

NEW ZEALAND POST AND TELEGRAPH DEPARTMENT.

RULES AND REGULATIONS

FOR THE

GUIDANCE OF OFFICERS

(GENERAL AND POSTAL).

These Rules and Regulations are printed correct to the end of AUGUST, 1922. As amendments appear in the Official Circular Extracts they are to be transferred to this book at once, and, if necessary, are to be indexed.

In correspondence which relates to a Rule or Regulation the number of the same is to be given.

Every Officer must have free access to the office standard copy of each book of Rules and Regulations, and sign a certificate in accordance with Rule No. 2. No Officer committing a breach of any Rule or Regulation will be excused on the plea of ignorance.

For every copy issued of this book a receipt is to be taken and filed by the local Chief Officer.



WELLINGTON.

BY AUTHORITY: W. A. G. SKINNER, GOVERNMENT PRINTER.

1922.

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Rules & Regulations (1922) - Part 12

Rules 579 to 665

Incorporating Sub-sections

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April 2020 v1

INSURANCE OF LETTERS.

The general regulations governing the transmission of insured letters to be found in the Guide must be read with these:—

579. (a.) At offices to which such labels are supplied, a red "Insured" label must be affixed to the front of the cover. A space

must be left between the label and the postage-stamps, and the label must not be folded over the edge of the cover. If the Postmaster is not supplied with these labels, or if there is no room for a label on the front of the cover, the entry on the cover relating to insurance must be boldly underlined in blue pencil.

(b.) The usual receipt given for registered letters, with written thereon the words "Insured for ——— pounds," must be made out and handed to the sender. The number of pounds must be expressed in words, and not in numerals. The registration receipt number must be placed on the insured letter and the letter marked with blue pencil in the same manner as a registered article.

(c.) The amount for which a letter is insured must be shown on the letter and on the receipt in gold francs at the side of or below the amount of the insured value in English currency. This does not apply, however, to insured letters addressed to the United Kingdom.

580. During transmission from office to office, insured letters should be treated like registered letters; but the letter "I," in addition to the registration number, must be written against the entries on the letter-bills or registered-letter lists.

581. The number of insured letters posted at all offices should be carefully recorded, and Chief Postmasters should see that the total number is shown on Annual Return 2.

OUTWARD MAILS TO THE UNITED KINGDOM.

582. (a.) On reaching the office of exchange the insured letters must be carefully examined to see that the regulations have been complied with, especially those as to enclosing and sealing and the proper entry of the insured value on the cover. All irregularities in these respects must be reported against the offices of posting on form P.O. 52.

(b.) If an insured letter is not sealed with wax, or is sealed in such a way that it can be opened without either breaking the seals or tearing or making a hole in the cover, it must be officially sealed with wax, the initials of the sealing officer being added. Any letter which is not enclosed in a strong envelope must be sent to the Dead Letter Office.

(c.) If the office of exchange receives a letter which is insured for a sum exceeding the maximum limit allowed by the regulations, the entries of the insured value must be struck through with ink or blue pencil, and the authorized maximum substituted.

(d.) Letters addressed to initials, or directed in pencil, or clearly containing any of the articles which are specially prohibited from transmission in insured letters, should be sent to the Dead Letter Office.

583. Each insured letter must be weighed, and the *exact* weight in grammes must be entered in the left-hand upper corner of the cover.

584. A red label with the words "Insured—Valeur déclarée" must be affixed to each insured letter before it is despatched. If this has not been done at the office of posting, the omission must be supplied at the office of exchange. The label must not be folded over the edge of a letter; and a space must be left between it and the postage-stamps.

585. At the office of exchange all insured letters ready for despatch must be entered on the special insured letter-bill. Each column is to be carefully filled up with the exception of columns 7 and 8, which are to be left blank. The insured letter-bill is to be prepared in triplicate with carbon paper; the top copy is to be forwarded with the letters, the second copy is to be sent to the Secretary (Postal Division), and the bottom copy is to be retained at the office of despatch. The routes by which insured letters may be forwarded are shown in column 5 of the Foreign-letter Table of the Guide. Insured letters for the United Kingdom and for those countries to which they are despatched via the United Kingdom are to be forwarded by the San Francisco and Vancouver routes.

586. The following notes should be made in column 9 of the bill:—

Opposite the entry of letters,—

Accompanied by advice of delivery	A. R.
Redirected	Réexp.
Undeliverable	Rebut.

Unpaid redirected letters are to be impressed with the "T" stamp.

587. (a.) When a mail is being made up, the despatching officer must tie up all the insured letters, with the bill on which they are entered, into a bundle. The bundle must then be wrapped in stout brown paper, and tied securely with string. The ends of the string where they are tied must then be fastened with wax and sealed with the official seal; a similar seal must be placed on each fold of the brown paper, so as to make it impossible to open the bundle without breaking a seal. The bundle must then be superscribed "Valeurs Déclarées." The bundle of insured letters must be tied

up with the bundle of registered letters, and placed in the registered-letter bag, if one is used. If not, the attached bundles must be placed in the middle of the mail.

(b.) All insured letters for the United Kingdom or for passage through the United Kingdom must be placed in the mail for London only.

588. The number of the bundles of insured letters sent in a mail must be entered on the front of the letter-bill, Mail No. 31 or Mail No. 33, and at the foot of the registered-letter list. If no insured letters are sent in a mail which might contain such letters, the word "Nothing" must be entered before the words "Packets with value declared."

