



Chefoo

LOCAL POST OFFICE

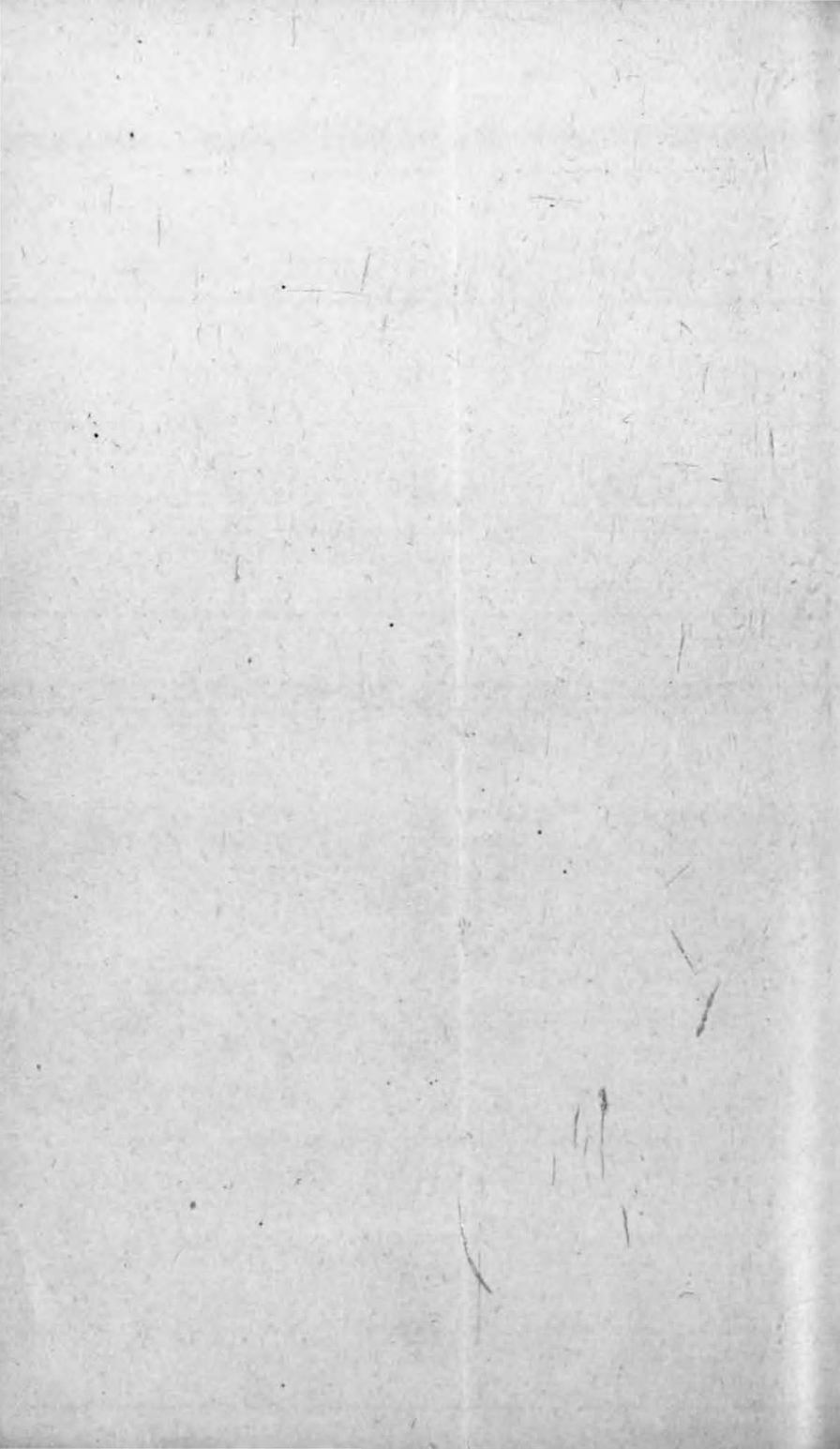
RULES.



SHANGHAI:

AMERICAN PRESBYTERIAN MISSION PRESS.

