

*Authority for use of postal franking machines*

2. Any authority which the Post Office may grant for the use of a postal franking machine does not extend beyond the use of a particular machine by a particular person and is granted by the issue to such person of a record card on which is stated the name of such person (such person so named being in this Schedule called "the user"), the address at which the machine may be used, the controlling post office, the meter setting post office, the model of machine, the number of the franking die and (if different from that of the die) the number of the machine or meter of such machine.

*Conditions on which authority is granted*

3. Each such authority given allows the use of the machine by the user on and subject to the following conditions:

- (a) Except in so far as the Post Office may otherwise allow, the machine shall not be used to denote any fees other than fees which have been prepaid to the Post Office. Prepayment of fees shall be made in the following manner:
- (i) In the case of any machine the setting of which is not affected by the insertion of a value card, and in the case of any machine whatsoever which has not previously been used by the user under any licence or authority from the Post Office, the user shall pay to the Post Office at the meter setting post office such amount in respect of fees as the user wishes, and shall at the same time present, at the meter setting post office, the machine, or, if the machine has a detachable meter, the meter, for setting by the Post Office so that the machine may be used for denoting payment of fees of sums amounting in the aggregate to the amount so paid. No seals on the machine shall be broken except by, or with the permission (and in the presence) of, an officer of the Post Office duly authorised in that behalf. There shall be no duplicate of any such seal. No register of the machine may in any way be interfered with except by such officer as aforesaid.
- (ii) In the case of any machine the setting of which is effected by the insertion of a value card, then, on the occasions arising after the presentation hereinbefore referred to in this sub-paragraph, the user shall effect prepayment of fees by purchasing value cards from the controlling post office or from such other office as the Post Office may from time to time direct.
- (b) The impression made by the franking die shall denote (except where the Post Office otherwise directs) the amount of fees paid (in such units as the Post Office may approve, together with the words "Postage Paid", the number of the franking die, and such other numbers, words, characters, symbols and marks (if any) as the Post Office may require or permit, the entire impression being of such design and the numbers, words, characters, symbols and marks thereof in such position and of such respective sizes as the Post Office may approve.
- (c) The impression made by the date stamping die shall denote the date referred to in sub-paragraph (f) of this paragraph and shall also denote such place as the Post Office shall direct and the entire impression shall be of such design and the numbers, words, characters, symbols and marks thereof shall be in such position and of such respective sizes as the Post Office may approve.
- (d) Neither the franking die nor the date stamping die shall be capable of stamping an impression of any numbers, words, characters, symbols or marks which have not been approved for the purpose by the Post Office.
- (e) The impressions of the franking die and the date stamping die shall be red in colour and shall be legible and complete, and the whole of such impressions shall be stamped either on the envelope or wrapper of a postal packet or on an address label or address labels (of a type approved by the Post Office) to be affixed to the cover of a postal packet or on a form (as the case may be).
- (f) The date appearing in the impression of the date stamping die shall, if on a postal packet, be the date on which the packet is posted; and shall if on a form, be the date on which the form is handed in at a post office or such other date as the Post Office may direct.
- (g) All postal packets stamped with impressions by the machine shall be sorted and assembled by the user in such manner, and shall be posted at such post offices or at such post boxes, as the Post Office from time to time directs.
- (h) The user or any person acting on his behalf bringing postal packets for posting or forms for handing in at a post office shall, if required by any officer of the Post Office, produce evidence as to his identity.
- (i) The user shall on such days and at such intervals as the Post Office shall from time to time direct, complete, and deliver or send by post, control cards to the controlling post office or to such other office as the Post Office may from time to time direct. Control cards shall at all times remain the property of the Post Office.
- (j) The user shall permit officers of the Post Office to inspect the machine at the premises of the user without notice at all reasonable times during the business hours of the user, and, whenever the Post Office so requests, the user shall bring the machine, for inspection by officers of the Post Office, to the meter setting post office or to such other office as the Post Office may from time to time direct.
- (k) The user shall keep the machine in good working order, and shall, not less than twice in every period of six months, or otherwise as the Post Office may, from time to time direct, have the machine inspected and maintained by the supplier (or by an agent appointed for that purpose by the supplier) so that such repairs as may be necessary may be effected, and so that the supplier (or such agent as aforesaid) may furnish to the Post Office such certificate of the good working order of the machine as may be required by the Post Office. The user shall not at any time have the machine repaired or altered by anyone other than the supplier or such agent as aforesaid.
- (l) In the case of a machine the setting of which is effected by the insertion of a value card:
- (i) no value card other than one purchased in accordance with sub-paragraph (a)(ii) of this paragraph shall be used in conjunction with the machine;
- (ii) value cards shall at all times remain the property of the Post Office and shall, after use and not later than the time of purchase of new value cards, be surrendered to the post office from which they were obtained or to such other office as the Post Office may direct;
- (iii) no value card shall be used more than once;
- (iv) all impressions stamped on the reverse of the value card by the machine shall be legible and complete.
- (m) The machine shall not be used in such manner nor shall there be stamped by means of the machine any impression of such nature as to cause embarrassment or inconvenience to the Post Office or any officer of the Post Office.
- (n) Without prejudice to the provisions of paragraph 2 of this Schedule, and except in so far as the Post Office may otherwise in writing