

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.

i*

Rules & Regulations (1922) - Part 9

Rules 461 to 503

Incorporating Sub-sections

Unclaimed and Returned Letters etc.,	Rules 461 to 474
Inquiries for Missing Postal Packets	Rules 475 to 484
Electoral Notice Letters etc.	Rules 485 to 489
Surcharges	Rules 490 to 503

Cross-Referenced Subjects

Acknowledgement of Receipt: Rule: 463

Irregular Mail: Rule: 490(a)

Redirected Mail: Rules: 487(a) & (b), 493 & 498

Registered Mail: Rules: 461(b) & (c), 463, 488 & 489(c)

Surcharged Mail: Rules: 463 & 488

December 2017 v1

UNCLAIMED AND RETURNED LETTERS, ETC.

461. (a.) At sub-offices at which postmen are employed a dead-letter mail for the chief office must be made up every Monday morning, and at other sub-offices at the beginning of each month. At Auckland, Christchurch, Dunedin, and Wellington a mail for the Dead Letter Office must be made up on Mondays and Thursdays of each week, and at other chief offices every Monday morning. In each case the dead-letter mail is to include all letters, letter-cards, and packets that have remained unclaimed for the periods specified in Rules 465 and 469.

(b.) Unclaimed ordinary articles sent from sub-offices to chief offices are to be enclosed in the dead-letter envelope provided for the purpose, and unclaimed registered articles are to be sent as registered in the ordinary mail and entered on the letter-bill. The dead-letter mail is to be entered on the letter-bill in the space provided, and officers at chief offices are to report any failure at sub-offices to observe this requirement. Chief Postmasters will send to sub-offices the dead-letter envelopes at the end of each

month. For dead-letter mails from chief post-offices to the Dead Letter Office the special bags provided for the purpose must be used, and the mails must be registered. The number of bags comprised in the dead-letter mail must be entered on the Returned Letter-bill.

(c.) In preparing a mail for the Dead Letter Office, letters originating beyond New Zealand are to be kept separate from those originating within New Zealand, and the letters must be arranged in alphabetical order of the surnames of the addressees. In the case of registered articles the surname of the addressee must be entered on the registered-letter list in addition to the serial number and office of origin.

462. When letters, &c., are returned from sub-offices they should be carefully examined by the Chief Postmaster, or other experienced officer whom he may depute for the duty, in order to see that they have been kept the prescribed period, and have been dealt with in every respect according to rule. Every irregularity observed should be brought under the notice of the Postmaster at fault.

463. The personal attention of Chief Postmasters is to be given to the return of "special-request articles" as described in the Guide. Such articles, if unclaimed, are to be returned at the expiration of the period specified on the covers. If a period for retention is not specified, the period is to be that provided in Rules 465 and 469 for undelivered articles (except special-request articles).

Inland.—All undelivered correspondence—letters and other articles—bearing on the cover the name and address of the sender is to be impressed with the "Return to sender" stamp and returned direct and unopened by Chief Postmasters. This instruction applies to registered and ordinary correspondence, the only exception being coin letters that have been compulsorily registered, which must be forwarded to the Dead Letter Office after having been retained at the disposal of the addressees for the prescribed periods. The inclusion in an A.R. form of the name of the sender is not to be taken as a special request for the return to that person of the relative letter, if undeliverable. An A.R. letter is to be returned direct to the sender by the Chief Postmaster only if the cover bears the name and address of the sender. Special-request printed matter prepaid 1½d. must be surcharged 1½d. on return. Unclaimed official letters from any Government Department may be returned direct by Chief Postmasters whether

the letters bear a special request or not, provided that the Department that sent them can be determined without opening the letters. Undelivered electoral notices issued by a Registrar of Electors who is also a Postmaster may be inscribed "Return to sender," and returned by the Postmaster direct to the Registrar of Electors concerned. Letters so returned are still to be treated as registered.

