTAGE STAMPS

MISCELLANEOUS REGULATIONS

STAMPS VENDING LICENCES

Licences to sell Postage Stamps may be issued by the Postmaster-General at his discretion to persons not employed by the Nigerian Postal Service. No charge is made for such Licences and a commission of 10% is payable quarterly to Licencees, based on the total sales during the relevant quarter.

Applications for licences should be addressed to the appropriate Area Postal Manager.

IMPERFECT, DEFACED AND FICTITIOUS STAMPS

Payment of Postage cannot be made by means of imperfect or defaced stamps. Stamps are considered defaced when marked on the face with any written, printed or stamped characters. It is an offence to affix previously used or fictitious postage stamps on article in payment of postage, and the addressee will be required to surrender the cover and to furnish the name and address of the sender of any such article.

USE OF "CUT-OUT" POSTAGE STAMPS

Impressed Postage Stamps cut-out of Nigerian air letter forms or embossed envelopes may be used as adhesive stamps in payment of postage provided they are not imperfect, mutilated, or defaced in any way. Embossed or impressed Revenue Stamps cannot be used in payment of postage, but embossed stamps cut-out of registered envelopes may be used as adhesive stamps in payment of registration fee only.

RE-PURCHASE OR EXCHANGE OF POSTAGE STAMPS

The re-purchase or exchange of spoiled or unused stamps by Postmaster is forbidden.

STAMPS NOT VALID FOR USE AS CASH

Unused Postage Stamps cannot be accepted as cash in payment of departmental charges or for the purchase of Postal Orders etc.

SALES TO PHILATELISTS

Correspondence and remittances from philatelists should be addressed to Nigerian Philatelic Service, General Post Office, Lagos 101001 (NIGERIA), since Postmasters are forbidden to forward stamps through the post in return for remittances. Officers are not permitted to sell stamps out of series or to allow any member of the public to inspect their stocks with a view to selecting any special stamp.

OBSOLETE STAMPS

All Postage stamps bearing values which are not expressed in Nigerian's current decimal currency of naira and kobo are no longer valid for the prepayment of postage.

PERFORATION WITH INITIALS

Postage stamps may be perforated with initials (but not with names or trade marks) provided that the perforating holes are not larger than those dividing one stamp from another in a sheet of stamps. The work of perforating postage stamps with initials is not undertaken by the Post Office.

BUSINESS REPLY SERVICE**DESCRIPTION**

Under this service a person who wishes to obtain a reply from client without putting him to the expense of paying postage, may enclose in his communication an unstamped postcard, envelope, folder or gummed label bearing the design shown under miscellaneous conditions below. He may also incorporate in his advertisements in newspapers and other publications a special design to be used as an address label or as a folder. The client can post the card, etc., in the ordinary way but without a stamp; and the addressee will pay the charges on all the replies he receives. Delivery will normally be effected once daily. The Business Reply Service is chiefly designed to meet the needs of business firms and advertisers.

CONDITIONS

Registration - Any person or firm wishing to operate the Business Reply Service must register the specimen envelope with the Area Postal Manager on payment of a fee of N1,500

Licence Before any person or firm issues a business reply envelope, an initial licence fee of N 2,000 per annum shall be paid. This must be made payable to the Head Postmaster.

Deposit After obtaining a licence, the licensee will be required to make an advance payment of a minimum deposit of N 10,000 sufficient to cover local charges or N5,000 for international postings likely to accrue during a period of approximately one month and to make further payments to renew this credit from time to time. Should the licensee's credit become exhausted, any business reply correspondence received there after will be surcharged double the normal postage rate. No business reply service shall be acceptable for overseas.

Design of Postcard Complete printed proofs of the card etc. (or exceptionally, finished drawings of actual size of the cards etc. printed from plates and conforming to the prescribed design) must be forwarded to the Area Postal Manager for approval. The Area Postal Manager will on request allocate a licence number provisionally and verify that the address which it is proposed to use is satisfactory, in order that proofs of the Business Reply Cards etc. may be obtained before a formal application for a licence is made. Applicants are advised not to order a supply of stationery until the proofs have been approved by the Area Postal Manager.

Post Office approval is required not only for initial supplies of Business Reply Cards etc, but also for subsequent supplies where the layout differs in any way from the original supply.

1. The design must not be less than 100mm long by 70mm wide and a space of not less than 40mm must be left between the top edge of the card etc. and the top of the 'Licence Number' panel.
2. The name and full postal address of the Licensee must be printed parallel to the length of the card etc. below the panel containing the licence number.
3. The word 'No Postage Stamp necessary' if posted in Nigeria must be printed on the top right-hand corner.
4. The words "Postage will be paid by the Licensee" must be printed on the top left-hand corner. The name of the Licensee may be used instead of the word Licensee.
5. The face of the card etc. must bear two wide vertical lines near the right-hand edge. Nothing other than the design, licence number and address may appear on the address side.
6. The cards or papers should be white and the design and address should be printed in black.
7. Cards must be of material not less than one fifth of a millimetre thick.
8. The printing on cards etc. for transmission at the printed-paper rate must not be

an imitation of typewriting.

9. Labels must be printed on paper which will readily take an adhesive substance and which is not too thick to admit the label from being securely pasted down.
10. 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 (flimsy paper is not suitable for folders).

FEES - The postage payable on each card etc. returned by post to the licensee is fixed by statutory regulation from time to time, i.e. the prevailing postage rate.

Miscellaneous Conditions:

In other respects Business Reply Cards etc. will be subject to the general regulations and rules of the Post Office relating to inland letter, Postcard, and printed paper posts, except that they cannot be redirected after delivery at the business reply address and if retransmitted after such delivery must be enclosed in covers and fresh postage paid.

Postage will be paid by Licensee		No Postage stamp necessary if posted in Nigeria
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Business Reply Service Licence No. </div>		

MISCELLANEOUS INFORMATION CONCERNING THE TRANSACTION OF PUBLIC BUSINESS

Non-Liability of Nigerian Postal Service.

The Nigerian Postal Service is not legally liable for any loss or inconvenience arising from the loss, damage, delay, non-delivery or mis-delivery of any postal article in course of transmission through the post. Compensation may, however be paid as an act of grace for some classes of postal articles.

Secrecy

Officers of Nigerian Postal Service are forbidden to give any information respecting:-

- (a) *Letters of any kind of postal articles, except to the sender or addressee.*
- (b) *Postal Orders except to the remitter or payee.*
- (c) *The address or whereabouts of any person without the consent of the person concerned, or*
- (d) *Any matter of private character that may come to their knowledge in the course of their official duties.*
- (e) *Post cash, except to the depositor*

Cheques

Officers are not empowered to accept cheques from members of the public, but at selected offices however, bank draft and cheques which are not personal cheques may be accepted in payment of Post Office box and bag rentals, customs dues and parcel charges.

On no account should personal cheques be accepted.

Officers may not act as Agents for the Public

No officer of NIPOST may:-

- (a) *Take delivery of correspondence on behalf of any other person;*

- (b) *Act as an agent for any person in his dealing with NIPOST except in those cases expressly provided for in postal rules;*
- (c) *Complete any other official documents required to be filled in by a member of the public*
- (d) *Act as a witness to the payment of any postal order etc.*

Payment of Postage

Except where special arrangements for payment are made, all postage charges must be prepaid by means of postage stamps which should be affixed by the sender to the top right-hand corner of the address side of the envelope or cover.

Stamps to be affixed by the Public

Officers of NIPOST are forbidden to affix postage stamps to postal articles or documents, on behalf of the public. It is particularly requested that members of the public co-operate in the observance of this rule.

Weighing Packets

Officers of NIPOST are not required to weigh for the public, letters, printed papers or samples brought for the post; they may however, provided it will not affect their duty. They are required to weigh parcel or registered, letters or insured packets.

Unpaid or Insufficiently Prepaid Articles

Any item posted unpaid or insufficiently prepaid is chargeable with double the deficiency and such surcharge must be paid before delivery of the article concerned.

Verification of Surcharges

If there is reason to doubt the accuracy of any surcharge, the article should be taken, before being opened, to the nearest Post Office for certification of the excess weight or explanation of other reasons for the surcharge.

Liability of the Sender of a Postal article

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

Evasion of Postage

No Postal Article may contain an enclosure directed to an addressee different from that borne on the cover, and which is enclosed with the intention of evading postage. Any such forbidden enclosure, if observed, will be extracted and forwarded to the addressee, charged separate postage at double the rate properly pre-payable.

Return, Detention or Diversion of Postal Articles

Officers of Nigerian Postal Service are not permitted to return to the sender or to detain or to divert to another address, any postal article in course of transmission through the post. Exceptionally if the Area Postal Manager is satisfied that any article has been posted by mistake, he may cause such article to be opened in the presence of an officer of Nigerian Postal Service and returned to the owner, subject to the payment of the full rate of postage on any letter or manuscript normally liable to postage enclosed therein. Furthermore, the Postmaster General/ CEO may, in the interest of justice or in any individual circumstance which appear to him to warrant such a course, authorise by express warrant the opening or return of any specified postal articles.

Detention of Certain Packets

Postmaster General has power to delay the despatch or delivery of book packets, post cards, parcels and newspapers, when it is necessary to do so in order to secure the due despatch of the letter mails and also to delay parcels when he considers it expedient for their safety and protection. When such articles are delayed they are sent on in the order of priority in which they were posted.

Articles addressed to Government Department

The Postage on any letter or other postal article addressed to a Government Department or any officer of the Government must be prepaid, failing which the article will be subject to a surcharge equal to double the deficiency.

Sender's Name and Address

In case of non-delivery the return of a postal article is facilitated if the sender's name and address is written either on the back of the envelope or wrapper, or inconspicuously on the left-hand of the address in such a manner as not to, obscure, or prevent the easy reading of the name and address of the addressee.

In every case it is of importance that the name and address of the sender should be clearly stated inside the article.

Articles Sent to Postmaster for Reposting

If an article be forwarded under cover to a Postmaster with a request that he will repost it at his office, the packet, on being reposted, will be endorsed with the words 'Postage at under cover to the Postmaster of

No Departure from Regulations

Officers are forbidden to modify or depart from the rules governing the transaction of public business. The rules and regulations of the service are framed with a view to facilitating business and are designed to protect the public interest. It is hoped, therefore, that members of the public will cooperate and so assist officers in the proper performance of their duties.

Postmaster and the Public

Postmasters have no discretionary power to supply information respecting correspondence to persons other than those to whom it is addressed. They are not allowed to publish any official information of a private character.

Postmasters are not allowed to return any correspondence to the writer or sender, or to give it to anyone else or delay forwarding it to its destination according to the address, even though a request to such effect is written thereon.

DEFINITIONS

Except where the contrary is expressly stated, Postmaster General includes any officer of the Post Office delegated to act on behalf of the Postmaster-General. Except where the contrary is expressly stated 'Postmaster' includes any assistant to a Postmaster.

The Universal Postal Union is a union of Postal Administrations having common regulations to which they bind themselves. The Postal Administration of Nigeria adheres to the regulations of Universal Postal Union.

EXCLUSIVE RIGHTS OF POSTMASTER-GENERAL OF NIGERIAN POSTAL SERVICE

Subject to certain exceptions, the Postmaster General possesses by virtue of the NIPOST DECREE 41 of 1992 the exclusive privilege of carrying letters from place to place and of performing all incidental services such as those of collecting and delivering letters.

The principal exceptions are:-

Letters sent by a private friend, on his journey to be delivered to the person to whom they are directed:

Letters sent by the servant of the sender or by special messenger employed by him;

Letters concerning goods sent by carrier, such letters being carried gratuitously and delivered with the goods to which they relate.

No collections of letters of any kind (whether exempt from the Postmaster-General privilege or not) can be made for the purpose of conveyance or delivery, and carriers are specially prohibited from carrying letters.

Any person contravening these regulations renders himself liable to serious penalties.

Inquiries and Complaint:

Any Inquiry or complaint on a Post Office subject in ordinary course is addressed to the Head Postmaster of the District in which the applicant resides or carries on business.

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

Where possible, form OP.157 that is obtainable at any Post Office should be used.

A complaint of the non-receipt of postal articles should be made with the least possible delay and not later than three months of the date of posting.

INLAND POST

Application of Regulations

The regulations of the inland post apply generally to any postal packet sent between one place and another in Nigeria.

CLASSIFICATION OF CORRESPONDENCE

The classes of postal matter admitted in the inland post are: Letters, Aerogramme, Postcard, Printed Paper (including books and news-papers), Articles for the blind and Parcels.

Rate of Postage

The prepaid rate is:-

Not over 20g. in weight	N50.00
Every additional 20gms. Or part thereof	N20.00

Weight and Size

Weight limit: 2kg; 5kg for a single book.

The limits of size are:

Maximum-

Length, width and depth combined: 900mm but the greatest dimension may not exceed 600mm.

In roll form:

Length plus twice the diameter: 1040 mm but the greatest dimension may not be less than 900 mm. Items of smaller dimensions than the minimum set out above shall nevertheless be admitted if they bear a rectangular address label or card of strong paper, the dimension of which are not less than 70 x 100 mm.

Packing

The sender of a packet prepaid at the letter rate of postage, which by reason of its size or make-up, could be mistaken for another class of packet, should endorse the address side of the packet 'Letter Rate'.

Surcharge

A letter, if posted unpaid or insufficiently prepaid is charged on delivery with double the amount of the deficiency.

AEROGRAMMES (AIR MAIL LETTER FORMS)

An aerogramme if posted unpaid or underpaid is charged on delivery with double the amount of the deficiency. If anything is enclosed in it, it is charged on delivery with the difference between the postage paid and double the ordinary letter rate.

Each inland aerogramme postage rate is N50.00

POSTCARD

Rate of Postage

The prepaid rate of postage on every postcard is minimum postage rate of region of destination

Size

No card may exceed 148 mm in length by 105 mm in width with a tolerance of 2mm. The material for cards to be used as postcards must be ordinary cardboard or paper not less than one-fifth of a millimetre thick.

Conditions

Nothing may be attached to a postcard except:

1. *Stamps in payment of postage or stamp duty;*
2. *A label or strip of paper completely adherent to the card, and bearing the name and address of the addressee;*
3. *A similar label (not to exceed 50mm long and 20mm wide), bearing the name and address of the sender of the card; and*
4. *Engravings, drawings, photographs, and printed matter on very thin paper and completely adherent to the card.*

A postcard may not be folded, nor may it be cut or altered in such a way as to reduce the size below 100mm by 70mm. A postcard may not be fastened against inspection in any way, or enclosed in a cover of any kind.

If the conditions are not fulfilled the card will be treated as a letter. The articles specified in (3) and (4) above may be affixed either to the back of the card or to the left hand half of the address side. The right hand half of the address side is reserved exclusively for the postage stamp and address. Infringement of this regulation may result in the card being with-held from delivery.

Surcharges

A postcard if posted unpaid or underpaid is charged on delivery with double the amount of the deficiency.

ARTICLES FOR THE BLIND

Packets containing literature and other articles listed below, specially adopted for the use of the blind are accepted free of postage under the conditions indicated below:-

WEIGHT AND SIZE

The maximum weight is 7kg

The limits for size are the same as for letters.

PERMISSIBLE ARTICLES

1. *BOOKS AND PAPERS IMPRESSED for the use of the blind;*
2. *Papers posted to any person for the purpose of being so impressed.*
3. *Metal plates impressed for the use of the blind;*
4. *Relief maps;*
5. *Pencil writing frames and attachment;*
6. *Braille tee boards and pegs*
7. *Playing cards*
8. *Voice records on discs or films provided they are sent by, or addressed to, an officially recognised institute for the blind.*

CONDITIONS

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

A packet should be posted either without a cover, or in a cover, which can be easily removed for the purpose of examination. A packet should bear on the outside the indication "Articles for the blind" and the name and address of the sender. The use of a printed label with the necessary indications is recommended for this purpose.

SURCHARGES

If the foregoing conditions are not fulfilled, the packet will be charged as unpaid letter packet.

PARCELS

Rate of postage up to 1 kg	N500.00
Additional 1 kg or part thereof	N300.00

Weight and Size

The maximum weight is 30kg.

The maximum dimensions are as follows:

Not more than 1.50 metres for any dimension and not more than 3 metres for the sum of the length and the greatest circumference measured in a direction other than that of the length.

Addressing:

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

In case wrapping becomes damaged or the parcel cannot be delivered, it is desirable that the sender's name and address should appear on the cover of the parcel and also be available inside the parcel. On the cover it should be kept distinct from the address to which the parcel is sent, and should preferably be to the left of and at right angles to the name and address of the addressee.

Prepayment and Postings:

The postage on a parcel must be prepaid.

A parcel must not be posted in a letter box. It should be marked 'Parcel Post', and presented at the counter of a Post Office; and the sender, who must himself affix the postage stamps, should see that the weight, size and postage are in order before leaving. The accepting officer may request to know the contents of an inland parcel at the time of posting. If posted irregularly, it will:

if fully prepaid at the rate applicable to letter post, and admissible by that post, be forwarded as a letter post.

Or:

If insufficiently prepaid at the rate applicable to letter post, but otherwise admissible by that post, be charged with double the deficiency, or with deficient postage at the parcel post rate, whichever is the lesser charge.

A certificate of posting will in all cases be issued on demand and on payment of registration fee (N180).

Posting of Parcels in large Numbers.

It will be of mutual advantage to the sender and to the Post Office if advance information is given to the office of posting and a time convenient to both parties arranged for the posting of any large number of parcels.

Registration:

Parcels may be registered under the general rules.

INLAND CASH ON DELIVERY PARCELS

Description

Under this an amount called the "Trade Charge", specified by the sender for collection on delivery of a parcel can, on certain conditions, be collected from the addressee by the Nigerian Postal Service and remitted to the sender by means of a special order. Senders of commercial parcels who wish to use the service must first obtain permission by application to the **Postmaster-General/CEO, Nigerian Postal Service, NIPOST Corporate Headquarters, P.M.B. 12537, Abuja 900001.**

Conditions

1. The amount to be collected on delivery of each parcel must not exceed N5000.00 and must not contain a fractional part of one kobo.
2. The C.O.D. fees which are additional to the postage and registration charges are based on 5% of the amount of trade charges to be collected.
3. Advance fee of N500.00 payable by the addressee before a C.O.D. parcel is delivered.

PACKING AND MAKE-UP

General Information

Letter and postal packets of every kind, especially parcels, must be so made up as not only to preserve the contents from loss or damage in the post, but also not to damage other packets, or injure any officer of the Post Office. If insecurely packed they are liable to be stopped.

Light and bulky articles should preferably be packed in strong wooden cases; while a parcel sent to a tropical country during the rainy season should be protected by a lined case or other good damp-proof packing.

Packing Regulations for certain Articles.

Any fragile article whether sent by registered or unregistered parcel post, or registered letter post must be packed in a container of sufficient strength and surrounded in that container with sufficient and suitable soft material or wadding to protect the article from the effects of corrosion, pressure and shocks to which postal packets are ordinarily exposed in transmission, and packet must bear the words '*Fragile With Care*' written conspicuously on the cover above the address.

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

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

The following are the methods of packing recommended for the substances mentioned above:

Butter, cream, semi-liquids

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

Celluloid-Letters or parcels containing thoroughly seasoned raw celluloid (including scrap celluloid), that is, celluloid which has been freed from all volatile solvents, or articles (other than cinematograph and photographic films) manufactured of celluloid which has been similarly seasoned, may be accepted for transmission by post if packed in cardboard boxes, corrugated cardboard, cartons, or wooden boxes, or completely enclosed in corrugated cardboard. Raw celluloid, containing volatile solvent (that is, unseasoned), sometimes called xylonite cake, also liquid celluloid (celluloid solutions), may not be sent by post. Calendars and similar articles, in which only a small quantity of thoroughly seasoned celluloid is used, may be accepted for transmission under the ordinary conditions.

Eggs:

The safe transit of eggs cannot be guaranteed, but the following method of packing is recommended:

Use wooden or other rigid box with suitable partitions and a well-fitting lid: wrap each egg separately in newspaper or other soft material; place the eggs on end each in a separate partition: put a layer of soft packing material in the box above and below the eggs; and fill up the vacant spaces with newspaper or other soft packing. The parcel should be marked "Eggs".

