

POSTAL SERVICES ACT 2007
(ACT __ OF 2007)

POSTAL SERVICES REGULATIONS 2007

In exercise of the powers conferred by sections 51(2) and 61 of the Postal Services Act, the Info-communications Development Authority of Singapore, with the approval of the Minister for Information, Communications and the Arts, hereby makes the following Regulations:

PART I
PRELIMINARY

Citation and commencement

1. These Regulations may be cited as the Postal Services Regulations 2007 and shall come into operation on _____ 2007.

Definitions

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

"postal administration" means a postal operator that has been designated to be the postal administration of its country to be responsible for fulfilling the obligations under the UPU Convention, and "postal administration in Singapore" means a postal licensee that has been so designated by the Postal Authority as the postal administration in Singapore;

~~"insured letter" shall be deemed to include any insured letter which is transmissible under the Universal Postal Union Agreement for the exchange of insured letters for the time being in force, and the detailed regulations thereunder;~~

~~"Postal Services Guide" means the Guide issued by the public postal licensee under regulation 20~~

"prohibited article" means any article that is prohibited under regulation 3 from being posted or conveyed or delivered by post.

"UPU Convention" includes all manuals, rules, regulations and similar documents issued pursuant to that convention that are in force and applicable to Singapore.

PART II

CONDITIONS ON TRANSMISSION OF POSTAL ARTICLES

Prohibited postal articles

3. —(1) Except as may be provided in regulation 4, no person shall post, convey or deliver by post —

(a) any article consisting of or containing —

~~(i) any explosive or flammable substance~~

(ii) controlled drugs under the Misuse of Drugs Act (Cap. 185) or equipment, materials or substances useful for manufacturing controlled drugs as listed in the Third Schedule of the Misuse of Drugs Act (Cap. 185), under the Misuse of Drugs Act (Cap. 185); except as authorised by that Act;

(iii) poisons, including any preparations, solutions, compounds, mixtures or natural substances containing poisonous substances unless sent in accordance with the provisions of the Poisons Act (Cap. 234);

~~(iviii)~~ any other dangerous article or substance that is capable of posing a significant risk to health, safety or property when transported by air;

~~(v) machine-skimmed or hand-skimmed milk;~~

~~(vi) any arms, firearms or parts of firearms or any other lethal, barrelled weapons of any description from which any shot, bullet or other missile can be discharged or which can be adapted for the discharge of any such shot, bullet or missile or any weapons of whatever description designed or adapted for the discharge of any noxious liquid, gas or other thing or any component part of any weapon hereby prohibited to be posted;~~

~~(vii) plants with soil or other growing or potting medium from any country except West Malaysia; or~~

~~(iviii)~~ securities of any kind payable to bearer, bank notes, currency notes or travellers' cheques, unless sent by registered or insured post;

~~(viib)~~ any article consisting of or containing any public lottery ticket or any advertisement of prizes or any other announcement relating to any public lottery, sweepstake or other gambling transaction;

~~(viii)~~ any pamphlet, magazine, newsletter or other type of publication which is prohibited under any written law from being published, circulated or distributed in Singapore;

~~(ixvii)~~ any chewing gum, which is prohibited from being sold or advertised for sale under the Sale of Food (Prohibition of Chewing Gum) Regulations (Cap. 283, Rg 2);

(viii) any arms, explosives, explosive precursors, under the Arms and Explosives Act (Cap. 13), or any item gazetted as 'arms' under the said Act;

(ix) any corrosive substance, explosive substance, offensive weapon or scheduled weapon the possession of which is prohibited under the Corrosive and Explosive Substances and Offensive Weapons Act (Cap 65);

(x) any goods the importation or exportation of which is prohibited by under the Regulation of Imports and Exports Act (Cap. 272A);

(xi) any truncheon, handcuffs or other weapon or equipment specified by the Minister under the Private Investigations and Security Agencies Act (Cap. 249) the possession of which is prohibited under that Act.