589. If the officer who makes up the bundle of insured letters does not also despatch the registered articles, he should obtain on the office copy of the insured-letter bill the initials of the officer despatching the registered articles, on handing over to him the bundle of insured letters for despatch.

INWARD MAILS FROM THE UNITED KINGDOM.

590. (a.) The entry on the front of the letter-bill will show whether any insured letters are included in a mail received from the United Kingdom. If a bundle of insured letters is received, it must be carefully examined to see that the formalities prescribed in the previous Rules 587 and 588 have been complied with. If the bundle is insecurely packed, the fact must be reported by verification-note.

(b.) The insured letters should then be checked one by one against the entries on the special bill. Errors should be corrected and reported in the same way as errors respecting registered articles. Discrepancies in the weight of an insured letter should be noted on the special bill, but not on the cover of the letter.

(c.) If an insured letter is missing or shows signs of having been tampered with, the wrapper, string, and seals of the bundle in which it was received, together with the string and seals of the bag in which the bundle was enclosed, must be submitted to the Secretary with a full report, together with a verification-note in duplicate.

(d.) A damaged insured letter must be made secure before it is forwarded, but the original packing and sealing should be interfered with as little as possible. The repacking officer must write his initials on the cover. The weight of the letter should be ascertained and recorded before and after repacking.

(e.) Should it be found that a letter has been insured for a greater sum than the real value of the contents, a full report should be furnished to the Secretary.

591. If a missent insured letter has to be returned to the United Kingdom, the sum entered in respect of it (if any) in the proper column of the special bill enclosed in the mail with which it was received must be cancelled, and no entry in respect of it must be made in any case in columns 7 and 8 of the special bill of the mail with which it is sent back. In column 9 of the letter-bill must be written the word "Missent."

592. When insured letters received from other countries are sent from place to place in the Dominion they must be treated precisely like ordinary registered letters, with the addition that the letter "I" should be shown against the entries on the letter-bills or registered-letter lists.

593. All the insured-letter bills despatched to New Zealand, together with any verification-note relating thereto, are to be forwarded to the Secretary as soon as possible.

PARCEL-POST.

GENERAL AND INLAND.

The general regulations governing the transmission of parcels will be found in the Guide.

594. (a.) Except in the case of firms posting an average of twenty or more parcels daily, the sender is to fill in form P.P. 16 in every case, and to present one with each parcel. A numbered label is to be attached to the address side of the parcel, and the duplicate label is to be affixed to form P.P. 16 in the space provided. The form should then be date-stamped and initialled, and the counterfoil, with the relative label number entered thereon, detached and handed back to the sender. The numbered label, if it does not bear the name of the office of posting in print, is to be carefully marked with the name before it is affixed to the parcel, the office stamp, with the date-type removed, being used for the purpose. If the date-type cannot be removed, the name may be written in. Any failure to mark the name or to mark it clearly will be seriously noticed.

All parcel-post labels are printed in series of 1 to 1,000. All permanent offices are to be supplied with full series or any number of series, as their requirements demand. Non-permanent and railway offices are to be supplied with any portion of a series as required

by them. Firms posting more than 1,000 parcels annually may be supplied with parcel-post labels on the authority of Chief Postmasters, without reference to the Secretary.

(b.) Any firm posting an average of twenty or more parcels daily may be supplied with lists (P.P. 12, "Lists of Parcels posted") in lieu of form P.P. 16, if the firm so desires. The lists are to be prepared in duplicate and presented with the parcels. The entries are to be checked with the parcels, a tick being placed against each entry. The lists are then to be signed and date-stamped, one copy to be handed back to the sender and the other copy retained and filed for reference. It is not necessary to supply labels in duplicate to any firm using the lists, as the sender will enter the number of each parcel in the fifth column; and the space provided is insufficient to admit of duplicate labels being gummed in the column. P.P. 12 lists may also be used for parcels addressed to places beyond the Dominion.

(c.) When accepting several parcels from one sender, especially when list P.P. 12 is used, counter officers are to take care that parcels for which a receipt is given are actually received.

595. (a.) The forms P.P. 16 and lists P.P. 12 are to be filed at the office of posting and carefully preserved for reference, each day's forms or lists being tied up separately. The forms and lists are to be retained for a period of one year and then destroyed.

(b.) When a form P.P. 16 or list P.P. 12, after being filed, is removed from the bundle and is temporarily attached to an inquiry paper, a slip must be inserted in lieu thereof showing the particulars of the form or list and the number of the file to which it is attached.

596. (a.) When a parcel is presented the address on the card should be compared with that on the parcel to see that one is identical with the other. Any discrepancy should be challenged, and the sender requested to make the necessary amendments. Under no circumstances should such amendment be made by the officer accepting the parcel.

(b.) The parcel must then be weighed and measured, care being taken before it is finally accepted to consult the lists of limitation as to weights, measurements, and contents given in the Guide, and to see that the correct postage is affixed to the parcel, on the address side, by the sender. Special care must be exercised in weighing a parcel addressed to a foreign place; and in no case must the slightest excess weight be allowed. The officer who accepts a parcel is responsible for any deficient postage. The greatest care must be exercised in the cancellation of the postage-stamps, in order to

secure distinct impressions and to avoid damaging the cover or contents. The cancellation is to be done before the parcel leaves the counter. Supervising officers are to give these matters careful attention and to report any failure that may come under their notice.