Electrical Equipment: See Radio

Films (cinematography and photographic)

1. **Inflammable films**, i.e., with an intro-cellulose base. These must be packed in a tin case enclosed in either a strong wooden box or a vulcanised fibre container and around the tin suitable soft packing material must be provided so as to surround it entirely and to hold it firmly in position.

A white label bearing the words 'Films Inflammable' in plain black letters must be affixed to the packet.

If a wooden box is used as the outside container, it must be made from boards not less than 10mm in thickness, the sides must be dovetailed together and the bottom and the lid must be firmly screwed to the sides; and if any part of the box is composed of more than one piece of wood, the pieces must be jointed together by means of tongues and grooves. No gap must appear at any joint.

If a vulcanised fibre container is used it must be manufactured from the toughest compressed and vulcanised fibre board (at least 1mm in thickness and weighing not less than 100g per 645 square centimetres) and be provided with three flanges to tuck in after the tin container is inserted.

The rivets used must be at least 5 mm long with 8mm heads. The container must be fastened with a suitable gummed strip along the edge of the flap.

The gross weight of a container and contents must not exceed 3kg.

- 2 **Non-flammable or slow-burning films** : The special packing condition outlined in (1) does not apply to non-flammable or slow burning films, but each packet containing non-dangerous films must have on the outside a label bearing the words 'Safety Film' or 'Films Non-flammable' in plain black letters.

Flowers:

Flowers, whether sent by letter or parcel post, should be enclosed in boxes of wood or metal lined with water-proof material. They should be placed in layers, separated by tissue paper, with the blooms in each layer at alternate ends of the box and weighing not less than 100g per 645 square centimetres) and be provided with three flanges to tuck in after the tin container is inserted. The rivets used must be at least 5mm long with 8mm heads. The container must be fastened with a suitable gummed strip along the edge of the flap. The gross weight of container and contents must not exceed 3kg.

Fruit:

Fruit, and more especially soft fruit, must be so packed that the juice cannot exude, or else serious damage to the mails may result. Metal boxes with tightly fitting lids should be used, securely tied with string crossing the lid into two directions. No parcel is admissible which contains soft fruit packed in a chip or wicker basket, or tin box with a lid that is not both tightly fitting and securely tied. The parcel should be marked 'Fruit With Care'.

Glass crockery and China:

Such articles should be securely packed in rigid boxes of metal, wood or stout fibre board, or (if in very small packets) a strong rigid cardboard. Plenty of soft packing such as wadding, wood-wool and so on should be used in between the articles, and between the articles and the top, bottom and sides of the boxes; a depth of at least 50mm of soft packing all round is recommended. Each article should be separately wrapped. There should be no movement of the contents when the parcel is shaken.

Gramophone Records

1. **Plastic:** These should be enclosed in their envelopes and sorted in sets according size. Each set should be cross-tied to form a compact bundle. The bundle /bundles should then be firmly embedded in sufficient soft packing material in a rigid box of wood (or of stout fibre-board, with a lid extending about two-thirds of the depth of the box) of sufficient size to permit at least 25mm of packing above, below, and around the records.
2. **Long Playing (Plastic):** These should be enclosed in their envelopes and sorted in sets according to size. Each set should be placed between corrugated cardboard fillers in a separate rigid box of wood (or of stout fibreboard, with a lid extending about two-third of the depth of the box) of sufficient size to permit at least 25mm of packing above, below, an around the records.

Hats, millinery -These and similar articles should be packed in rigid boxes of wood or other material, or in stout leather-board or fibreboard boxes with lids extending at least two-thirds of the depth of the box, or in strong cardboard boxes protected externally at

the top, bottom and sides by light cross-bars of wood consisting of two rectangular frames place at right angles to one another and fastened together where they cross at the top and bottom. If a square box is used, the corners should be strengthened by light wooden uprights firmly fastened to the inside of the box. The contents should be surrounded in the box with sufficient crumpled tissue paper or other suitable soft packaging to prevent movement. Strawboard boxes are unsuitable.

Liquids - These may be sent in tins or bottles. The tins or bottles must be securely sealed. Tins containing a pint or more should be enclosed in fibre board or wooden boxes or wicker case. Bottles should be wrapped separately, special attention being paid to the packing around the shoulders. The bottle or bottles should be packed securely in a rigid box of fibreboard, wood or metal, or if in small packets sent by parcel post, in strong corrugated cardboard, in either case, with plenty of soft packing between the bottle or bottles and the top, bottom and sides of the box. Liquids sent by letter or sample post must be in firmly sealed containers with a packing of liquids sawdust or some other absorbent substance in sufficient quantity to absorb all the liquid contents in the event of breakage, and the whole contained in a box open at one end only with a tightly fitted lid.

Live bees, leeches, silk worms and certain parasites must be enclosed in boxes so constructed as to avoid all risk of injury to officers of the Post Office or damage to other packets.

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

Maps, plans, drawings and so on These should be enclosed in strong cardboard tubes with rigid support in the form of a wooden rod inside the roll, or stout strips of woods on the outside as recommended for umbrellas and so on.

Metal casting, tiles, and similar articles These should be packed in rigid boxes of wood or fibre board with plenty of soft material, such as straw roping, hay roping or wood-wool to prevent movement within the box. The boxes should be tied securely with strong string.

Musical instruments - These should be enclosed in stout wooden cases with sufficient soft packing to prevent movement and damage through jolting. Leather or American Cloth cases do not afford adequate protection, especially to stringed instruments. The bridges of stringed instruments should be removed and packed separately.

Nuts, bolts, small machine parts and so on - Because of their very heavy weight, nuts, bolts, small machine parts and so on, are liable to burst all but the strongest packing. Such articles should be wrapped in Hessian sacking or similar stout material

with sufficient soft packing to prevent movement and be tied securely with strong string.

Paint, varnish, enamel and kindred substances - Those with flashpoints of 65.6 °C and over may be sent by letter, sample or parcel post subject to compliance with the packing conditions for liquids. Those with flash points between 32.2 °C and 65.6 °C may be sent by letter, sample or parcel post provided not more than one-quart is enclosed in a single postal packet and the following special packing conditions are complied with:

The substance must be in a metal container hermetically sealed by the Farwig or similar approved method, or, if in a lever top tin, with the lid fastened down to the body of the tin by means of solder. (Tins with lids affixed to the body solely by means of wire clips must not be used). An air space of not less than 7 ½ percent of the container's total cubic content must be left in each tin.

The tin containing the substance itself must be packed in a stout metal or wooden box; between this and the receptacle holding the liquid space must be left all round, and in this space there must be packed sufficient saw dust or other absorbent material to prevent movement of the inner container and to absorb all the liquid contents in the event of leakage. Exceptionally, small packets not exceeding 250g gross weight may be sent by parcel, letter or sample post under the packing conditions laid down for liquids (see above) and provided that the inner receptacle is either a tin with a rolled-on-cap (Farwig or similar approved method) or a tin, the lid of which is secured by soldering, or a hermetically sealed bottle.

Paints, etc., with flash points lower than 32.2 °C are totally prohibited from transmission by post.

Pictures in frames - Pictures in frames should be protected at the front and back by stout wooden boards each rather larger than the frame. Soft packing should be placed firmly between the corners of the frame and the boards, but not so as to press on the glass.

Plastics: Articles of thin section moulded from plastic materials: Articles consisting wholly or partly of bakelite or other plastic materials moulded in thin section which are liable to damage on account of their shape, should be packed in rigid boxes of wood, fibreboard or very strong corrugated cardboard. Ample soft packing should be provided to prevent movement. Special care should be taken to protect adequately any projecting fragile parts in order to avoid damage through jolting or pressure.

Powders and fine grains, such as tea, coffee, cocoa, flour - These must be so packed that the contents will not soil or taint other packets. They must have an inner

covering, securely closed, and a strong outer covering of metal, wood, fibreboard or cardboard. Card board boxes are not suitable, however, for quantities exceeding 1kg in weight.

Racquets: Badminton, squash and tennis - Badminton, squash and tennis racquets must be firmly tied to a wooden board or wooden cross slightly larger than the racquet and stout enough to give adequate protection both to the frame and the handle. The strings must be fully protected on both sides by some rigid material.

Radio and Electrical Equipment - Must be packed in rigid outer boxes of wood, fibreboard or very strong corrugated cardboard and ample soft packing used to prevent movement. Additional support should be provided for heavy component parts. Valves, etc. must be removed and sent separately packed in ample cotton-wool or similar soft packing and enclosed in a rigid box of wood, fibre board or very strong corrugated card board.

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

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

Umbrellas, walking-stick, fishing rods - These and similar articles should be protected by two stout strips of wood, each as long as and slightly wider than the article protected, securely tied or fastened one on either side of the article so that it cannot slip out.

Articles sent for Medical Examination or Analysis

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

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

2. Any packet of this kind found in the parcel post, or found in the letter post not packed and marked as directed, will be at once stopped and destroyed with all its wrapping and enclosure. Further, any person who sends by post a deleterious liquid or substance for medical examination or analysis otherwise than as provided by these regulations is liable to prosecution.
3. If receptacles are supplied by a laboratory or institute, they should be submitted to the Nigerian Postal Service Headquarters Garki, Abuja 900001 or to the Area Postal Manager, as the case may be.

METHOD OF ADDRESS

English Characters

All correspondence must be clearly addressed in ordinary English Characters. A packet bearing an address otherwise written will not be accepted unless an English translation is added.

Full Address

The address should be as full as possible and should normally include:-

1. The name of the addressee;
2. The number of the Post Office Box or Post Office Private Mail Bag, if the addressee has one.
3. The number of the house or flat followed by the name of the street or road in which the house or flat is situated, if delivery is made by Postman.
4. The Post Town is the Post Office from which the mails are delivered or which is nearest to the Postal Agency at which the mails will be collected. The name of the Post Town should be in **BLOCK** letters and preceded by The word 'via' if the packet will be collected from a Postal Agency. The *Postcode* of the area or the Post Office is added after the post town.
5. If the addressee will call for the packet, this fact should be shown. If the addressee lives in a town or village where there is a Post Office or Postal Agency, it would help to ensure that the correct person receives the packet if an identifiable area or building in the town or village follows the addressee's name. If on the other hand, there is neither Post Office nor a Postal Agency in the town or village, then the name of that town or village should come before the words 'To be called for' or 'Poste Restante'. If the packet is to be collected from a Postal Agency, the name of the Postal Agency followed by the letter 'P.A.', should be shown before the Post Town.

Here are some examples of correct addressing:

1. The Sales Manager,
Messrs A. Bell & Co.
P. O. Box 1960
LAGOS 101001
2. Mr. Joel Olu Arinola
Ola Oluwa house
10, Aralamo Street, Adeoowo Qtrs
MODAKEKE IFE 220252
3. Mallam Jibril Al- Fauzan Aliyu
Barkum, Kofar Fada
BUNKURE 710103
Kano State
4. Barrister Obidiatu Agina
C. M. S.
Poste Restante
AWKA. 420001
5. Margaret Kosu
C/O Kaiama P.A
Via YENAGOA 560001

Post Office Box renters and Private Mail Bag users are advised to have their box or Bag number quoted in the postal address given on their notepaper. In all cases, members of the public should give their full and correct postal address in their notepaper.

Also:-

- (i) It is recommended that the name of the Post Town to which a letter, etc., is addressed should be written in **BLOCK CAPITAL LETTERS** and the Postcode of the town area, Post Office Postcode added.

Fixing of Postage Stamps

- (ii) Postage Stamps must be affixed to the right-hand top corner of the address side. A postage stamp affixed else where causes delay.

Sender's Name and Address

- (iii) It is desirable that the sender's name and address should be written on the outside of the back of the envelope or on the cover.

PROHIBITIONS

Prohibited articles, if tendered for transmission, will be refused; or, if detected in transit, detained. The letter will be dealt with in such a manner as the Post Office thinks fit, including disposal and the sender apart from having no claims whatsoever will in some cases be liable to prosecution.

Certain Advertisements and Circulars:

It is prohibited to send by post:

Advertisements relating to the treatment of venereal disease or to any preparation for its prevention, cure or relief, unless addressed to duly qualified medical practitioners or chemists;

Betting advertisements if relating to an illegal business;

Fortune telling advertisements;

Advertisements relating to aphrodisiacs

Dangerous Articles

It is prohibited to send by post:

Dangerous articles, including explosives, certain inflammable, corrosive, noxious deleterious or otherwise harmful substances:

Sharp instruments not properly protected;

Packets inadequately packed, which are likely to damage other postal packets or cause injury to officers of the Post Office.

Firearms, air pistols, or machines for filling or making cartridges.

Other Prohibited Articles

It is prohibited to send by post:

Contraband: aphrodisiac, medicines or medicaments for the prevention or cure of venereal disease;

Counterfeit bank or currency notes and postage stamps; filth; indecent, obscene, or grossly offensive communications, marks, designs, prints, photographs or other articles;

Living creatures; (refer to "Packing and make-up regulation" for live bees etc).

Packets bearing previously used postage stamps or words, marks or designs which are unauthorised and which may reasonably lead the recipient to believe that the packet is sent on State Service;

Packets consisting or containing two or more postal packets of the same or of different description, addressed to different persons at different addresses;

Coin, bank notes or currency notes;

Anything of a seditious nature;

Gold and silver (except manufactured articles e.g. cups, cigarette cases, bracelets and other ornaments not exceeding N50.00 in value and those only by registered post);

Distilling apparatus, or parts thereof;

Uniforms unless addressed to persons entitled to wear them;

The head, horn, or tusk or skin of any protected animal or the feather or egg of any protected bird as scheduled in the amended Wild Animal Preservation Ordinance;

Any negotiable instrument payable to bearer unless the postal packet is registered.

The following items are the articles prohibited for importation into Nigeria, either through post or through ports:

Live or Dead Birds including Frozen Poultry, Pork and Pork products, beef and beef products, Bird's egg, Flowers (Plastic and Fresh), Cassava/Cassava products, Fresh and Dried fruits, Maize, vegetable oils and fats, Sugar confectionaries (other than chocolate) Cocoa butter, powder and cakes, Spaghetti/Noodles, Biscuits, Fruit juice in retail packs, Waters, including mineral waters and aerated waters, containing added sugar or sweetening matter or flavoured, and other non-alcoholic beverages, Waters, including mineral waters and aerated waters, not containing added sugar or sweetening matter or flavoured, ice-snow, Beer (Bottled, Canned or otherwise packed), Bentonites and Barytes, Bagged cement.

Also prohibited are medicaments such as:-

- (a) Paracetamol tablets and syrups
- (b) Contrimoxazole tablets and syrups
- (c) Metronidazole tablets and syrups
- (d) Chloroquine tablets and syrups

(e) Haematinic formulations:

- i. Ferrous sulphate and ferrous gluconate tablets
- ii. Folic acid tablets
- iii. Vitamin B Complex tablets (except modified release formulations)
- (f) Multivitamin tablets, capsules and syrups (except special formulations)
- (g) Aspirin tablets (except modified release formulations and soluble aspirin)
- (h) Magnesium trisilicate tablets and suspensions
- (i) Piperazine tablets and syrups
- (j) Levamisole tablets and syrups
- (k) Clotrimazole cream
- (l) Ampicillin/Cloxacillin combination capsules
- (m) Ointments penicillin/gentamycin
- (n) Pyrantel pamoate tablets and syrups
- (o) Intravenous Fluids (Dextrose, Normal Saline etc.) and Pharmaceutical, drugs/regulated products,

Toothpastes of all kinds, Finished Soaps and Detergents, Mosquito Repellent Coils, Sanitary Wares of plastics, Tooth Picks, Rethreaded and used Pneumatic tyres, Corrugated Paper and Paper Boards, Envelopes, Toilet paper, cleansing or facial tissues, towel and similar sanitary articles, and Exercise books,

Furthermore prohibited are Textile Fabrics of all types and articles thereof:

- a. Nylon tyre cord
- b. Multifilament Nylon Chafer fabrics and tracing cloth
- c. Textile fabrics, coated, impregnated, laminated or covered with plastics for Industrial use
- d. Narrow fabrics
- e. Trimmings
- f. Made-up Fishing Nets
- g. Mosquito Nets
- h. Gloves for industrial use
- i. Canvas fabrics for manufacture of fan belts
- j. Moulding cups Lycra
- k. Elastic bands
- l. Motifs
- m. Textile products and articles for technical use including linoleum
- n. Transmission or Conveyor belt or belting of textile materials
- o. Polypropylene primary and secondary carpet backing materials
- p. Fibre rope. Slings, cables, etc
- q. Mutilated rags
- r. Jute Bags
- s. Fibre/Non Woven

- t. Acetate tow
- u. Lace and Embroidery manufacturers are granted special concession to import their raw materials specialized yarn and Base fabric (base cloth) of cotton, synthetic and staple fibres.

Other prohibited fabrics of Yarn and Carpet materials including: Base fabrics, jute yarn, acrylic yarn, metallic yarn, viscose yarn (Rayon and filament) and polypropylene and high tenacity yarn of Nylon.

All types of Foot wears and bags including suitcases of leather and plastics, cutlasses, axes, pick axes, spades, shovels and similar tools, used compressors, used motor vehicles above eight (8) years from the year of manufacture, fully built CKD bicycles, frames, forks, rims, and mudguards, wheel barrows, furniture, electric generating sound proof casings, gaming machines, ball point pens, hollow glass bottles of a capacity exceeding 150mls (0.15 litres) of a kind used for packaging of beverages by breweries and other beverage and drink companies.

Embarrassing Packets

Packets embarrassing to the Post Office staff are also prohibited. Embarrassment may be caused by the method of addressing and the affixing of the stamp; the colour, type, shape and dimensions of the envelope, packet or card; and by the use of a badly reconditioned envelope which has already passed through the post.

Addresses

It is prohibited to send by post:

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

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

Stamps

It is prohibited to send by post:

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

Colour

A packet or envelope of a red colour, or of any colour likely to cause strain on the eyes of the officers of the Post Office, is prohibited.

Cards, labels or envelopes should be white, but objection is not taken to pale buff, yellow, green or blue.

It is essential, however, that the ink used on colour paper should be in sharp contrast with the tint of the paper. The foregoing also applies to the visible portion of enclosures in envelopes with transparent cut-out panels.

Envelopes

It is prohibited to send by post:

- (a) Window envelope. A letter enclosed in a window envelope that is an envelope with a transparent panel, which does not conform 'to the' following conditions;
 - (i) The panel must extend parallel to the length of the envelope;
 - (ii) A space of 40mm must be left above the panel for the postage stamp and the date stamp impression;
 - (iii) No writing or printing other than the address may be displayed through the panel, and the address must appear through the panel in such a manner as to be read with reasonable ease;
 - (iv) The enclosures must be folded that they cannot move about in the envelope, and thus cause the address to be hidden.
 - (v) The address must be legible indicated in ink, by typewriting or by a printing process in deep colour. Articles addressed in copy-ink or lead pencils are not admitted.
 - (b) Aperture envelope: A letter enclosed in an aperture envelope, that is, an envelope with an open (cut-out) panel, which does not conform to the following conditions;
 - (i) The open (cut-out) panel must not exceed 100mm in length by 40mm in width;
 - (ii) The requirements shown in (i), (ii), (iii), and (iv) in the preceding paragraph headed Window Envelope;
 - (iii) A minimum space of at least thirteen millimetres must be left between the sides and base of the cutout panel and the respective edges of the envelope.
- Transparent Envelope:** A letter enclosed in a wholly transparent envelope.
- (d) **Trap' packets.** A letter or packet having an opening large enough to entrap small letters or postcards. A small envelope not more than 100mm in depth with a tuck-in flap along the top not exceeding 150mm in width may be used.

An envelope exceeding that depth must not have an opening of more than 110mm in width. If a larger envelope is necessary, senders should adopt a pattern having a special kind of flap which can be adjusted so as not to leave a large opening or the packet untied. If metal paper fasteners (paper clips are inadmissible) are used, they must be blunt and must be well pressed down to obviate risk of injury to the hands of the Post Office staff.

