

# THE SHIPPING FEDERATION

Telephone Nos. :  
PERivale 4214 (4 lines).  
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" THE TORRS,"

63, CASTLEBAR ROAD,

EALING, LONDON, W. 5.

Circular 51/43.

19th November, 1943.

DEAR SIRS,

## MAILS FOR MERCHANT SHIPS.

The Ministry of War Transport, the Post Office and the Shipping Federation, in conjunction with the Liverpool Steam Ship Owners' Association, have been reviewing the whole question of the handling of crew mail in order to improve the mail service to the Merchant Navy. The subject is of the greatest importance as it is essential that everything possible should be done by all concerned—the authorities, shipowners and their agents at home and abroad—to ensure the speediest delivery of crew mail.

The Ministry have accordingly established a Crew Mail Section in the Marine B Division to deal with mail arrangements and to advise and help owners.

Full details of a new scheme for the treatment and disposal of crew mail are given in the instructions overleaf, which have also been agreed by the Post Office, Admiralty and Censorship, but the following is a brief summary of the principal points.

On and from 6th December, 1943, all mail (except airgraph letters) originating in the United Kingdom should be addressed by the senders to the ship c/o the owners or managers, irrespective of whether the ship is on Government non-commercial service or on ordinary commercial service. Airgraphs for all merchant ships, irrespective of their service, should be addressed to the ship c/o G.P.O., London, E.C. 1. For technical reasons it has been decided that it is not feasible for airgraphs to be addressed c/o owners. (See paragraph 1 of instructions.)

On receipt of the mail the owners should, where possible, check that the addressees are still on board and also check that there are no errors or omissions in the address itself. (See paragraph 3.) After checking the mail owners should readdress it c/o G.P.O., London, except mail for ships (whether on Government non-commercial service or on commercial service) actually in or due in port (the port being known with certainty) in the United Kingdom, as it is felt that such mail can be more satisfactorily delivered to the ship by owners or their agents in accordance with the present practice applying to ships on commercial service. (Certain U.K. ports are, however, excepted from this arrangement, and in their case owners must forward the mail c/o G.P.O.) In the case of coasting ships on commercial service in U.K. waters owners *must* arrange for delivery of mail, as at present, and not forward c/o G.P.O. (See paragraph 5).

The present instructions governing censorship will be superseded on 6th December, 1943. On and after that date no owner will be required to arrange for censorship of crew mail unless specifically asked to do so on occasion by a local Censorship Office. (See paragraph 4.)

The Ministry propose to arrange that mail originating outside the United Kingdom should be addressed to the ship c/o the Ministry of War Transport Representative in whose area the sender of the letter is, or to some other address agreed locally. This will not apply to letters from India to Indian seamen in

regard to which the present arrangements will continue to operate. (See paragraph 18.)

The Ministry request that owners, when forwarding mail c/o G.P.O., should complete and send to the Crew Mail Section of the Ministry advice cards giving particulars of the number of letters, etc., dispatched. Supplies of advice cards should be ordered from the Crew Mail Section but may not be available for a few days. Owners are also asked to keep records of mail disposed of otherwise than c/o G.P.O. and to arrange with their agents to keep similar records. (See paragraph 7.)

Owners are especially requested to remind masters of the importance of enquiring for mail at every port of call and of reporting to the proper authorities if a reasonable period elapses without the receipt of mail. (See paragraph 12 (c) ).

Although it is expected that the new system will result in an improved mail service, the Ministry wish to remind owners that these arrangements will not overcome the basic difficulties, viz. the lack of fast mail ships, unforeseen diversions, both of the ships to which the mail is addressed and of the carrying ships, and long foreign voyages. Owners are, therefore, asked to do everything in their power to facilitate communication between seafarers and their relatives and friends, especially by operating the scheme of " All Well " telegrams, details of which are given in my circular letter Gen. 27/42 of 2nd July, 1942 (reprinted with amendments 20.7.43). The managers of all Ministry-owned ships have been asked by the Ministry to instruct their masters to send them an " All Well " telegram at approximately monthly intervals, and it is strongly recommended that this procedure should be operated for all ships. Owners can also help greatly by issuing to seafarers and their relatives instructions about how to address mail and about mail and telegram facilities and by distributing Ministry of War Transport Notice No. M. 249, which is in course of publication. Copies will be sent to owners as soon as they are available. (See paragraph 17.)

This circular cancels all previous general circulars about mails for merchant ships and similar matters, with the exception of those specified in paragraph 20, which have been reprinted with amendments to bring them up to date. Additional copies of this circular and of the amended circulars which are still operative may be obtained from this office on request.