597. In order to indicate the class of inland parcel accepted for transmission, form P.P. 16 and counterfoil are to be enfaced "XT" for an express-transit parcel, "XD" for an express-delivery parcel, "R" for a registered parcel, "F" for a fragile parcel, and "I" for an insured parcel.

598. The "Fragile" label, P.P. 32, is to be affixed to parcels of a fragile nature for places overseas only. All inland parcels marked "Fragile" must have paid thereon a special fee of 6d. or 9d. as the case may be, and have affixed thereto the special "Fragile" label provided for the purpose. The "Fragile" label and any other label must be affixed to a parcel on the address side.

599. When the sender of an inland parcel desires the personal receipt of the addressee, a fee of 2½d. is to be charged, and the usual A.R. card used to obtain such receipt. The A.R. card, when completed, is to be returned from the office of destination direct to the sender.

600. When any inland parcel is erroneously accepted in excess of the regulation weight or dimensions, such parcel should, whenever possible, be forwarded to its destination marked by a responsible officer thus:—

"Accepted in error. Weight [or Dimension] in excess of regulation maximum. Pass. Signed, ."

The irregular acceptance of the parcel should be reported.

601. A Postmaster or other responsible officer is permitted to accept, *under special circumstances*, and at his own discretion, an inland parcel slightly in excess of the regulation size or weight, provided the contents cannot be divided, an additional initial rate of postage being charged thereon.

602. A parcel containing any prohibited article, or bearing any writing or marks of an offensive or indecent character, must be refused. If detected in transit it must be detained and the circumstance reported, the address of the parcel being given and, in the case of a prohibited article, the contents described.

603. (a.) Any parcel tendered in a damaged or insecure condition, or in a condition likely to injure other parcels or any officer of the post-office, should be refused, and a more secure method of

packing suggested. If a parcel in such condition be observed in transit it must be made secure and sent forward; if it cannot be so secured it must be detained, and the sender or addressee advised on form P.P. 15.

(b.) If the sender of an insecurely packed parcel should insist on its being forwarded, the foregoing rule may be relaxed, provided the acceptance of the parcel involves no risk or injury to any other parcel or to any officer. In all such cases the officer who accepts the parcel must attach the label, "Post Office accepts no risk." This label must also be attached to fragile parcels addressed to places outside New Zealand, and in both cases the label should be initialled by the sender or the person presenting the parcel.

(c.) The regulation requiring sharp instruments, liquids, and semi-liquids, &c., to be securely packed so as to prevent all risk or injury to other parcels or to officers of the Post Office must be strictly enforced. A slight relaxation may be permitted, at the discretion of officers, in the case of bottles of liquids for inland transmission. (See Rule 605.)

604. (a.) Parcels containing perishable articles such as fish, fruit, flowers, &c., must have a special label, "Perishable," affixed to the wrapper, and, except when paid for at express-transit rates, must also be labelled "Post Office accepts no risk."

(b.) Parcels with perishable contents may be destroyed on the authority of the Chief Postmaster immediately they become offensive; but full particulars of the parcels should be furnished to the Secretary. The particulars of any parcel destroyed must also be entered in the Returned-parcel Record.

605. Parcels containing bottles of liquid, if very securely packed in corrugated straw-board, may be accepted for transmission by inland parcel-post on the distinct understanding that the sender is to accept not only the risk of the breakage of the parcel itself, but also the risk of being called upon to pay for any damage which might result through the liquid coming in contact with any other part of the mail or with any Postal officer. The sender of a parcel so packed must mark the parcel to show that it contains liquid, and must pay the "Fragile" fee. This authority is to be exercised at the discretion of officers. The regulations in regard to the packing of liquids are not altered, and the public are not to be informed of the discretion given to officers to accept parcels containing liquids not packed strictly in accordance with the regulations.

606. If a parcel, not fully prepaid, or exceeding the limit of weight or size, be left at a post-office without having been submitted for proper examination, it is not to be forwarded, but should

be entered in the Detained and Unclaimed Parcel Book, and a notice sent to the sender on form P.P. 15, or, if this be not practicable, then to the addressee. If addressed to a place beyond New Zealand, except the Commonwealth of Australia, and if the sender be not known, the parcel should be forwarded to the Dead Letter Office for disposal. Such parcel, if within the limit of size and weight, may be forwarded on payment of the deficient postage, or returned on proper application being made. Parcels irregularly posted or insufficiently prepaid may be forwarded to any of the Australian States provided the senders are not known. Such parcels will be charged double the deficiency on delivery. An entry is to be made on the parcel-bill of so many rates as are fully prepaid, and the amount of tax shown in the "Remarks" column. Insufficiently prepaid parcels received from Australia are to be charged double deficiency on delivery, and entries should appear on parcel-bills in conformity with the above.

607. Parcels may be accepted from Government Departments subject to the usual conditions and rates of postage. The postage may be prepaid either with official or with ordinary postage-stamps.

608. Parcels not forwarded, or not delivered to the sender, or found without address, are to be sent to the Dead Letter Office for disposal.

609. Except as provided in Rules 442 and 473 (a), the rule forbidding that a letter should be handed back to the sender applies equally to a parcel.