Foreign.—All undelivered ordinary correspondence—letters and other articles—fully prepaid, originating in Australia, the United Kingdom, or the United States of America, and bearing thereon a special request for return to the sender, should be impressed with the index-stamp, "Return to sender," and be returned direct to the office of origin in Australia, the United Kingdom, or the United States of America, if a mail be made up for that office, or, if no mail be made up, then to the relative circulating office. At offices that do not make up direct mails for Australia, the United Kingdom, or the United States, the special-request correspondence, after being impressed with the index-stamp, must be forwarded to the nearest office making up such mails. The same course will be followed in Australia, the United Kingdom, and the United States of America with special-request correspondence originating in New Zealand. Such correspondence is to be returned by Chief Postmasters to the senders direct.

Unpaid or insufficiently prepaid correspondence is to be returned through the Dead Letter Office.

All undelivered registered correspondence, whether special-request or not, originating in Australia, the United Kingdom, or the United States of America must be forwarded to the Dead Letter Office for disposal.

All undelivered correspondence originating in countries beyond New Zealand, except Australia, the United Kingdom, and the United States of America, must be forwarded to the Dead Letter Office for disposal.

464. Separate records of—

- (1.) Inland unclaimed letters, &c., returned to senders;
- (2.) Unclaimed special-request letters, &c., received from Australia, the United Kingdom, and the United States of America, returned to senders; and
- (3.) Unclaimed special-request letters, &c., returned to Australia, the United Kingdom, and the United States of America; must be kept by Chief Postmasters and forwarded to the Secretary at the end of each year on annual return 3.

465. The following table denotes when undelivered letters, letter-cards, and packets (except special-request articles) are to be sent to the Dead Letter Office or otherwise disposed of as stated, the times at which they are to be so dealt with, and the reasons to be assigned upon them:—

An Article.	Time at which to be returned.	Reason to be assigned in Red Ink, on the Address Side.
1. For a person deceased, unless deliverable to a proper representative	At once	Deceased.
2. Posted without an address or illegibly addressed	At once	Not addressed.
3. Posted without the name of either a chief office or sub-office on the address, unless for a person known to be living within the delivery of the office where posted, or for a well-known person or place in some other delivery	At once	Insufficient address.
4. Addressed so as to apply equally to two or more persons or firms, and to leave it a matter of real doubt to whom to be delivered	At once	Insufficient address.
5. Absolutely refused	At once	Refused.
6. Addressed to a street or place when there is in the town no street or place of that name, or similar name, unless there be no reasonable doubt as to the person for whom the article is intended	At once	No such street or place in [Office stamp].
7. Addressed to the post-office, or "To be called for," or to a person residing outside the postmen's deliveries—		
Inland	One month	Un-claimed ; or, Not called for.
From Australia	Six weeks	
From other countries beyond New Zealand	Two months	
8. Addressed to a person at an office from which there is no delivery by postman—		
Inland	One clear month, exclusive of the month in which received	Unclaimed.
From Australia	Six weeks	
From other countries beyond New Zealand	Two clear months, exclusive of the month in which received	

An Article.	Time at which to be returned.	Reason to be assigned in Red Ink, on the Address Side.
9. Addressed to a specified house for a person who, nevertheless, cannot be found; or addressed to a person who has gone away without leaving an address—		
Inland	One week	Not to be found; or, Gone, no address.
From Australia	One month	
From other countries beyond New Zealand	Six weeks	
10. At seaports, when addressed to a ship (unless it be well known, or ascertained by inquiry of the agent, that, owing to disaster or other cause, the ship cannot arrive within three months, in which case it should be returned at once)	Three clear months	Ship sailed, not known where; or, Sailed for —, &c.
11. Addressed to the British Consul ..		At Auckland or Dunedin, to be delivered to Imperial Trade Correspondent; at any other place, to be redirected to H.M. Trade Commissioner, Wellington.
12. Posted from Government House, Wellington, or bearing the Government House frank, or posted from the Prime Minister's Office		At once (to be returned direct).

466. (a.) Inland undelivered post-cards and commercial papers must be, as far as possible, returned direct to the senders by Chief Postmasters.

(b.) Inland undelivered circulars which do not bear thereon a special request for return to the sender must be forwarded to the Dead Letter Office.

467. In the case of insufficiently addressed correspondence originating beyond the Dominion which clearly indicates the town for which it is intended, every reasonable effort must be made to effect delivery to the addressees. In the event of non-delivery, such correspondence should not immediately be treated as unde-

liverable, but should be retained for the regulation period—viz., from Australia, six weeks; from other countries beyond New Zealand, two months.