1893.



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RULES

OF THE

Chefoo Local Post Office.

1. No unauthorized person will be admitted into the Post Office.

2. The office will be open on week days from 9 a.m. to 5 p.m. During office hours all mail matter received by the Post Office will be delivered to addresses on application. Letters, &c., unapplied for, will be distributed within a reasonable distance at the convenience of the Postmaster, who will not be responsible for any delay.

Should steamers arrive out of office hours the Post Office will be opened for *one hour* after receipt of mail bags for the distribution of letters, &c. The office will not, however, be opened before 6 a.m. or after 9 p.m.

3. On Sundays the office will be open for *one hour* after receipt of mail bags from Shanghai, and for one hour for the despatch of mails in case of a steamer leaving for Shanghai.

4. Office hours will be liable to alteration, of which public notice will be given, according to the season of the year.

5. The Chefoo Local Post Office will not be pecuniarily responsible or liable for losses in the mails, nor for any loss or inconvenience which may arise from the non-delivery or misdelivery of any postal cover, nor for any injury which a packet may sustain, even in the case of registered matter, but all losses of registered or other mail matter will be carefully investigated with a view of recovering the lost article where possible, or its value when the loss is proved to be due to culpable negligence on the part of postal officials or employers.

6. During the year 1893 the expenses of the Post Office will be met by the payment of postage on mail matter. It is hoped that it will be possible to establish a system of subscriptions in 1894.

7. *Outward Mail Matter* will be received on the following Tariff to ports as well as locally:—

Letters.—1 cent per oz. or fraction thereof.

Newspaper and Circulars— $\frac{1}{2}$ cent each, not exceeding 4 oz.

Book Post.— $\frac{1}{2}$ cent per 2 oz. or fraction thereof.

Trade-patterns and Samples of Merchandise, not weighing more than 4 oz., $\frac{1}{2}$ cent; over 4 oz., parcel rates.

Parcels.—4 cents p. lb. or fraction thereof; 1 cent every additional lb. or fraction thereof.

Registration.—5 cents.

8. If possible adhesive stamps will be procured and be for sale at the office. Firms and residents in Chefoo can be furnished with Pass Books, on application, in which the amount of postage incurred will be entered and the amount due will be collected at the end of each month.

9. *Letters only* will be received from *Chinese* as per Tariff, clause 7. The Postmaster having power to refuse all letters of a suspicious appearance.

10. *Registration* must be effected one hour before the usual time of closing mails. Every article presented for registration must be enclosed in a strong cover, securely fastened, and must be accompanied by the sender's name and address. When posted it must be handed in at the Post Office and a receipt obtained.

11. *Dimensions*.—No letter, parcel or postal cover of any description shall exceed *18 inches in length, 9 inches in width and 6 inches in depth*.

Parcels.—No parcels shall exceed 6 lbs. in weight. The contents must be of a harmless nature and securely packed. The Postmaster has power to refuse any parcel, pending a statement of its contents. Every parcel shall bear the sender's name and address, so as to facilitate the return if undelivered.

12. Mails will close outwards at the times advertized by the Postmaster, but when special circumstances exist supplementary mails will be forwarded if possible.

13. The Local Post Office will arrange with steamer agents for immediate receipt of mail bags inwards on arrival.

14. Letters, &c., addressed to foreign countries, entrusted to the Chefoo Local Post Office, bearing stamps of the Postal Union, *in addition to Local Postage*, will be sent forward, but entirely at the risk of the sender. Letters so addressed, but bearing no *Postal Union* stamp, may be detained for enquiry or returned to sender.

