

type. A careful record must be kept of offices supplied with revolving date-stamps, or already supplied with year-type in advance; and in each case in which a new date-stamp is supplied a pattern of the new year-type is to be substituted for the pattern of old type. Requisition is to be made on the Controller of Stores for envelopes for holding pattern-type.

643. A date-stamp is to be supplied to every office, even in the case where a post-office and a telephone-office bearing the same name are opened under separate charge. Application for the date-stamp is to be made by the officer responsible for the opening of the office, and the requisition is to show clearly whether the stamp is intended for a post-office, a telephone-office, or a combined office.

644. As far as possible, boxes containing date-stamps and type are to be securely packed in hampers or baskets for transmission to destination. Returned stamps and seals are to be clean and ready to put away, and the memorandum of advice should show an impression of each.

RURAL MAIL-BOXES, PRIVATE BOXES, CALL-BOXES, AND PRIVATE BAGS.

645. Letter-boxes may be supplied for the use of persons living on or contiguous to a rural mail-route. These boxes are to be known as rural mail-boxes, and the price without lock and key is 15s. per box. The following is a list of the forms required for use with the rural mail-boxes:—

- (1.) Booklet of regulations.
- (2.) Form from box-holder authorizing Postmaster to place correspondence in the box.
- (3.) Application for the establishment of a rural-mail delivery.
- (4.) 1 R.M.D.—Notice to call for registered article.
- (5.) 2 R.M.D.—First notice to call for package too large to be placed in box.
- (6.) 3 R.M.D.—Second notice to call for package too large to be placed in box.
- (7.) 4 R.M.D.—First notice of insufficiently prepaid article.
- (8.) 5 R.M.D.—Second notice of insufficiently prepaid article.
- (9.) 6 R.M.D.—Notice to call for parcel exceeding 5 lb. in weight.
- (10.) Registered-letter delivery-book No. 9.

Posters advertising the boxes should be exhibited at all post-offices. The Controller of Stores issues the boxes and forms upon application.

646. The terms and conditions under which private boxes and call-boxes and private bags are let will be found in the Guide.

647. A form of application (Acct. 368) for a private letter-box is distributed by the Storekeeper. A supply of the form, which is self-explanatory, must be kept at each post-office at which private letter-boxes are provided for the public, and no box is to be let without written application being made on this form.

648. As private boxes have sometimes been held under fictitious names and for fraudulent purposes, the accommodation of a box must not be granted to any person under an assumed name; and if a Postmaster has good reason to suspect that a private box is applied for, or is actually held for improper purposes, he must immediately report the circumstances.

649. Postmasters should endeavour to prevent loitering in private-box lobbies. Tactful representation will do much in this direction.