The Ministry have been informed that a few large companies with well established organizations for dealing with mail desire to continue to send mail for ships on commercial service to their own agents overseas. Although the Ministry would prefer the new scheme to be all-inclusive, they are willing for such owners to remain outside the new scheme—at any rate for the present. Such owners are asked to send to me immediately a formal request to remain outside the scheme.

Owners who receive mail for ships under Allied flags should follow any instructions which may be issued by the Allied authorities concerned. It is hoped, however, that the Allied authorities will agree to adopt the arrangements set out in these instructions for ships on charter to the Ministry of War Transport.

Owners are requested not to inform members of the public of the new crew mail arrangements until after the press announcement has appeared.

Yours faithfully,

W. J. D. LYFORD-PIKE,

*Assistant Secretary.*

NOTE.—Certain owners will remain outside the new scheme and will continue to forward mail for ships on commercial service to their own agents overseas.

## INSTRUCTIONS FOR THE TREATMENT AND DISPOSAL OF MAILS FOR MERCHANT SHIPS

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### I. MAIL ORIGINATING IN UNITED KINGDOM—METHOD OF ADDRESS.

1. For mail originating in the United Kingdom<sup>(1)</sup> there will be a uniform address for each type of mail, irrespective of whether the ship is on Government non-commercial service (i.e. naval or military service, etc.) or on ordinary commercial service, viz. :—

- (a) Correspondence other than airgraph letters (i.e. ordinary and air mail letters and post cards, registered letters, 6d. air letters<sup>(2)</sup> and newspapers) should be addressed (in block letters) by the sender to the addressee (stating rank or rating, and Discharge Book number if known) and ship (by name), c/o the owners (or managers<sup>(3)</sup>) of the ship.

e.g. **BOATSWAIN J. SMITH (123456),**  
**S.S. " WHITE OAK,"**  
**c/o BLANK STEAMSHIP CO.,**  
**200, GRACECHURCH STREET,**  
**LONDON, E.C. 3.**

(1) For method of address for mail originating outside the U.K. see paragraph 18.

(2) No enclosures are permitted in 6d. air letters.

(3) References in this circular to owners include managers; and where the owners have no office in the U.K. their agents in the U.K. should be deemed to be the owners for the purposes of this circular.

The postage rates for correspondence for merchant ships for transmission to a port abroad are: Letters 1½d. for the first ounce and 1d. for each additional ounce; post cards 1d. each; printed papers including newspapers ½d. per 2 ounces. Correspondence for delivery at a port in the United Kingdom is subject to the ordinary inland rates of postage.

Correspondence which the senders wish to send by air mail should bear a blue air mail label and be prepaid by them at the flat rate of 1s. 3d. per half ounce (post cards 7d.<sup>(1)</sup>). Alternatively (see paragraph 5 (b) (v) ), senders may forward their letters under cover to the owners, together with a remittance to defray the air mail postage, in which case postage at ordinary inland rates should be paid on the outer cover.

- (b) **Airgraph letters** should be addressed (in block letters) by the sender c/o G.P.O., London, E.C. 1, and handed in at any post office, stamps to the value of 3d. being affixed to the back of the airgraph form.

e.g. **FIREMAN JOHN BROWN (654321),**  
**S.S. "EMPIRE VICTORY,"**  
**c/o G.P.O.,**  
**LONDON, E.C. 1.**

Alternatively the airgraph letter, addressed and stamped as above, may be forwarded by the sender in an outer cover addressed to "Airgraphs, Foreign Section, London"; no additional postage is payable on the outer cover.

- (c) For **parcels** see paragraph 8.
- (d) **Manning Pools.** When a seaman is in an official Manning Pool abroad, correspondence should be addressed by the sender as in the examples shown in sub-paragraphs (a) and (b) above, according to the type of the correspondence, but with this modification—instead of the ship's name the sender should put the name of the Manning Pool (showing same as if it were a ship) and the appropriate port followed, in the case of correspondence other than airgraphs, by the name of the company paying the allotments, e.g.—

Correspondence other than Airgraphs	}	<b>BOATSWAIN J. SMITH (123456),</b> <b>S.S. MANNING POOL, MONTREAL,</b> <b>c/o CUNARD WHITE STAR LTD.,</b> <b>CUNARD BUILDING,</b> <b>LIVERPOOL, 3.</b>
Airgraphs	}	<b>FIREMAN JOHN BROWN (654321),</b> <b>S.S. MANNING POOL, MONTREAL,</b> <b>c/o G.P.O.,</b> <b>LONDON, E.C. 1.</b>

- (e) Mail should not be addressed otherwise than as indicated in these instructions (see paragraph 17).

