

mail, the second to the Inspector of Post-offices (by the first opportunity, pinned to the copies of letter-bills to which they refer, or to the corresponding statement of foreign mails), and the third retained at the office of despatch.

INSURANCE OF LETTERS.

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

757. At offices where 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.

758. The usual receipt given for registered letters, with the words "Insured for ——— pounds" written thereon, must be made out and handed to the sender. The number of pounds must be expressed in words, and not in numerals.

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

760. 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 4, as is now done with respect to express letters.

OUTWARD MAILS TO THE UNITED KINGDOM.

761. 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. 33.

762. 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 proper cover must be sent to the Dead Letter Office.

763. 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. A report on form P.O. 33 should be made against the office of posting.

764. Letters addressed to initials, or clearly containing any of the articles which are specially prohibited from transmission in insured letters, should be sent to the Dead Letter Office. In the case of a letter addressed in pencil, the original should be left unaltered, but it should be copied in ink on another part of the envelope. A report should be made against the office of posting on form P.O. 33. A report should also be made when spaces have not been left between the stamps affixed in payment of postage and insurance fee respectively, unless a note on the cover of the packet shows that attention has already been drawn to the irregularity.

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