610. When a separate parcel-mail is made up a bagging-docket showing the initials of the despatching officer and the date-stamp of the office of despatch must be enclosed in each receptacle. In the event of a parcel being missent the bagging-docket must be attached to the error report. When a separate parcel-mail is not made up and letter-bill Mail 9 is used, the docket is to be attached to the letter-bill; but when sub-office letter-bill Mail 10 is used the total number of parcels despatched in each mail is to be entered on the letter-bill, a bagging-docket not being required. When the number of parcels despatched is not advised on letter-bill Mail 10, or the advice on the letter-bill does not agree with the number received, the error is to be reported by post to the despatching office. Parcels addressed to private bags must be entered on the private-bag letter-bill.

611. When an inland parcel is presented for registration it must be accompanied by form P.P. 16, the usual fee of 3d. being charged. The receipt given for it is to be on the counterfoil of the form P.P. 16. Both form P.P. 16 and the counterfoil are to be

superscribed "R." The value is to be taken as £2. No question is to be raised with the public on the difference between registered and insured parcels. The parcel is then to be treated in all respects as an insured one as indicated in the next rule.

612. When an inland parcel is presented for insurance for any sum not exceeding £2, a fee of 3d. is to be charged thereon, and the parcel is to be treated in the same way in all respects as a parcel insured for a higher amount, except that no special wrapping or fastening is to be required for it, and no insurance certificate need be made out. The sender must fill in form P.P. 16, and also insert thereon the actual value of the parcel. The officer accepting the parcel must superscribe the card "Insured for [*Insert actual value*]," and must initial the entry. The counterfoil of form P.P. 16 must also be superscribed "I." No claim arising through the damage to inland insured parcels will be entertained unless, where necessary, the special "Fragile" fee of 6d. or 9d. has been paid. (See Rule 678.)

613. At chief post-offices registered and insured parcels are to be entered on parcel-bill P.P. 13, which is to be made out in triplicate by means of carbon paper. The first copy is to be enclosed in the same receptacle as the registered and insured articles advised thereon, the second copy is to be folded and addressed on the form itself to the Postmaster of the office to which the mail is addressed and is to be forwarded with the letter-mail, and the third copy is to be retained at the office of despatch. At sub-offices at which the use is authorized of letter-bill Mail 9, any registered or insured parcels that may be forwarded in a mail accompanied by that bill are to be entered on parcel-bill P.P. 13; but in all other instances registered and insured parcels are to be entered on the letter-bills.

614. (a.) Parcels are despatched in hampers, baskets, boxes, or bags. Chief Postmasters will see that as few separate receptacles are used as possible. The use of unnecessarily large receptacles or of an unnecessary number must be avoided. The weight of a receptacle containing parcels must not exceed 112 lb.

(b.) Hampers, baskets, or boxes are not to be used for inland parcels that do not bear the special "Fragile" fee of 6d. or 9d. unless space that would otherwise be vacant is available. Parcels containing eggs, umbrellas, and other fragile articles must have the special fee paid thereon, but the fee is not charged on umbrellas, golf-sticks, fishing-rods, &c., exceeding in length 3 ft. 6 in. Umbrellas must always be sent in umbrella-wrappers or in long hampers protected by special boards supplied by the Stores Manager.

If a proper umbrella-receptacle is not available at the office of despatch, application for a suitable receptacle should be made to the chief post-office. Wooden parcel-boxes, being unsuitable for heavy parcels, are to be used only for bulky parcels of light weight, such as hats, &c. Wooden boxes should not be used when it is necessary to transfer parcels to coaches or motor-cars. In any case in which a small hamper is not available for the despatch of a fragile parcel by coach or motor-car, and it is necessary for the parcel to be forwarded loose, the controlling officer at the office of despatch is to see that the parcel is deposited in a place suitable for its safe custody, and that the contractor gives a receipt for it. Mail contractors who may have special authority to carry parcels loose must be impressed with the necessity for the proper protection of the parcels. If loose parcels are not properly protected, the authority for their despatch unenclosed is to be withdrawn. Parcels carried by a mail contractor loose must invariably be entered on the waybill accompanying the mail. Fragile parcels, when addressed to offices served by packhorse, may be packed in bottle-baskets, which may be enclosed in the mail-bag when being carried by packhorse. Otherwise, the enclosing of bottle-baskets in mail-bags is not permitted. The larger bottle-baskets must be suitably secured, sent unenclosed, and entered on waybills. The smaller-sized bottle-baskets must be enclosed in hampers.

(c.) A canvas "Fragile" label is to be attached to every parcel-post receptacle containing fragile parcels, if the receptacle is not lettered "Fragile."

(d.) Oversea fragile parcels will not be charged the special fee to ensure their despatch in hampers, boxes, or baskets in the inland service. Parcels posted in New Zealand for despatch overseas, and also those received from abroad for delivery within New Zealand, are to be forwarded in the inland service in bags unless there is reason to suppose that the parcels would be damaged by being so conveyed, in which case hampers should be used.

615. Parcels must be carefully handled and packed. In the event of damage to a parcel through careless handling or packing the officer responsible will be liable for the amount of any claim in respect thereof. Heavy parcels are to be placed at the bottom of the receptacle, and the lighter or more fragile articles, such as cardboard boxes and packets of photographs, uppermost. Parcels emitting a strong odour must be kept apart and packed in separate receptacles. When a basket is fitted with a tray, the tray must be fastened down with the strap, so as to steady the contents; and when bags are used they must be tied close to the

contents. Trays should invariably be sent with their corresponding baskets.