(be) any article liable to customs duty unless --

(i) sent by parcel post, or enclosed in a letter packet or small packet for delivery in a country or place which admits such parcels or packets; and

(ii) in the case of letter packets and small packets, posted in compliance with all requirements specified under regulation 5; and bearing on the address side a green label giving the description, weight and the value of the articles enclosed;

(cd) any article which by the laws of the country or place in which the postal article is posted or to which the postal article is addressed, it is unlawful to send by post;

~~(e) any pamphlet, magazine, newsletter or other type of publication which is prohibited under any written law from being published, circulated or distributed in Singapore; or~~

~~(f) any bubble gum, or dental chewing gum, or any like substance prepared from a gum base of vegetable or synthetic origin and intended for chewing.~~

(2) Any person who contravenes paragraph (1) shall be guilty of an offence.

(3) If a postal licensee or any of its employees or agents is charged with an offence under paragraph (2), it shall be a defence for him to prove that, having taken reasonable measures, he was not aware and could not reasonably be expected to have been aware that he was conveying or delivering by post any of the items specified in paragraph (1) (a) to (c) at the time the offence was alleged to have been committed.

(43) Every postal licensee and each of their respective employees shall comply with any requirements concerning national security and public safety issued or established by or under any applicable law in respect of the handling and conveyance of postal articles.

(5) For the purpose of paragraph (1), “lottery ticket” and “public lottery” have the meanings respectively assigned to them in the Common Gaming Houses Act (Cap. 49).

Restricted postal articles

4. —(1) Notwithstanding regulation 3, the following substances may be posted or conveyed or delivered by post if packed in accordance with conditions determined by the public postal licensee conveying or delivering postal articles containing such substances, subject to the Postal Authority’s approval:

- (a) celluloid and cinematograph films;
- (b) radioactive substances; and
- (c) perishable biological substances exchanged between officially recognised or qualified laboratories.

(2) For the purpose of paragraph (1) (c), whether a laboratory is officially recognised or qualified shall be determined by the Postal Authority.

~~Detention of prohibited article~~

~~5. —(1) An employee of the public postal licensee may open any sealed postal article if he suspects the postal article to contain any prohibited article and any prohibited article found, other than a postal article permitted to be posted or conveyed or delivered by post under regulation 4, may be detained and dealt with in accordance with section 23 of the Act.~~

~~(2) Without prejudice to any action which may be taken under paragraph (1), the Postal Authority may by order in writing direct a public postal licensee to detain all or any postal articles sent by any person or persons named in the order who are reasonably suspected of carrying on any business in, or acting as agents for, the dissemination of prohibited articles.~~

~~(3) Upon receipt of the order referred to in paragraph (2), the public postal licensee may detain and open any postal article sent by the person named in the order and any prohibited article found, other than a postal article permitted to be posted or conveyed or~~

~~delivered by post under regulation 4, may be dealt with in accordance with section 23 of the Act.~~

International outgoing postal Mail articles subject to customs duty

56. —(1) Any outgoing postal article, containing any article liable to customs duty, addressed to a country or place which admits such ~~postal articles~~ letters must comply ~~bear~~ with such requirements as may be prescribed from time to time by the postal administration in Singapore through which the article is posted for purposes of implementing the UPU Convention. ~~on the address side a green label giving the description, net weight and value of the article or articles enclosed.~~

(2) For the purpose of paragraph (1), “outgoing postal article” means a postal article of any description posted in at a Singapore post office for a destinations outside of Singapore for delivery by the postal administration of that destination.

When postage not prepaid

67. The postage on a postal article shall not be deemed to be prepaid by means of a proper stamp if —

(a) the stamp has not been validly issued by a postal licensee as prepayment for postage by that licensee ~~is a stamp which has not been provided for use as a postage stamp~~ under section 19 of the Act;

(b) the stamp has been obliterated, defaced, torn, cut or otherwise rendered imperfect; or

(c) the stamp has been cut or otherwise separated from an embossed envelope or from a postcard.

