

# COMMUNICATION WITH PRISONERS OF WAR AND CIVILIANS IN JAPAN AND JAPANESE OCCUPIED TERRITORIES. (Post Office Leaflet P2327B)

1. The arrangements described in this leaflet apply to communication with :—

(i) British (including Dominion, Indian and Colonial) and Allied Service Personnel whose names have appeared in official lists as prisoners of war in Japanese hands.

(ii) British (including Dominion, Indian and Colonial) and Allied Service Personnel whose names have not yet appeared in official lists as prisoners of war, but who have been posted as missing from the Far East theatres of war.

(iii) British (including Dominion, Indian and Colonial) civilians already notified as interned in Japan or any Japanese-occupied territory. (As a special arrangement letters and postcards for British (including Dominion, Indian and Colonial) civilians who have not yet been notified as being interned will also be accepted, provided they are addressed in the form indicated in Section 4. This concession may, however, have to be reconsidered if and when complete lists of internees are received from the Japanese authorities.)

(iv) Interned civilians of other than British nationality provided that a definite internment camp address is known. (Correspondence cannot be accepted for uninterned civilians.)

## WHAT CAN BE SENT, CONDITIONS, ETC.

2. (i) Only letters and postcards addressed as shown in Sections 3 and 4 may be sent. They should be posted in the ordinary way and should not be sent to the British Red Cross Society to be forwarded. No postage is required.

Parcels and other packets and money orders cannot be forwarded.

In order to avoid delay in Japanese censorship, letters should be brief (i.e., not exceeding two sides of an ordinary sheet of notepaper). They should preferably be in English, French or German, but where both the writer and the addressee understand Japanese the letters may be written in Japanese.

Letters should preferably be typewritten, but if typewriting is not possible it is recommended that they should be written in block-lettering; if ordinary handwriting is used it must be very clear.

Only relatives and close friends should write, and in present circumstances no object will be served by any one family writing more than once a fortnight.

**No enclosures whatever are allowed.**

The use of home-made envelopes, economy labels or adhesive paper is not allowed.

There is no air mail service and letters cannot be registered or insured.

Letters of enquiry addressed to the Japanese Red Cross cannot be forwarded.

(ii) Letters and postcards must deal only with purely personal matters, and care must be taken that no information of any kind which might be of use to the enemy is given.

No references to naval, military, aerial, economic or political matters are allowed.

(iii) The name and address of the sender should be shown on the back of the envelope: members of H.M. Forces should, however, give the civilian address of a relative or friend who would be willing to forward replies. Members of Allied Forces who are in doubt about the address they may use should apply to their own headquarters for guidance.

(iv) Telegrams cannot be accepted.

## METHOD OF ADDRESS

It is important that the instructions given below should be strictly adhered to. A diagram of an addressed envelope is shown on page 4.

3. IF THE INTERNMENT CAMP ADDRESS IS KNOWN, ADDRESS YOUR LETTER THIS WAY :—

(i) Write in the top left-hand corner—  
“Prisoner of War Post.  
Service des prisonniers de guerre.”

(ii) Write personal particulars (see below).

(iii) Write “British Prisoner of War” (or “British Civilian Internee”) and the camp address.

The personal particulars to be furnished under (ii) are—

### NAVY

Officers. Rank, Initials, Name (in block letters).

Ratings. Rating, Initials, Name (in block letters),  
Official No.

**ARMY.**

Officers. Rank, Initials, Name (in block letters).  
 Other Ranks. Army No., Rank, Initials, Name (in block letters).

**AIR FORCE**

Officers. Rank, Initials, Name (in block letters).  
 Airmen. Personal No., Rank, Initials, Name (in block letters).

**LOCAL DEFENCE FORCES**

Initials and Name (in block letters).  
 Name of Unit.

**MERCHANT NAVY**

Initials and Name (in block letters), Rank.

**CIVILIAN INTERNEES**

Initials and Name (in block letters).

**Specimen addresses :—**

The details underlined are examples only: care should be taken to ensure that the appropriate details relating to the addressee are included. (See illustration on page 4).

**(FOR SERVICE PERSONNEL)**

12345 Private T. ATKINS,  
British Prisoner of War,  
Barracks 3,  
Shanghai War Prisoners' Camp,  
Japanese Field Post Office No. 106,  
Shanghai,  
China.