468. Circulars and catalogues from beyond the Dominion, delivery of which cannot possibly be effected, are to be sent to the Dead Letter Office at the expiration of one clear month from date of receipt, unless they are returnable direct to the country of origin in accordance with a special request.

469. At all chief post-offices unclaimed inland letters, letter-cards, and packets are to be retained from date of receipt as follows:

An Article.	To be sent to the Dead Letter Office after having been retained from date of receipt for—
Addressed to a post-office or "to be called for," or to a person residing beyond postman's delivery	One month.
Addressed to a street where addressee is unknown or which he has left without leaving an address	One week after reaching delivery counter.
All other inland letters (except ship letters and letters addressed to hotels, &c.)	To be returned immediately it has been ascertained that they cannot be delivered.

470. Postmasters must cause frequent visits to be made to hotels, shipping companies' offices, and other agencies, for the purpose of examining undelivered letters, telegrams, packets, and newspapers, and of returning such as have remained undelivered beyond the time prescribed by regulations for remaining at post-offices, or of forwarding any of them to specific addresses known to the officers. Officers are to examine the letters, &c., in the rack, if any, and are to make application for and examine all undelivered postal packets that may be held in the office or elsewhere. Of course, only such letters are to be recovered as may be agreed to be returned or given up by the hotel-proprietors, &c., except those that have lain the full time prescribed by the Act. Letters which cannot be delivered must be treated as unclaimed, and forwarded to the Dead Letter Office. A record is

to be kept of the date of each visit. See Rule 437 (a) (7), and section 23 of the Post and Telegraph Act, 1908, here reprinted as follows :—

23. (1) Every postal packet addressed to any person at any premises licensed under the Licensing Act, 1908, or at any shipping office, or public or private lodginghouse, and delivered to or received by the licensee of such premises, or the person apparently in charge of such office or lodginghouse, or any one acting as the agent or servant of any such licensee or person, shall be deemed to be under the control of the Postmaster-General until delivered to the person to whom the same is addressed.

(2.) If the same is not so delivered within two months after the receipt thereof by or on behalf of such licensee or other person as aforesaid, and if instructions to the contrary are not received from the person to whom the same is addressed, the licensee or other person as aforesaid shall return the same to the nearest post-office, with the reasons therefor.

(3.) Every such postal packet shall be transmitted to the Dead Letter Office, and shall be there dealt with as undelivered.

(4.) If any such licensee or other person as aforesaid omits or fails to return any such postal packet as aforesaid he is liable to a fine not exceeding five pounds.

(5.) This section shall extend and apply to telegrams transmitted by electric telegraph.

471. (a.) All lists of articles received without addresses or with the covers damaged in such a way that the addresses are not legible are to be made out on form Mail 1 in triplicate. One copy should be exhibited to the public, and the second copy forwarded to the Secretary by first mail. The third copy is to be retained at the local office for one clear month, at the expiration of which time it should be sent to the Dead Letter Office with the relative articles. Any entries relating to articles which have been delivered during the month must be clearly struck out. If the sender of any such article can be identified, he is first to be communicated with. Newspapers, unless illustrated or bearing a special request, are to be kept at chief offices for reference and delivery; but if not applied for in the case of newspapers posted in New Zealand within one month, and in the case of those received from abroad for the same period as unclaimed letters, they are to be destroyed. It is not required that any special examination be made of a newspaper before its destruction in order to remove therefrom any letter or other enclosure. Unclaimed illustrated and special-request papers and magazines must be sent to the Dead Letter Office at the expiration of three clear months, except unclaimed special-request newspapers received from places beyond New Zealand, which must be sent to the Dead Letter Office at the end of the prescribed period. This rule is to be read as applying to unclaimed newspapers, both addressed and unaddressed. (See Rule 361 for instructions regarding the disposal of undelivered New Zealand newspapers posted from newspaper offices.)

(b.) Articles received at sub-offices without addresses are to be advertised by notice prominently exhibited, and sent by first mail to the Chief Postmaster for disposal.

472. In the case of address-covers or envelopes received without contents, the addressee should be communicated with on form Mail 15, with a view to the identification of the probable contents.

