

NATIONAL PHILATELIC SOCIETY CIRCULATING PACKET RULES – STAMPS

N.B. Members must telephone ahead before passing packets (see Rule G1). All correspondence, remittance advice forms and payments, including first time requests* to sell through the packet must be addressed to NPS Unit CP, c/o 3 Dudley Road, Walton-on-Thames, Surrey KT12 2JT. Tel: 01932 229316.

** Sellers will be directed as to whom they should send their books for circulation*

The words “Packet Secretary”, “Circulating Packet” or “Philatelic” must NOT appear on the outside of any letter or parcel (see Rule J1).

A: MEMBERSHIP.

1: The Circulating Packet is available at the sole discretion of the Packet Secretary to a member of the National Philatelic Society (NPS), resident in the U.K., who is:

- a) 18 years of age or over, on giving two satisfactory references.
- b) Under 18 but 16 or over, on giving two satisfactory references together with a written undertaking by a parent or guardian to be responsible for complying with these rules, including paying for purchases.

2: It is regretted that

a) The NPS cannot accept material for sale in the Packet from members resident outside the United Kingdom or from members resident in the Channel Islands or Isle of Man, since the Society cannot accept liability for V.A.T. charged on entry into the U.K.

b) Under the Members' Compensation Scheme, the Circulating Packet cannot be sent to members resident outside the U.K.

3: A member of the National Philatelic Society wishing to receive the Circulating Packet shall complete an application form and submit it to the Packet Secretary.

4: In accordance with data protection principles, information received in connection with the Packet will not be used for any other purposes.

5: The Packet Secretary may, at his/her sole discretion and without giving any reason, terminate any member's involvement with the packet.

B: CONTENTS OF A PACKET.

1: Each packet will contain:-

- a) Booklets, numbered consecutively in either the top right or the top left corner.
- b) A circulation list, showing the total number and value of booklets included and the names and telephone numbers of members to whom the packet is to be circulated.
- c) Remittance advice slips for use in notifying the Packet Secretary of the receipt and dispatch of the packet and the amount of purchases made.
- d) Gummed and addressed labels for use when dispatching the packet by post
- e) A copy of these rules.

C: PROCEDURE ON RECEIPT OF A PACKET.

1. Having been advised by telephone that a packet is on its way to you (Rule G1), advise the Packet Secretary, if it does not arrive within one week.

2: On receipt of a packet a member MUST:-

a) Check the contents of the packet and at once report to the Packet Secretary and the member from whom the packet has been received, if any item listed in Rule B1 is missing.

b) Check that the number of booklets agrees with that shown on the circulation list, that all the pages in each booklet are present and that all spaces from which stamps have been removed have been signed, and at once report to the Packet Secretary and the member from whom the packet has been received if any booklet or page is missing or any space is unsigned. Any unsigned space noticed should be marked “UNSIGNED WHEN SEEN BY (member's name) (date)”.

c) Report to the Packet Secretary any mis-description or other irregularity which comes to your notice.

D: PROCEDURE FOR DEALING WITH A PACKET.

1) On purchasing a stamp, a member MUST-

- a) Sign his/her name or use a rubber stamp in the space from which the stamp has been taken.
- b) Fill in the numbers and values of the items purchased on:
 - i) The front cover of the booklet.
 - ii) The remittance advice slip.
 - iii) The total value of purchases on the circulation list.

If no stamps are purchased, a member MUST fill in the necessary particulars on the remittance advice slip and the circulation list.

E: SAFEGUARDING OF A PACKET.

1) a) A member is responsible for the safety of the packet from the time it is delivered to his/her address to the time he/she obtains either a valid certificate of posting or the signature of the next member on the remittance advice slip. If a packet is lost or stamps are lost or damaged while a packet is in a member's care, that member will be required to make good the total value of such loss or damage.

b) If a member forwards a packet by post without obtaining a certificate of posting and the packet is lost, that member will be liable for the full value of the packet.

F: RETENTION OF A PACKET.

A member retaining a packet for more than three working days (i.e. not including Sundays and Bank Holidays) shall pay a fine of 5p per day for every day in excess.

G: PROCEDURE ON DISPATCHING A PACKET.

1) If there are unsigned spaces on the circulation list indicating that previous members have not received the packet, contact these members before proceeding to the next member. Prior to dispatching a packet, a member MUST telephone the NEXT member on the list to confirm that they are available to receive the packet. Allow time to contact members – at least one daytime and one evening call should be made before moving to the next member. Only if previous members and the next member are not available should a member further down the list be contacted, and the circumstances occasioning this should be reported on the remittance advice slip.

N.B. IN NO CIRCUMSTANCES SHOULD A PACKET BE FORWARDED UNTIL ANOTHER MEMBER HAS SIGNIFIED THAT HE/SHE IS ABLE AND WILLING TO RECEIVE IT.

2) The remittance advice slip must be completed in FULL.

3) A packet may be passed by hand or by post. On passing a packet by hand ensure that all booklets are present and in numerical order and that all other contents are present. On passing a packet by post, ensure in addition that the packet is securely wrapped and sealed, that the address label is firmly affixed on the front and the return address (NPS Unit CP, c/o 3 Dudley Road, Walton-on-Thames, Surrey KT12 2JT.) is either written on the back or on a label securely affixed to the back, and, if you have not already affixed postage stamps to the packet, ensure that the counter clerk affixes the postage label to the same side of the packet as the address label.

4) a) If the packet is passed by hand, the signature of the recipient must be obtained on the remittance advice slip.

b) If the packet is dispatched by post, a certificate of posting must be obtained from the counter clerk.