**(FOR CIVILIANS)**

Mr. A. GREEN,  
British Civilian Internee,  
Stanley Camp,  
Hong Kong.

**4. IF THE INTERNMENT CAMP ADDRESS IS NOT KNOWN, ADDRESS YOUR LETTER THIS WAY :—**

(i) Write in the top left-hand corner :—

“Prisoner of War Post.

Service des prisonniers de guerre.”

(ii) Write personal particulars (see below. The details underlined in the specimen addresses are examples only; care should be taken to ensure that the appropriate details relating to the addressee are included).

(iii) Write “British Prisoner of War” (or “British Civilian”),

c/o Japanese Red Cross,  
 Tokyo,  
 Japan.

The personal particulars to be furnished under (ii) are—

**NAVY**

(a) For personnel captured in operations up to the end of July, 1942.

Officers. Rank, Initials, Name (in block letters), R.N. (or R.N.R. or R.N.V.R.).  
 Name of Ship or Shore establishment.

Ratings. Rating, Initials, Name (in block letters), Official No.  
 Name of Ship or Shore establishment.

**Specimen addresses :—**

Cmdr. K. JONES, R.N.,  
H.M.S. (name of ship), or (Kowloon Dockyard,  
Hong Kong),  
British Prisoner of War,  
c/o Japanese Red Cross,  
Tokyo,  
Japan.

Stoker J. SMITH, 123456,  
H.M.S. (name of ship),  
British Prisoner of War,  
c/o Japanese Red Cross,  
Tokyo,  
Japan.

(b) For personnel captured in operations after the end of July, 1942.

The name of the ship on which the prisoner was formerly serving must not be mentioned, and the following personal particulars only must be given :—

Officers. Rank, Initials, Name (in block letters), R.N. (or R.N.R. or R.N.V.R.).

Ratings. Rating, Initials, Name (in block letters), Official No.

**Specimen addresses :—**

Cmdr. R. WHITE, R.N.R.,  
British Prisoner of War,  
c/o Japanese Red Cross,  
Tokyo,  
Japan.

Stoker T. JOHNSON, 135791,

British Prisoner of War,  
c/o Japanese Red Cross,  
Tokyo,  
Japan.

### ARMY

#### (a) For personnel captured in operations up to the end of July, 1942.

Officers. Rank, Initials, Name (in block letters).

No. of Unit and particulars of Regiment or Corps.

Locality where last serving or last heard of.

Other Ranks. Army No., Rank, Initials, Name (in block letters).

No. of Unit and particulars of Regiment or Corps.

Locality where last serving or last heard of.

#### Specimen addresses :—

Captain J. SMITH,  
6th Bn. Warwickshire Regt.,  
Malaya,  
British Prisoner of War,  
c/o Japanese Red Cross,  
Tokyo,  
Japan.

123456 Corporal T. ATKINS,  
100th A.A. Battery, R.A.,  
A.P.O. No. . . . .  
British Prisoner of War,  
c/o Japanese Red Cross,  
Tokyo,  
Japan.

#### (b) For personnel captured in operations after the end of July, 1942.

The name of the unit, regiment or corps in which the prisoner was formerly serving must not be mentioned, and the following personal particulars only must be given :—

Officers. Rank, Initials, Name (in block letters).

Locality where last serving or last heard of.

Other Ranks. Army No., Rank, Initials, Name (in block letters).

Locality where last serving or last heard of.

#### Specimen addresses :—

Major G. BROWN,  
Burma,  
British Prisoner of War,  
c/o Japanese Red Cross,  
Tokyo,  
Japan.

135791 Private T. GREEN,  
A.P.O. No. . . . .  
British Prisoner of War,  
c/o Japanese Red Cross,  
Tokyo,  
Japan.

### AIR FORCE

Letters for Air Force personnel must not in any case show particulars of the unit, squadron or wing in which the prisoner was formerly serving, and the following personal particulars only must be given :—

Officers. Rank, Initials, Name (in block letters).

R.A.F.

Locality where last serving or last heard of.

Airmen. Personal No., Rank, Initials, Name (in block letters).

R.A.F.,

Locality where last serving or last heard of.