473. (a.) No letter is permitted to be returned to the writer or sender, or to any one else, or to be delayed in being sent to its destination according to the address. A letter once posted ceases to be the property of the writer. The power to authorize the return to the sender of a posted letter (except an official letter) otherwise than sending it at once to its address is vested by law in the Governor-General alone. For official letters and for postal packets other than letters the power is vested in the Postmaster-General, who exercises it personally only. (See sections 8 and 37 of the Post and Telegraph Act, 1908.) A request for alteration of the destination of a letter must be referred through a Chief Postmaster to the Secretary, and may on no account be acted upon on a Chief Postmaster's or a Postmaster's own responsibility. If there is no time to refer to the Secretary by paid telegram, the letter must be sent forward to the destination given upon it. Application for the return of a letter which awaits delivery must be sent to the Secretary through the Chief Postmaster, and it must be stated whether the letter is still undelivered, and, if so, how long it has to remain, thus: "The letter is here, and has to remain . . ."

(b.) Every Post officer who knowingly delivers any postal packet to any person not lawfully entitled to receive the same is liable to a fine not exceeding £50. (See section 100 of the Act, as amended by section 16 of the amending Act of 1919.)

474. In acting upon these rules every Postmaster should bear in mind that the object of them is to ensure the delivery of every letter to the rightful owner, and, when that is impossible, to secure its speedy return to the writer, through the Dead Letter Office; but in no case should any of the rules be so applied as to prevent the delivery of a letter to a person for whom it may reasonably be believed to be intended.

INQUIRIES FOR MISSING POSTAL PACKETS.

475. The missing-letter record must be attended to at Auckland, Christchurch, Dunedin, and Wellington by the Chief Postmaster,

or by a responsible senior officer under the Chief Postmaster's personal supervision, and at other offices by the Chief Postmaster alone. It is to be kept under lock and key.

476. Missing-letter inquiries should be regarded by every Postmaster as confidential and of grave importance, and as possibly involving the reputation of his office. His staff arrangements should therefore enable him positively to name the officers through whose hands any particular letter may have passed.

477. (a.) When inquiry is made for a letter or any other postal packet said to be missing, the Postmaster should have a missing-letter form, P.O. 89, filled up by the sender of the alleged missing article, and forward it to the Chief Postmaster with any report he may have to make. Only in special cases should the addressee be allowed to fill up a missing-letter form. In ordinary cases of inquiry made by an addressee the name and address of the sender of the article should be obtained and the Chief Postmaster advised of the inquiry. *As far as possible, missing-letter inquiries should be commenced at the office of posting.* In the case of foreign inquiries, however, some exception to this rule may be made. The inquiry form must always be returned, when inquiry has been completed, to the chief office of the district where it originated.

(b.) No inquiry is to be undertaken unless the complainant is in a position to state definitely that the addressee has denied receipt of the article in question.

(c.) Any inquiry made by a publisher relative to the non-delivery of a newspaper or other periodical is not to be followed up unless the addressee actually denies receipt of the article or the article has been returned as undeliverable.

478. (a.) Every application for missing letters, from whatever source received, must be at once entered in the missing-letter record, which should also contain full notes of any circumstances which may appear likely to throw light upon the case in question or to assist in any future inquiry. Missing money letters and letters containing articles of value should be entered in the missing-letter record separately from ordinary missing-letter inquiries. Both series must be numbered by the Chief Postmaster in consecutive order from the beginning of each quarter. The record-numbers of inquiries for money letters or letters containing articles of value must be entered in red ink, and distinguished by the suffix M in addition to the distinguishing quarterly letters.

(b.) Inquiries for A.R.s relating to registered letters are not to be recorded as missing-letter inquiries. Such inquiries, when

relating to letters addressed to places beyond New Zealand, will be recorded in the Secretary's office, and it will not be necessary to show them in the quarterly missing-letter return furnished by chief offices.

(c.) The progressive numbers for the four quarters of the year should be distinguished by the prefixes A, B, C, and D respectively, and the number in the register should be written in red ink on the right-hand top corner of the inquiry form. In entering up inquiries from the General Post Office or from other postal districts the respective office numbers must always appear in the register, preference being given in all cases to the Head Office number should the paper have passed through that office.