- (e) **Dimension and shape.** A pictorial card, letter or packet containing a collection of views of places, which does not conform to the following conditions:

It must not be less than 100mm in length by 70mm in width, and must whenever possible, be square or oblong in shape. If an irregular shape be used, the lower edge and the left-hand edge should be straight and at angles to one another, but those edges may be serrated, provided that the packet will stand upright upon them when sorted with other articles. A card or envelope which is less than 100mm in length by 70mm in width or a packet of such small dimensions is likely to impede the officers of the Post Office in dealing with it. Post-cards, and other cards sent in-enclosed, must not be less than one-fifth of a millimetre thick.

- (f) **Re-use of envelope**

An envelope which has previously been used must not be used for postal purposes.

DELIVERY

Delivery and Conveyance of Correspondence

In most of the larger towns there is a restricted house to house delivery service. Addressees may also rent private boxes or use private mail bags. Where there is no house to house delivery, addressees may claim their correspondence at the post office during normal office hours.

Identification of persons applying for Correspondence

A person applying at the post office for correspondence must furnish sufficient particulars to prevent mistakes and to ensure the delivery of correspondence to the person to whom it is addressed; he may be required to bring to the Post Office some person known there, who can vouch for his identity. Post Office Box renters and Private Bag users are issued with an identity card which must be presented by the renter when called for.

Accredited Agents

The addressee may be represented by his accredited agent to whom correspondence may be delivered. Postmasters are forbidden to give correspondence to any person except the addressee or his accredited agent, unless an authority signed by the addressee is presented.

Charges

No postal packet or parcel on which any charge is due will be delivered until the charge due is paid in full.

Verification of Surcharges

When a person to whom correspondence has been delivered has reason to think that it has been improperly charged as being over weight, it should be taken to a Post Office to be weighed before being opened. Unless this course is followed no question as to the correctness of the surcharge can afterwards be entertained.

Delivery into Post Office Boxes or Bags

Delivery into a Post Office box or bag is in all respects equivalent to personal delivery to the renter or user.

Transmission and Delivery

A postal article shall be deemed to be in course of transmission by post from the time of its being posted at, or delivered to, a post office, to the time of its being delivered to, or taken delivery of, by the addressee or its being returned to the sender or otherwise disposed of under the provisions of the Post Office Ordinance.

The placing of an article in any receiving box for the deposit of postal articles, or the delivery of an article to an officer of NIPOST in the course of his duties shall be deemed to be delivery to a post office.

The delivery of a postal article at the house or office of the addressee or to the addressee (or to his servant or agent or other person considered to be authorised to receive the article according to the usual manner of delivering postal articles to the addressee), and where the addressee is a guest or is resident at a hotel, delivery to the proprietor or manager thereof or to his agent, shall be deemed to be delivery to the addressee.

Delivery of Articles Posted by Mistake

When any article is delivered to a post office, and has thereby become liable to postage and evidence is adduced to the satisfaction of the Postmaster-General that such article has been delivered to NIPOST by mistake, the Postmaster-General may cause such article to be opened in the presence of an officer of NIPOST and may return the same without charge to the person interested, unless such article, contains any letter or manuscript liable to postage, in which case the Postmaster-General shall retain the article until the full rate of postage upon such letter or manuscript has been

paid thereof. Notwithstanding the foregoing it is prescribed in part V section 21 of the Post Office Ordinance, 1928, that;

- (a) After any postal article has been delivered to the Post Office no person employed by or under the Nigerian Postal Service shall, except as otherwise prescribed, open or return it unless he is authorised to do so by express warrant in writing under the hand of the Head of State.
- (b) The Head of State may, in the interests of justice or in any individual circumstances which appears to him to warrant such a course, grant such warrants for opening or returning any specified postal articles.

POSTE RESTANTE

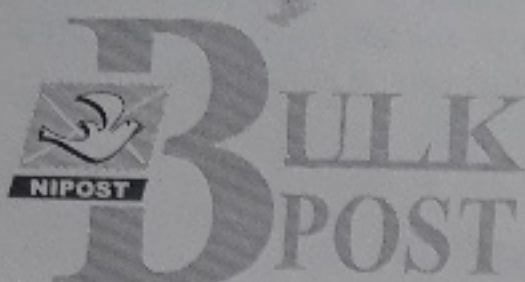
Letters and other correspondence (except parcels) to be called for may be addressed to any Post Office. The words 'To be called for' Poste Restante' should appear in the address.

At post Offices where other delivery services are available the Poste Restante Service is intended to provide for the needs of strangers and travellers. Local residents are expected to rent Post Office Letter Boxes or Private Mail bags where these facilities are available if they do not wish to have their mail delivered by Postmen.

All persons applying for 'Poste Restante' letters must furnish sufficient proof of identity to ensure that delivery is made to the proper person. The applicant must be able to state from what place or district he expects letters in addition to producing proof of identity. If he sends for his letters, the messenger, besides being furnished with this information, must have written authority to receive them.

At the expiry of one month (two months in the case of a postal packet originating at a place abroad) postal packets are treated as undeliverable. When a packet bears a request for its return within a specified time, not exceeding the official period of retention, it is dealt with in accordance with such request.

Every AGM, Seminar
Corporate Events is a family reunion

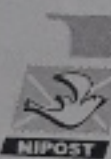


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Room 135 Floor 1,
Communication Building,
Lafiji Lagos,
Hotlines, 08023002316, 08031232977, 08033226047

BULKPOST SERVICE

It is a service rendered to Corporate Organizations with large volume of mail, such as Annual General Meeting (AGM) notices, Dividend warrants, Share/Bonus Certificates, Bank Statements, Examination slips, Religious Correspondences, Journals, Catalogues, etc

The Service requires registration fee.

Benefits

- It attracts 5% rebate
- It is cheaper compared to normal postage
- It has proof of Delivery
- It is secured and reliable

Rate

1.	1st20gms	N40.00
2.	Subsequent20gms	N10.00
3.	Registered letter	N120.00
4.	Foreign mail	As applicable @ Post Office

For More Information on this Service Contact:

The nearest Post Office or
Area Postal Manager or marketing Manager
NIGERIA POSTAL SERVICE
NIPOST Territorial Headquarters
In your State

REDIRECTION

Any kind of postal packet may be redirected to the same addressee at another address, either by an officer of the Post Office, or at the original address after delivery on payment of the appropriate prevailing inland rate.

Redirection by the Public

Letters, Aerogramme, postcards, printed papers, and newspaper are re-transmitted by post provided that appropriate inland charges are paid.

Redirection of Parcels

Parcels whether originally posted in this country or abroad are, when redirected from one address to another in Nigeria are liable to additional postage at the inland rate of each redirection. No charge is made if both the original address and the substituted address are in the same delivery area.

Registered Postal Packets

Registered letters or packets, on being redirected, must not be dropped into a letter box, but must be taken to a Post Office to be dealt with as registered. When a registered article is tendered for redirection fresh postage must be paid, but an additional registration fee is not payable. If any registered packet when being redirected instead of being given back to the Post Office to be dealt with as registered, is dropped into a letter box, it is treated in all respects as a letter intended for registration but irregularly posted.

If an article appears to have been opened or tampered with or is redirected to a name differing from that of the original addressee, fresh postage and registration fee must be paid.

Redirection by the Post Office

Redirection of letter, parcels and other postal packets is undertaken for a period of three months. Notices of removal and applications for redirection must be signed by the persons to whom any postal packets to be redirected are addressed, and should be sent to the postmaster at the office to which the correspondence is first addressed. Application should be made on the official form obtainable on request at any Post Office.

No application for the redirection of parcels will be acted upon unless it contains a definite undertaking from the addressees that all charges will be paid.

The Post Office does not undertake to redirect postal packets which can be redirected at the place of address. It does not, for example, redirect packets addressed to a person care of a Government Department, private letter box, bank, firm, hotel, lodgings, etc. Such redirection should be arranged by the addressee with the Government Department, firm, and so on, concerned. The Post Office reserves the right to decline redirection in any case and to discontinue redirection at any time.

DISPOSAL OF UNDELIVERABLE CORRESPONDENCE

Correspondence

If the item bears on the outside the full name and address of the sender, it is returned direct and unopened. An officer deputed for the purpose opens any such packet that does not bear the name and address of the sender on the outside and if it contains the sender's address it is returned to him.

An undeliverable postal packet, other than a parcel, which cannot be returned to the sender and does not contain any enclosure of importance, is destroyed.

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

Early Return to Sender

In case of non-delivery, the return of a postal packet to the senders is facilitated if the sender's name and address appear on the outside of the packets, preferably on the back.

Undelivered Inland Parcels

Inland parcels are retained free of charge at the office of delivery for 21 days and thereafter up to 28 days, a retention fee is charged on delivery.

Parcels are forwarded to the Returned Letter Office if delivery is not made at the end of 28 days. If the parcel contains the sender's address, then the sender is asked to say how the parcel should be disposed of. If the parcel does not contain the sender's address, it is disposed of after three months.

Parcels containing perishable goods will be dealt with as may be required.

Re-issue of Parcel from the Returned Letter Office

A fresh postage is charged in every case where a parcel is reissued from the Returned Letter Office, either for return to the sender, or for re-issue to the addressee, or for a new address.

Retention in Nigeria of Parcels Posted Overseas

Parcels posted overseas for delivery in Nigeria are retained at the office of delivery for 60 days. Parcels are retained free of charge at the delivery office for 14 days. Between 15 days and 30 days retention fee of N50.00 is charged on delivery. From the 31st day to the 60th day, N5.00 is charged daily in addition to the initial charge. If parcels are not delivered after 60 days they are forwarded to the Returned Letter Office for disposal in accordance with the sender's instructions.

DECEASED PERSONS' CORRESPONDENCE***Parcels and Registered Packets***

All parcel and registered packets which cannot be dealt with in the usual manner by reason of the death of the addressee will be returned to the sender, unless the Postmaster-General has specific instructions by the latter to the contrary, in which case such instructions would be observed.

Other Correspondence

All other correspondence will be returned to the sender through the Returned Letter Office. Application for redirection or delivery other than to the original addressee will not be complied with without the authority of the Postmaster-General and in all such cases the Postmaster-General must be satisfied by inspection of probate of the will or letter of administration that the applicant is an executor or administrator.

REGISTRATION

All classes of postal matter except express delivery mail may be registered. The fee for registration is as contained in the tariff and this fee, in addition to the postage charge appropriate must be prepaid in postage stamps to be affixed to the packet by the sender. Registered letter may be delivered at home on payment of additional fee to the original registration fee.

Instructions for Registering

Everything intended for registration must be handed to an officer of the Post Office and a certificate of posting bearing an acknowledgement that the fee for registration has been paid, must be obtained. Nothing intended for registration should be dropped into a letterbox.

Method of Fastening or Sealing

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

The instructions respecting fastening and sealing do not, of course, apply to postcards, printed papers, or newspapers which must be opened for inspection, whether registered or not.

No packet marked on the outside with the declared value of the content may be sent by registered post, and postmasters are instructed to refuse packet so marked which are presented for registration.

Registered Articles Posted by Firms

Firms, organisations, etc habitually posting large numbers of registered items can on application to their local postmaster obtain registered labels and a receipt book in which they can themselves enter the items and obtain a bulk receipt:

Compulsory Registration

Any article found amongst the unregistered correspondence (at any stage during the transmission) bearing the word "registered" or any other word, phrase or mark to the like effect written or impressed on the cover is subject to compulsory registration and is charged on delivery with a registration fee contained in the tariff less any amount repaid in excess of the postage. If the prepaid postage is insufficient; the registration fee plus double the amount of the deficiency will be collected from the addressee. Any packet which is found open in the post or cannot be delivered, and which is found to contain a postal order in which the name of the payee has not been inserted; a cheque or dividend warrant not crossed or made payable to order, or any negotiable instrument payable to bearer, postage stamps or any other similar articles, also gold and silver ornaments or Jewellery of a value in each case exceeding N500 will be subject to registration and be chargeable with registration fee and postage. No

compensation is given in respect of any postal packet which has been compulsorily registered.

Advice of Delivery

The sender of any registered postal packet may arrange at the office of posting either at the time of posting or any time within eighteen months for an advice of delivery to be sent to him. The fee is the prevailing inland (priority) postage which is payable by means of postage stamps, affixed by the sender to a form provided for the purpose and is due even if the registered packet proves to be (or has been) undeliverable. The name and address of the sender should appear on the outside of the packet.

Enquiries

Enquiries as to the alleged loss or non-delivery of a registered packet should be made upon the form provided for the purpose free of charge.

The sender of a registered article may at any time within three months after the date of registration make enquiries regarding the disposal of the article.

COMPENSATION

Letters

The Postmaster-General is not legally liable for any loss or inconvenience which may arise from the loss, damage, delay, non-delivery, or mis-delivery of anything sent by post, and no compensation will, in any circumstances be paid in respect of unregistered letters, postcards and newspapers.

Registered Articles

If it is proved to his satisfaction that a letter or packet duly admitted for registration has been entirely lost whilst in his custody, the Postmaster General undertakes to pay an indemnity except in cases beyond control for example, tempest, shipwreck, earthquake, war and flood).

Compensation may, however, be paid for the loss of the contents or part of the contents of a packet, provided the Postmaster General is satisfied that the loss occurred during transmission.

Compensation not Payable

No compensation is paid in respect of a packet not posted in the prescribed manner. No compensation is paid for the loss of Postal orders, cheques, coupons, bonds and similar documents, unless the cover used for its transmission was one of the

registered letter envelopes sold by the Post Office and the packet was handed to the officer of the Post Office for transmission, by registered letter post. The name of the payee and the office of payment must always be filled in when a postal order is transmitted through the post.

No claim for compensation for the loss of any of the contents of a packet will be entertained if delivery of the packet has been accepted without comment.

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

No compensation is paid for the loss of any article compulsorily registered.

Parcels

Compensation is not payable for an unregistered parcel.

The maximum compensation payable in respect of a registered parcel is N250.00.

Postage on parcels entirely lost in the post may be refunded in addition to compensation paid for the value of the contents. A certificate of posting must be produced.

Compensation may be paid

if the loss or damage occurred while the parcel was in the custody of the Postmaster-General.

If it is not the fault of the sender that the loss or damage occurred

Compensation will not be paid:

For damages to a fragile article;

For damage caused by water where steamer, carrier, runner or canoe transported a parcel;

For loss or damage caused by accidents or occurrences beyond the control of the Postmaster-General.

For loss or damage in the case of a parcel containing anything not legally transmissible by post;

For loss or damage of an uninsured parcel in any circumstances under which compensation would be refused in the case of a registered or insured letter or insured parcel.

AIR MAIL EXPRESS DELIVERY SERVICE

Air Mail Express Delivery Fees

A fee of N200.00 is payable on each express packet. This is in addition to the normal letter postage rate.

Weights and Size

The limit of weight is 2kg

The limits of size are as for letters.

Letters (or letter packets) intended for the service must be addressed in full with the street address of the recipient as well as the Post office Box or Private Mail Bag number (if any).

Latest Time of Posting

Items intended to connect with a particular aircraft must be posted not later than two hours before the aircraft is scheduled to leave, otherwise they will connect with the next aircraft due to leave. Earlier posting time may be necessary at certain offices. Details may be obtained at Post Office concerned.

POST OFFICE LETTER BOXES

Post office Letter Boxes are installed at most Post Offices and some Sub Post Offices. Correspondence for box-holders is accessible earlier and at times other than when it may be called for at the Post Office, or when delivery is effected by postmen. The service is therefore a most advantageous one and the public are advised to make the fullest use of it.

CLASSES OF CORRESPONDENCE WHICH MAY BE PLACED IN POST OFFICE BOXES

All correspondence, except registered items, taxed correspondence, and parcels are sorted into Post office Boxes, which can be opened with a key from the outside.

The delivery slips for registered articles, the advices of taxed articles and parcels, are also placed in the boxes and the renters are required to apply at the Post Office counter for these items.

Postcode and Number of Boxes to be quoted in Address

Post office box renters are required to have the number of their boxes and Postcode quoted in the address on their correspondence. Such a course leads to accelerated delivery.

Correspondence addressed 'c/o' a firm will be sorted into the firm's box.

Clearing of Boxes

The renters of post office boxes must arrange to have their boxes cleared. It is no part of a Postmaster's duty to inform a box holder that there is correspondence in his box. Should a renter not be in possession of his key, a post office letterbox can be cleared by the Post Office, and the contents handed to the renter, but this will only be done if the renter hands in a written request to that effect with a N100.00 stamp affixed.

Conditions of Rental:

The renter of a Post Office Box will accept the lease under the following conditions and will forfeit all rights by non-compliance or failure to carry out any or all of the rules here in after set forth. He will be held responsible for the observance of the regulations and no other person will be recognized in connection therewith.

- (a) Rent payable on the post office box depends on the zone where the office is located.
- (b) The rent is due each year and payable on the 1st of January each year. (The payment must be made in advance).
- (c.i) A renewal notice TA 11 must be served on the renter in November each year.
- (c.ii) Where the renter fails to pay for the rent of the Post office box after the 1st notice, a second and final notice, so marked, "SECOND 2ND AND FINAL NOTICE" at the top right hand corner of TA11 shall be served 15 days after the due payment date.
- (d) Penalty for late payment: (10%) of annual rental fee shall be collected from 1st February.

- (e) Where a renter fails to pay for the box by 31st of March, such Post office box shall be rented out to a new applicant.
- (f) The transfer of private post office box right from one post office to another is not permitted and the transfer of a box from one person to another is subject to the approval of the Postmaster General, and will only be considered in cases of bona-fide change of business or other sufficient reasons.
- (g) No two persons, can jointly rent one Post office box and a person or firms trading under two or more designations may be required to rent a box for each designation.

Under this regulation, any group of companies having a joint Management may be required to rent a separate box for each company.

- (h) Delivery into a Post office box is in all respects equivalent to personal delivery to the addressee.
- (i) Mail matter will be placed in a box only when addressed to the renter of the box, or to his care or specially addressed to the number of the box.
- (j) A person, not being a renter, whose mail matter is addressed to a box can only obtain his mail through the renter.
- (k) Mail matter delivered in error, or accidentally addressed to a wrong box, must be immediately reposted, with the words 'Not for box ...' written thereon. Should a case come under notice where this is not done, or flagrant neglect is shown by the renter or person in possession of the key in detaining or delaying such mail matter, the box may be declared forfeited and the return of the key demanded.
- (l) In exceptional circumstances the loss of a key, for instance mail matter from any Post office box may temporarily be delivered at the counter, subject to compliance with the provisions of paragraph (m) and the paragraph on the 'Clearing of Boxes'.
- (m) Unless the renter is well known or is identified by someone known to a responsible officer of NIPOST the only admitted 'proof of identification should be the receipt for the box rental.
- (n) Mail matter will be re-addressed from one box to another only in exceptional circumstances and upon application to the Postmaster

General. Postmasters are not obliged to re-address mail matters unless the box is closed.

- (o) A Post office box is provided exclusively for the reception of mail matter which has passed through the post. Any private articles deposited therein by the renter will be surcharged as if posted out of course.
- (p) The keys of Post office boxes are properties of Postmaster-General and a deposit is required to be made to the Postmaster before the keys are issued. The holder of a box, if he does not desire to renew his rental, can, on surrender to the Postmaster of the keys and the official receipt issued for the key deposit, obtain a refund of his deposit. If the rental is not renewed and the key is not returned within six months from the date the service ceased, the deposit may be declared forfeited.
- (q) If the keys of a box are lost the Postmaster should be informed at once, and he will take steps to have a new lock put on the box and will issue fresh keys on payment of a further key charge. The original deposit will be retained until the box is surrendered.
- (r) No lock may be placed on any box other than a lock supplied by NIPOST and no repairs to a box may be executed except by NIPOST.
- (s) The renter of a box must defray all expenses for damage to such box or locks or keys thereof, if caused by him or due to his negligence.
- (t) The Postmaster-General may refuse to let or re-let a box to any person without assigning any reason for such refusal.
- (u) The fore-going conditions may at any time be augmented or revised as the Postmaster General may from time to time deem expedient, by notification, and any such addition or revision shall apply to every box rented under the foregoing conditions.