616. Canvas address labels must in every case be attached to parcel-post receptacles. The use of wooden labels for addressing such receptacles is forbidden. Hampers containing express-transit parcels must bear a special yellow label, which must be placed above the ordinary address label.

617. All labels used with parcel-post receptacles should be carefully preserved, and, with the exception of "Empty" labels, promptly returned to the office of origin. Labels marked "Empty" received in excess of requirements are to be forwarded to the Stores Manager for reissue.

618. A record of the total number of hampers despatched in a mail must be kept on the traffic-sheet or in the Daily Register of Mails Despatched.

619. For those shipping companies which are not paid on the basis of statistics the weight-docket P.P. 19 must be made out and forwarded to the Controller of Accounts monthly with the necessary voucher. Only complete pounds are to be entered on the weight-dockets; any fraction of a pound amounting to or exceeding 8 oz. to be treated as a pound.

620. No payment is to be made for parcel-mails that do not exceed in weight 1 lb., or in respect of parcels conveyed a second time by steamers owned by the same company or proprietors.

621. (a.) A larger number of hampers, baskets, wrappers, &c., than necessary should not be kept at any office, and those received which are not immediately required should be returned to the chief office or other suitable distributing office as soon as possible. Controlling officers must see that no undue accumulation of hampers is permitted.

(b.) Any avoidable failure to return "empties" promptly will be severely noticed. Empty receptacles must not be left exposed to the risk of damage from the weather or other causes. Baskets, &c., when returned should be enclosed, as far as practicable, one within the other. "Empties" are not to be sealed, although they must be entered on the waybills as if they were full. Empty receptacles being returned by rail should be forwarded in regular mail-trains, and not deposited in roadside vans. All such empty receptacles are to be labelled with the special blue label marked "Empty," as well as with the usual address label; and the word "Empty" must not appear on the address label.

622. (a.) Care must be taken that parcel-post receptacles are not damaged by rough usage. The lids of the boxes are to be screwed

down, but the screws must not be hammered in. Hampers, &c., are to be examined by responsible officers periodically, and as soon as any part is noticed to be showing signs of wear or breakage the receptacle is to be forwarded to Wellington at an early opportunity. A label is to be attached stating that when empty the receptacle is to be sent to the Stores Manager for repair. No hamper, basket, &c., in an unsafe condition is to be used under any circumstances.

(b.) Postmasters and controlling officers generally must see that messengers and others who deal with hampers and other parcel-post receptacles exercise every care in handling them. When placed on coach, steamer, or train the lid must always be uppermost. To avoid accident, a line is to be run through the handle of a hamper when it is being lowered to the deck of a steamer. Special efforts must be made in post-offices, at railway-stations, and on wharves and steamers to minimize wear-and-tear to parcel-post receptacles. Any officer, permanent or non-permanent, found guilty of cutting straps, or otherwise wilfully injuring any parcel-post receptacle, will be required to pay the full cost of repairs, and will, in addition, render himself liable to severe penalties.

623. (a.) Under no circumstances is a parcel-post receptacle to be issued to a Government Department without express authority being first obtained from the Secretary.

(b.) Hampers lent to Government Departments, and containing large packages of official papers, are not to be forwarded by registered post.

624. When a Postmaster is satisfied that the despatch or delivery of letters would be delayed by the inclusion of parcels he may detain such parcels until the following despatch or delivery, except in the case of express-transit parcels, which must invariably be accepted up to the time of the closing of the ordinary letter-mail and forwarded by that mail.

625. Parcels which can conveniently be sent by slow trains are not to be sent by express trains. This rule is to be read subject to the provisions of the express-transit system. As far as possible only express-transit parcels are to be forwarded on R.T.P.O.s.

626. When a parcel for delivery is observed to be damaged the addressee should be requested to open it in the presence of the delivering officer in order that the extent of the damage may be immediately determined. This will place the Department in a better position to deal with any claim which may be made on account of the damage. No suggestion should, however, be made

relative to compensation either to the sender or to the addressee of a damaged parcel. Neglect of this rule may result in the officer at fault being required to pay any claim which may arise in connection therewith.

627. On the first of each month the Postmaster must make a careful examination of all parcels in his office and satisfy himself that everything is in proper order. He should also at frequent intervals personally supervise the parcel-work with the view of detecting or preventing irregularities.

DESPATCH OF FOREIGN PARCEL-MAILS.

628. The hour of closing parcel-mails for places outside the Dominion should be timely notified, and a paragraph inserted in the mail-notices giving the latest time for receipt of parcels. The chief post-office at or near the port from which the steamer takes her final departure will be the despatching office. Parcels from other places must reach the despatching office at least four hours before the closing of the ordinary mail.