Posting of correspondence in another country for delivery by the postal administration in Singapore

78. —(1) Where there are reasonable grounds for believing that a postal article received from a country or place outside Singapore was posted by or on behalf of a person who is resident in Singapore with a view to benefiting from rates of postage applicable to that country or place that are lower than the rates of postage determined by the ~~public~~ postal administration ~~licensee~~ in Singapore, the postal article may be opened and examined by an employee of the ~~public~~ postal administration in Singapore ~~licensee~~ to determine whether the article was so posted.

(2) Subject to these Regulations, where the contents of an article have been examined under paragraph (1) and it is found not to be an article posted as described in that paragraph, the employee of the ~~public~~ postal administration in Singapore ~~licensee~~ must close it up and return it to the normal course of carriage.

(3) Subject to these Regulations, where the contents of an article have been examined under paragraph (1) and it is found to be an article posted as described in that paragraph, the ~~public postal~~ administration in Singapore licensee may —

- (a) claim payment of the internal rates of postage from the sender;
- (b) if the sender does not agree to pay the internal rates of postage, claim payment of the internal rates of postage from the postal administration of posting; or
- (c) if both the sender and the postal administration of posting do not agree to pay the internal rates of postage, return the article to the postal administration of posting and claim reimbursement of the redirection cost.

PART III

PRINTED PAPERS

Definition of “printed paper”

~~9.—(1) In these Regulations, “printed paper” means —~~

~~(a) a postal article consisting of or containing —~~

- ~~(i) reproductions on paper, cardboard or other materials commonly used in printing and produced in several identical copies by means of a process authorised by the public postal licensee, and the several copies obtained by the authorised processes may be sent together as a single item provided they do not bear the names and addresses of different senders or addressees;~~
- ~~(ii) letters and postcards exchanged between pupils of schools if sent through the principals of the schools concerned;~~
- ~~(iii) correspondence courses 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;~~
- ~~(iv) manuscripts of works or for newspapers;~~
- ~~(v) musical scores in manuscript;~~
- ~~(vi) impressions obtained by means of computer printers or typewriters posted simultaneously in several copies; and~~
- ~~(vii) photocopies;~~

~~(b) in the case of a printed paper addressed to or received from any place in Singapore or Malaysia, a postal article consisting of or containing any of the articles mentioned in paragraph (1) (a) and in addition thereto the following commercial documents:~~

- ~~(i) bills of lading;~~

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- ~~(ii) copies of or extracts from deeds under private seal written on stamped or unstamped paper;~~
- ~~(iii) certain documents of insurance companies (viz, proposals and policies of insurance and formal papers necessarily incidental to insurance, i.e. formal papers appertaining to the issue, renewal, alteration or cancellation, etc., of insurance policies);~~
- ~~(iv) documents of all kinds drawn up by law officials;~~
- ~~(v) invoices;~~
- ~~(vi) open letters and postcards which are out of date and have already fulfilled their original purpose, and copies thereof;~~
- ~~(vii) papers of legal proceedings;~~
- ~~(viii) receipts;~~
- ~~(ix) statements of accounts; and~~
- ~~(x) waybills;~~

~~if the commercial documents consist of a printed form and any annotation thereon refers solely to their subject matter.~~

~~(2) No printed paper consisting of or containing any of the articles mentioned in paragraph (1) (a) shall contain —~~

- ~~(a) copies obtained by means of tracing or handwriting;~~
- ~~(b) copies obtained by means of stamps with or without movable type;~~
- ~~(c) articles of stationery, properly so called, bearing reproductions when it seems clear that the printed part is not the essential part of the article;~~
- ~~(d) films and sound recordings; and~~
- ~~(e) punched paper tapes and automatic data processing (ADP) cards bearing perforations, marks or signs which could constitute annotations.~~

~~(3) Cards bearing the heading “postcard” or the equivalent of this heading in any language are —~~

- ~~(a) admitted at the rate for printed papers if they conform to the general conditions applicable to printed papers; or~~
- ~~(b) treated as postcards or letters, as the case may be, if they do not fulfill the general conditions applicable to printed papers.~~

Authorised annotation

10. ~~(1) It is allowed —~~

- ~~(a) to indicate on printed papers, by any process —~~

Public Consultation Version

- (i) the name and address of the sender and the addressee with or without showing the title, profession and style;
- (ii) the place and date of dispatch of the item; and
- (iii) serial or registration numbers referring solely to the item;

(b) to delete, mark or underline certain words or certain parts of the printed text; and

(c) to correct printing errors.