5) Within 24 hours of passing on the packet, post to the Packet Secretary the completed remittance advice form, the certificate of posting if the packet has been dispatched by post, and a remittance (cheque or mint gummed UK stamps) to cover the purchases made and any fine payable.

N.B. IN NO CIRCUMSTANCES MAY TWO OR MORE PACKETS BE MADE UP INTO ONE PARCEL FOR POSTING.

A separate certificate of posting should be obtained from the counter clerk for each packet posted. If two or more packets are sent in the same parcel and a loss occurs, the conditions of the Members' Compensation Scheme will have been breached and the forwarding member will be held responsible for the full value of the loss.

H) RESIGNATION, CHANGE OF ADDRESS OR ABSENCE FROM HOME.

1: A member wishing to discontinue receiving packets, whether temporarily or permanently should inform the Packet Secretary. Every effort will be made to inform a member higher on the circulation list, so that the list may be amended. If, despite this, a member wishing to discontinue receiving packets should receive a telephone call asking if he/she can accept a packet (Rule G1), he/she is responsible for informing the member who has telephoned that he/she no longer wishes to receive packets.

2: A member changing address should notify the Packet Secretary of their new address and telephone number as soon as possible. If a packet is already in circulation containing the old address and telephone number, every effort will be made to inform a member higher on the circulation list so that the list and address label may be amended, and the co-operation of all members is solicited to ensure the smooth circulation of the packet.

I) PREPARATION OF BOOKLETS.

a) Stamps shall be mounted *either* in the correct size booklets, *or* on sheets stapled within similar booklets. The size of booklets must not exceed 8" x 5" and the number of pages in a booklet must not exceed 10.

b) Stamps must be mounted on the RIGHT HAND PAGE ONLY.

c) Used stamps and mounted minted stamps must be securely affixed by means of a NEW hinge.

d) Unmounted mint stamps may be affixed in clear packets secured by clear adhesive tape, or in double welded clasp mounting strips.

- e) Covers may be included if they are contained in clear packets securely affixed to the page by clear adhesive tape.
- f) Net selling prices must be clearly marked in ink ABOVE the stamp. If a catalogue price is shown it must be distinct from the selling price.
- g) The full name of the owner must be filled in, on the front of the booklet.
- h) The Packet Secretary has the right to refuse to circulate any booklet which is untidy or contains badly mounted stamps or is otherwise unsuitable for circulation.
- i) The stamps in any booklet shall consist of ONLY Great Britain or Commonwealth or Foreign, so that the booklet may be included in the appropriate packet.

J: SUBMISSION OF BOOKLETS TO THE PACKET.

- 1) Booklets for circulation must be submitted as directed by the Packet Secretary. The words 'Packet Secretary', 'Circulating Packet' or 'Philatelic' should not appear in the address.
- 2) When sending booklets by post to the Society, a member wishing for acknowledgement of receipt must enclose a separate stamped self-addressed envelope or postcard or e-mail address for that purpose. If the member concerned changes address or if the booklets are to be returned to an address other than that in the Society's records, the Packet Secretary must be notified in writing.
- 3) a) Subject to Rule J2, booklets will be returned by the Packet Secretary to the address of the member contained in the Society's records at the time of disbursement. The Society will use its best endeavours to return all booklets to members. However, if a member, or a deceased member's heir, cannot be traced, the Society may dispose of his/her booklets for the best price reasonably obtainable and hold the proceeds to the account of the member or his/her heir for one year, after which date the proceeds will accrue to the Society.

K: MEMBERS' COMPENSATION SCHEME.

- 1) a) The Packet Secretary shall provide facilities for every member to access the Members' Compensation Scheme for the contents of members' booklets to the limit of £100 per booklet. The Compensation Scheme covers loss by theft, burglary, fire or water damage from the time of receipt by an officer of the Society up to and during transit from the Society to the vendor, including during circulation to members and includes loss in the postal system during this period. The Scheme does not cover loss before receipt by the Society.
- b) A member wishing to access the Compensation Scheme shall indicate clearly on the front of each booklet whether or not compensation is required. This may be to the full value of the booklet, subject to a limit of £100, or to any lesser amount or any fraction of the value. If no indication is given, it will be assumed that compensation **IS** required.
- c) The charge for the Members' Compensation Scheme is 3% of the value of the compensation required. The percentage rate charged may change, but such change will be notified to all members before it is implemented.

L) COMMISSION.

- 1) a) A charge of 10% is made on all sales, with a minimum charge of 50p per booklet. The percentage rate charged may change, but such change will be notified to all members before it is implemented.
- b) In addition to the commission and Compensation Scheme charges, postage will be charged at cost to cover 2nd class postage. Where appropriate, booklets will be returned by Signed For or Special Delivery post and the corresponding fee charged.
- c) Any sums owing to the Society in respect of a member's involvement in the Circulating Packet may also, at the Packet Secretary's discretion, be deducted from any remittance due to that member.

M) OTHER MATTERS.

- 1) A member shall not allow any other person to have access to the packet except in his/her presence.
- 2) No member shall indicate by any mark that any stamp is a forgery or wrongly described unless he/she also signs his/her name, thereby undertaking to purchase it at the marked price if his/her opinion is not upheld by an expert. No member shall make any other mark upon a booklet except in accordance with Rules C2b and D1a.
- 3) A member shall settle any account rendered by the Packet Secretary at the earliest possible date after receipt and if such account is not paid within 14 days after receipt, the Packet Secretary shall have the power at his/her sole discretion to prevent the member receiving further packets until settlement has been made.
- 4) Neither the National Philatelic Society nor the Packet Secretary shall be responsible for any member's debts, or for stamps lost or damaged in transit except as under Rule K1a.
- 5) In these Rules, the term 'member' shall be deemed to include 'life member' unless the context precludes such interpretation.