2. Senders of correspondence should always write their name and address prefixed by the word "From" on the back of the envelope or cover. In the case of airgraphs they should likewise write their name as well as address in the space marked "Sender's address."

(1) 3d. for thin air mail post cards to Malta.

## II. DISPOSAL OF MAIL BY OWNERS.

3. **Checking of Mail by Owners.** On receipt of mail the owners should check that the addressees are still on board the ship and also make any necessary corrections. For example, the name of the ship may be omitted or spelt wrongly. If a seaman has left the ship to which the letter is addressed and the owners do not know his new address, they should check or add the Discharge Book number of the addressee, if known, and forward the letter to the Registrar General of Shipping and Seamen, Llantrisant Road, Llandaff, Cardiff. If more than one letter is involved, the owners should enclose them in redirection envelope No. 20, which should be sealed and addressed to the Registrar General. No postage is payable on envelope No. 20 which should be posted in the ordinary way. Registered letters should be readdressed individually to the Registrar General and handed in at a post office for fresh registration. No further registration fee is payable. **Parcels (see also paragraph 8) should not be sent to the Registrar General.**

4. **Censorship.** The instructions given in circulars 16/43 of 24th March, 1943, and Gen. 13/42 of 24th March, 1942, are now withdrawn. In future owners will not be required to arrange automatically for the censorship of crew mail. They must, however, be prepared to submit from time to time, on demand of the local Postal Censorship Authorities, specific mails for examination in accordance with instructions given when such demand is made. When owners submit the mail they will advise the Censorship Office concerned as to the degree of urgency necessary to be accorded to any special items of mail so submitted. This will ensure that an opportunity of delivery is not lost by the process of censorship. The owners may request the Censor to return the mail to them or to dispatch it for delivery (i.e. c/o the owners' agents in the United Kingdom or c/o G.P.O., as the case may be—see paragraph 5).

5. **Forwarding of Mail by Owners.** The owners will forward mail as follows:—

(a) **SHIPS, WHETHER ON GOVERNMENT NON-COMMERCIAL OR COMMERCIAL SERVICE, ACTUALLY IN OR DUE IN PORT (THE PORT BEING KNOWN WITH CERTAINTY) IN THE UNITED KINGDOM.**

- (i) With the exception of the ports listed in sub-paragraph (ii) below, when ships, whether on Government non-commercial or commercial service, are actually in or due in port (the port being known with certainty) in the United Kingdom, all correspondence, including parcels, should be delivered to the ship by owners or their agents in accordance with the present practice applying to ships on commercial service.

Where mail requires to be forwarded to agents in the United Kingdom, all correspondence (except registered letters, parcels and packets which are too bulky to be enclosed in redirection envelope No. 20) should be enclosed in envelope No. 20 (see paragraph 9) which should be sealed<sup>(1)</sup> and addressed, without mentioning the name of the ship, to the owners' agents at the port of delivery. Any air mail correspondence (including 6d. air letters) which is

(1) Unsealed if sent first to a Censorship Office (see paragraph 4.)

being forwarded from Great Britain to a port in Northern Ireland, or *vice versa*, should be enclosed in a redirection envelope separate from that containing surface mail and a blue air mail label should be affixed thereto. When mail is forwarded to agents it will be convenient to use a separate envelope No. 20 for each ship if the amount of mail justifies this. No postage is payable on envelope No. 20 which should be posted in the ordinary way.

Registered letters, bulky packets, and parcels (see paragraph 8) should be readdressed individually, by means of an opaque adhesive label completely obliterating the name of the ship, to the care of the master (by name), c/o the owners' agents at the port of delivery. Where owners have numbered their ships, the number may be used instead of the master's name. These items when readdressed should be handed in at a post office and not posted in a pillar box. No further postage is payable. Registered letters should be re-registered; a fresh registration fee is not payable.

Printed matter, goods and commodities (including parcels) may not be forwarded to Northern Ireland without a Censor's Permit<sup>(1)</sup>.

- (ii) The ports excepted from these arrangements are:—Oban, Aultbea, Milford, Clyde Anchorages, ports in Orkney Islands, and special ports under Naval or Military control. (See also sub-paragraph (v) below for mails for coasting ships.) The procedure for delivery at these ports is as follows:—

Unregistered and registered letters and packets, post cards and parcels (see paragraph 8) should be readdressed individually c/o G.P.O., London, E.C. 1., by means of an opaque adhesive label (see paragraph 10) obscuring the name and address of the owners but leaving the name of the ship visible. Unregistered letters and post cards should then be posted individually in the ordinary way, i.e. *not* in envelope No. 20. If, however, the owner has on hand 20 or more items for an individual ship, these items, readdressed as indicated above, should be made up into a labelled bundle as provided for in paragraph 11 and handed in at a post office. Registered letters, bulky packets and parcels should not be posted in a pillar box but should be handed in at a post office. Registered letters should be re-registered; a fresh registration fee is not payable.