629. Parcel-mails for places beyond New Zealand are made up as follows:—

Invercargill to ..	{ Hobart, Melbourne, London, Brisbane, Sydney, Melbourne, Adelaide, Perth,	{ Adelaide, Perth. San Francisco (by San Francisco route only), Chicago, Seattle (by Vancouver route only), Vancouver,
Auckland to ..	{ Hobart, Cape Town, Durban, Dhanushkodi, Colombo, Singapore, Hong Kong, London, Brisbane, Sydney, Melbourne, Adelaide, Perth,	{ Papeete, Nukualofa, Haabai, Vavau, Suva, Pago Pago, Manila. Colombo, Singapore, Hong Kong, San Francisco (by San Francisco route only), Chicago, Seattle (by Vancouver route only), Suva, Papeete.
Wellington to ..	{ Hobart, Cape Town, Durban, Dhanushkodi, London.	
Christchurch to ..	{ London.	
Dunedin to ..	{ London.	
Rarotonga to ..	{ San Francisco.	

It may, however, happen that a steamer will leave another New Zealand port, in which case a special mail should be made up.

630. The parcel-mails for Seattle (by Vancouver route only) and San Francisco (by San Francisco route only) are to include registered parcels for the whole of the United States of America, and ordinary parcels for the States not included in the parcel-mail for Chicago. The parcel-mail for Chicago is to include ordinary parcels for the following States: Connecticut, Delaware, Georgia, Illinois, Indiana, Kentucky, Massachusetts, Maine, Maryland, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, Vermont, Virginia, South Carolina, West Virginia, and Wisconsin. Registered parcels for the United States ~~to be forwarded to Seattle~~ are to be enclosed in a separate receptacle from the ordinary parcel-mail. The parcel-mail from Rarotonga to San Francisco is to include all parcels for the United States of America.

631. The route by which parcel-mails are despatched to Cape Town and Durban is to be shown on the parcel-bills as "direct" or "via Melbourne," as the case may be.

632. Postmasters will send parcels for Victoria and South Australia forward on Auckland or Invercargill, as the case may require, when a more expeditious despatch is likely to be secured thereby. The despatch via Wellington is to be utilized in other cases.

633. (a.) When a parcel is presented for despatch to any place outside the Dominion (the Cook Islands and Western Samoa not excepted), the sender must be furnished with the necessary Customs declaration form or forms (P.P. 23), and requested to fill in the information required. The declaration or declarations must then be date-stamped and either securely gummed or pinned to the parcel as indicated in column 7 of the Foreign Parcel-post Table of the Guide. This column also shows the number of identical copies of Customs declarations required for parcels addressed to the different countries. Officers accepting parcels for the United Kingdom are to see that the particulars of the Customs declarations are full and precise, and that in the case of parcels containing articles of different kinds the exact quantity of each kind is stated; also, in the case of parcels containing dutiable articles of British Empire origin, are to direct the attention of the senders to the necessity for enclosing certificates of origin in the relative parcels.

(b.) Should a parcel for transmission to an office outside New Zealand be received from a sub-office without a form of Customs declaration, or without the particulars required in the form, it must not be sent forward until the necessary particulars are obtained.

(c.) A despatch-note (form P.P. 24) in addition to the usual Customs declaration is required for parcels addressed to certain foreign countries. The despatch-note, which is to be filled in by the sender, is to be pinned to the parcel under the string. The information as to the countries concerned is shown in column 7 of the Foreign Parcel-post Table of the Guide. Should a parcel for which a despatch-note is required be received at an office which despatches oversea parcel-mails, without the necessary despatch-note, a despatch-note in respect of the parcel is to be prepared and attached to the parcel by such despatching office concerned.

(d.) The accepting officer must see that a permit to export is presented with the parcel when such is necessary. The words "Permit produced" must be entered in the "Remarks" column of the parcel-bill against the entry after the permit has been exhibited. A permit of the Minister of Internal Affairs must be produced for the despatch beyond the Dominion of any parcel containing a Maori antiquity or the skins or feathers of native birds. In any case of doubt whether an article comes within the definition of a Maori antiquity (see Guide) the matter should be referred to the Secretary for decision, the article in doubt being held meanwhile.

634. When a parcel is presented for despatch to the United Kingdom or Fiji the sender's attention is to be drawn to the regulations published in the Guide, providing for the abandonment, delivery at an alternative address, or the return, of the parcel.

635. Parcels for despatch to foreign offices must be entered on the respective parcel-bills in order of receipt and placed among the other parcels awaiting despatch: those for—

United Kingdom, on P.P. 45 (ordinary fully prepaid parcels)
and P.P. 46 (all other parcels).

Ceylon	}	on P.P. 43.
India		
Straits Settlements		
Hong Kong		
Tonga		
French Settlements of Oceania	}	on P.P. 44.
United States of America		
Other places, on P.P. 41 and 42.		

636. Each parcel must be legibly entered on the parcel-bill, and the address stated as fully as possible. The parcel-bill must be in triplicate—one copy (with the receptacle-list in the case of London) to accompany the mail, another to be enclosed in an envelope and forwarded by mail to office of address, and the third sent to the Secretary with a copy of the receptacle-list. In the cases of Cape Town and Durban, however, four copies of the parcel-bills are to be made out, three copies being forwarded to destinations; and, in the case of Dhanushkodi, two copies of the parcel-bill are to be enclosed with the parcels in the parcel-receptacle. Parcel-bills should be numbered consecutively, beginning with No. 1 in each year, and supplementary mails are always to bear the next consecutive number to that of the main mail. When despatching the first mail of the year the number of the last mail of the preceding year should also be shown; thus on bill No. 1 for 1922 the following entry would appear: "Last mail despatched in 1921—30." On parcel-bills which provide three rate columns parcels in weight not over 3 lb. are to be entered in the first column, over 3 lb. but not over 7 lb. in the second column, and over 7 lb. but not over 11 lb. in the third column. In the case of transit parcels the rate columns are to be left blank.

