

**700.** The treatment of registered letters must be performed by officers of responsible positions, and the entries checked with as little delay as possible, so that in all cases nothing may hinder any irregularity from being promptly and thoroughly sifted, and blame, if any, brought home to the offender or offenders.

**701.** In transferring registered letters from hand to hand the check consists in each officer obtaining a receipt or acquittance from the person to whom he transfers a letter, and it is the duty of every Postmaster to see that this essential check is not neglected.

**702.** In every office there should be a registered-letter locker for the secure deposit of registered letters which await despatch or delivery; the key during office hours to be in possession of the officer appointed to this duty, and after hours in the possession of the Postmaster or the senior mail clerk. At the close of business each day registered articles should be securely locked in a safe or strong-room by the senior officer on duty. Careless detention of letters in the locker, safe, or strong-room will be regarded as a serious offence, and punished accordingly.

**703.** Letters containing coin which have been erroneously accepted for registration, and all unregistered letters containing coin addressed to countries beyond New Zealand and Australia, must be detained and forwarded to the Inspector of Post-offices under registered cover.

**704.** All "coin" letters (letters containing coin) sent to the Dead Letter Office for disposal must be forwarded to the Inspector of Post-offices under registered cover.

**705.** To the person who presents a letter for registration a receipt must be given. The letter must be date-stamped, and a registration label affixed as explained below. The letter must, in the presence of the person registering it, be marked in blue pencil with a rectangular cross the full size of the letter, back and front (see diagram), and deposited in the locker until despatched or transferred. No article directed to initials or to a fictitious name can be registered. The despatching officer will be held responsible for obtaining the registered articles prior to the despatch of each mail. One of the registration labels is to be affixed by the counter clerk to each packet (whether a letter or a parcel), accepted for registration, and the serial number on the label is to be entered on the receipt for this packet and on its butt, in addition to the other particulars. The labels are of two kinds—the one showing

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