

766. 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.

767. All insured letters ready for despatch in a mail-room must be entered on a special insured-letter bill. Each column should be carefully filled up. In column 7 an amount of 4d. for each £12 of insured value or any remainder should be shown against each entry for the United Kingdom. For other countries *via* the United Kingdom the amount required to be shown in column 7 will be found in the special transit-table supplied to despatching offices. The insured-letter bill should be prepared in triplicate with carbon paper; the top copy should be forwarded with the letters, the second copy should be sent to the Inspector of Post-offices, and the bottom copy retained at the office of despatch. The amount of 1½d. for each £12 of insured value or any remainder must be claimed in column 8 of the insured-letter bill in respect of insured letters redirected unpaid to the United Kingdom and to other countries *via* the United Kingdom to whom the insurance system applies.

768. 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.

769. 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."

770. 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 centre of the mail. All insured letters for the United Kingdom or for passage through the United Kingdom must be placed in the mail for London only.

771. The number of the bundles of insured letters sent in a mail must be entered on the front of the letter-bill P.O. 383 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."

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

INWARD MAILS FROM UNITED KINGDOM.

773. 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