PRIVATE MAIL BAGS

Private Mail Bag service is available on application to an appropriate Postmaster. The service is particularly suitable for customers who receive large quantity of mails daily and are prepared to accept delivery usually once daily, at stipulated times.

Correspondence for private bag users is available for delivery earlier than those for delivery by postmen.

CONDITION FOR USE:

A private mailbag may be taken up by an individual for the use of himself and other members of his household, and by firms, missions, schools, societies, clubs, association etc. The user of a private mailbag will accept the following conditions, and will have the use terminated for non-compliance or failure to carry out any or all of the rules here in after set forth. A user will be responsible for any breach of regulations, and no other person will be recognized as having a right to share in the use of such a bag.

- (a) Private Mail Bag Service is provided under the zonal arrangements as Post office boxes, for details see tariff.
- (b) The hours of delivery of private mail bags may be varied at anytime by the Postmaster-General.
- (c) Where any group, firm, organization, club etc holding a bag breaks into a faction and rival claims to the exclusive use of the bag arises, the post office will be obliged to cancel the private mail bag service concerned.
- (d) Other conditions are as applicable to the guidelines on Post office box renters.

Supply

The Post Office undertakes to supply (2) two bags, fitted with suitable padlock with duplicate keys one to be retained in the Post office and the other with the customer.

Repairs:

The bag must be kept in repair by the user who also must defray all expenses for damage arising from normal wear and tear or from any act of negligence.

Collection of Bags:

Private bag users must arrange to collect their bags through the post office counter on presentation of the user's authority card anytime the office is open for business. Customers are advised to make use of the available Special Delivery Service, which entails delivery of bags, by the Post Office to the users' location at an additional fee.

There is no private mailbag delivery service on, Saturdays, Sundays and public holidays.

Delivery of Correspondence to Bag Users

- (a) Delivery into a private mailbag is in all respect equivalent to personal delivery to the addressee.
- (b) Mail matter will be placed in a bag only when addressed to the user of the bag, or to his care, or specially addressed to the number of the bag.
- (c) A non-user of a bag whose mail matter is addressed to a bag, can only obtain delivery through the user.
- (d) Mail matter delivered in error, or accidentally addressed to a wrong bag, must immediately be reposted, with the words "NOT for Bag No." written thereon. Should a case come to notice where this is not done, or a flagrant neglect is shown by the user or person in possession of the key in detaining or delaying such mail matter, the service may be withdrawn.
- (e) In exceptional circumstances such as the loss of the bag key, private mailbags may be delivered to users in any manner other than by the established practice of securely locking them before they are handed-over. The risk involved will be the direct responsibility of user.
- (f) Mail matters may be re-addressed from one bag to another only in exceptional circumstances and upon application to the Area Postal Manager. Postmasters are not obliged to re-address mail matters unless the services have been discontinued or withdrawn.
- (g) Although a private mail bag is exclusively for the reception of mail matter which has passed through the post, those which have been fully prepaid for posting can be deposited in the bag by the user. Mail matters for registration will be duly accorded the necessary treatment and the certificate of registration returned to the user on the next call for the collection of the bag. However, any private articles deposited therein by the user will be surcharged as if posted out of course.

Delivery of correspondence to Private Mail Bag: Users within a town area:

- (a) Only fully paid ordinary correspondence, surcharged letter slips, and overseas parcel delivery notices will be enclosed in private bags in the first instance. Surcharged correspondence and overseas parcels will be delivered only on

presentation of the relative slips / delivery notices at the post office counter.

- (b) All registered correspondence will be entered in duplicate in an advice list and will be delivered in one of the following alternative ways, preference being given to: -

- (i) The user or his accredited representative must produce the authority card issued by the Postmaster and should check the number of items against the list. He must sign both the original and the duplicate copies of the list.

The items themselves with the original copy of the list tied round them must in the presence of the renter or his accredited representative, be placed in the bag by the delivery officer and locked. The bag will then be handed to the renter or his representative.

- (ii) The registered correspondence with the original copy of the list will be enclosed in the bag and locked. The locked bag will then be handed to the user or his accredited representative on production of the authority card issued by the local postmaster. The renter will receipt and return the list when he returns the bag.

Delivery of correspondence to Private Bag Users along a mail Route:

- (a) If the bag is for delivery at a place of call along a mail route or to a distant bag user, all correspondence including registered and surcharged items, will be enclosed in the bag with an advice list detailing items which required receipt or on which any charges are due. The user of the bag is responsible for the payment of all charges due and for immediate return of the advice list duly receipted.

Unless the amounts due and the receipted advice list are sent to the Post Office on the return journey of the bag, the service is liable to be suspended.

- (b) The Postmaster-General does not accept any liability for any loss or damage to correspondence delivered through the medium of private mail bag to persons other than the registered bag user.

LETTER POSTING BOXES ON TRAINS

Facilities for Posting in Letter Boxes on Railway Services

Letter posting boxes are provided for public use on the "Limited Services", and on certain "Local Services". The posting boxes on these services are intended primarily for use at Stations where Post Office facilities are not available.

Only NIPOST staff clears the posting boxes at selected stations.

MISCELLANEOUS CORRESPONDENCE ADDRESSED TO GOVERNMENT DEPARTMENTS

The sender must fully prepay postage on correspondence addressed by the public to Government Departments.

EVASION OF POSTAGE

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

OVERSEAS POST**UNIVERSAL POSTAL UNION**

All the countries of the world, except a few territories are members of the Universal Postal Union or have agreed to abide by the provisions that its members have drawn up in the Universal Postal Convention for the control of the international mail. The general regulations governing the letter and parcel post to places abroad are based on the provisions of the convention and have been adopted as part of the international obligations of the Nigerian Postal Service.

General Application of Overseas Postal Regulation

The regulations of the foreign post apply generally to any postal packet sent and received between Nigeria and any other country.

Classification of Postal Articles

The under mentioned classes of Postal articles are admitted for transmission in the Foreign Postal Services:-

Postal Services:-

- | | |
|--------------------|------------------------------|
| (a) Letters | (e) Printed Papers |
| (b) Aerogrammes | (f) Literature for the Blind |
| (c) Postcards | (g) Parcels |
| (d) Small Packets. | |

CONDITIONS OF ACCEPTANCE**Application of Inland Post Regulations**

In the absence of any specific regulations in this section, the appropriate regulations of the Inland Post apply also in the Overseas Postal Service.

AIR MAIL SERVICES

Services Available

Priority Mail:-

Letters, letter packets, aerogramme and postcards may be sent by airmail to many overseas countries.

Other Mail:

Printed papers, literature for the blind and small packets may be sent overseas by air.

Air Parcels: -

Nigeria exchanges air parcel service with many overseas countries. Air parcels may be sent to countries in the schedule of air parcel postage rate.

Aerogramme:

They must not contain any enclosures and must be written on either the stamped air letter forms that are obtainable from Post Offices or on privately manufactured forms on which appropriate postage may be paid by means of postage stamp (or a franking machine impression). Privately manufactured forms may be used only if they bear an indication that the Postmaster General has approved them. Forms which do not bear such an indication or any which contain enclosures will be surcharged.

Airmail Express:

A fee of N200.00 is payable on each express packet. This is in addition to the normal letter postage rate.

Air Mail Label:

A blue air mail label which may be obtained free at any Post Office must be affixed to the top left-hand corner of postal articles intended for air transmission.

Surcharges: -

Where a letter posted for transmission by air bears 75 percent of the prepaid rate it is forwarded by air and charged on delivery with double the deficiency. Where less than 75 percent of the postage is affixed, the letter must be returned to sender to affix the correct postage.

Rate of Postage:

The rates of postage for Air letters and Parcels are shown in the following schedules:

	Aerogramme	Letter		Postcard each
		1 st 20gr	Add 20gr	
	N90.00	N90.00	N40.00	N90.00
Algeria	"	"	"	"
Angola	"	"	"	"
Ascension Island	"	"	"	"
Benin Rep.	"	"	"	"
Botswana	"	"	"	"
Burundi	"	"	"	"
Cameroon	"	"	"	"
Canary Island	"	"	"	"
Cape Verde Island	"	"	"	"
Central African Rep.	"	"	"	"
Chad Republic	"	"	"	"
Comoro Island	"	"	"	"
Congo (Peoples Rep.)	"	"	"	"
Congo (Dem. Rep.)	"	"	"	"
Cote d'Ivoire	"	"	"	"
Djibouti	"	"	"	"
Egypt Arab Rep.	"	"	"	"
Equatorial Guinea	"	"	"	"
Ethiopia	"	"	"	"
French Territory of Afars and Issas	"	"	"	"
Gabon	"	"	"	"
Gambia	"	"	"	"
Ghana	"	"	"	"
Guinea Bissau	"	"	"	"
Kenya	"	"	"	"
Lesotho	"	"	"	"
Liberia	"	"	"	"
Libya	"	"	"	"
Malagasy Rep.	"	"	"	"
Madeira	"	"	"	"
Malawi	"	"	"	"
Mali	"	"	"	"
Mauritania	"	"	"	"
Mauritius	"	"	"	"
Morocco	"	"	"	"
Mozambique	"	"	"	"
Niger	"	"	"	"
Reunion	"	"	"	"
Rwanda	"	"	"	"
Senegal	"	"	"	"
Seychelles	"	"	"	"
Sierra Leone	"	"	"	"
Somali Rep.	"	"	"	"
South Africa	"	"	"	"
St. Helena	"	"	"	"

St. Thomas & Prince Island	"	"	"	"
Sao Tome	"	"	"	"
Spanish North Africa	"	"	"	"
Sudan	"	"	"	"
Swaziland	"	"	"	"
Togo	"	"	"	"
Tristan Da Cunda	"	"	"	"
Tunisia	"	"	"	"
Uganda	"	"	"	"
Upper Volta	"	"	"	"
Zambia	"	"	"	"

ASIA

	Aerogramme	Letter		Postcard each
		1 st 20gr	Add 20gr	
Abu Dhabi	N90.00	N150.00	N60.00	N150.00
Afghanistan	"	"	"	"
Ajman	"	"	"	"
Bahrain	"	"	"	"
Bangladesh	"	"	"	"
Bhutan	"	"	"	"
Borneo	"	"	"	"
Brunei	"	"	"	"
China People (Republic)	"	"	"	"
Dubai	"	"	"	"
Hong Kong	"	"	"	"
India	"	"	"	"
Indonesia	"	"	"	"
Iran	"	"	"	"
Iraq	"	"	"	"
Israel	"	"	"	"
Jordan	"	"	"	"
Khmer Rep. (Cambodia Formerly)	"	"	"	"
Korea (North & South)	"	"	"	"
Kuwait	"	"	"	"
Laos	"	"	"	"
Lebanon	"	"	"	"

Macao	"	"	"	"
Malaya	"	"	"	"
Maldives Rep. Of	"	"	"	"
Mongolia	"	"	"	"
Nepal	"	"	"	"
Oman (Sultanate of)	"	"	"	"
Pakistan	"	"	"	"
Philippines	"	"	"	"
Qatar (Doha)	"	"	"	"
Dukham and Umm Said)	"	"	"	"
Sabah	"	"	"	"
Saudi Arabia	"	"	"	"
Singapore	"	"	"	"
South Yemen	"	"	"	"
Sri Lanka	"	"	"	"
Syria	"	"	"	"
Taiwan	"	"	"	"
Thailand	"	"	"	"
Yemen Arab Rep.	"	"	"	"
Vietnam (North & South)	"	"	"	"

AMERICAS

	Aerogramme	Letter		Postcard Each
		1 st 20gr	Add 20gr	
Alaska	N90.00	N150.00	N60.00	N150.00
Argentina Rep	"	"	"	"
Bahamas	"	"	"	"
Barbados	"	"	"	"
Belize	"	"	"	"
Bermuda	"	"	"	"
Bolivia	"	"	"	"
Brazil	"	"	"	"
Canada	"	"	"	"
Cayman Islands	"	"	"	"
Chile	"	"	"	"
Colombia	"	"	"	"
Costa Rica	"	"	"	"
Cuba	"	"	"	"
Curacao	"	"	"	"

Dominica	"	"	"	"
Dominican Rep.	"	"	"	"
Ecuador	"	"	"	"
El Salvador	"	"	"	"
Republic	"	"	"	"
Falkland Islands	"	"	"	"
French Guiana	"	"	"	"
Grenada	"	"	"	"
Guadeloupe	"	"	"	"
Guatemala	"	"	"	"
Guyana	"	"	"	"
Haiti	"	"	"	"
Honduras Rep.	"	"	"	"
Jamaica	"	"	"	"
Martinique	"	"	"	"
Mexico	"	"	"	"
Montserrat	"	"	"	"
Antilles	"	"	"	"
Nicaragua	"	"	"	"
Panama Canal	"	"	"	"
Zone	"	"	"	"
Paraguay	"	"	"	"
Peru	"	"	"	"
Puerto Rico	"	"	"	"
St. Kit-Nevis	"	"	"	"
Anguilla	"	"	"	"
St. Lucia	"	"	"	"
St. Vincent	"	"	"	"
Surinam	"	"	"	"
Tajikistan	"	"	"	"
Tortilla	"	"	"	"
Trinidad & Tobago	"	"	"	"
Turks & Caicos	"	"	"	"
U.S.A.	"	"	"	"
Uruguay	"	"	"	"
Venezuela	"	"	"	"
Virgin Islands	"	"	"	"

AUSTRALIA & OCEANIA

	Aerogramme	Letter		Postcard each
		1 st 20gr	Add 20gr	
Australia	N90.00	N150.00	N60.00	N150.00
Caroline Islands	"	"	"	"
Christmas Islands	"	"	"	"
Cocos (Keeling Islands)	"	"	"	"
Fiji Islands	"	"	"	"
French Polynesia	"	"	"	"
Gilbert & Alice Islands	"	"	"	"
Guam	"	"	"	"
Hawaii	"	"	"	"
Marian Islands	"	"	"	"
Nauru Islands	"	"	"	"
New Caledonia	"	"	"	"
New Guinea	"	"	"	"
New Hebrides	"	"	"	"
New Zealand	"	"	"	"
Newark Island	"	"	"	"
Papua Guinea	"	"	"	"
Pitcairn Islands	"	"	"	"
Samoa	"	"	"	"
Solomon Islands	"	"	"	"
Tonga (Friendly Islands)	"	"	"	"
Wake Islands	"	"	"	"

EUROPE

	Aerogramme	Letter		Postcard each
		1 st 20gr	Add 20gr	
Albania	N90.00	N120.00	N50.00	N120.00
Armenia	"	"	"	"
Austria	"	"	"	"
Andorra	"	"	"	"
Azores	"	"	"	"
Azerbaijan	"	"	"	"

Balearic Islands
Belgium
Bosnia
Herzegovina
Bulgaria
Corsica
Crete
Croatia
Cyprus
Czechs (Rep)
Estonia
Faeroe Island
Finland
France
Fyrom
Germany
Georgia
Gibraltar
Great Britain & Northern Ireland
Greece
Greenland
Hungary
Iceland
Irish Rep.
Italy
Latvia
Lithuania
Luxemburg
Malta
Monaco
Montenegro
Netherlands
Norway
Poland
Portugal
Rumania
Russia (USSR)
Serbia
Slovakia
Spain
Sweden
Switzerland
Turkey
Ukraine
Vatican City

Surcharges on Overseas unregistered letter

An unregistered letter posted unpaid or underpaid is returned to sender to enable the sender to complete the postage rate.

In order to ensure the return of letter which cannot be delivered, the name and address of the sender should be written on the back of the envelope.

Ownership of postal items.

A postal item shall remain the property of the sender until it is delivered to the rightful owner, except when the item has been seized in pursuance of the legislation of the country of origin or destination and, in case of application of article 15.2.1.1 or 15.3, in accordance with the legislation of the country of transit. This provision is not applicable to Ghana, Australia and Zimbabwe.

POSTCARDS***Rate of Postage***

Member countries of the African Union	N90.00
Europe	N120.00
Other countries	N150.00

Size:

No card may exceed 148mm in length by 105mm in width, or be less than 140mm in length by 90mm in width. The material for private cards to be used as postcards must be ordinary cardboard or paper not less than one quarter of a millimetre in thickness.

Conditions:

The right-hand half of the address side is reserved for the address of the recipient and any necessary postal service indications, for example, **REGISTERED**, and the postage stamps must be affixed in the top right hand corner of this portion. The remaining space is available for the use of the sender for written communications.

An address label or slip to fold back, completely adherent to the card and bearing the name and address of the person to whom the card is sent, may be affixed to the address side of the card.

A sample of merchandise or other similar articles may not be attached to a postcard.

Postcards must be sent unenclosed, that is, without wrapper or envelope. Any postcard which does not comply with the foregoing conditions is treated as a letter, except when the irregularity consists solely in the wing of the postage stamp to the reverse side, in which case the card is considered as unpaid and treated according to the category to which it belongs by reason of the text or dimensions.

Surcharges:

A simple postcard posted unpaid or insufficiently prepaid should be returned to sender or Returned Letter Office.

SMALL PACKETS

Rate of postage: Same as for letters.

Under the international regulations the postage must be fully prepaid by the sender, otherwise the packet will not be forwarded.

Limit of Size:

Maximum:

Length, width and depth combined: 900mm but the greatest dimension may not exceed 600mm.

In roll form: Length plus twice the diameter, 1040mm but the greatest dimension may not exceed 900mm.

Minimum:

It should have a surface measuring not less than 90 x 140mm with a tolerance of 2mm.

In roll form: Length plus twice the diameter, 170mm but the greatest dimension may not be less than 100mm. Items of smaller dimension than the minimum set out above shall nevertheless be admitted if they bear a rectangular address label or card of strong paper, the dimension of which are not less than 70 x 100mm.

Definition

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

Packing and Make-up:

The sender must show his name and address on the outside of the packet, and must mark the packet conspicuously 'Small Packet' on the top left-hand corner of the address side.

Small packets must be packed so that they may be easily examined without breaking any seal. String may be used to secure the wrapping if tied with a simple knot easy to untie. Sealing with adhesive tape in such a way that the tape must be broken or removed to allow examination of the content is not permitted. Exceptionally the packing regulations that apply to samples of certain articles (e.g. fragile materials, liquids, etc) apply also to such articles sent in small packets.

Posting:

Small packets may be posted in a posting box, or handed over the counter. They may be registered but not insured.

Inadmissible Articles:

Articles that may not be sent by letter post are also excluded from transmission in small packets; and, in addition, the following may not be sent in small packets:

Coin; bank-notes, currency notes; securities of any kind and instruments payable to bearer; platinum, gold or silver manufactured or not, precious stones; jewels and other valuable articles; postage stamps whether cancelled or not, or any paper representing a monetary value; letters, notes or documents having the character of actual and personal correspondence, but an open invoice reduced to its essential elements as well as a copy of the name and address of the sender and the addressee may be enclosed.

Extent of the Service:

List of countries to which packets may be sent is available at every post office in Nigeria.

Customs Declaration:

A green customs label must without exception, be affixed to the address side of the packet and, if the country of destination so requires or if the sender prefers, the packet should also be accompanied by the required number of non-adhesive customs declaration either attached securely to the packet by means of string tied cross-wise or inserted in the packet. Where separate declarations are provided only the upper part of the green label (Douane peutetre ouvert d'office) need be affixed to the packet. In

some cases the country of destination requires that the green customs label and the customs declaration should be made out in a language other than English. Details of these requirements are shown in the summary.

PRINTED PAPERS

Rate of Postage: Same as for letters

Limit of Size:

Maximum: Length and depth combined: 900mm but the greatest dimension may not exceed 600mm.

In roll form: Length plus twice the diameter, 1040mm but the greatest dimension may not exceed 900mm.

Minimum: To have a surface measuring not less than 90 x 140mm with a tolerance of 2mm.

In roll form: Length plus twice the diameter, 170mm but the dimension may not be less than 100mm. Items of smaller dimension than the minimum set out above shall nevertheless be admitted if they bear a rectangular address label or card or strong paper, the dimensions of which are not less than 70 x 100mm.

