

4.7 PRINTED PAPERS (Only applicable to overseas mail)

DEFINITION

The printed papers rates appearing in this Guide are only applicable to the items posted via the Air Mail and Overseas Surface Mail services. It refers to printed impressions or copies produced on paper, cardboard or other materials commonly used in printing produced in several identical copies by means of a mechanical or photographic process, involving the use of a block, stencil or negative.

No printed papers which text has been modified after printing, or which bears any marks whatever, capable of constituting a correspondence, is allowed except as mentioned in *Additions and Alterations* under PRINTED PAPERS in this Section.

RATES OF POSTAGE

See Postage Rates and Services Leaflet.

WEIGHT AND SIZE

The limit of weight is 2 kg for overseas destinations. Packets of books or pamphlets sent abroad may, however, weigh up to 5 kg. A periodical or magazine may be regarded as a book if it is published not more frequently than once a year.

The exceptional weight limit of 5 kg does not apply to commercial publications such as catalogues, price lists, etc.

For limits of size, see LIMITS OF WEIGHT AND SIZE in this Section.

MAKE-UP

Printed papers must bear the words *Printed Papers* in bold letter on the address side at the top left-hand corner beneath the sender's name and address where these are given, and they must be made up in such a way that their contents are sufficiently protected while permitting quick and easy postal examination. They must be placed in a wrapper, on a roller, between cardboard or in an open envelope or a container, which can be easily and safely opened and re-closed or tied with a string which is easy to un-knot. When a wrapper or roller is used it must extend over the full length of the item which it encloses. Envelopes must not be fastened with staples or with paper fasteners with sharp edges or points, but they may be closed by means of an adhesive flap or strip which allows the envelope to be opened and re-closed easily, provided that the adhesive used is still effective after the envelope has been opened and re-closed a number of times. Such envelopes must bear, on or near the flap on the reverse, the following or similar words, — *Unsealed item — may be opened for inspection in the postal service. To examine contents — LIFT FLAP; to re-close — PRESS DOWN FIRMLY.* Printed papers of the dimensions and consistency of a postcard may be sent unenclosed without wrapper or envelope provided it satisfies the general conditions applicable to printed papers. Folded cards may also be sent under the same conditions and subject to a maximum size of 260 mm x 167mm.

In view of the risk of small letters, cards or packets becoming entrapped when open covers are used, posters are reminded that 'trap packets are prohibited from the post. Please see *Envelopes* under PROHIBITIONS in Section 6 for further details and for information about acceptable types of envelope.

ADDITIONS AND ALTERATIONS

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

- (a) indicate by hand or by any mechanical process, the name and the address of the sender and the addressee with or without showing the status, profession and style; the place and date of despatch of the packet and the serial or registration number referring solely to the packet;
- (b) delete, mark or underline certain words or certain parts of the printed text;
- (c) correct errors in printing.

The following kinds of printed papers may bear additions and alterations made by any process, to the extent indicated in each case :-

Advices of the departures and arrivals of ships and aircraft

The dates and times of departures and arrivals and the name of the ship, aircraft, ports of departure, call and arrival.

Cuttings from newspapers and periodicals

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

Forms used by lending services of libraries

The title of the work, the number of copies asked for and sent, the name of the authors and of the publishers, the catalogue number, the number of days allowed for reading, the name of the person wishing to consult the work in question.

Notices of change of address

The old and the new address of the sender and the date of change.

Order forms for books and publications

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 asked for 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 numbers and the words *Paper Covered*, *Stiff Covered* or *Bound*.

Price lists and so on

Price lists, tenders for advertisements, stock and share lists, market quotations, trade circulars and prospectuses may bear figures and any other notes representing essential elements of the price. The figures which price lists may bear may represent dates, percentage, quantities available and so on.

Printed cards

Illustrated printed cards, printed visiting cards and printed cards expressing felicitations or condolences may bear conventional formulae of courtesy expressed in five words or five initials at the most.

Printed literary and artistic productions

Printed literary and artistic productions may bear a dedication consisting of a simple conventional expression of regard.

Proofs of printing

Alterations and additions concerned with the correction, layout and printing, as well as notes such as *Passed for press*, *Read – Passed for Press* or any similar note concerned with the production of the work. In case of lack of space the additions may be made on special sheets.

Travellers' advices

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

ADMISSIBLE ARTICLES

The following articles or documents are transmissible as printed papers in the local post :-

- Address cards
- Advertisements
- Albums containing photographs
- Bills of lading
- Books
- Calendars
- Catalogues
- Copies of or extracts from deeds under private seal written on stamped or unstamped paper
- Correspondence course sent by schools, to their pupils and pupils' exercises in the original or with corrections but without any note which does not relate directly to the performance of the work
- Diaries (except when sent as goods)
- Documents of all kinds drawn up by public officials
- Drawings
- Engravings
- Greetings and visiting cards (subject to the conditions published in 'Printed cards' under the previous heading *Additions and Alterations*).

- Impressions obtained by means of computer printers
- Invoices
- Letter post items exchanged between pupils of schools, provided that these items are sent through the principals of the schools concerned
- Maps
- Manuscripts of works or for newspapers
- Musical scores or sheets of music in manuscript
- Newspapers
- Notices of various kinds, printed, engraved, lithographed, mimeo-graphed or photographed
- Out-of-date correspondence (unclosed letters and postcards) which has already fulfilled its original purpose, and copies thereof
- Pamphlets
- Papers of legal proceedings
- Paper patterns to be cut out
- Periodical works
- Pictures
- Photographs
- Plans
- Proofs of printing, corrected or uncorrected, with or without the relative manuscript
- Proposals and policies of insurance and formal papers necessarily incident to insurance
- Prospectuses
- Receipts
- Sheets of music (but not perforated sheets intended for use with automatic musical instruments)
- Statements of accounts and similar commercial documents
- Way bills

Please also see PRINTED PAPERS in Section 9 for articles or documents transmissible as printed papers in the overseas post.

ENCLOSURES

The sender may enclose in a packet of printed papers addressed to destinations other than Canada, Iraq and the U.S.A. a card, envelope or wrapper bearing the printed address of the sender of the item or his agent in Hong Kong or in the country of destination of the packet. The enclosure may be prepaid by means of postage stamps or postal prepayment impressions of the country of destination of the original item. It is permissible to enclose with literary or artistic printed works the relative open invoice, reduced to its essential elements

together with copy of the invoice, a delivery bill inpayment form or international or internal money order forms of the country of destination of the item. 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 as printed papers :-

- Blank paper, note-paper or envelopes (with or without printed address), notebooks, empty seed packets, and all other articles of stationery; exceptionally up to three blank forms are admitted;
- Completed invoices, statements of account and similar commercial documents except as provided under the previous heading *Enclosures*;
- Documents produced on any kind of typewriter; any kind of hand-written or typewritten copies; copies obtained by means of stamps with or without moveable type;
- Letters, or any messages that constitute personal correspondence, except as permitted under the previous heading ***Additions and Alterations***;
- Newspapers and periodicals containing completed crossword puzzles;
- Postage stamps or forms of prepayment, except as provided under *Enclosures*, whether cancelled or not, or any paper representing a monetary value, including lottery tickets, cake coupons;
- Punched paper tapes and ADP cards bearing perforations, marks or signs which could constitute annotations;
- Receipts, unless entirely printed or containing only the annotations generally admissible under *Additions and Alterations*, the amount may not be added by hand;
- Sound recordings and films of any kind.