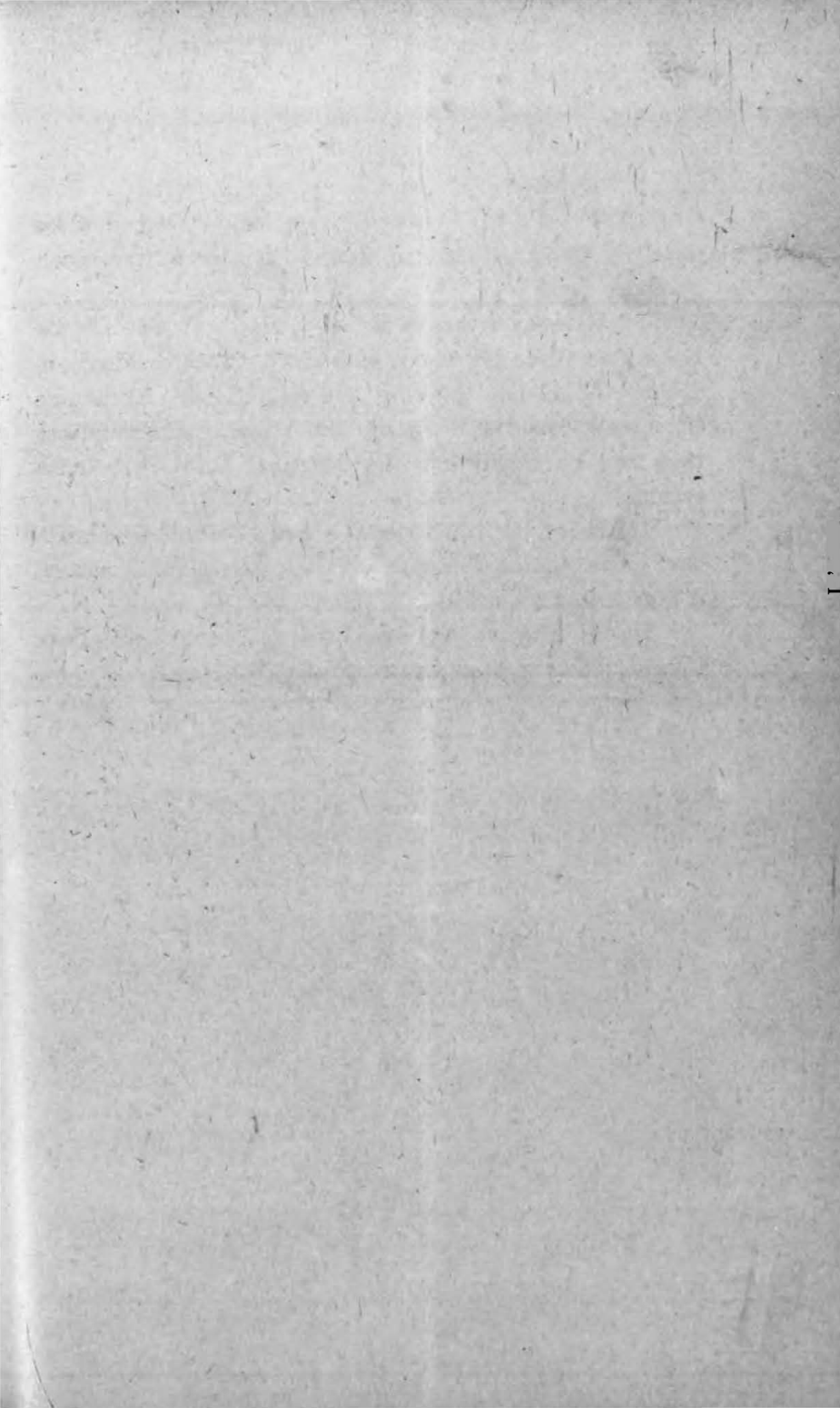
15. The Post Office can, if required, be availed of for purely local correspondence, but no regular deliveries can be undertaken.

16. Correspondence will be received at the Chefoo Local Post Office for Amoy, Chinkiang, Foochow, Hankow, Ichang, Kiukiang, Nanking, Ningpo, Pagoda Anchorage (Foochow), Swatow, Wenchow and Wuhu and other places that may be included in the Shanghai Local Post Office system.

17. It is hoped that special arrangements can be made later on as regards Tientsin and Newchwang mail matter, if found of public utility.

18. All communications relating to Chefoo Local Post Office business to be addressed to the Postmaster.





Per M. M. S. S. "Saghalien"

Messrs. Stanley Gibbons, L^{td}

391. Strand.

London.



W. O.