479. Inquiries respecting letters addressed to places outside New Zealand must be forwarded, after the necessary local inquiry is made, to the Secretary, with a statement as to the mail by which the letters would in the ordinary course be despatched.

480. Inquiries made respecting letters containing money or respecting alleged abstraction from letters (which should be dealt with in the same manner as missing letters) should be forwarded to the Chief Inspector immediately after the preliminary inquiries have been made. All such inquiries and reports thereon are to be regarded as absolutely confidential.

481. On receipt from his Chief Postmaster of a missing-letter inquiry a Postmaster should endeavour to trace the article by every means in his power; but subordinate officers should not be informed of such inquiries, or have access to papers relating thereto.

482. The result of every inquiry is to be communicated in writing to the inquirer by the Chief Postmaster of the district where the inquiry is made, and a carbon copy thereof on form P.O. 88 placed on the file for reference. This action should not be delegated to Postmasters; but in the case of inquiries which originate at sub-offices the completed papers should always be sent to the Postmaster concerned for noting before being filed. The final result of each inquiry should be entered in the missing-letter record, so that the special return furnished to the Chief Inspector at the end of each quarter may be properly completed. A summary of details of "found cases" is given on the back of form P.O. 90, and should be carefully completed.

483. Completed inquiry forms which do not bear the Head Office number and which relate to articles addressed to places within New Zealand may be filed at chief post-offices if the articles are found to have been duly delivered; also, provided the

articles are of no intrinsic value, if they cannot be traced. All other missing-letter inquiries are to be sent to the Chief Inspector.

484. At the end of each quarter a return must be furnished to the Chief Inspector, on form P.O. 90, showing particulars of all missing money letters or letters containing articles of value, with special remarks in reference to each case.

ELECTORAL-NOTICE LETTERS.

485. Important duties are imposed upon Postmasters under various sections of the Legislature Act, 1908. So much of these sections as define the duties of Postal and Telegraph officers will be communicated to them at election-times as they recur, and it is the duty of every officer to inform himself in good time on any point in which he may render service in forwarding the business of an election.

486. All Postmasters are enjoined to assist the Registrar of Electors by informing him at his request of the name of any person who they have reason to believe is qualified to be enrolled but is not enrolled, or is enrolled but is not qualified to be enrolled. Postmasters are required by Act to witness claims for absent voters' permits.

487. (a.) The following provisions of the Legislature Act, 1908, are printed for officers' information:—

61. (1.) The Registrar shall remove from the roll of the district the name of every person enrolled thereon who is proved to the satisfaction of the Registrar to have left that district, and it shall not be necessary to summon any person whose name is so removed.

(2.) But no name shall be removed as last mentioned until the expiration of six months after the time or the approximate time when such person is proved to have left the district, or until after the return by the Post Office of a registered electoral-notice letter as mentioned in section two hundred and thirty-three hereof, addressed to such person at his place of abode as entered on the roll, unless the retention on the roll of the name of the said person is objected to and such objection is sustained, in which case the Registrar shall remove such name forthwith.

233. (1.) Any summons or notice under this Division of this Act may be served by delivering the same to the person to whom it is addressed, or by leaving the same at his place of residence as stated on the roll, or by sending the same to such residence through the post by registered letter, marked on the outside "Electoral-notice letter," addressed to the person to or upon whom such summons or notice is required to be sent, delivered, or served, and the sending of such summons or notice in manner aforesaid shall be sufficient service.

(2.) If any letter marked as aforesaid is not claimed, notice of the said letter being at the post-office for delivery shall be sent to all other post-offices in the same electoral district, and posted on a notice-board at the said post-offices.

(3.) Where any notice or summons is sent by registered letter marked as aforesaid, addressed to any person at his place of residence as stated on the roll, with a special request that such letter may be returned to the sender at the expiration of fifteen days if the person to whom the letter is addressed cannot be found, the return of such letter by the Post Office shall be deemed sufficient proof that the aforesaid person has quitted such place of residence.

(4.) The Post Office receipt for an electoral-notice letter shall be evidence of the posting thereof, but not of its contents.

(b.) The usual currency of six months for redirection orders may be extended in cases in which there is no doubt of the identity of an elector with the person by whom a redirection order has been given.