Definition:

A packet that is admissible as printed-paper must fully be prepaid at inland letter rate (see Taffiff) if addressed to places in this country. They are only admissible as printed papers in the Foreign service when they are in blank; when filed in, such documents for places abroad fall into the category of commercial papers.

In general, the printed paper rate in the foreign post applies to all impressions or copies obtained upon paper or other similar materials, parchment or cardboard, by means of printing engraving, lithography, mimeography, photography, or other readily recognizable mechanical process, except those obtained by means of the typewriter, tracing and hand stamps with or without movable type.

Printed matter which bears any marks whatever, capable of constituting a conventional language or, with the exceptions mentioned under the heading 'Additions and Alterations' the text of which has been modified after printing is not admissible at the printed paper rate in the Foreign service.

Make-up:

Packets of printed papers should be clearly marked in the upper left-hand corner of the address side 'Printed Papers'. They are subject to examination in the post, and must be made up in such a way as to be easily examined. They may be placed in wrapper upon a roller, between boards, in an open container or in an unclosed envelope furnished with blunt clips easy to unfasten and refasten; or they may be secured with string easy to untie. Printed matter of the form and substance of a card may be sent un-enclosed without wrapper, envelope, or fastening and must then conform to the conditions for postcards except as regards postage rates and maximum dimensions. If, however, the word 'Postcard' appears on the card it should be deleted, or the card will be liable to be surcharged. Similarly, printed papers may be sent unenclosed if they are folded in such a way that they cannot become unfolded during transmission, and that there is no risk of their entrapping other articles.

Admissible Documents:

The following articles are transmissible as printed papers in the foreign post:-

Address cards
 Advertisements
 Albums containing Photographs
 Books, sewn or bound
 Catalogues
 Drawings
 Engravings
 Greetings and Visiting Cards

Pamphlets
 Paper patterns to be cut out
 Periodical works
 Photographs
 Pictures
 Plans
 Prospectuses
 Proofs of printing, corrected or uncorrected with or without the relative manuscript.

Maps
 Engraved, Lithographed,
 Mimeographed or photographed.

Notices of various kinds
 Sheets of music (but not perforated
 Sheets intended for use with automatic musical instruments).

Reproduction of manuscript or typewritten originals, when obtained by mechanical manifold process, hectograph, and so on, are accepted for transmission as printed papers if;

- ‘ They are handed in at a Post Office:
- Special attention is drawn to the fact that they are reproductions of the kind specified;
- At least 20 packets containing precisely identical copies are handed in at the same time, and

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

Additions and Alterations:

The sender may, either outside or inside a packet of printed-paper:

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

Correct errors in printing:

Strike out, underline, or enclose by marks certain words or certain part of a printed text, provided this does not give to the printed text the character of current and personal correspondence.

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

Ships or Aircraft: -

Departures and arrivals; the dates and times of departures and arrivals, as well as the names of the ships and the ports of departure, call and arrival.

Travellers' advice: -

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

Order forms:

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

Forms used by lending libraries:

The titles of the books, the number of copies asked for or sent, the names of the authors and publishers, the catalogue numbers, the number of days allowed for reading, the name of the person wishing to consult the book and other brief notes referring to the books in question.

Printed cards:

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

Proofs of Printing:

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

Fashion plates and maps: Colours.**Price lists:**

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

Books:

Books, pamphlets, newspapers, photographs, engravings, sheets of music and all literary or artistic productions, whether printed, engraved, lithographed or mimeographed, may bear a dedication consisting simply of an expression of regard, and on photographs or engravings, a very concise description or note referring to the photograph or engraving.

Cuttings from newspapers and periodicals:

The title, number and address of the publication from which the article is extracted.

Notices of change of address:

The new address of the sender and the date from which the change takes place, or the old address and the date when the change was made.

Enclosures:

The sender may enclose in a packet of printed papers, a card, envelope or wrapper bearing his address that may be prepared for return by means of postage stamps of the country of destination of the packet. The invoice may be enclosed with articles listed in the paragraph 'Books' above; the copy may be sent with proofs of printing whether connected or not, see Proofs of Printing above; a deposit note bearing the printed particulars of a current postal account may accompany newspapers, periodicals, books and so on, and cut-out patterns may be enclosed with fashion papers of which, according to the indications appearing on them they form an integral part.

Inadmissible articles:**The following articles are not admissible:**

Postage stamps or forms of prepayment (except as provided above whether cancelled or not, or any paper representing a monetary value;

Receipts, invoices (except as provided above) and statements of account otherwise than in blank;

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

Liability to Customs Duty Abroad;

Advertising matter is subject to customs duty on entry into certain countries, notably Australia, Newfoundland, New Zealand and South Africa. In some cases books also are liable to duty.

Printed matter is not, however, debarred from transmission at the printed-paper/letter rate on account of liability to customs duty.

ARTICLES AND LITERATURE FOR THE BLIND

Rate of Postage

All countries Free

Limit of weight - 7kg

Limit of size:

Maximum-

Length, width and depth combined; 900mm but the greatest dimension may not exceed 600mm.

In roll form: Length plus twice the diameter, 1040mm but the greatest dimension may not exceed 900mm.

Minimum

It should have a surface measuring not less than 90 x 140mm with a tolerance of 2mm.

In roll form:

Length plus twice the diameter, 170mm but the greatest dimension may not be less than 100mm. Items of smaller dimensions than the minimum set out above shall nevertheless be admitted if they bear a rectangular address label or card of strong paper, the dimensions of which are not less than 70 x 100mm.

Definition:

Papers of any kind, periodicals and books, impressed in Braille or other special type for the use of the blind, may be sent.

Make-up

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

Admissible Articles:

The following articles are also admitted free of postage as literature of the blind:
Plates for embossing blind literature; voice recordings and special paper intended solely for the use of the blind provided that they are sent by or addressed to an officially recognized institution for the blind.

Although in the inland service various additional articles are admitted other than papers impressed for the use of the blind that are transmissible free of postage as literature for the blind in the foreign post. These are indicated above.

Exception to the exemption of literature for the blind from postal charges

1. The postal administrations of Indonesia, Saint Vincent and the Grenadines and Turkey, which do not concede exemption from postal charges to literature for the blind in their internal service, may collect the postage and charges for special services which may not, however, exceed those in their internal service.

2 The postal administrations of Australia, Austria, Canada, Germany, United Kingdom of Great Britain and Northern Ireland, Japan, Switzerland and United States of America may collect the charges for special services which are applied to literature for the blind in their internal service.

REGISTRATION

All classes of correspondence, except **parcels**, may be registered. The registration fee must be prepaid in addition to the postage. This fee only provides for compensation in the event of the loss of the entire packet. If it is desired to obtain a higher compensation in the case of loss or damage, the insurance service should be used.

Instructions for Registration

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

The regulations in respect of the packing and make up of inland registered letters apply also in the case of the foreign post.

Advice of Delivery:

The sender of a registered postal packet may obtain an application for advice of its delivery on application at the office of posting, either at the time of posting or subsequently.

When the application is made at the time of posting the sender must indicate his name and address on the outside of the packet. A fee equivalent to the postage rate from Nigeria to country of destination must be paid by stamps affixed by the sender to a form

provided for the purpose. The weight of the form is not taken into account when assessing the postage on the packet.

Inquiry Regarding Loss or Non-Delivery

Inquiry regarding the loss or non-delivery of a registered packet must also be instituted on a prescribed form to the country of origin/destination and if possible by a facsimile of the envelope or of the address on the packet too. If it is found that the postal service is at fault indemnity will be signed. One form covers inquiry concerning several packets posted at the same time by the same sender to the same addressee. Enquiries will be entertained only if made within three months of the date of posting.

REPLY COUPONS

Scope of service:

Reply coupons are exchangeable at Post Offices abroad for postage stamps and this enables the sender of a letter to a place abroad to prepay a reply. All large offices in this country sell them; and coupons received from other countries may be exchanged for postage stamps at such offices. The cost varies from time to time. Contact the Post office for current price.

International Reply Coupons

These coupons may be purchased at all the larger offices in this country at the current price and are exchangeable in any foreign country of the Universal Postal Union for a stamp or stamps representing the minimum air postage payable on a letter sent from that country to this country.

An international reply coupon received in this country is exchangeable for stamps to the value of the current postage rate for letters posted for conveyance by air mail to foreign countries. Coupons issued in a member country of the African Union will be exchanged for postage stamps and those issued in all other countries will be exchanged for postage stamps as appropriate.

PARCELS

The foreign parcel post provides a ready means of sending parcels to practically any place abroad.

Rates of Postage:

These are closely related to the actual cost of handling and conveyance and vary considerably for the various parts of the world. The rates to the various countries are shown on the tariff pages.

Limit of weight

The maximum weight as a rule is 20kg but in some countries the limit varies. More information is contained in summary under Overseas mails in previous and subsequent pages.

Limit of size

Not more than 1.50 metres for any dimension and not more than 3 metres for the sum of the length and the greatest circumference measured in a direction other than of the length.

Addressing

The address on a parcel must be as complete as for a letter, and must be clearly written in English characters.

It should appear on the parcel itself as well as on the label, if one is used, but the use of labels is not recommended where this can possibly be avoided.

The name and address of the sender as well as of the addressee should be given inside the parcel.

PACKING AND MAKE-UP: PARCELS***General Information***

The packing used for parcels for abroad should be determined by the weight and nature of the contents, the length of the journey, conditions of transit, climate and so on. In general, a higher standard of packing than in the inland post is necessary.

Light and bulky articles should preferably be packed in strong wooden cases; while a tin-lined case or other good damp-proof packing should protect a parcel sent to a tropical country during the rainy season.

Biological materials shall be admitted in letter-post items under the following conditions:

1. Perishable biological substances, infectious substances and solid carbon dioxide (dry ice) when used as refrigerant for infectious substances may be exchanged through mail only between officially recognized qualified laboratories. These dangerous goods may be acceptable in mail for air carriage, subject to national legislation and current Technical Instructions of the International Civil Aviation Organization (ICAO) and as reflected in the IATA Dangerous Goods Regulations.
2. Perishable biological substances and infectious substances made up and packed in accordance with the respective provisions of the Regulations shall be subject to the tariff for priority items or to the tariff for registered letters. An additional charge for the handling of these items is allowed.
3. Admission of perishable biological substances and infectious substances shall be restricted to those member countries whose postal administrations have declared their willingness to admit such items, whether reciprocally or in one direction only.
4. Such substances or materials shall be forwarded by the quickest route, normally by air, subject to the payment of the corresponding air surcharges and shall be given priority in delivery.

Conditions of acceptance and marking of items containing perishable biological substances (including diagnostic specimens)

1. Perishable biological substances, including diagnostic specimens which do not fall under the definition of infectious substances, shall be accepted under the following conditions.
 - 1.1 Senders shall ensure that the shipments are prepared in such a manner that they arrive at their destination in good condition. The items shall not present a hazard to persons or animals during transport.
 - 1.2 The package shall include:
 - 1.2.1 inner packaging comprising:
 - 1.2.1.1 watertight primary receptacle(s);
 - 1.2.1.2 a watertight secondary packaging;
 - 1.2.1.3 other than for solid substances, an absorbent material of sufficient quantity to absorb the entire contents, which shall be placed between primary receptacle(s) and the secondary packaging. If multiple primary receptacles are placed in a single secondary packaging they shall be wrapped individually;

- 1.2.2 an outer packaging of adequate strength for its capacity, mass and intended use. Packages shall be at least 100 mm in the smallest overall external dimension.
- 1.3 The completed package shall be capable of successfully passing the drop test as laid down in the ICAO Technical Instructions, except that the height of the drop shall not be less than 1.2 m.
- 1.4 An itemized list of contents shall be enclosed between the secondary packaging and the outer packaging.
- 1.5 The shipments shall be packed in accordance with the following specifications:
 - 1.5.1 Lyophilized substances.
 - 1.5.1.1 Primary receptacles shall be flame-sealed glass ampoules or rubber-stoppered glass vials fitted with metal seals.
 - 1.5.2 Liquid or solid substances.
 - 1.5.2.1 Substances transported at ambient temperatures or higher temperatures. Primary receptacles may only be of glass, metal or plastic. Positive means of ensuring a leak-proof seal shall be provided, such as heat seals, skirted stoppers or metal crimp seals. If screw caps are used these shall be reinforced with adhesive tape.
 - 1.5.2.2 Substances transported refrigerated or frozen. Ice or other refrigerants, which are not dangerous goods as per ICAO Technical Instructions, shall be placed outside the secondary packaging(s). Interior supports shall be provided to secure the secondary packaging(s) in position after the refrigerant has dissipated. If ice is used, the outer packaging shall be leakproof. The primary receptacle and the secondary packaging shall maintain their integrity at the temperature of the refrigerant used as well as at the temperatures and pressures of air transport to which the receptacle and the secondary packaging could be subjected if refrigeration were to be lost.
- 1.6 The primary receptacle or the secondary packaging used for perishable biological substances including diagnostic specimens shall be capable of withstanding temperatures in the range of 40°C to +55°C and additionally for

liquids shall be capable of withstanding, without leakage, an internal pressure which produces a pressure differential of not less than 95 kPa.

1.7 The maximum quantity in a primary receptacle shall not exceed 500 ml and the maximum quantity in the outer packaging shall not exceed 4 litres.

1.8 The outer packaging, as well as the outer wrapping of the item, shall be marked "Diagnostic Specimen" and shall be furnished, on the side which bears the addresses of the laboratories sending and receiving it, with a violet-coloured label with the following text and symbol:

Conditions of acceptance and marking of items containing infectious substances

1 Substances which are infectious or reasonably suspected to be infectious for humans or animals and which meet the criteria of infectious substances in category B (UN 3373) shall be declared "Biological substance, category B".

2 Senders of infectious substances assigned to UN 3373 shall ensure that shipments are prepared in such a manner that they arrive at their destination in good condition and that the substances are packed according to Packing Instruction 650 as shown in the current edition of the Technical Instructions for the Safe Transport of Dangerous Goods by Air (Technical Instructions) published by the International Civil Aviation Organization (ICAO) or the current edition of the Dangerous Goods Regulations (DGR) published by the International Air Transport Association (IATA). For information, the text of Packing Instruction 650 as shown in the 2007/2008 edition of the ICAO Technical Instructions is provided below. Senders should consult the most recent edition of the ICAO Technical Instructions to verify the current text of Packing Instruction 650 prior to use.

3 The packaging shall be of good quality, strong enough to withstand the shocks and loadings normally encountered during transport, including transshipment between transport units and between transport units and warehouses as well as any removal from a pallet or overpack for subsequent manual or mechanical handling. Packaging shall be constructed and closed to prevent any loss of contents that might be caused under normal conditions of transport by vibration or by changes in temperature, humidity or pressure.

4 The packaging shall consist of three components:

- 4.1 a primary receptacle;
- 4.2 a secondary packaging; and
- 4.3 a rigid outer packaging.

5 Primary receptacles shall be packed in secondary packaging in such a way that, under normal conditions of transport, they cannot break, be punctured or leak their contents into the secondary packaging. Secondary packaging shall be secured in outer packaging with suitable cushioning material. Any leakage of the contents shall not compromise the integrity of the cushioning material or of the outer packaging.

Customs Declaration and Despatch Note:

All parcels for places abroad are liable to be opened for examination in the country of destination and the contents are subject to the customs, assay, trade mark, and other legal requirements, of the country of destination. The sender of a parcel is therefore required to make an accurate declaration of the nature and value of the contents, customs declaration forms for this purpose can be filled up in ink, and senders are recommended to avoid the use of abbreviation, ditto marks and so on, which may not be intelligible in the country of destination.

If the contents are not fully described or are undervalued, the parcel is liable to seizure and penalties may be incurred.

Customs Declaration Forms:

CN. 23 is used for all countries. Each parcel shall be accompanied by CP. 71 (Despatch Note) either as part of CP. 72 manifold set or a single CP. 71.

Details to Be Shown:

The value of the contents of the parcel must be shown in Naira on the customs declaration, and the net weight or quantity and the value of the different kinds of articles enclosed should be shown in detail with such other particulars as are likely to facilitate the customs clearance of the parcels, for instance, the materials of which clothing is made and whether it is new or not. If an article is being returned to its country of origin, this should be stated.

If a consular invoice, a certificate of origin, or other similar document accompanies a parcel; this should be stated on the relative customs declaration under the list of contents, and also on the cover of the parcel if the customs declaration is of the non-adhesive kind.

Preparation of Despatch Note:

With a non-adhesive form of declaration a despatch note is also required. The address on the despatch note should always be so complete as the address on the parcel. One despatch note and one set of customs declaration may be used for two or three (not more) ordinary parcels from the same sender to the same addressee, unless the contrary is stated in the summary, in such cases, each parcel must be clearly marked by the sender.

'One of a batch of parcels'.

Disposal Instructions in the Event of Non-Delivery:

It is desirable in all cases that the sender's direction should be obtained as to what is to be done with a parcel if it cannot be delivered. Instruction as to disposal should be clearly written on the customs form and the despatch note if one is used. If a parcel cannot be delivered as addressed it may be either (a) treated as abandoned (b) tendered for delivery at a second address in the country of destination or (c) returned to sender. No other alternative is admissible.

ARTICLES LIABLE TO CUSTOMS DUTY***Letter Post: Outgoing packets:***

The facilities for sending dutiable articles abroad in the letter mails vary according to the country of destination. The general regulations that apply to letters, samples and printed-paper packets are given below; but additional regulations apply to certain countries.

Before posting a packet for abroad containing dutiable article, the sender should make sure that the regulations are complied with, as failure in this respect may lead to the return or confiscation of the packet or the payment of a fine in addition to the duty as a condition of delivery, according to the laws of the country of destination. The Post Office abroad may charge a postal fee for Customs clearance in addition to the customs duty.

Green Label Letters:

Under the regulations of the Universal Postal Union, articles liable to customs duty may be sent in packets prepared at the letter rate of postage to those countries that have agreed to admit them. A green customs label, obtainable at all Post Offices must be affixed to the address side of each packet.

These letters are known as green label letters for the countries participating in the service as indicated in the information under each administration in the summary under OVERSEAS MAILS.

If the country of destination so requires, declaration forms must be enclosed in the packet, and in some cases the country of destination requires the declaration to be made out in a language other than English.

Printed Papers

Printed matter liable to customs duty is not debarred on that account from transmission by printed-paper post; and except in certain cases no customs declaration is necessary.

In the case of printed matter sent to Australia, Canada, Newfoundland, New Zealand and South Africa, duty is payable on certain advertising matter.

Small Packet Post:

Dutiable articles may be sent by small packet post.

Letter Post Incoming Packets:

Dutiable articles can be sent to Nigeria in green label letters, small packets, as well as by parcel post. A postal clearance fee as contained in the tariff is charged on delivery for each packet submitted to customs examination, whether or not customs duty is levied.

Duty on goods imported by post is calculated in accordance with the customs charges, and any enquiry regarding the customs charges raised on a packet from abroad should be addressed to the Comptroller General of Customs, Abuja and should be accompanied by the portion of the cover which bears the address.

Outgoing parcels:

Most articles sent abroad are dutiable, but some countries make concessions in the case of gifts of small value.

Exporters who require information as to rates of duty abroad should apply to the Comptroller General of customs, Abuja, specifying the country concerned and the exact nature of the articles to be sent. The Post Office accepts no responsibility for loss, delay or charges arising from the customs or other regulations to which the contents of parcels are subject.

Incoming Parcels:

Parcels imported into Nigeria are subject to customs duty, and may be opened for examination. Delivery will not be effected until the charges have been paid. All commercial parcels should have an invoice attached to the outer cover.

A Postal clearance fee as contained in the tariff is charged on delivery for each parcel submitted to customs examination, whether or not customs duty is levied. Prohibited items are as contained under the heading "PROHIBITIONS" above.

Retention in Nigeria of Parcels Posted Overseas

Parcels posted overseas for delivery in Nigeria are retained at the office of delivery for 60 days. Parcels are retained free of charge at the office delivery for 14 days. Between 15 and 30 days a fee as contained in the tariff is charged on delivery, and from 31st day to 60th a daily fee is added.