(2) The additions and corrections specified in paragraph (1) must have a direct bearing on the content of the reproduction and must not be of such a nature as to constitute a conventional language.

(3) It is allowed to show or add —

(a) on order forms, subscription forms or offers in respect of published works, books, pamphlets, newspapers, engravings and musical scores: the works and the number of copies asked for or offered, the price of the works and notes giving essential elements of the price, the method of payment, the edition, the names of the authors and of the publishers, the catalogue numbers and the words “paper backed”, “stiff backed” or “bound”;

(b) on the forms used by the lending services of libraries: the titles of the works, the number of copies asked for or sent, the names of the authors and of the publishers, the catalogue numbers, the number of days allowed for reading and the name of the person wishing to consult the work in question;

(c) on illustrated cards, on printed visiting cards and on printed cards expressing felicitations or condolences: conventional formulas of courtesy expressed in 5 words or 5 initials at the most;

(d) on printed literary and artistic productions: a dedication consisting of a simple conventional expression of regard;

(e) on cuttings from newspapers and periodicals: the title, date, number and address of the publication from which the article is taken;

(f) in 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 and in case of lack of space the additions may be made on special sheets; and

(g) on advices of change of address: the old and the new address and the date of the change

~~(4) It is permitted to enclose —~~

~~(a) with all printed papers: a card, envelope or wrapper bearing the printed address of the sender of the item or his agent in the country of posting or destination of the original item and the enclosure may be prepaid for return by means of postage stamps or postal prepayment impressions of the country of destination of the original item;~~

~~(b) with literary or artistic printed works: the relative open invoice, reduced to its essential elements together with copies of the invoice, a delivery bill, in payment forms or international or internal money order forms of the country of destination of the item; and~~

~~(c) with fashion papers: cut-out pattern forming, according to the indications appearing on them, an integral part of the copy of the paper with which they are sent.~~

Requirements for printed papers

~~11. — (1) Printed papers shall bear in bold letters on the address side in so far as possible in the top left-hand corner beneath the sender's name and address where these are given, the expression "Imprime" or "Imprime a taxe reduite" as appropriate or their equivalents in a language known in the country of destination, so as to indicate that the items contain only printed papers.~~

~~(2) The contents of the printed papers must be sufficiently protected while permitting quick and easy verification.~~

~~(3) Printed papers may be inserted in closed plastic wrapping, which is either transparent or opaque, according to the conditions laid down by the public postal licensee.~~

Treatment of printed papers

~~12. — (1) Only printed papers which conform to the requirements of regulations 10 and 11 may be admitted at the rates for printed papers.~~

~~(2) The public postal licensee may authorise the closing of bulk posted printed papers.~~

~~(3) Sealed printed papers may be opened for verification of their contents.~~

PART IIIV

FREE POSTAGE

Free postage for items relating to prisoners of war and civilian internees

~~813. — (1) Correspondence, pPostal articles and postal financial services items parcels and postal money orders addressed to or sent by prisoners of war, either directly or~~

through the Information Bureaux and the Central Prisoners of War Information Agency ~~prescribed in Articles 122 and 123, respectively~~, of the Geneva Convention of 12th August 1949, relative to the treatment of prisoners of war, shall be exempted from all postal charges.

(2) Paragraph (1) shall apply to ~~items of correspondence, postal articles and postal financial services items parcels and postal money orders~~ originating in other countries and addressed to or sent by civilian internees as defined by the Geneva Convention of 12th August 1949, relative to the protection of civilian persons in time of war, either directly or through the Information Bureaux and the Central Prisoners of War Information Agency. ~~prescribed in Articles 136 and 140, respectively, of that Convention.~~

(3) The Information Bureaux and the Central Prisoners of War Information Agency mentioned in paragraphs (1) and (2) shall enjoy exemption from postal charges in respect of ~~correspondence, postal articles parcels and postal financial services items~~ which concern the persons referred to in paragraphs (1) and (2).