488. Under section 69 of the Legislature Act, 1908, a Registrar of Electors is authorized to send registered letters free on matters connected with the amendment of rolls. Under section 91 (c) an envelope containing a ballot-paper (elector's right) and an application for a ballot-paper is sent free to the Returning Officer of the district in which the vote is exercised. Surcharge of the unpaid postage on letters not coming within the two categories given above must be marked at the office of posting.

489. (a.) Any Postmaster having an undelivered electoral notice which it is believed cannot be delivered must exhibit outside his office, within three days of its receipt, in a conspicuous place, the full address of such notice, and advise his Chief Postmaster by first mail. An electoral notice may be delivered to the addressee only. A written order cannot be accepted unless the addressee is known to the Postmaster or his officers to be in the district.

(b.) On receipt of advice of undelivered notices the Chief Postmaster will take immediate steps to see that the full addresses of such notices are exhibited at all offices within the respective electoral districts.

(c.) Unclaimed registered electoral-notice letters specifically marked "Electoral-notice letter" are to be returned, according to special request, to Registrars of Electors. Before they are returned, every effort, including advertisement, is to be made to deliver them. Should the number of such unclaimed electoral-notice letters warrant the step, Chief Postmasters are authorized to have lists printed locally, after reference to the Secretary, saying how many lists are required. Undelivered electoral notices issued by a Registrar of Electors who is also a Postmaster may be marked "Return to sender," and returned direct to the Registrar of Electors concerned by the Postmaster, instead of being forwarded to the chief post-office for disposal. Letters so returned are still to be treated as registered. Other unclaimed "special-request" letters for return to Registrars of Electors are not to be advertised, and are to be returned promptly to Registrars. Every letter so dealt with must have superscribed on the front, in red ink, the reason for non-delivery. Chief Postmasters must see that all unclaimed electoral notices are promptly returned.

SURCHARGES.

490. (a.) A Postmaster is required to see that insufficiently prepaid articles which pass through his office are correctly surcharged. The checking of postage is to be carried out at the stamping-table. When letters are being faced up ready for postmarking, all open packets bearing less than letter-rates should be separated and systematically examined to see whether the postage is fully prepaid; and special attention is to be given to automatic stamping-machine impressions. Supervising officers are to give the matter of detecting short-paid articles close attention, and are to make systematic checks at frequent and irregular intervals. Special vigilance is to be exercised at times of pressure of business, particularly during the Christmas season. Officers generally are required to make every possible effort to prevent loss of revenue being occasioned by the passing as sufficiently prepaid of articles not sufficiently prepaid; and negligence in this respect when detected must be reported to the Secretary. When an officer has examined a postal packet for irregular enclosures he must place his initials alongside the cancelled postage-stamp as an indication that further similar action is not required.

(b.) Officers must not strain the regulations in the matter of weighing letters. The plate holding the letter must depress its pillar until it touches the platform before the letter can be said to be chargeable.

491. All surcharges must be boldly marked on the face of the unpaid articles in black ink. Any case in which a surcharge is marked in ordinary lead-pencil or otherwise than in black ink is to be reported.

492. For the treatment of unpaid and insufficiently prepaid correspondence from abroad see Rule 416.

493. Supplementary postage due for redirection is collectable on delivery. For instance, if a registered letter weighing not more than 1 oz., originally posted in New Zealand for inland delivery, and prepaid 2d. postage and 3d. registration fee, were subsequently redirected to a country to which the initial rate is 2½d., it would be charged the simple deficiency of ½d. (See Rule 546.)

494. Should postage-stamps not recognized for prepayment be used, no account is to be taken of them. This circumstance is to be indicated by the figure "0" placed by the side of the postage-stamps. Letters not sufficiently prepaid in New Zealand postage-stamps are to be treated as such in the usual way. (See Rules 394 and 395.)

495. (a.) Postage-due stamps are to be used for the collection of unpaid or insufficiently paid postage on all classes of correspondence. They are in no case to be received by any Postmaster in payment of postage.

(b.) A quantity of postage-due stamps sufficient to meet requirements must be kept in hand by every Postmaster. Postmasters will obtain supplies of postage-due stamps in the same manner as they do ordinary postage and revenue stamps.