If parcels are not delivered after 60 days they are forwarded to the Returned Letter Office for disposal in accordance with the sender's instruction.

METHOD OF ADDRESS

Delay to correspondence and mistakes in delivery are caused mainly by incorrect or incomplete postal addresses. The Post Office cannot undertake to correct or complete a wrong or insufficient address.

Letters

The full address should be typed or legibly written in the lower part of the front of the envelope, in characters in normal use in this country, with a clear margin above (not less than 40mm deep) for the postage stamps and postmarks, leaving the left hand bottom corner blank.

The address should include in all cases:

- (1) Name of addressee:
- (2) Number of house (if the house does not bear a number, the name of the house). If a house bears a name and also a number, the number should always be used,

whether or not the name is added: alternatively the Post office Box or Private Bag number as may be appropriate.

- (3) Name of street, road, and so on: alternatively the Post office Box or Private Bag number as may be appropriate.
- (4) Name of place (if it is not known and there is a post office there, the name of the nearest known post office should be added);
- (5) The initials or number of the post district, (postcode).
- (6) Name of province, state, department, and so on;
- (7) Name of country.

It is recommended that the names of the place, postcode and country of destination should be indicated in BLOCK Capitals.

Parcels

The address on a parcel must be complete as for a letter and must be in characters in normal use in this country. Addresses in pencil are not allowed, nevertheless, parcels, of which the address is written in copying pencil on a surface previously damped are accepted. It should appear on the parcel itself as well as on the label, if one is used; but the use of the labels is not recommended where this can possibly be avoided. The name and address of the sender as well as of the addressee should be given both inside the parcel and on the cover. On the cover, the sender's address should be kept distinct from that to which the parcel is sent and should preferably be to the left of and at right angles to the name and address of the addressee.

PROHIBITIONS

- (a) All the articles enumerated under inland Post prohibitions above.
- (b) Articles prohibited or subject to export and import control vary from country to country (See details under each country).
- (c) Articles infringing trademark or copy right laws.
- (d) Parcels declared to contain articles that are absolutely prohibited from

importation abroad will not be forwarded, and if posted in error, will be returned to the senders.

Parcels declared to contain articles of which the importation is permitted only under certain conditions will be accepted and despatched; but the onus of ensuring compliance with these conditions rest entirely upon the senders; and no responsibility will be accepted by the Post Office for the return or disposal of parcels through the failure either of the senders or the addressees to comply with the necessary formalities.

- (e) In addition, under current export control regulations the exportation of many goods by post is prohibited except under licence. Enquiries should be addressed to the Export Licensing Authority, Ministry of Commerce, Abuja 900001.

REDIRECTION

Letter Post:

Letters, postcards, small packets, printed papers, commercial papers and samples may be redirected to the same addressee at another address by an office of the post office or by an agent of the addressee after delivery under the following conditions:

Redirection is free provided that the redirection is made not later than the day after delivery not counting Saturdays, Sundays and Public Holidays.

This does not exempt from additional postage a postal packet that, though fully prepaid for the first transmission, is redirected to a country to which the postage is higher than that originally prepaid. Thus a letter or letter packet prepaid at the inland rate, sent from one place to another in Nigeria, and afterward, redirected to a place abroad, should have additional postage stamps affixed to it representing the difference between the inland and the foreign rate of postage, otherwise the difference will be charged on delivery.

The same treatment would be applied to a letter or packet fully prepaid for the inland service of a foreign country or colony and redirected to Nigeria. On a letter from abroad redirected from Nigeria the postage has to be brought up to what it would have been if the letter had been sent direct to its final destination in the first instance.

A letter originally posted unpaid, or a packet of any kind posted insufficiently paid, and

subsequently redirected, though not chargeable for redirection, is subject to surcharge on delivery. Whenever it may be thought necessary a receipt may be required from the addressee for a redirected letter or packet at the second address.

Registered or Insured Articles:

Registered or insured articles on being redirected may not be dropped into a letterbox, but must be taken to a post office to be dealt with.

When a registered or insured article is tendered for redirection later than after the day of delivery, fresh postage must be paid, but no additional registration or insured fee is payable.

An insured letter cannot be redirected to a place abroad unless there is an insured letter service to the country concerned, with a sufficiently high limit of value.

Parcels:

A parcel may be redirected to the same addressee at another address either officially or by an agent of the addressee after delivery under the following conditions:

A parcel from abroad redirected from one address to another in this country is liable to additional postage for each redirection, except where both the original and the second address are within the delivery area of the same Post Office, and the redirection is made not later than the day after delivery, Saturdays, Sundays and Public Holidays not being counted. A parcel will not however, be delivered free of charge to a person who has previously refused to accept.

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

Insured Parcels:

When an insured parcel is redirected from one country to another, a further insurance fee becomes payable in addition to fresh postage for each transmission.

NON-DELIVERY

Letter Post, etc.

An undelivered letter, aerogramme, postcard, small packet, printed paper, commercial paper or sample returned to Nigeria from abroad is returned direct and unopened on payment of any charges due if it bears on the outside the full name and address of the

sender. Any other such undeliverable packet is opened by an officer deputed for the purpose; if it contains the sender's address is returned to him. An undelivered printed paper of no value is not returned unless the sender, by means of a note on the outside of the packet, in a language known in the country of destination, has asked for its return.

Parcels

A parcel that cannot be delivered abroad is usually returned to the sender at his expense, without previous notification, unless he has expressed a wish for disposal otherwise. An undeliverable parcel, may, on the request of the sender endorsed on the customs forms and despatch note if one is used, be treated as abandoned, or tendered for delivery at a second address in the country of destination.

The cost of returning a parcel includes postage, generally equivalent to the outward charge and in many cases charges levied abroad for warehousing and so on. Customs duty raised on a parcel abroad is generally cancelled if the parcel is returned; but on parcels sent back from the Republic of Colombia, Dominican Republic, Spain and certain French colonies, the customs charges are not cancelled, and must be paid on delivery, in addition to the other charges due.

Early Return to Sender:

In case of non-delivery, the return of a postal packet to the sender is facilitated if the sender's name and address appear on the outside of the packet.

The sender's name and address should be written or printed either on the back of the envelope or wrapper, or conspicuously on the left-hand half of the address side in such a manner as not to obscure, or prevent the easy and quick reading of the name and address of the addressee.

EXPRESS DELIVERY

A fee of N200.00 for letter and N500.00 for parcel is payable on each express item in addition to the normal letter and parcel postage rate.

Arrangements have been made to deliver postal packets (not including parcels) exchanged between Nigeria and Great Britain and Northern Ireland, Ghana and certain other countries by special messenger.

COMPENSATION

General:

The Post Office is not legally liable for the loss, damage, delay, non-delivery or mis-delivery of anything sent by overseas post. Nevertheless, compensation is paid under the following conditions: -

Registered Packets Payment for Loss

The Post Office pays the amount as given in the tariff, to the sender of a letter or packet duly admitted to registration which has been entirely lost whilst in its custody, except in the case of:

Any packet lost through a cause beyond control, generally speaking where no question of negligence arises. Compensation will not be paid for any loss resultant from an act of war.

Any packet that the Post Office cannot account for in consequence of the loss of official documents through a cause beyond control;

Any packet confiscated under the internal legislation of the country to which it is addressed;

Any packet containing a prohibited article; and

Any packet in respect of which no inquiry is made within six months of the date of posting.

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

Exceptionally and within the limit of the approved compensation, compensation may, in the service with Australia and the U.K. be paid for the loss of contents of a registered packet.

Insured Letter Packets and Parcels

Conditions governing payment of compensation: In general, under international regulations any compensation payable for the loss of or damage to an insured packet

or an uninsured parcel is paid to the sender. Exceptionally, certain postal administrations may pay compensation to the addressee for damage to or loss from a parcel (insured or uninsured) if the compensation is payable to the sender.

The sender of a parcel (insured or uninsured) may waive his claim in favour of the addressee, or a third party. The Post Office pays compensation for the loss of or damage to an insured Packet or an uninsured parcel or its contents, if it is established that the loss or damage has occurred while the packet was in the custody of the Nigerian Postal Service.

On the transfer of an insured packet to another administration the responsibility of the Nigerian Post Office ceases, and while the Postmaster General will endeavour to obtain compensation for the sender from the administration concerned, it should be clearly understood that the final decision upon all questions of compensation rests with the postal administration of the country in which the loss or damage has occurred.

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

In any claim for damage or loss of contents, the packet should be retained for inspection as nearly as possible in the condition in which it was delivered. The sender may waive his claim in favour of the addressee.

The Post Office is under no legal liability to pay compensation in respect of any packet for which an insurance fee has been paid.

Cases in which Compensation is not payable: Under international regulations, no compensation will be paid in respect of:

Any packet containing a prohibited article:

Any packet that has been duly delivered and accepted without reserve:

Any damage or loss caused by the fault or negligence of the sender, such as failure to provide adequate packing having regard to the nature of the contents;

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

Any parcel containing jewellery-exceeding N500 in value not packed in accordance with the special regulations: or

Any packet in respect of which a claim is not made within six months of the date of

posting. The Post Office reserves the right to refuse compensation where the damage or loss is due to a cause beyond control, such as tempest, shipwreck, earthquake, war, etc, or where the packet cannot be accounted for in consequence of the loss of official document from any such cause.

Uninsured parcels

The maximum compensation for a lost or damaged parcel is as contained in the tariff.

A claim for compensation must be supported with a certificate of posting.

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

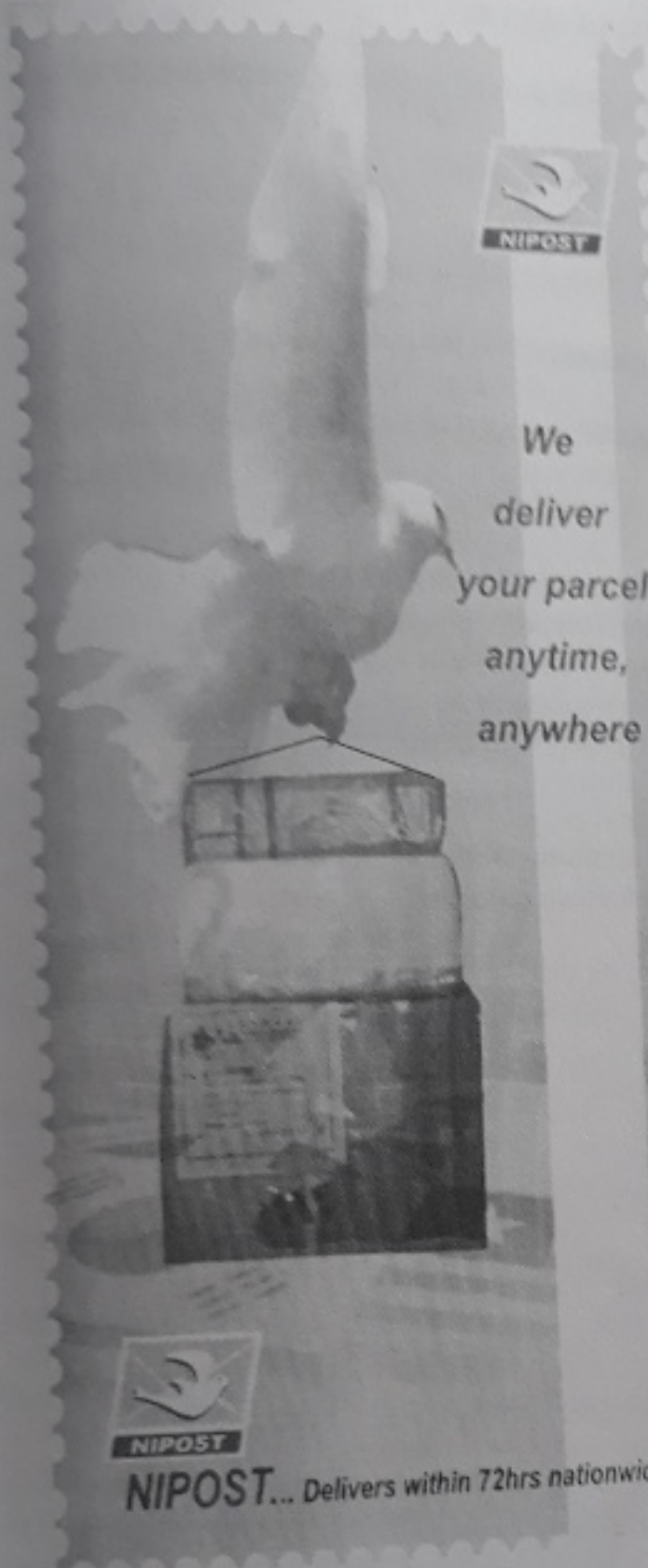
Certain Postal Administrations do not accept liability for uninsured parcels. Consequently, compensation is not payable, if it is established that loss or damage occurred in the service of such a country: particulars are given clearly under each administration in subsequent pages.

POSTE RESTANTE

At the expiry of two months, postal packets originating at a place abroad are treated as undeliverable, but when a packet bears a request for its return within a specified time, not exceeding the official period of retention, it is dealt with in accordance with the request if it is not delivered at the end of the stipulated period.

In accordance with the international regulations, the sender of any outgoing postal packet addressed "Poste Restante" must give the name of the addressee. The use of initials, figures, Christian names without surnames; fictitious names; or conventional marks of any kind is not allowed.

In some foreign countries the addressee is charged a special fee on postal packets addressed 'Poste Restante'.



NIPOST

We deliver your parcel anytime, anywhere

NIPOST

NIPOST... Delivers within 72hrs nationwide



WE ACCEPT RESPONSIBILITY
FOR YOUR PARCELS

ANYTIME, ANYWHERE WITHIN 72 HOURS
NATIONWIDE!

We Also Deliver:

- PHARMACEUTICAL DRUGS
- SPARE PARTS OF ALL KINDS
- ELECTRONICS AND ELECTRICAL PARTS
- COMPUTER AND ACCESSORIES
- HERBS AND RELATED ITEMS
- FURNITURE AND HOUSEHOLD ITEMS
- AGRICULTURE ITEMS, ETC.
- MOTOR BATTERIES, CABLES ETC.

BENEFITS:

- DISCOUNT AND COMMISSION
- AFFORDABLE AND CONVENIENT
- PROOF OF DELIVERY (POD)
- SECURITY GUARANTEED
- DELIVERY IN 72 HOURS
- GLOBAL NETWORK
- TRACK AND TRACE TECHNOLOGY
- WE OFFER TO PICK UP YOUR PARCEL AT YOUR BECK AND CALL

For More Information on this Service Contact:

The nearest Post Office or
Area Postal Manager or Marketing Manager
NIGERIA POSTER SERVICE
NIPOST Territorial Headquarters
In your Poste

OVERSEAS MAILS

The following summary shows the letter and parcel post services available to the various destinations overseas.

The summarized information includes: -

1. The rates of postage for letters and postcards (see tariff)
2. The rates of postage for parcels (see tariff)
3. Particulars of the services, the limit of insured value and the limits of weight for printed papers, and parcels and particulars of supplemental parcel post services;
4. Particulars of the type of customs declaration forms required, and of the language in which they should be drawn up, if declaration in a language other than English is required. Declaration note: CP.71; manifold declaration note: CP. 72. CN 23 can accompany parcels alone or as part of CP. 72 manifold form. Each parcel shall be accompanied by CP.71 despatch note, either as part of CP. 72 manifold set or as a single CP. 71 form.
5. Particulars of the principal prohibitions and restrictions. For general prohibitions and restrictions see the following pages.

ABU DHABI**LETTER POST**

Postage: For details, see Tariff.

Supplemental Services available: (1) Dutiable goods admitted in the letter post (Except insured letters) (2) Registration (3) Insured letters limit N120 (4) Printed papers (5) Small Packets (6) Blind literature

Customs declaration: (1) and (5) Green label

Prohibitions: Arms and ammunition (or parts thereof); charged butane gas lighters and refills (uncharged lighters are admitted); cultured imitation, artificial and bleached pearls.

Restrictions apply to the importation of alcoholic drinks; drugs.

Certificates of Origin: All commercial consignments (whether sent by letter or parcel post) must be accompanied by a certificate of the country of origin of the goods.

Address: The correct postal address is ABU DHABI, United Arab Emirates. No other geographical description should be added.

PARCEL POST

Postage: For details, see Tariff

Supplemental services available: Insurance, limit N120.

Customs declaration: One non-adhesive form and despatch note.

Prohibitions: Letter, except one for the addressee; arms and ammunition (or parts thereof); charged butane gas lighters and refills (uncharged lighters are admitted); cultured, imitation, artificial and bleached pearls.

Restrictions: See under LETTER POST.

Packing: Parcels should be very strongly packed.

and on the despatch papers the full name and address of the ultimate consignee as well as the agent's name and address.

Delivery: Parcels are not delivered to the place of address. Addressees are notified of the arrival of parcels and are advised to collect them from the post office of destination. Any customs dues or any charges for handling and warehousing which may be payable are collected from the addressees when the parcels are handed over.

BRITISH ANTARCTIC TERRITORY: (GRAHAMLAND, SOUTH ORKNEYS, SOUTH SHETLANDS).

**SAME AS FALKLAND ISLANDS AND DEPENDENCIES.
BRITISH GUIANA SEE GUYANA.**

BRITISH HONDURAS (SEE BELIZE)

BRUNEI

LETTER POST

Postage: For details, see Tariff.

Supplemental services available: (1) Dutiable goods admitted in the letter post (2) Registration (3) Insured letters, limit N120. (4) Insured boxes, limit N120 (5) Printed papers (6) Small packets (7) Blind literature.

Customs declaration: (1) and (6) Green label (4) Two non-adhesive forms.

Prohibitions: Charged butane gas lighters and refills; drugs and similar substances unless the addressee has obtained an import licence.

PARCEL POST

Postage: For details, see Tariff.

Supplemental services available: Insurance, limit N120.

Customs declaration: One adhesive form.

Restrictions apply to the importation of plain Brunei dollar notes. Malaysian dollar notes, Singapore dollar notes and Indian rupee notes may only be sent by a bank in Nigeria to a Bank in Brunei authorized to receive them. Specific authority for the import of these notes must have been given by the Exchange Control Authorities in Brunei. The face value of these and other types of Bank and currency notes must not exceed Brunei \$100 when sent in registered letters.

Invoice: A certified invoice is required for all parcels other than those sent to private individuals and the parcel marked "INVOICE ENCLOSED". Where a number of parcels are posted in one batch by the same sender to the same addressee, the parcels should be numbered 1, 2, 3 and the invoice enclosed in parcel No. 1. The remaining parcels should be endorsed "INVOICE ENCLOSED IN PARCEL No. 1".

BULGARIA**LETTER POST**

Postage: For details, see Tariff.

Supplemental services available: (1) Express; limited to places within a local delivery area (not available for insured letters and boxes). (2) Dutiable goods admitted in the letter post. (3) Registration (4) Insured letters, limit N120 (5) Insured boxes, limit N120 (6) Printed papers (7) Small packets (8) Blind literature.

Customs declaration and language: (2) and (7) Green label and two non-adhesive forms. (5) One non-adhesive form; French.

Customs declaration and language: Two non-adhesive forms and despatch note; Flemish or French.

Prohibitions: letters; bearer bills and so on over five francs in value; drugs, unless a licence has been obtained from the Ministry of health.

Restrictions apply to the importation of arms; saccharin and similar products. Import licences may be required for some classes of goods.

Invoice: An invoice may be required for each commercial parcel or consignment of commercial parcels for the same address, and senders are recommended to satisfy themselves as to the need for fulfilling this requirement before parcels are posted.

Delivery: Addressees are notified of arrival of parcels and are required to arrange for their collection.

Compensation is not payable for damage to parcels containing liquids, liquefiable substances, or glass or other brittle articles. In certain circumstances compensation may not be payable for loss of or damage to any parcels, unless the mistreatment occurs in the Nigerian service.