#### Specimen addresses :—

Squadron Leader J. EVANS,  
R.A.F.,  
Malaya,  
British Prisoner of War,  
c/o Japanese Red Cross,  
Tokyo,  
Japan.

123456 Leading Aircraftman C. TAYLOR,  
R.A.F.,  
A.P.O. No. . . . .  
British Prisoner of War,  
c/o Japanese Red Cross,  
Tokyo,  
Japan.

### LOCAL DEFENCE FORCES

Initials and Name (in block letters).

Name of Unit.

Hong Kong (or Malaya) as the case may be.

#### Specimen address :—

J. BROWN,  
Hong Kong Volunteer Defence Force,  
Hong Kong,  
British Prisoner of War,  
c/o Japanese Red Cross,  
Tokyo,  
Japan.

**MERCHANT NAVY**

Initials and Name (in block letters).  
Rank.  
Name of Ship.

**Specimen address :—**

Mr. J. SMITH,  
Second Officer,  
S.S. (name of ship),  
British Prisoner of War,  
c/o Japanese Red Cross,  
Tokyo,  
Japan.

**CIVILIANS**

Letters and postcards should bear the words :—

“Prisoner of War Post,  
Service des prisonniers de guerre,”

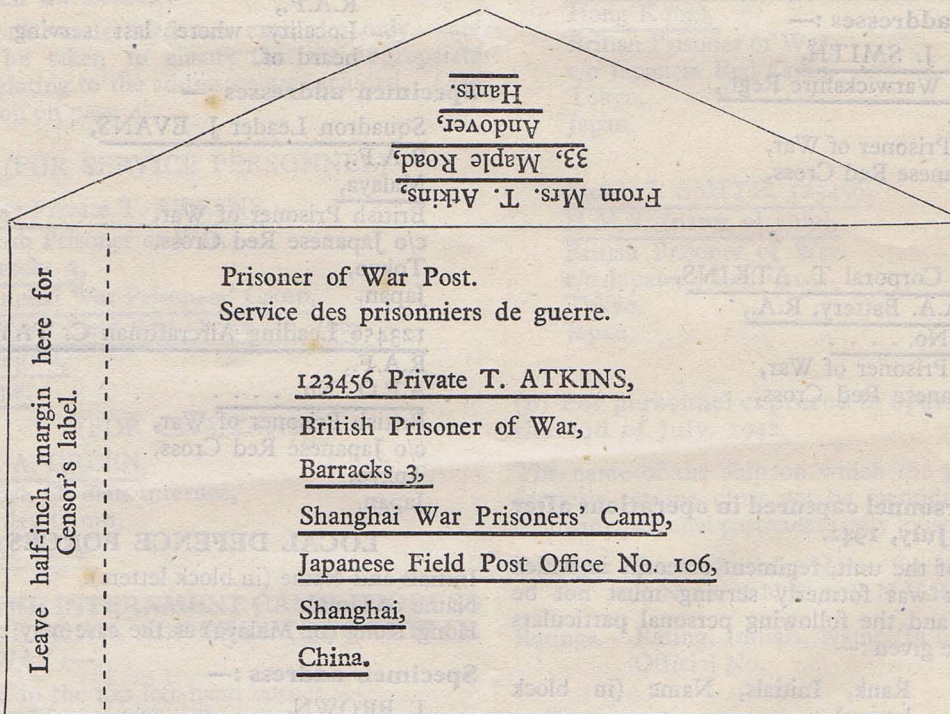
as in the case of letters for Prisoners of War.

The address should be in the following form :—

Initials and Name (in block letters).  
Followed by the last known address.  
Malaya (or Burma, Hong Kong, China, Java,  
Philippines, Siam, etc.), followed by British Civilian  
(see Section 1 (iii) and (iv)).  
c/o Japanese Red Cross,  
Tokyo,  
Japan.

**Specimen address :—**

Mr. H. WOOD,  
Bank Buildings,  
Shanghai,  
British Civilian,  
c/o Japanese Red Cross,  
Tokyo,  
Japan.

**SPECIMEN ADDRESSED ENVELOPE.**

(The details underlined in this diagram are examples only: be careful to insert the appropriate personal particulars and address of the prisoner or internee to whom you are writing, according to the instructions given in Sections 3 and 4. Write your own name and address on the back of the envelope.)

General Post Office,  
July, 1943.

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