637. All parcel-mails for London must be accompanied by a receptacle-list, P.P. 48, and a waybill, P.P. 51, copies of which must be sent to the Secretary. In the case of parcel-mails for the United Kingdom despatched from Auckland, Christchurch, and Dunedin, via Wellington, the receptacle-list, P.P. 48, relating to the mail must be addressed to the Supervisor, Overseas Mails, Wellington, and the mail must be entered on the ordinary waybill instead of on the special waybill P.P. 51.

638. A ticket, P.P. 40, must be enclosed in every receptacle despatched, and must be so placed as to be immediately found on the opening of the receptacle. As these tickets are for the purpose of facilitating the checking of mails on arrival, no receptacle should be despatched without one.

639. A parcel-post address label is to be affixed to each receptacle.

640. Parcels despatched to the United Kingdom, including insured, are to be forwarded in United Kingdom parcel-bags.

641. A white-and-blue fly-label is to be attached to all parcel-receptacles from New Zealand addressed to Perth which are despatched via Sydney.

642. All hampers used for parcel-mails to countries beyond the Dominion (as well as "empties" returned to countries of origin) must be advised at the left-hand bottom corner of parcel-bills by their stencil-marks and numbers. When returned to New Zealand hampers will be similarly entered, but if not so entered by the foreign office the receiving officer in New Zealand must supply the omission.

643. (a.) All parcel-receptacles belonging to other Administrations are to be returned to the country of origin by the first opportunity, as many as necessary being used for enclosing parcels. Such receptacles must not be returned in any other way than through one of the offices making up direct parcel-mails for the country of origin.

(b.) In order to minimize the number of empty receptacles carried along the coast, receptacles belonging to other Administrations may be used for the transmission of parcels to the final port of embarkation (usually Wellington), but with this exception the use in the inland service of receptacles belonging to other Administrations is strictly forbidden. Any irregular use in the inland service of parcel-post receptacles belonging to another Administration is to be reported to the Secretary.

(c.) The despatch from one New Zealand office to another of receptacles belonging to other Administrations must always be advised on form P.P. 48.

(d.) Chief Postmasters at despatching offices will return parcel-receptacles by first mail to country of origin. Returned empties should be, as far as possible, packed one within another. When being returned, empty receptacles must be sealed. The weight of empty receptacles should be included in the advice of gross weight and tare in parcel-bills to London.

ARRIVAL OF FOREIGN PARCEL-MAILS.

644. Parcel-mails must be subjected to the same scrutiny as ordinary mails.

645. Parcels must be carefully unpacked, one by one, and, with the exception of ordinary parcels from the United Kingdom, checked with the parcel bill, and if any parcel is found open or in a torn or injured condition it must be refastened, sealed with the official seal or by means of one of the labels provided for securing open letters, and initialled by the officer affixing the seal or label. The circumstance should be reported.

646. Parcel-mails made up in London are divided as follows :—

Parcel-mail for	Contains Parcels for Postal District of
Auckland ..	Auckland, Hamilton, Thames.
Christchurch ..	Christchurch, Timaru.
Dunedin ..	Dunedin, Oamaru, Invercargill.
Wellington ..	Wellington, Wanganui, Gisborne, Napier, New Plymouth, Blenheim, Nelson, Greymouth, Westport.

647. Parcel-lists are furnished in duplicate by the London Office, and one copy will frequently arrive in advance of the mail. When the mail has been disposed of one copy is to be forwarded to the Secretary (Postal Division), General Post Office.

648. When intercolonial or foreign parcel-mails are opened at offices other than those to which they are addressed, the parcel-bills on which the Customs duty has been assessed should be sent to the Secretary (Postal Division), and duplicates to the office of address. (But see Rule 853.) Parcels-bills are in all cases to be checked, signed, and date-stamped at the offices at which the mails are opened.

649. Receiving officers must weigh the parcel-mails received from London when such mails have been conveyed along the New Zealand coast by steamers not owned by the owners of the steamers by which the mails have been conveyed to the Dominion. In such cases the gross and net weights must be entered on the parcel-bill, and the net weight must be entered on the advice of reshipment (form P.P. 49). The weights of ordinary and supplementary mails are not to be entered separately, but the words "including supplementary" must be stated on the parcel-bill. Ordinary parcels from London, and returned and redirected parcels originally addressed to the United Kingdom on which no accrued charges are due, are not entered separately on the parcel-bill, the total number only being advised. Transit parcels are entered briefly and the number at each point of the scale shown. Insured, cash-on-delivery, returned and redirected parcels bearing accrued charges, and returned transit parcels are advised individually on the parcel-bill, and officers should satisfy themselves that these parcels are correctly entered in the columns provided. Great care is to be taken to see that the number of all parcels received in each class agrees with the number advised on the summary of the parcel-bill.

650. An abstract of the contents of each parcel-mail received from London must be made on form P.P. 20, and sent to the Secretary.

651. In all parcel-mails received from or via Australia the names of steamers conveying the parcel-mails from Australia to New Zealand are to be entered on the parcel-bills if they do not already appear thereon.

652. Parcels which may be received from places abroad as registered are to be treated as such, and the registration continued to destination.

