



How to File and Return Mail

When dealing with suspicious, fraudulent or unwanted mail, you may wish to simply return it unopened. Before returning any mail it would be prudent to first document the correspondence and file this with your records.

Envelopes:

Before we move on to the contents of the mail we should consider what type of envelope is being used: Windowed or Un-windowed Envelope?

Window envelopes are used for speed, so automation can quickly send out corporate mail by displaying your details, printed on the document inside, through a transparent film, or window.

Although often not even considered by most, this is actually breach of your privacy. The window is giving access to the content of the mail to anyone who handles the envelope. The sender of this mail is now liable for breach of your privacy, and possible breach of contract.

All mail should be sent using a completely sealed envelope, without a window. This is to ensure your privacy and for anyone to breach it they would have to open your mail, which would be a crime.

Return Address:

A return address should be present on the rear of the envelope and should **not** be a P/O address.

Lawful Post:

In many countries the mailing service is part of the legal system; in the UK the postal service is called Royal Mail.

This is to signify that the mail is protected by the monarchy under Crown Law; any tampering of mail sent through Royal Mail is an offence under Crown Law, punishable with up to 6 months imprisonment and/or an unlimited fine.

Note: It should be noted that Royal Mail Group plc was originally established in 1516 as a department of the English government. Plc means public limited company.

Stamps:

The definition of a stamp is an impression made by public authority, in pursuance of law, upon paper or parchment, upon which certain legal proceedings, conveyances, or contracts are required to be written. Although stamps are not legal tender, within the legal system, they are still considered part of the legal process and should be a part of any mail.

Lawful post must have a cancelled stamp.



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How to return unopened mail NOT addressed to you:

ANR Sticker or Stamp:

One of the easiest ways to return unopened mail that is **NOT** addressed to you is to apply a stamp or affix an ANR sticker.

ANR stands for *Addressee Not Recognised*. This stamp should be accompanied with the instruction of *Return to Sender*.

Note: If you suspect mail is **NOT** addressed to you and therefore belongs to someone else, then you could be committing an offence by opening it. This would be your reasoning why you wish to return it unopened.

Returned with Cause:

Write on the envelope “Returned with cause without dishonour and no recourse without prejudice”

Photocopy or scan any incoming mail before returning. Make a visual record via a photograph of the front and back of the envelope before you return it.

This should also be done if you choose to open the envelope.

Note: Mail not addressed to you by name has no lawful or legal standing with you.

You have the right to open any mail sent to your home or business address regardless of the name displayed on the front, as you may suspect fraud.

How to return unopened mail that IS addressed to you:

On receiving mail, it can be returned within 72 hours. Make a note of the date of delivery.

Draw two lines across the front of the envelope, at 45 degree angle, from bottom left to top right, and within the lines write the following:

Returned for cause without dishonour in commerce

No Lawful Consent

No Legal Contract

Offer to Contract Declined

This is usually done using blue ink, however Red and Purple can also be used, but signify different meanings.

Scan the envelope, both sides, as evidence, and even have a witness present when posting it back.

You should now have a visual record of before and after you marked the envelope.



Cause:

Legal Definition of **cause**: Something that brings about an effect, or results in after a negligent act, which was the **cause** of the plaintiff's injury.

This refers to your statement that if you were to accept the offer, then a **cause** of injury would be in effect.

Note: The cause of an injury must be proven in both tort and criminal cases.

Without Dishonour:

The offer has been declined, and therefore returned without dishonour to the sender.

No Recourse:

The phrase means that one party has no legal claim against another party. In other words, the sender has no legal claim against you.

Without Prejudice:

Sometimes just initialled as WP, **Without Prejudice** means that statements which are made in a genuine attempt to settle a dispute cannot be used in court as evidence of admissions against the party that made them.

Meaning that just returning the mail cannot be used as evidence that you are in violation of any contract.

Refusal for Cause:

Refusal for Cause can be issued once notification of objection to them has already been given or is given within a reasonable time after notice of them is received.

It is always honourable to **decline** a first offer, but when the offer is repeated, it now becomes trespass against you, meaning you can now **Refuse with Cause** or **Refuse for Cause**.