- (iii) When ships, whether on Government non-commercial or commercial service, are only due in the United Kingdom but have not arrived, and where for any reason owners have doubts as to the practicability of delivery via agents, they should adopt the procedure set out for ships abroad and forward mail c/o G.P.O. (see sub-paragraph (b) below).
- (iv) If in exceptional circumstances it appears desirable to the owners to forward mail for a particular ship direct instead of c/o G.P.O., London, they should refer to the Crew Mail Section of the Ministry of War Transport (see paragraph 19), for instructions.
- (v) For coasting ships on commercial service, notwithstanding anything in the two preceding sub-paragraphs (ii) and (iii), owners must arrange delivery in accordance with sub-paragraph (i) above and not forward mail c/o G.P.O., except that, if an owner thinks that delivery could be made at one of the special ports under Naval or Military control mentioned in sub-paragraph (ii) above, he should refer to the Crew Mail Section of the Ministry before dispatch.

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(1) See Appendix I on page 14 for list of principal maritime countries to which Censor's Permit restrictions apply.

(b) **SHIPS ABROAD, WHETHER ON GOVERNMENT NON-COMMERCIAL SERVICE OR COMMERCIAL SERVICE.**

- (i) Unregistered and registered letters, packets and post cards, including air mail letters, air mail post cards and 6d. air letters, should be readdressed individually c/o G.P.O., London, E.C. 1, by means of an opaque adhesive label (see paragraph 10) obscuring the name and address of the owners, but leaving the name of the ship visible<sup>(1)</sup>.
- (ii) Unregistered letters and post cards, including air mail letters, air mail post cards and 6d. air letters, should then be posted individually in the ordinary way, i.e. not in envelope No. 20. If, however, the owner has on hand 20 or more items of the same category for an individual ship these items, readdressed as indicated above, should be grouped together according to the category of correspondence, i.e. (a) ordinary letters and post cards or (b) air mail letters and post cards or (c) 6d. air letters, and made up into separate labelled bundles as provided for in paragraph 11, and handed in at a post office.
- (iii) Registered letters and bulky packets, including newspapers, after being readdressed as indicated above, should be handed in at a post office and not posted in a pillar box. Newspapers should have open ends. Registered letters should be re-registered; a fresh registration fee is not payable.
- (iv) **Air Mail Letters.** Each individual air mail letter (as distinct from the 6d. air letter) must be fully prepaid at the air mail rate of 1s. 3d. per half ounce (post cards 7d.) and each must bear an air mail label. If owners desire to forward by air an individual letter which is not already stamped at the air mail rate, the difference between the ordinary and the air mail postage must be made up and an air mail label affixed.
- (v) Where air mail letters are forwarded to owners unstamped, but with a remittance to cover the air mail postage, and the owners are uncertain whether the ship is in an area to which mail will be forwarded by air by the G.P.O., they should not hesitate to consult the Crew Mail Section of the Ministry of War Transport (see paragraph 19) before affixing stamps. If the correspondence can be forwarded by air mail, the owners should affix to the individual letters an air mail label and stamps at the rate of 1s. 3d. per half ounce (post cards 7d.). If the correspondence cannot be forwarded by air mail because no air mail service is available, the owners should affix postage stamps to the individual letters at surface mail rates and refund the balance of the remittance to the sender. At the same time owners should bear in mind that, unless the correspondence is re-posted in sealed redirection envelopes No. 20 for delivery in the United Kingdom (see paragraph 5 (a) (i)), the G.P.O. will refund the excess postage if letters prepaid at air mail rates have to proceed by surface mail, provided always that the name and address of the sender appear on the back of the envelope or cover.
- (vi) Correspondence prepaid at surface mail rates of postage which owners wish to forward by air at their own expense may be forwarded in bulk by air mail in a plain sealed outer cover (*not* envelope No. 20) addressed to the ship (by name), c/o G.P.O., London, E.C. 1. A blue air mail label must be affixed to the outer cover and air mail postage prepaid on the total weight of the packet at the rate of 1s. 3d. per half ounce; no allowance can be made in respect of the postage prepaid on any of the letters enclosed.

(1) In the case of mail being forwarded to men in an official Manning Pool abroad (see paragraph 1 (d)) the reference to "the ship" here and subsequently should be construed as meaning "s.s. Manning Pool, Algiers [or appropriate port]."