(4) Postal articles ~~areels~~ addressed to or sent by prisoners of war in the manner referred to in paragraph (1) shall be admitted free of postage —

(a) up to a weight of 5 kilogrammes; or

(b) up to a weight of 10 kilogrammes in the case of postal articles ~~areels~~ whose contents cannot be split up and of postal articles ~~parcels~~ addressed to a camp or the prisoners' representatives at a camp ("hommes de confiance") for distribution to the prisoners.

(5) No compensation either for loss, abstraction or damage shall be given in respect of such postal articles ~~areels~~.

(6) Notwithstanding anything in this regulation, the transmission by air mail of items relating to prisoners of war and civilian internees shall be subject to the prepayment of the appropriate air surcharge.

(7) For the purposes of this regulation, "prisoners of war" include belligerents apprehended and interned in a neutral country.

(8) This regulation shall only apply to the postal administration in Singapore.

Literature for blind

914. —(1) Except as provided in paragraphs (2) and (3), no postage or any other fees or charges shall be charged and paid on any postal article containing literature for the blind.

(2) If a postal article containing literature for the blind is intended for transmission by air mail, there shall be paid an air mail fee equivalent to the difference between the surface and air mail second-class postage rates.

(3) The weight of the postal article containing literature for the blind must not exceed the weight that is allowed under the Universal Postal Union Convention for free postage.

(4) For the purposes of this regulation, the expression “literature for the blind” shall mean —

(a) papers of any kind, periodicals and books, impressed in Braille or other special type for the use of the blind, including letters in writing used by the blind posted unsealed;

(b) plates bearing the characters of writing used by the blind; and

(c) sound records and the special paper intended solely for the use of the blind if sent by or addressed to an officially recognised institute for the blind.

(5) For the purposes of paragraph (4) (c), whether an institute for the blind is officially recognised shall be determined by the Postal Authority.

(6) This regulation shall only apply to the postal administration in Singapore.

PART IV

UNDELIVERED AND REDIRECTED POSTAL ARTICLES

Interpretation of this Part

10. In this Part, unless the context otherwise requires, "air mail letter", "air mail postcard", "insured letter", "postcard", "printed packet" and "registered postal article" shall refer to such items which are transmissible in accordance with the UPU Convention.

Disposal of postal articles refused by addressee

115. A postal article of which the addressee has refused to take delivery shall ~~not~~ be detained in the post office to which it is addressed but shall be treated as an undeliverable article for the purposes of this Part.

Undelivered incoming postal article other than parcel sent by a foreign postal administration

126. —(1) Subject to paragraph (2), any incoming postal article other than a parcel, which for any reason cannot be delivered by the postal administration in Singapore, shall be returned free of charge to the postal administration ~~a post office in the country of~~ origin.

(2) An incoming postal article referred to in paragraph (1) may be destroyed by the postal administration of Singapore where —

(a) no request for the return thereof to the sender appears on an unregistered, undelivered printed packet (not being a printed packet containing books); ~~and~~or

(b) the postal article consists of a postcard without the sender's address.

(3) An undelivered air mail letter or air mail postcard shall be returned to its origin by the postal administration in Singapore by the quickest route (air or surface).

(4) An undelivered postal article, other than an air mail letter or air mail postcard, the return of which by air mail is desired, shall be chargeable with the surcharges appropriate to the air conveyance.

Undelivered postal article other than parcel originating in Singapore

137. —(1) An undelivered postal article, other than a parcel, originating in Singapore shall, when returned to the postal administration in Singapore by the postal administration of the country from which it is returned, unless directed to the sender by the Postal Administration of the country from which it is returned, be sent to the Returned Letter Unit of the public postal licensee and shall be dealt with by the postal administration in Singapore as follows:

(a) if practicable it shall be redirected and forwarded to the addressee; or

(b) if it cannot be redirected and forwarded to the addressee, it shall, if the name and address of the sender appears on the outside, or can be ascertained by an officer authorised by the ~~public postal~~ administration in Singapore licensee to open such articles and bound to secrecy, be returned to the sender on payment of any charges due.