653. At least two officers should check the parcels by the lists. The number of the parcel-bill and the entry number will be found marked on the Customs declaration form attached to the parcel. The numbers and the names of addressees should be called by one officer to the other, and each entry ticked if correct. Any discrepancy must be noted on parcel-verification certificate P.P. 50, and the form forwarded with the parcel-bill to the Secretary.

654. (a.) On receipt of information respecting a foreign parcel-mail to arrive, the Chief Postmaster should apprise the Collector of Customs, and arrange for the examination and assessment of duty. (See Rules 846-854.)

(b.) On receipt of a parcel-bill at chief offices from places beyond New Zealand, including Western Samoa, the senior parcels clerk will stamp "Invoice" against all those entries which experience proves will require the production of an invoice as a guide to assessment, and for the entries so marked a card on form P.P. 36 must be prepared for posting on the subsequent arrival of the mail.

655. Chief Postmasters are authorized to lend copies of parcel-bills received from places beyond the Dominion to the Customs officer, if such be required, to enable information to be gained as to the contents and values of dutiable parcels.

656. (a.) The parcels as they are unpacked should be placed in convenient heaps to facilitate the Customs examination. As Postal officers take the position of "importers" in respect of parcels, the parcels are in all cases to be opened by them when required by the Customs officials.

(b.) After examination of a parcel, the greatest care should be taken to securely repack the contents and restore the parcel as far as possible to its original condition.

657. When the duty of charging has been completed, the parcels are to be further dealt with as directed in the instructions for collection of Customs duty, and addressees should be

notified by means of the card P.P. 39. Parcels for country offices should be forwarded to the money-order office nearest to the address of the parcel for the collection of duty and delivery, and that office should advise the addressees on card P.P. 39.

658. After every parcel-mail has been examined by Customs officers all the parcels marked "Invoice" should be carefully gone through. If any of these appear to be wrongly marked they should be brought under the notice of the Collector for assessment of duty in order to avoid any needless delay in delivery.

659. (a.) It is the duty of any officer who has reasonable grounds for supposing a package contains dutiable articles to bring the package under the notice of the Chief Postmaster, or the Assistant Postmaster. On no account may the duty be assessed by an officer of the Post and Telegraph Department.

(b.) Officers must use discrimination in challenging packets of mail-matter supposed to contain dutiable articles. Parcels are not to be challenged haphazard.

660. Parcels addressed to officers of H.M. visiting ships or to officers' wives are exempt from Customs duty and redirection charges. Such parcels are not to be examined.

DELIVERY OF PARCELS.

661. A receipt must be taken on the proper form from the addressee on delivery of every parcel. It is to be held at the office of destination for a period of two years for production if required. For the purpose of taking receipts for parcels the following are provided:—

(a.) Delivery-receipt Book, P.P. 5, for use at all offices where parcels are delivered by postman or other departmental officer.

(b.) Counter-delivery Receipt-book, for use in all cases where parcels are delivered at the post-office.

(c.) Contractor's Delivery List, P.P. 3.

662. (a.) The delivery of parcels will, as far as possible, be made by the postmen in the same manner as other postal matter. It may be necessary to occasionally employ temporary assistance; but the Chief Postmaster must use his discretion in such cases. Every person so employed at a chief office to deliver parcels must give an acknowledgment, by means of the delivery-docket P.P. 5, for those handed to him. The number of parcels handed over for delivery and the amount of charges to be collected must be entered on the docket, which must be filed for reference.

(b.) At a place at which a contractor is paid for the delivery of parcels at an amount per parcel, a parcel is not to be sent out for delivery more than once. If the parcel cannot be delivered when it is first taken out a notice (form P.P. 38) is to be sent to the addressee, and the parcel held for delivery on application at the post-office. A record is to be kept showing the date on which the first notice is sent out, and if the parcel is not called for within two days a second notice is to be posted. Further notices are to be sent out if required. This arrangement is made so that the Department will not have to pay for the delivery of a parcel more than once.

663. When a parcel is returned by a contractor as undeliverable, the parcel clerk will make out form P.P. 54 to ascertain from the postmen whether the addressee is known by them.

664. All registered and insured parcels are to be delivered by officers of the Department, not by contractors.

665. A card, P.P. 14, requesting the addressee of a parcel to obtain delivery at the post-office, is to be left at the house of the addressee where a departmental carrier has failed to elicit a response to his call; and card P.P. 2 is to be used to notify a private-box holder of a parcel awaiting delivery.

MISSENDING OF PARCELS.

666. Any parcel missent within the Dominion should be carefully marked accordingly, and the fact reported on error-report form P.O. 52.

667. When a foreign parcel is missent to the Dominion the receiving officer should not cancel the number of rates entered on the parcel-bill in respect of such parcel if the parcel can be conveniently sent to destination, and when forwarding it to its destination it should be treated the same as a prepaid parcel originating in New Zealand. No prepaid rates, however, are to be entered on the parcel-bills when missent parcels from the United States of America are forwarded to destination. If the parcel requires to be returned to the office of origin, the rates should be cancelled on the inward parcel-bill. When entered on the outward bill the rate columns should be left blank, and the words "Missent from" added in the column for remarks.

668. Missent or misdirected parcels received from beyond New Zealand are not liable to additional postage by reason of their being missent or misdirected. They are to be marked above the