- (vii) **Airgraph letters** (if any are received) should be readdressed individually in manuscript, or by means of a rubber stamp, c/o G.P.O., London, E.C. 1 (not by means of an opaque adhesive label unless there is no space left in the address panel) and either posted in a plain cover to "Airgraphs, Foreign Section, London," or handed in at a post office. No postage is payable on the cover; envelope No. 20 should not be used.
- (viii) **Parcels** (see also paragraph 8). For ships on Government non-commercial service parcels (if any are received) should be readdressed individually c/o G.P.O., London, E.C. 1, by means of an opaque adhesive label (see paragraph 10) obscuring the name and address of the owners, but leaving the name of the ship visible. They should then be handed in at a post office, and a certificate of posting obtained.

For ships on commercial service it is not practicable for owners to forward parcels overseas (see paragraph 8). Owners should, therefore, ask the Crew Mail Section of the Ministry for instructions as to disposal. Parcels should not be forwarded to the G.P.O. without the authority of the Ministry.

#### 6. **Frequency of Disposal of Mail.**

(a) For ships known to be in United Kingdom ports owners should dispose of mail daily.

(b) For other ships owners should forward mail to G.P.O. daily if the quantity for a particular ship warrants the making up of a labelled bundle (see paragraphs 5 and 11) but in any event they should forward at intervals of not more than three days.

7. **Advice Cards.** The Ministry say that it will be of the greatest help to them in watching the transit of mail to the ship if, once on each day when mail is dispatched, the owners send to the Crew Mail Section of the Ministry advice cards (of which supplies can be obtained from that Section) stating the number of individual letters, etc. (not outer covers or bundles) dispatched to the G.P.O. for each ship. The advice card should contain particulars only of mail dispatched to the G.P.O., not of mail disposed of by owners or their agents, but owners are asked to keep records of such dispatches and to arrange with their agents to record particulars of the receipt of mail and disposal either to ship, to another port, back to owners, or to the Crew Mail Section of the Ministry.

8. **Parcels** (see also paragraphs 3, 5 (a) and 5 (b) (viii) ). As the position in regard to the dispatch of parcels to ships overseas is very complicated, the Ministry will inform the public that any person wishing to send a parcel should enquire of the owners of the ship whether and, if so, how it can be done. On receipt of an enquiry the owners should advise on the following lines:—

- (a) If the ship is on Government non-commercial service, whether at home or abroad, the sender should be instructed to address the parcel to the addressee (stating rank or rating and Discharge Book number if known) and ship (by name), c/o G.P.O., London, E.C. 1. The sender should be informed of the separate rates of postage applicable to parcels for ships in home and foreign waters (see below), and advised that no information as to the whereabouts of a ship may be furnished.



For ships abroad on Government non-commercial service the postage rates are:—Up to 3 lb. 9d.; 7 lb. 1s. 6d.; 11 lb. 2s.; 22 lb. 3s. 6d. For all ships in home waters the ordinary inland parcel post rates apply.

- (b) If the ship is on commercial service, the advice given will depend upon whether there is a prospect within a reasonable time of delivering the parcel to the ship in Great Britain. If there is, the owners should instruct the sender to address the parcel to the addressee (stating rank or rating, and Discharge Book number if known), and ship (by name), c/o the owners.

On receiving a parcel, the owners should, if it can be forwarded to a port in Great Britain, readdress it by means of an opaque adhesive label completely obliterating the name of the ship, to the care of the master (by name), c/o the owners' agents at the port of delivery in Great Britain. Where owners have numbered their ships the number may be used instead of the name. The parcel should then be handed in at a post office; no additional postage is necessary when forwarding parcels to a port in Great Britain provided they have been delivered by the post office to owners for forwarding to persons on board their ships.

If there is no immediate prospect of delivering the parcel in Great Britain, the enquirer should be advised accordingly and told that it is not possible to send the parcel overseas because of Censor's Permit restrictions, export licensing regulations, security restrictions and other difficulties.

- (c) In exceptional circumstances, such as when a ship on commercial service is trading regularly between ports abroad, or is not likely to return to the United Kingdom for a long time, owners may supply an address abroad to which parcels may be sent, provided that before doing so they enquire from the Crew Mail Section of the Ministry whether it is expedient to give such information. If the Ministry allow this, the name and address of an agent abroad may be given as the location. Owners must not supply an address in a country to which the Censor's Permit restrictions apply (see Appendix I on (page 14) unless the parcel is being dispatched by someone with a Censor's Permit, e.g. a bookseller.

The enquirer should be instructed to use two covers for the parcel: the inner cover should be addressed to the addressee (stating rank or rating and Discharge Book number if known) and ship (by name) and the outer cover should be addressed to the agent abroad. On no account must the name of the ship appear on the outer cover, otherwise the parcel will be returned to the sender. Senders should be reminded that they must comply with export licensing regulations, Treasury currency control regulations and the Customs and other requirements of the country of destination.