BYELORUSSIAN (SEE RUSSIA)

CAMBODIA (SEE KHMER)

CAMEROUN (UNITED REPUBLIC OF CAMEROUN COMPRISES THE FOLLOWING:

East Cameroun: the more important places in East Cameroun are;

Abong-Mbang	Eseka	N ^o Gaoundere
Bufia	Foumbam	N ^o kongsamba
Baibakoum	Garoua	Penja
Batouri	Guider	Sangmelima
Bertoua	Kribi	Tibati
Betare-Oya	Maroua	Yabassi
Douala	M'Balmayo	Yagowa
Dschang	M'Banga	Yaounde
Ebolowa	Mokolo	Yoko

LETTER POST

Postage: For details, see Tariff.

Supplemental services available: (1) Express (important towns only) (2) Dutiable goods admitted in the letter post. (3) Registration (4) Printed papers. (5) Blind literature.

Customs declaration: (2) Green label.

Prohibitions: Bees, beeswax; butane gas lighters and refills; butter substitutes; processed butter and margarine made from vegetable oil; contraceptives; intoxicating liquors, except samples addressed to, or in the care of a Government Liquor Commission; lottery tickets and football pool Coupons; perishable biological substances; radio-active materials.

Restrictions apply to the importation of drugs and medicines; potatoes and nursery stock See under PARCEL POST.

Gifts: Individual gift packets not exceeding 10 Canadian dollars in value are admitted free of duty. Advertising matter, tobacco and alcoholic beverages are prohibited from inclusion in gift packets. Each packet should bear the words 'Unsolicited Gift' and should be provided with a green customs label.

PARCEL POST

Postage: For details, see Tariff.

Supplemental services available: Insurance, limit N80.00

Customs declaration: One adhesive form option (b) on the customs declaration form for undeliverable parcels is not available in the service with Canada. Under option (c) delivery to an alternative addressee or redirection cannot be effected by air. One customs declaration may be used for any number of ordinary parcels posted simultaneously from one sender to one addressee: The total number and the total value of the parcels forming a consignment should be shown on the customs declaration. In addition the sender should number the parcels consecutively and should indicate on each parcel the number of parcels forming the consignment. For

instance, if the consignment consists of three parcels, the parcels should be numbered see original 1/3, 2/3 and 3/3 respectively.

Prohibitions: Letters; arms; ammunitions and so on except under permit (this permit is not required for guns used for sport, including converted military rifles); bank-notes, currency notes or securities of any kind payable to bearer, bees, beeswax; butane gas lighters and refills, butter substitutes, processed butter and margarine made from vegetable oil, coin; contraceptives; goods packed in hay; straw or other fodder; intoxicating liquors, except samples addressed to, or in the care of, a Government Liquors Commission; lottery tickets and football pools coupons; meat in any form; metallic trading checks in circular form; plumage, skins or other parts of wild birds; postage stamps in insured parcels; precious stones, mounted or not, jewellery, platinum; gold or silver, manufactured or not, or articles for personal use partly composed of precious metals; radio-active materials.

Restrictions apply to the importation of drugs and medicines; potatoes and nursery stock (the expression nursery stock includes trees, shrubs, climbing plants, cuttings, buds, shoots, wild plants, perennials, roots bulb, seeds of trees and so on) may only be sent under permit from the Canadian Department of Agriculture, Plant Protection Division. A special label provided by that department must be attached by the sender to every parcel of potatoes or nursery stock, and a label bearing the name and address of ultimate addressee must be enclosed in the parcel. One copy of the permit, and one copy of the health certificate, issued by the Ministry of Agriculture, Fisheries and Food, must also be attached to each parcel of potatoes or nursery stock. Articles made wholly or partly of celluloid may not be sent in bulk.

Gifts, individual gift parcels not exceeding 10 Canadian dollars in value are admitted free of duty. Advertising matter, tobacco and alcoholic beverages are prohibited from inclusion in gift parcels. Each parcel should bear the words 'Unsolicited Gift'. This concession does not apply to parcels forwarded direct from stores or other concerns and bearing the name of the store or other concern.

Bequests: In the case of articles acquired by residents of Canada under bequests or under any special circumstances, the senders or donors are advised to consult the Department of National Revenue, Customs and Excise, Macdonald House, 1 Grosvenor Square, LONDON, W1X 0AB, if they are in doubt as to the proper customs procedure to be followed in any particular case.

Invoice: Certified invoices in triplicate in the form prescribed by the Canadian customs authorities must be submitted to those authorities by the addressee for parcels containing merchandise valued at 100 Canadian dollars or more. Ordinary commercial invoices are suitable for commercial parcels valued at less than 100 Canadian dollars. These invoices must be forwarded by the sender separately from the parcels.

Advice of Delivery: This service is not available for insured parcels.

Packing and marking: Parcels containing film or celluloid manufactured or not must bear a label clearly marked Celluloid.

Address: The address on the parcel and despatch note must include the name of one of the following places:

Agaete	Guinar	Puerto dela Cruz	Santa Cruz dela
Arrecife (Lanza-rote)	Bafra (Lanzarote)	Puerto dela Lux	Palma
Aruca	Leed	Realejo Alto	Santa Cruze de-
El Paso	La Laguna	San Bartolemede-	Tenerife
Galdar	La Orotava	Tirajana	Tacoronte
Garachico	Las Palmas	San Sebastian de	Telde
Gran Tarajal	Los Llanos	Tirajana	Terror
Guia de Gran	Los Silos	San Sebastian de	Valverde
Canaria	Puerto de Cabras	la Gomera	
		Santa Brigida	

Delivery: Addressees are notified of arrival of parcels and are required to arrange for their collection.

CAPE VERDE ISLANDS

LETTER POST

Postage: For details, see tariff.

Supplemental services available: (1) Express (2) Dutiable goods admitted in the letter post (3) Registration (4) Insured letters, limit N120, (principal towns only) (5) Insured boxes, surface only, limit N120 (Principal towns only), (6) Printed papers (7) Small packets (8) Blind Literature.

Customs declaration and language: (2) and (7) Green label and one non-adhesive form (5) one non-adhesive form; Portuguese or French.

Prohibitions: Bank-notes, currency notes and documents payable to bearer, except in insured letter and subject to currency control in Nigeria, butane gas lighters and refills; coins, gold, jewellery, platinum, precious stones, except in insured boxes; drugs, unless authority has been obtained from the Directorate of Health.

Address: The words Cape Verde Islands should appear in full in the address of correspondence for the islands.

Charges: Charges for inland conveyance are collected from the addressees, except at Bahia, Esmeraldas, Guayaquil and Manta.

*Mail for the GALAPAGOS ISLANDS is forwarded by sea from ECUADOR at irregular intervals.

EGYPT SEE UNITED ARAB REPUBLIC

ELLICE ISLAND SEE GILBERT ISLANDS COLONY

EL SALVADOR

LETTER POST

Postage: For details, see Tariff.

Supplemental services available: (1) Express (2) Dutiable goods admitted in the letter post (3) Registration (4) Printed papers (5) Small packets. (6) Blind literature.

Customs declaration: (2) and (5) Green label.

Prohibitions: Bank notes, currency notes and all documents payable to bearer; coin; gold; platinum or silver, manufactured or not, jewels, precious stones and other valuable articles; immoral, subversive or anti-democratic publications of all kinds as well as correspondence bearing signs or drawings of this nature.

Restrictions apply to the importation of pharmaceutical preparations: wines, spirits.

Invoice: Commercial packets must be accompanied by a commercial invoice visaed by an El Salvador consul to this Country.

PARCEL POST

Postage: For details, see Tariff.

Supplemental services available: None.

Customs declaration and language: Two non-adhesive forms and despatch note (a separate set for each parcel). The contents of a parcel should be fully described on the declaration form in accordance with the classification of the customs tariff of El Salvador; Spanish or French.

Prohibitions: Letters, arms (except sporting guns, admitted under permit); roulette and other apparatus for games of chance, immoral, subversive or anti-democratic publications of all kinds as well as correspondence bearing signs or drawings of this nature.

Restrictions apply to the importation of pharmaceutical preparation: wine, spirit.

Invoice: Eight copies of the commercial invoice made out in Spanish and legalized by a Consul for El Salvador are required for consignments valued at 50 U. S. dollars or more. One copy of the invoice may be enclosed in the parcel or, if sent separately, it should be posted in time to reach the addressee before the parcel. One invoice is sufficient for a consignment of parcels posted at the same time by one sender to the same addressee. If the invoice covers a consignment of parcels and forwarded with the parcels it should be marked 1, 2, 3 and so on, by the sender, and the invoice should be enclosed in parcel No. 1, which should be noted accordingly; the remaining parcels should be marked accordingly.

EQUATORIAL GUINEA (REPUBLIC OF) RIO MUNI AND MACIAS NGUEMA BIYOGO (FORMERLY FERNANDO PO)

LETTER POST

Postage: For details, see Tariff.

Supplemental services available: (1) Registration (2) Printed papers
(3) Small Packets (4) Blind literature.

Customs declaration and language: (3) Green Label; Spanish or French.

Prohibitions: Bank notes, currency notes and documents payable to bearer, coin, gold, jewellery, platinum, precious stones and silver; playing cards; radio-active materials.

Restrictions apply to the importation of tobacco.

Note: The following are among the more important places in (1) Ethiopia and (2) Eritrea.

(1) ETHIOPIA

Addis Ababa	Debra Markos	Gondar	Jimma
Adama	Dessye	Gore	Lekemi
Asba Tafri	Diredawa	Harar	Yirga-Alem
Aselle	Gambeila	Jijiga	

(2) ERITREA

Adigrat	Aksum	Gindah	Omhager
Adi-Keyih	Asmara	Keren	Segeneyti
Adi-Quala	Assab	Makale	Senafe
Adi-Ugri	Barentu	Massawa	Setit-Humera
Adwa	Dekemhare	Nakfa	Tesseneye
Akordat	Edaga Beraye	Nefasit	

FALKLAND ISLANDS AND FALKLAND ISLANDS DEPENDENCIES (THE FALKLAND ISLANDS DEPENDENCIES CONSISTS OF SOUTH GEORGIA AND SOUTH SAND WITCH ISLANDS.)

LETTER POST

Postage: For details, see Tariff.

Supplemental services available: All places: (1) Registration (2) Printed papers. (3) Blind literature. Falkland Islands only: (4) Dutiable goods admitted in the letter post. (5) Insured letter, limit N120. (6) Insured boxes, limit N120 (7) Small packets.

Customs declaration: Falkland Islands only: (5) and (7) Green label and one non-adhesive form. (6) One non-adhesive form.

Prohibitions: Falklands only: Drugs, except under permit from the Government of the Falkland Islands.

Delivery: In Stanley, parcels are not delivered to the place of address; addressees are notified of the arrival of parcels and are advised to collect them from the Post Office. In other areas of the Falkland Islands delivery is effected to the place of address. A delivery fee is payable in respect of cash on delivery parcels.

FAROE ISLANDS

LETTER POST Same as Denmark.

PARCEL POST

Postage: For details, see Tariff.

Supplemental services available: Insurance; limit N120.

Customs declaration: One non-adhesive form and despatch note.

Prohibitions: Letters; bees.

Restrictions apply to the importation of agricultural produce; boots and shoes; butane gas lighters and refills; medicines; spirits.

Invoices: An invoice or, in the case of non-commercial parcels, a statement prepared by the sender giving particulars of the nature, quantity and value of the contents must be forwarded with each parcel attached to the relative despatch note.

FERNANDO PO SEE EQUATORIAL GUINEA.

FIJI

LETTER POST

Postage: For details, see Tariff.

Customs declaration and language: Three non-adhesive forms and despatch note (A separate set for each parcel); French.

Prohibitions: Letters; charged butane gas lighters and refills (uncharged lighters are admitted, but there should be an appropriate indication of the contents on the cover of the parcel).

Restrictions: The importation of certain classes of goods, including tobacco products, is subject to the production of an import licence; before posting parcels senders are asked to make sure, by inquiry of the addressees, that the necessary licence has been obtained or that one is not required.

Gift parcels: Customs charges are payable on gift parcels. An import licence is not required for an unsolicited gift parcel sent by one private individual to another, but the words *Envoi Isole Gratuit* must be written prominently on the cover of the parcel.

Invoices must be attached by the sender to the customs declaration accompanying any commercial parcel of which the value exceeds 250 francs.

Sealing: Parcels should be sealed with distinctive device.

Charges: Charges for inland conveyance are collected from the addressee except at Fort de France, Basse Terre and Pointe à Pitre.

FRIENDLY ISLANDS SEE TONGA FUJAIH, UNITED ARAB EMIRATES

LETTER POST

Postage: For details, see Tariff.

Supplemental services available: (1) Dutiable goods admitted in the letter post (2) Registration (3) Printed papers (4) Small packets. (5) Blind Literature.

Customs declaration and language: (1) and (4) Valued up to N80 green label; Valued over N80; green label and one adhesive form; Arabic, English or French.

Prohibitions: Arms and ammunition (or parts thereof); binoculars; charged butane gas lighters and refills (uncharged lighters are admitted); radio-active materials.

Restrictions apply to the importation of Alcoholic drinks; drugs.

their collection. Charges are collected from the addressees, except at Libreville and Port Gentil.

GALAPAGOS ISLANDS SEE ECUADOR

GAMBIA

LETTER POST

Postage: For details, see Tariff.

Supplemental services available: (1) Express (to Banjul only). (2) Green label service, letter post (3) Registration (4) Insured letter, limit N120 (to Banjul only). (5) Insured boxes, limit N120 (to Banjul only) (6) Printed papers (7) Small Packets (8) Blind literature.

Customs declaration: (2) and (7) Green label. (5) One non-adhesive form.

Prohibitions: Coin, except in insured boxes, West African Currency notes, unless sent by a bank to a bank.

PARCEL POST

Postage: For details, see Tariff.

Supplemental services available: Insurance, limit N120 (to Banjul only).

Customs declaration: One adhesive form.

Prohibitions: Letters, except one for the addressee; firearms (except sporting guns admitted under permit) and air gun; West African Currency notes, unless sent by a bank to a bank; wireless telegraphs apparatus.

Gift parcels: Unsolicited gift parcels not exceeding a maximum value of N6 are exempted from import duty.

intermediary should not contain any reference to the ultimate consignee, but the latter's name and address should be enclosed in the parcel.

GERMANY

LETTER POST

Postage: For details, see Tariff.

Supplemental services available: (1) Express (2) Dutiable goods admitted in the letter post (3) Registration (4) Insured letter, limit N120 (5) Insured boxes, limit N120 (6) Printed papers (7) Small packets (8) Blind Literature.

Customs declaration: (2), and (7) Green label (5) non-adhesive form (6) Antique books are liable to customs duty and a green customs label must be affixed to all printed paper packets containing such articles.

Prohibitions: Lottery tickets, pools, advertisements and so on not authorized in the Federal Republic; postcards or printed papers decorated on the surface with powdered glass, sand or similar materials liable to interfere with sorting machinery. For other prohibitions, see under PARCEL POST.

Restrictions apply to the importation of money, bank bills, and letters of exchange and so on: narcotics (permission of the local Public Health Authority is required). For other restrictions, see under PARCEL POST.

Gift may be sent in letter packets and small packets. They are subject to the same conditions as gifts sent by parcel post (see below).

Import licences: See under PARCEL POST.

Invoice: An invoice, in duplicate, should accompany all letter packets and so on, containing articles liable to customs duty.

Address: The relative postal code number should appear in the address of all postal packets, preferably at the left-hand side of the name of the place of destination, for example, 53 BONN, 3321 HAVERLAH. Omission of the postal code number is liable to lead to delay.

PARCEL POST

Postage: For details, see Tariff.

Supplemental services available: Insurance, limit N120.

Customs declaration: One non-adhesive form and despatch note (a separate set for each parcel).

Prohibitions: Absinthe; artificial wine; bees and used bee-hives; butane gas; corrosive material; explosives; feathers; inflammable matter; meat and meat products; paper for bank notes; poultry; publications, illustrations and so on contrary to Federal Republic and Democratic principles; pulverized cocoa beans; spice substitutes; veterinary vaccines.

Restrictions apply to the importation of animal products, hides, skins and so on; dioxide of hydrogen; celluloid and films; edulcorants; eggs and egg products; firearms, military materials, sporting guns; microbes; narcotics; new medical products; plants and parts of plants; playing cards; radio-active materials, spirits; tobacco products and cigarette papers.

Gift parcels: Gift parcels are accepted without import licences provided they do not contain any items such as sweetening substances or drugs, for which special import regulations are in force.

Customs charges will not be raised on gift parcels sent by private persons to private persons provided that:

1. The value of the parcel does not exceed 50 DM;
2. The contents of the parcel are not intended for industrial or commercial purposes;
3. The parcel contains no tea or coffee or substitutes, essences or extracts of tea or coffee, alcohol, tobacco products or cigarette papers.

Parcels addressed to needy persons are admitted free of customs duty providing they contain only items of necessity. In the case of coffee and tea the maximum quantities admitted free of customs duty are 500g of coffee, 120g of tea, 150g of coffee essence or extract and 60g of tea extract. Customs duty is levied on tobacco products, cigarette papers, wines and spirits.

Seasonal (Christmas, Birthday and so on) gift parcels addressed to close relatives of the sender are admitted customs free provided they contain reasonable quantities such as one bottle of spirits, 50 cigars or 100 cigarettes.

Parcels and customs declaration should be clearly marked **PRIVATE GESCHENKSENDUNG** (Private Gift Parcel) and the declaration should indicate all the items contained and their value.

Import licences: Goods sent by post are subject to import regulations. Import licences, however, are not required for certain goods not exceeding 200 DM in value. Senders of parcels to Western Germany are advised to ascertain before posting that the correct procedure is being followed by the German importer.

Invoice: An invoice, in duplicate, attached to the customs declaration, should accompany parcels containing articles liable to customs duty.

Packing: All parcels must be strongly packed.

Address: See under **LETTER POST**.

GEORGIA SEE RUSSIA

Abkhassakaia

Adjarskaia

Lugo-Osetinskaia

GHANA

LETTER POST

Postage: For details, see Tariff.

Supplemental services available: (1) Express (limited to places where there is telegrams delivery). (2) Dutiable goods admitted in the letter post. (3) Registration. (4) Insured letters, limit N120. (5) Insured boxes, limit N120 (6) Printed papers. (7) Small packets (8) Blind literature.

Customs declaration: (2) and (7) Green label. (5) One non-adhesive form.

Prohibitions: Bank-notes and currency notes, unless sent by a bank to a bank at Accra or Sekondi; coin, but coin of gold or silver declared to be for purposes of ornament is admitted if not exceeding N10 in value; printed matter relating to football pools, betting and lotteries.

Restrictions apply to the importation of certain goods, including plants and seeds, saccharin and similar substances.

PARCEL POST

Postage: For details, see Tariff.

Supplemental services available: Insurance, limit N120.

Customs declaration: One adhesive form.

Prohibitions: Letters, except one for the addressee; cinematograph films for public exhibitions, unless addressed to Accra; firearms, air guns and accessories, narcotics; unless accompanied by a certificate issued by the Director of Medical Services, Accra, Ghana; paper money; silver bullion exceeding N10 in value.

Restrictions apply to the importation of certain goods, including plants and seeds, saccharin and similar substances.

Gift parcels: There are no duty free concessions for gift parcels, but import licences are not required for gifts addressed to individuals, provided (a) the gift is bona fide and unsolicited, and (b) the weight or value does not exceed 10kg gross or N50, and (c) only one parcel is received by an individual from the same donor in any three calendar months within any one calendar year. The parcels must be clearly marked Unsolicited Gift.

Delivery: Parcels are accepted for any place on the understanding that they are called for by the addressee at the nearest post office.

GIBRALTAR**LETTER POST**

Postage: For details, see Tariff.

Supplemental services available: (1) Express (2) Green label service, letter post (3) Registration (4) Insured letter, limit N120 (5) Insured boxes, limit N120 (6) Printed papers (7) Small packets (8) Blind literature.

Customs declaration: (2) and (7) Green label (5) One non-adhesive form.

Prohibitions: Charged butane gas lighters and refills (uncharged lighters are admitted); Lottery tickets.

Restrictions apply to the importation of narcotics in insured boxes. Licence issued by the Medical administrator, Gibraltar, is required.