496. (a.) Postmasters, before delivering surcharged postal packets, must cause to be affixed, and cancelled as ordinary stamps are cancelled, one or more postage-due stamps equivalent in value to the amount of postage and surcharge due. Official postage-stamps received from Government Departments in payment of surcharges are to be affixed to the articles in place of postage-due stamps. No surcharged mail-matter is to be delivered until the sum due thereon has been paid, except in the case of private-bag holders. (See Rule 499.)

(b.) Any Postmaster, or other person engaged in the Postal service, who collects and fails to account for the postage due upon any article of mail-matter which he may deliver without having previously affixed and cancelled the special postage-due stamp is guilty of a breach of duty, and is liable to a penalty of £50.

497. (a.) At post-offices at which delivery of letters, &c., is not effected by postmen, postage-due stamps are not to be affixed until the postal packets are on the point of being delivered; and they are not to be affixed to matter forwarded by request of addressees, returned to writer, or sent to the Dead Letter Office.

(b.) At post-offices at which there is a delivery by postman postage-due stamps are to be affixed to all surcharged correspondence as soon as it is received in the postmen's branch, unless an order has been received for redirection, in which case the correspondence should be forwarded without affixing the stamps.

498. The office to which a surcharged article is redirected must return form Acct. 78, with the postage-due stamps affixed, by the first mail after the article is delivered. If the article has to be again readdressed a fresh form is to be prepared by the office making the second or subsequent redirection.

499. (a.) Postage-due articles for private-bag holders must have postage-due stamps affixed and cancelled before being placed in the private bags. To enable the value of the postage-due stamps to be recovered, the form "Redirected Postage Due" (Acct. 78) should be altered to suit, and enclosed with the letters.

(b.) For the instructions regarding postage-due articles for private-box holders see Rule 518.

500. If matter should arrive at a post-office with postage due thereon, and the Postmaster has no postage-due stamps in hand, he will collect the amount due, and, as soon as he can obtain postage-due stamps, will affix the amount in such stamps to a sheet of paper, cancel the stamps, and forward the sheet to the Chief Postmaster for transmission to the Controller of Accounts, with a statement of the facts.

501. (a.) When postage-due stamps have been affixed to refused, unclaimed, or other undelivered matter, credit must be obtained therefor by means of a claim on the Chief Postmaster for postage-due stamps on undelivered mail-matter. The Chief Postmaster will, when satisfied as to the correctness of the claim, arrange for a refund being made, and will take credit for the amount of such refund as "Postage refunded"; a notice (which must be prepared in duplicate by the manifold-writing process) on form Acct. 99 being sent to the Controller of Accounts, with the Daily Cash Account in support of such entry. The counterpart of the notice must be sent with the undeliverable mail-matter to the Dead Letter Office as an advice of the fact that credit has been taken for the postage-due stamps affixed thereto.

(b.) When postage-due stamps have been affixed to correspondence subsequently redirected, a claim stating the amount due and the name of the person from whom it is to be collected must be attached to and sent with the letter. The Postmaster receiving the same must detach the claim and return it by next mail, with amount of uncanceled postage-due stamps enclosed, to the Postmaster making the claim, who, in case of failure to secure a return of the stamps, must report the circumstances to the Controller of Accounts.

502. When a letter is received for delivery surcharged above the proper amount the Postmaster must not alter the surcharge. He should weigh the letter before delivering it, and mark the weight on the cover, which he should obtain from the addressee, and send to the Chief Postmaster with an application for refund of the overcharge.

503. (a.) A Chief Postmaster may remit the charges on official letters authorized as exempt from postage which have been surcharged in consequence of not having been properly marked, provided such letters are opened in the presence of the Postmaster and found to be entitled to free transit. He may also remit

such charges on ordinary letters, if satisfied that the claim for refund is a proper one. The receipt for refund should be taken on the face of the surcharged cover. Postage which is thus authorized to be refunded is to be claimed in the Daily Cash Account, which should be accompanied by the cover, together with an explanatory memorandum. (See Rule 796 (b).)

(b.) Deficient postage on undelivered correspondence addressed to the care of Consuls is to be refunded to Consuls on return of the correspondence to the post-office.