The postage rates applicable are the ordinary civilian rates to the country of destination.

- (d) Senders should be instructed always to write their name and address prefixed by the word "From" on the back of the parcel.

**9. Redirection Envelope No. 20.** Supplies of these envelopes will be furnished to owners by the Post Office on request. If they cannot be obtained at a local post office, application should be made to the Controller, Post Office Stores Department, Mount Pleasant, London, E.C. 1. The envelope should be used only where it is necessary to forward mail to agents in the United Kingdom

(see paragraph 5 (a) or to the Registrar General of Shipping and Seamen (see paragraph 3). It should *not* be used for forwarding correspondence to the G.P.O. No postage is payable on envelope No. 20 and stamps should not be affixed thereto. A separate envelope No. 20 should be used for each ship if the amount of mail justifies this.

No correspondence should be enclosed in envelopes No. 20 other than correspondence which has been delivered by the post office to owners for forwarding to persons on board their ships.

Owners should see that the name of the ship is shown on each individual item enclosed in envelope No. 20.

If envelope No. 20 is not large enough, owners may use a larger envelope (which should be sealed) provided that they write on it the indication "Postal Envelope No. 20."

**10. Readdressing Labels.** Opaque adhesive labels printed "c/o G.P.O., London, E.C. 1." for use by owners when readdressing individual items of mail to the G.P.O. (see paragraphs 5 and 15) will be supplied to owners by the Crew Mail Section of the Ministry on request. Owners should note that these labels should be used for all items (other than airgraphs—see paragraph 5 (b) (vii)) which require to be individually readdressed c/o G.P.O., and that the label should be so affixed to the item requiring readdressing that it obscures completely the name and address of the owners. **Great care should be taken to ensure that, when affixing the label, the name of the ship is not also obliterated.**

The use of these labels is required in order to facilitate sorting and segregation of ships' mail from other mail in the Post Office.

**11. Labelled Bundles.** When, as indicated in paragraphs 5 (a) (ii) and 5 (b) (ii), owners have on hand 20 or more items of the same category, i.e. (a) ordinary letters and post cards or (b) air mail letters and post cards or (c) 6d. air letters, *for the same ship*, the items, after being individually readdressed c/o G.P.O. as provided for in paragraphs 5 and 10, should be securely tied up in separate bundles, according to the category of correspondence, with two turns of string; large bundles should be cross-tied. Each bundle should be faced with a label addressed:—

" Correspondence for <sup>S.S.</sup>  
<sub>m.v.</sub> .....

Forward unopened to Ships Division, Inland Section."

(Printed labels for this purpose will be supplied to owners by the Crew Mail Section of the Ministry on request.) The bundles should then be handed in at a post office.

Alternatively, owners may enclose the items (after they have been individually readdressed as above) in a plain sealed cover which should be addressed to the ship (by name) by means of one of the opaque adhesive labels printed "c/o G.P.O., London, E.C. 1," referred to in paragraph 10.

*Care should be taken that* (a) ordinary letters and post cards (b) air mail letters and post cards and (c) 6d. air letters are not mixed in the same labelled

bundle or cover, that registered items are not enclosed and that *all the correspondence enclosed in a labelled bundle or cover is for the same ship.*

Where plain sealed covers are used, those containing air mail correspondence or 6d. air letters should have an air mail label affixed; in addition those containing 6d. air letters should be marked "6d. AIR LETTERS."

## 12. Delivery of Mail to Ships.

(a) In the case of an **incoming ship to the United Kingdom** the Ministry will arrange where possible for any mail in the hands of the G.P.O. to be forwarded to the U.K. port of arrival before the ship and delivered, either direct or through the owners' agents, immediately on arrival.

(b) In the case of a **ship outward bound from the United Kingdom** every endeavour should be made by owners to get mail to the ship up to the last possible moment, seeking assistance from the Crew Mail Section of the Ministry where necessary.

(c) The Ministry hope, where possible, to be able to arrange **abroad** for the delivery of mail to ships (rather than to require someone from the ship to collect) either through official channels or through the owners' agents. The local Representatives of the Ministry are arranging with ships' agents and all interested parties to ensure that at each port, varying according to local conditions, the best applicable and most easily workable system is adopted.