PARCEL POST

Postage: For details, see Tariff.

Supplemental services available: Insurance, limit N120.

Customs declaration: One adhesive form.

Prohibitions: Letters; arms, except under permit; charged butane gas lighters and refills (uncharged lighters are admitted), lottery tickets.

Restrictions: Celluloid and films.

Preferential tariff apply under certain conditions to British goods.

GILBERT ISLANDS COLONY, INCLUDING LINE ISLANDS (PLANNING, CHRISTMAS (PACIFIC OCEAN) AND WASHINGTON ISLANDS). OCEAN ISLANDS AND PHONENIC ISLANDS.

LETTER POST

Postage: For details, see Tariff.

Supplemental services available: (1) Dutiable goods admitted in the letter post (2) Registration (3) Printed papers (4) Small packets (5) Blind literature.

Custom declaration: (1) and (4) green label and one non-adhesive form.

Prohibitions: Articles of any kind bearing the impression or representation of any currency note, bank note or coin in current use in any country; charged butane gas lighters and refills; dyestuffs obtained from coal tar; gold or silver bullion.

Restrictions apply to the importation of brushware containing any animal hair.

PARCEL POST

Postage: For details, see Tariff.

Supplemental services available: None.

Customs declaration: One adhesive form.

Prohibitions: Letters; article of any kind bearing the impression or representation of any currency note, bank-note or coin in current use in any country: charged butane gas lighters and refills, drugs, and similar substances unless addressed to a medical practitioner, special permission having been obtained from a Government Official, dye stuffs obtained from coal tar.

Restrictions apply to the importation of: Brush ware containing any animal hair.

Compensation: is not payable for lost or damaged parcels.

GRAHAMLAND SAME AS FAKLAND ISLANDS DEPENDENCIES

GREAT BRITAIN AND NORTHERN IRELAND

LETTER POST

Postage: For details, see Tariff.

Supplemental services available: (1) Express (2) Green label only in letter post (3) Registration (4) Insured letters, limit N120 (5) Insured boxes, limit N120 (6) Printed papers. (7) Small packets (8) Blind literature.

Customs declaration: (2) and (7) Green label.

Prohibitions: Arms or part of arms; radio-active materials; paints, varnishes etc. which have a flashpoint below 65.6°C, oil-skins and similar oiled goods; soiled clothes; goats hair or wools; skins, horns, hooves, etc; foreign prison made goods, foreign reprints of British copy-right works; liquid or unseasoned celluloid; unmanufactured sweetened tobacco, tobacco containing leaves other than those of tobacco or any substance not authorized to be used in the manufacture of tobacco in the United Kingdom; anything relating to lotteries; articles infringing the law as to the marking of merchandise.

Restrictions apply to the importation of seasoned raw celluloid narcotics; certain foodstuffs; vaccines; serums, etc; plants and trees; sweetened cigarettes and cigars and extracts, essences or other concentrations of tobacco; paints, varnishes etc., which have a flashpoint between 32.2 °C & 65.6°C; meat and other meat products except made under licence and enclosed in hermetically sealed glass or metal containers.

PARCEL POST

Postage: For details, see Tariff.

Supplemental services available: Insurance, limit N120.

Customs declaration: One adhesive form.

Prohibitions: Arms or part of arms; radio-active materials; paints, varnishes, etc, which have a flashpoint below 65.6°C; oilskins and similar oiled goods; soiled goods; goats hair or wool; skins, horns, hooves, etc; foreign prison made goods; foreign reprints of British copyright works; liquid or unseasoned celluloid; unmanufactured or any substance not authorized to be used in the manufacture of tobacco in the United Kingdom, anything relating to lotteries; articles infringing the law as to the marking of merchandise;; perishable biological substances, including pathological objects; coins, precious stones, jewellery and articles of gold, silver and platinum, gold and silver bullion.

Restrictions apply to the importation of seasoned raw celluloid; narcotics, certain foodstuffs; vaccines, serums, etc; plants and trees; sweetened cigarettes and cigars and extracts, essences or other concentrations of tobacco; paints, varnishes, etc., which have a flashpoint between 32.2°C & 65.6°C, meat and other meat products except made under licence and enclosed in hermetically sealed glass or metal containers.

Gift parcels are admitted into Great Britain and Northern Ireland free of duty and purchase tax, provided that they fulfil the term of the following definition;

A gift parcel means a package addressed to an individual which; (a) contains only foodstuffs, discarded apparel (i.e. well-worn clothing which the examining officer is satisfied has been genuinely discarded), medical supplies or soap; (b) is a bona fide unsolicited gift, not imported as merchandise for sale; and (c) is clearly marked as a gift.

The name and address of the sender must be shown on the form of declaration (parcel label) and where parcels are despatched by firms, the name and address of the person on whose behalf they are sent must also be shown.

Invoice: Parcels containing: (a) tobacco, cigars and cigarettes not exceeding 10kg in weight; (b) spirits not exceeding nine litres; (c) other goods not exceeding N50 in value; from a private person in Commonwealth to a private individual in Great Britain which are for private use and not for sale, may be admitted at person preferential rates of duty without documentary evidence of origin provided the customs officer is satisfied that the goods do in fact originate from countries in the Commonwealth.

Goods not sent for personal use from one private person to another may be admitted at preferential rates of duty if the commercial invoice bears a statement signed by the sender in the following terms:-

"All the above Articles are of Commonwealth origin".

Senders of commercial parcels are advised to send these invoices to the addressees separately, preferably by letter post.

Customs declaration: Two non-adhesive forms and despatch note.

Prohibitions: Letters, charged butane gas lighters; hay and straw; leaden toys, rags, untanned furs and skins; used sacks.

Restrictions apply to the importation of alcoholic liquors, dried or preserved milk, narcotics, proprietary medicines; tobacco; used clothing wool.

Import licences and invoice: See under LETTER POST.

INDIA

LETTER POST

Postage: For details, see Tariff.

Supplemental services available: (1) Dutiable goods admitted in the letter post (2) Registration (3) Insured letters, limit N120 (4) Insured boxes limit N120 (5) Printed papers (6) Small packets (7) Blind Literature.

Customs declaration: (1) and (6) Green label and one non-adhesive form. (The customs declaration must be securely attached to the outside of the packet (4) Two non-adhesive forms (5) Printed matter liable to customs duty must bear a green customs label. To avoid delay in customs treatment, weights and measures should be shown in the metric system.

Prohibitions: Bulbs, plants and parts of plants; celluloid and articles wholly or partly made of celluloid, such as photographic films; charged butane gas lighters and refills; cut flowers; drugs and similar substances; lottery tickets and football pool coupons and literature relating thereto; pearl necklaces; silk and artistic articles in silk; tobacco. Non-flammable cinematograph films are, however, admitted by letter post provided that the packets bear a label clearly marked in red characters. This contains Non Inflammable Films Only.

Bank notes, coin, currency notes or securities of any kind payable to bearer, gold, platinum and silver or articles made of those metals, jewels, precious stones and other valuable articles are prohibited from the registered letter post but are admitted in insured letters or boxes, as appropriate.

Packets of picture postcards are prohibited from importation by printed paper post.

Account and manuscript books, advertising matter (with the exception of trade catalogues and circulars), almanacs, cards in general, labels, photographs, picture books, printed forms and works of art are prohibited from importation by printed papers post when sent as merchandise.

All goods of South African origin are prohibited.

Restrictions apply to the importation of chemicals, cigars, and cigarettes, confectionery, currency notes including Indian currency notes, diamonds (including industrial diamonds) and other precious stones, drugs and medicines, fountain pens (with or without gold nibs and caps) and parts thereof, lead and propelling pencils, lighters, machine tools, perfumes, playing cards, saccharin, spare-parts for motor vehicles and textile machinery, spectacles and sun-glasses, spirits, synthetic gems, watches and parts thereof.

Import licence for commercial consignments and for Gifts: (see under restriction above and under PARCEL POST).

Customs duty: When the total customs duty payable on a letter or other packet does not exceed 5 rupees, the whole of the duty is waived.

Address: Registered and insured packets addressed to post-box numbers only, that is, without the actual address of the addressee, are inadmissible, if the PIN code is known, it should appear in the address of all postal packets after the word INDIA, for example, CALCUTTA, INDIA 700 001. This should help to ensure quicker delivery in India.

PARCEL POST

Postage: For details, see Tariff.

Parcel weighing more than 3kg may not be sent to Anini, Tuting or Vijayanager.

Supplemental services available: Insurance, limit N120.

Customs declaration: Two non-adhesive forms and despatch note.

Customs declaration should show clearly the material of which goods are made, for example, cotton material, silver-plated cutlery. If books and photographs are enclosed in a parcel with other articles, their value should be shown separately. The net weight of the contents of parcels, tobacco, cigars and cigarettes and in the case of cigars and cigarettes, particulars of the brands and the number and net weight of the

in insured letters and subject to currency control in Nigeria; butane gas lighters and refills; coin; gold, jewel, platinum, precious stones, silver, except in insured letters; drugs unless an import licence has been obtained from the Health Department.

PARCEL POST

Postage: For details, see Tariff

Supplemental services available: Insurance, surface only limit N120 (principal towns only).

Customs declaration and language: One non-adhesive form and despatch note; Portuguese or French.

Prohibitions: Letter; arms; butane gas lighter and refills; drugs, unless an import licence has been obtained from the Health Department.

Invoice: For goods over 550 escudos in value, the invoice must show the origin of the goods and be countersigned by a representative of a Chamber of Commerce in the country from which the merchandise originates, or failing this, by the respective Customs or Port Authority. The invoice should not accompany the parcels but should be sent direct to the addressees.

Sealing: Parcels should be sealed with a distinctive device.

Delivery: Addressees are notified of arrival of parcels and are required to arrange for their collection. Charges are collected.

ST. HELENA

LETTER POST

Postage: For details, see Tariff.

Supplemental services available: (1) Green label service, letter post (2) Registration, (3) Insured letter, limit N120 (to Jamestown only) (4) Insured boxes, limit N120 (Jamestown only), (5) Printed papers, (6) Small Packets, (7) Blind literature.

SIERRA LEONE**LETTER POST**

Postage: For details, see Tariff.

Supplemental services available: (1) Express, limited to local delivery zone of Freetown (2) Dutiable goods admitted in the letter post, (3) Registration, (4) Insured letters, limit N120 (Freetown only), (5) Printed papers (6) Small Packets, (7) Blind literature.

Customs declaration: (2) and (6) Green label.

Prohibitions: Drugs, unless an import licence has been obtained from the President; postage stamps, whether obliterated or not, except in insured or registered letters; silver bullion exceeding N10 in value; West African currency notes unless sent by a bank to a bank.

Restrictions apply to the importation of plants and seeds.

Invoice: A certified invoice indicating the quantity, description and purchase price is required in respect of packets containing goods imported for sale or commercial exchange. When a consignment consists of more than one packet one invoice will suffice so long as it shows separately the contents of every packet in the consignment. Each packet should be marked Invoice enclosed or Invoice enclosed in packet number..... as appropriate.

PARCEL POST

Postage: For details, see Tariff

Supplemental services available: Insurance, limit: N120.

Customs declaration: One adhesive form.

Prohibitions: Letters; arms (including air-guns and air pistols) except under permit; drugs unless an import licence has been obtained from the President; West African currency notes unless sent by a bank to a bank.

Restrictions apply to the importation of flock manufactured from rags; plants and seeds; spirits. Certain antibiotics and drugs are admitted under licence issued by the Director of Medical Services, Sierra-Leone.

Import licences are not required in respect of the importation from the Scheduled Territories of certain classes of goods, provided a certificate of origin is produced when the goods are imported.

Invoice: A certified invoice indicating the quantity, description and purchase price is required in respect of parcels containing goods imported for sale or commercial exchange. When a consignment consists of more than one parcel one invoice will suffice so long as it shows separately the contents of every parcel in the consignment. Each parcel should be marked Invoice enclosed or Invoice enclosed in parcel number.....as appropriate.

Preferential tariffs apply under certain conditions to British goods.

Delivery: Addressees are notified of arrival of parcels and are required to arrange for their collection.

SINGAPORE

LETTER POST

Postage: For details, see Tariff.

Supplemental services available: (1) Express (2) Dutiable goods admitted in the letter post (3) Registration (4) Insured letters limit: N120 (5) Insured boxes, limit N120 (6) Printed papers (7) Small Packets (8) Blind literature.

Customs declaration: (2) and (7) Green label (5) one non-adhesive form.

Prohibitions: Advertisements for charms, amulets and talisman; forms or tickets relating to football pools, lotteries and sweeps takes; arms and fire-arms and parts thereof; calcium and sodium cyclamates; charged butane gas lighters and refills; coin; platinum, gold, silver, precious stones (but see under Restrictions) and other valuable articles, except in insured boxes; drugs and similar substances unless permission has been obtained from the Director of Health Services of Singapore; plants with soil (but see under PARCEL POST Restrictions); registered letters containing bank and currency notes exceeding Singapore \$100 in face value, registered and insured letters

TIBET**LETTER POST**

Postage: for details, see Tariff.

Supplemental services available: (1) Registration. (2) Printed papers. (3) Blind literature.

PARCEL: No service.

TOGO**LETTER POST**

Postage: For details, see Tariff

Supplemental services available: (1) Express (Lome only). (2) Dutiable goods admitted in the letter post. (3) Registration. (4) Insured letters, limit N120. (5) Insured boxes, limit N120. (6) Printed papers. (7) Small Packets. (8) Blind literature.

Customs declaration and language: (2) and (7) Green label. (5) One non-adhesive form; French.

Prohibitions: Bank-notes unless sent by registered post and subject to currency control in Nigeria; charged butane gas lighters and refills (un-charged lighters are admitted); coin; articles of gold, platinum or silver, jewellery and precious stones; printed matter relating to lotteries; radioactive materials.

Prohibitions apply to the importation of cocaine, morphine, opium and other narcotics unless authority is given by the Ministry of Public Health.

PARCEL POST

Postage: for details, see Tariff.

Supplemental services available: Insurance, surface only, limit: N120.

Customs declaration and Language: Four non-adhesive forms and despatch note; French.

Prohibitions: Letters; arms, except sporting guns admitted under permit; charged butane gas lighters and refills (uncharged lighters are admitted and should be declared as such on the customs declaration forms); daggers, knives and all offensive weapons; poisonous substances; all kinds of alcohol, essences and products recognized as harmful; radioactive materials; raw cotton, cotton plants or seeds; saccharin and similar substances; silver, coin; weights and measures not of the decimal system; and in addition, all goods bearing indications which suggest they are of French origin or manufacture when they are not.

Prohibitions apply to the importation of cocaine, morphine, opium and narcotics unless authority is given by the President of the Republic.

Delivery: Addressees are notified of arrival of parcels and are required to arrange for their collection; charges are collected except at Lome.

TONGA (FRIENDLY ISLANDS)**LETTER POST**

Postage: for details, see Tariff.

Supplemental services available (1) Dutiable goods admitted in the letter post (2) Registration (3) Insured letters limit N120 (Nukualofa and Vavau only). (4) Insured boxes, limit N120 (Nukualofa and Vavau only). (5) Printed papers (6) Small packets (7) Blind literature.

Customs declaration: (1) and (6) Green label. (4) One non-adhesive form.

Prohibitions: Drugs and similar substances unless a certificate issued by the Prime Minister of Tonga has been obtained.

Celluloid: Packets, containing articles of celluloid or cinematograph films must bear a white label with the words "CELLULOID or FILMS" in plain black letters.

PARCEL POST

Postage: for details, see Tariff.

Supplemental services available: Insurance (to Nuku'alofa and Vavau only). Limit N120.

Customs declaration: One adhesive form.

Prohibitions: Drugs and similar substances unless a certificate issued by the Prime Minister of Tonga has been obtained; spirits over half litre in quantity, or packed with other goods; tobacco, cigars, cigarettes and snuff in parcels over 5kg in weights or packed with other goods.

Restrictions apply to the importation of fully and semi-manufactured gold; plants and part of plants.

Import licences are required for certain classes of goods.

Compensation is not payable for uninsured parcels unless it is established that the loss or damage occurred in Tongan service.

TORTOLA (BRITISH VIRGIN ISLANDS)

LETTER POST

Postage: for details, see Tariff.

Supplemental services available: (1) Green label service, letter post (2) Registration (3) Printed papers (4) Small packets (5) Blind literature.

TRIPOLITANIA SEE LIBYA

TRISTAN DA CUNHA

LETTER POST

Postage: for details, see Tariff.

Supplemental services available: (1) Green label service, letter post. (2) Registration (3) Printed papers (4) Small packets (5) Blind literature.

Customs declaration: (1) and (4) Green label.

Prohibitions: Liquor.

PARCEL POST

Postage: for details, see Tariff.

Supplemental services available: None.

Customs declaration: One adhesive form.

Prohibitions: Letters, except one for the addressee; liquor.

Compensation is not payable for loss or damage in the Tristan da Cunha service.

TRUCIAL STATES SEE UNITED ARAB EMIRATES

Address: The address of a parcel intended for delivery through a bank or other intermediary should not contain any reference to the ultimate consignee, but the latter's name and address should be enclosed in the parcel.

Delivery: Addressees are notified of arrival of parcels and are required to arrange for their collection.

UNITED STATES OF AMERICA

LETTER POST

Postage: for details, see Tariff.

Supplemental services available: (1) Express (2) Dutiable goods admitted in the letter post (3) Registration (4) Printed papers (5) Small packets (6) Blind literature.

Customs declaration: (2) and (5) Green label. A green label should also be affixed to all sealed packets containing (or having the appearance of containing) merchandise. Unless this is completed to give an accurate declaration of the contents and a correct statement of the value, it is necessary to include a non-adhesive customs declaration or an invoice. The latter procedure is recommended for all commercial shipments of material value.

Prohibitions: Charged butane gas lighters; circulars advertising obscene or immoral articles; contraceptives; cotton seed, cotton and cotton seed products (cotton goods are admitted: for cotton seed oil un-manufactured cotton and cotton waste see Restrictions below); drugs and therapeutic products (certain of these products are admitted); full information maybe obtained from the Food and Drug Administration, United States department of Health, Education and Welfare. Washington, D.C. 20204, U.S.A.); feathers and skins of wild birds (except Ostrich feathers) unless for educational or scientific purposes; fresh fruit; gold bullion exceeding 100 U.S. dollars in value; intoxicating liquors; potatoes; tickets, advertisements or circulars of lotteries.

Restrictions apply to the importation of arms; bees; cereals; cigars, cigarettes and cheroots; cotton seed oil, cotton waste and un-manufactured cotton; cream, or any secretions derived from ruminants or swine are admitted under stringent conditions for pharmaceutical or biological purposes only; empty butane gas lighters and refills; gold coin; goods originating in China (except Formosa) or in North Korea, or goods of which part consists or is made of goods originating in China (except Formosa) or North

POST OFFICE BOXES

Post Office Boxes are available instantly for individuals and businesses at all Post Office nationwide

The application form is free

Benefits

- Mail delivered quicker anytime of the day, come rain, come sunshine
- Exclusive to individuals and business enterprises
- Useful for delivery of important mail from families, friends business associates, Share/Bonus Certificate; Dividend
- Rental fee is cheap and affordable to anyone and any business Warrants; Bank Statements; Religious Tracks, Newsletters; AGM Notices, Bills; Invitations; Examination Slips, Admission and Employment Letters, Journals and Catalogues etc
- Guarantee security of mail items
- Can be obtained instantly

enterprise per annum.

Requirement

- Obtain and complete application form with four Passport photographs from nearest Post Office

Tariff						
S/N	TYPE	ANNUAL RENTAL	KEY DEPOSIT	ID CARD	POSTCODE	TOTAL
1	Private	2,100.00	500.00	350.00	800.00	N3,750.00
2	Business	3,150.00	500.00	350.00	800.00	N4,800.00

For More Information on this Service Contact:

The nearest Post Office or
Area Postal Manager or Marketing Manager
NIGERIA POSTAL SERVICE
NIPOST Territorial Headquarters
In your State

POST OFFICE BOXES AVAILABLE INSTANTLY

Clear Your Post Office Boxes
Regularly