(2) An undelivered postal article referred to in paragraph (1) may be destroyed where —

(a) no request for the return thereof to the sender appears on an unregistered, undelivered printed packet (not being a printed packet containing books); ~~and~~or

(b) the postal article consists of a postcard without the sender's address.

(3) Where an undelivered postal article, other than a parcel, on which postage equal to, or less than, the rate of postage for the time being payable in respect of an inland postcard has been paid is returned to the sender in accordance with paragraph (1), such article shall be charged with a second postage fee, payable by the sender, equal in amount to the postage originally chargeable, less the amount of any postage prepaid by the sender.

(4) An undelivered postal article, other than a parcel, on which postage greater than the rate of postage for the time being payable in respect of an inland postcard has been paid, shall be returned free of charge.

Disposal of undelivered postal articles

148. —(1) Subject to paragraph (2), undelivered postal articles other than parcels which cannot be disposed of under regulations 126 and 137 shall be retained by the postal administration in Singapore ~~in the Returned Letter Unit of the public postal licensee~~ for such period, and shall be disposed of in such manner, as the public postal administration in Singapore licensee ~~may specify in its terms of service in its discretion direct~~.

(2) At the end of the period referred to in paragraph (1) —

(a) undelivered, unregistered postal articles may be destroyed; and

(b) undelivered registered postal articles and insured letters with their contents shall be retained in the postal administration in Singapore ~~Returned Letter Unit~~ for a period of one year and may be destroyed or otherwise disposed of in accordance with this regulation if not claimed within that period.

(3) All moneys found in any unclaimed, undelivered postal article, other than parcels, shall be paid into the funds of the public postal administration in Singapore licensee for the benefit of any person entitled thereto.

(4) All saleable property found in any unclaimed, undelivered postal article shall be sold by the public postal administration in Singapore licensee ~~and the proceeds of such sale shall be paid into the funds of the public postal administration licensee~~, after deducting the necessary expenses incurred, for the benefit of any person entitled thereto.

(5) No claim shall be allowed to the moneys or the proceeds of sale of property referred to in paragraph (3) or (4) after the expiration of 2 years from the payment of the same into the funds of the public postal administration in Singapore licensee.

PART VI

GENERAL

Postal articles to buildings not provided with prescribed letter boxes to be held called for by addressees at delivery post office ~~by postal licensee for collection by addressees~~

159. —(1) Where letter boxes are not provided in any building in accordance with the specifications issued or approved ~~laid down~~ by the Postal Authority under section 17 of the Act, all postal articles intended for delivery by a public postal licensee to the occupants of the building shall be held by a public postal licensee for a period of not less than 7 days at the serving delivery post office pending collection by the addressees.

(2) If any of the postal articles referred to in paragraph (1) is not collected after the period of 7 days, the article may be returned to its sender.

(3) For the purposes of this regulation, “building” includes a residential, commercial or industrial building, any building of mixed residential, commercial or industrial use, and a shopping complex.

Postal Services Guide

~~20. The public postal licensee shall publish a Postal Services Guide approved by the Postal Authority which shall cover the details of the postal services offered, its charges and other related matters.~~

Offences which may be compounded

~~21~~16. Any offence under regulation 3 may be compounded in accordance with section 51 of the Act.

~~{G.N. No. S 28/2000}~~

Exemption

17. —(1) The Minister, or the Authority with the approval of the Minister, may exempt any licensee or class of licensees from any or all of the provisions of these Regulations.

(2) An exemption granted under paragraph (1) may be notified in writing to the licensee or class of licensees concerned, and need not be published in the *Gazette*.

Made this day of 2007.

LAM CHUAN LEONG
*Chairman,
Info-communications
Development Authority of
Singapore.*