Owners are particularly requested to draw the attention of masters, whenever opportunity occurs, to the necessity of making enquiries as to mail at every port of call. Masters should be reminded, for example, that mail missing on one voyage is often diverted to a port to ensure connexion on a subsequent voyage and therefore may be awaiting them at ports when they do not expect it. While normally mail should be either delivered by, or in the hands of, ships' agents, an enquiry of the Ministry of War Transport Representative or, where none exists, the British Consul or the Shipping Master will always ensure that such mail as may be lying at a port is made available. Masters should be told that if a reasonable period, say one month, elapses and no mail is received, a report should be made to the authorities mentioned above. They in turn will report to the Crew Mail Section of the Ministry and, when mail is available, appropriate action will be taken.

13. (a) **Mail in Hands of Owners' Agents in United Kingdom.** If mail is in the hands of agents in the United Kingdom, they should immediately ask the owners for instructions as to its disposal unless they are certain of the arrival of the ship in the near future at their port.

(b) **Mail Received by Owners' Agents Abroad.** It is possible that at ports abroad owners' agents may receive a certain amount of mail otherwise than through the channels which will be established for the delivery of mail under the control of the Ministry. In addition there will be some mail on hand at the time of the initiation of the new scheme.

Any such mail, unless it can be delivered to the ship at that port within a short time, should be delivered or posted to the Ministry of War Transport Representative at one of the following places, whichever is the

nearest:—Gibraltar, Algiers, Freetown, Capetown, Durban, Cairo, Basra, Bombay, Colombo, Sydney, Wellington, Montreal, New York, Port of Spain (Trinidad), Rio de Janeiro or Buenos Aires.

Owners are requested to instruct their agents accordingly and as to the necessity of avoiding the holding of mail over long periods.

14. **Mail for D.E.M.S. Personnel and Men in Maritime A.A. Regiments.** Mail received by owners for these men serving in merchant ships should be forwarded with ordinary crew mail. In any case of doubt, or when for any reason mail received by an owner for these personnel is undeliverable, it should be sent to:—The Accountant Officer, H.M.S. President III, Dedworth Manor, Windsor, Berks.

15. **Mail for T. 124X Personnel.** Normally owners should not receive any mail for these personnel, but, if they do, each item should be readdressed individually c/o G.P.O., London, E.C. 1, by means of an opaque adhesive label (see paragraphs 5 and 10) obscuring the name and address of the owners, but leaving the name of the ship visible. Care should be taken that the ship's name is prefixed by the initials H.M.S.

16. **Disposal of Mail—Fatal Casualties.** Correspondence for Merchant Navy personnel who have been lost with their ship, or who have otherwise become fatal casualties, should be retained until the customary notification of the casualty has been sent to the next-of-kin, and should then be sent back to the Post Office marked "Return to sender on owners' instructions—unable to deliver." Any such correspondence in the hands of agents should be returned to the owners for disposal. (See paragraph 14 for D.E.M.S. and Maritime A.A. Regiment personnel.)

17. **Instructions to Merchant Navy Personnel and Next-of-Kin.** It is suggested that owners should issue to seafarers and their next-of-kin (e.g. with their allotments) written instructions as to the correct method of addressing crew mail and about mail and telegram facilities. The actual name of the ship and name and address of the owners should be given, and not merely an example as in paragraph 1. Usually the address of the owners for crew mail purposes will be the same as that shown on allotment notes. Copies of the Ministry's Notices Nos. M. 249 and M. 218 could also be widely circulated; these are obtainable from any Mercantile Marine Office or from the Chief Office of the Shipping Federation.

*It is contrary to the interests of the crews themselves* for correspondence originating in the United Kingdom to be addressed direct to agents or other addresses at ports abroad, as delay in delivery is likely to occur owing to changes in ships' movements at short notice. Furthermore, it is against the regulations for correspondence to be addressed by the sender direct to a ship either in the United Kingdom or abroad.

### III. MAIL ORIGINATING OUTSIDE UNITED KINGDOM— METHOD OF ADDRESS.

18. The Ministry propose to arrange that correspondence originating outside the United Kingdom for crews of merchant ships should in future be addressed by the sender to the addressee (stating rank or rating and Discharge

Book number if known) and ship (by name) and posted c/o the Ministry of War Transport Representative in whose area the sender of the letter is, or to some other address agreed locally.

This arrangement will *not* apply to letters addressed from India to Indian seamen. In this case the arrangements laid down in the Shipping Federation circular of 24th November, 1942, addressed to owners of vessels carrying Indian seamen, will remain in force.

#### IV. CREW MAIL SECTION OF MINISTRY OF WAR TRANSPORT.

19. The address of this organization, which has been especially set up in the Marine B Division of the Ministry, is Crew Mail Section, Ministry of War Transport, Mayfair Court, Stratton Street, London, W. 1. This Section is responsible for the general arrangements for the delivery of crew mail and for affording advice and help to owners; it will take all possible steps to improve the mail service. The Section will provide the G.P.O. and the Ministry's Representatives at home and abroad with locations to which mail is to be forwarded and will take action on any complaint or criticism received. Helpful suggestions and requests for assistance will be welcomed. Owners are requested to consult the Section in any case of doubt or difficulty, and to pass on complaints from whatever source received. Owners are also invited to consult the Section or the Shipping Federation on such matters as the issue of general instructions to crews regarding mails.

The Section will endeavour to keep owners informed of various matters which may enable them to answer enquiries from seamen's correspondents and owners will continue to be advised through the Shipping Federation of any extensions or alterations of crew mail arrangements.

For convenience when telephoning the table given in Appendix II will be found useful:

#### V. CANCELLATION OF PREVIOUS CIRCULARS.

20. This circular cancels all previous Shipping Federation general circulars about mails for merchant ships and cognate matters with the exception of the following:—

Gen. 27/42 of 2nd July, 1942 (amended 20.7.43.)	Concession Telegrams to Merchant Ships and "All Well" Telegrams from Masters.
Gen. 42/42 of 29th September, 1942 (amended 19.11.43.)	Free postage for letters from crews of merchant ships.
Circular 4/43 of 22nd January, 1943. Paragraph 2.	Letters from merchant seamen to prisoners of war.
Circular 20/43 of 8th April, 1943 (amended 19.11.43.)	Particulars of airgraph and 6d. air letter services.
Circular 38/43 of 20th August, 1943. Paragraph 1. Paragraph 5.	E.F.M. Telegram Service. Security—Letters from Merchant Seamen.

#### VI. DATE OF OPERATION.

21. The above-mentioned arrangements come into force on 6th December, 1943.

## APPENDIX I.

LIST OF PRINCIPAL MARITIME COUNTRIES TO WHICH CENSOR'S PERMIT  
RESTRICTIONS APPLY.

The Censor's Permit Restrictions apply to the dispatch of printed matter, goods and commodities (including parcels) from Great Britain to *Northern Ireland* or from Great Britain or Northern Ireland to *Eire* or to any of the countries shown below.

Algeria	Greenland	Portuguese India
Azores	Iceland	Portuguese Timor
Balearic Islands	Iran (Persia)	Portuguese West Africa
Belgian Congo	Iraq	Reunion
Cameroons (French Sphere)	Ivory Coast	Rio de Oro
Canary Islands	Liberia	Russia (Union of Soviet Socialist Republics)
Cape Verde Islands	Macao	St. Pierre
Ceuta (Morocco Spanish Zone)	Madagascar	Saudi Arabia
China (unoccupied)	Madeira	Senegal
Dahomey	Mauritania	Spain
Egypt	Melilla	Spanish Guinea
Faroe Islands	Miquelon	Spitzbergen
Fernando Po	Morocco (French Zone)	Sweden
French Equatorial Africa	Morocco (Spanish Zone)	Syria
French Guiana	New Caledonia	Tangier
French Guinea	Niger	Togo (French Sphere)
French India	Persian Gulf Ports (Bahrein, Dubai, Kuwait, Muscat, Sharja)	Tunis
French Settlements of Oceania	Portugal	Turkey
French Somali Coast	Portuguese East Africa	Union of Soviet Socialist Republics
French Sudan		Yemen
French West Indies		

## APPENDIX II.

CREW MAIL SECTION OF MINISTRY OF WAR TRANSPORT.

The following table is designed to assist owners when they are desirous of help or advice on any crew mail subject:—

		Telephone.
IN CHARGE	... MR. J. L. HAYNES-DIXON	ABBey 7711 Ext. 2009 MAYfair 8464 Ext. 42.
ENQUIRIES RELATING TO LOCATIONS OF MAIL	MR. L. M. BOSSET ...	MAYfair 8464. Ext. 40.
PARTICULAR ENQUIRIES AS TO MAIL LOCATIONS FOR—		
(1) Ships on Government non-commercial service	Mr. A. A. Bickerstaffe ...	MAYfair 8464. Ext. 46.
(2) Ships on commercial service (not Tankers)	Mr. T. F. Pegg ...	MAYfair 8464. Ext. 43.
(3) Tankers	... Mr. A. B. Barton ...	MAYfair 8464. Ext. 32.
MAIL FACILITIES	... MR. C. WILSON ...	MAYfair 8464. Ext. 41.
COMPLAINTS OF NON- DELIVERY OR DELAY	Miss I. L. Jones ...	MAYfair 8464. Ext. 44.
DISPATCH OPPOR- TUNITIES AND DIVERSIONS	Mr. L. F. Saw... ..	MAYfair 8464. Ext. 33.