

not claimed in fourteen days, the sender should be advised on form P.P. G., and he may elect to have it redirected to another place or returned; but in the case of redirection to another office a fresh rate of postage should be charged. A fresh insurance or registration fee is not to be charged on insured or registered parcels redirected within New Zealand.

**867.** Unclaimed inland parcels should be retained at the office from which they should be delivered for one clear month, exclusive of the month in which they are received, and then forwarded to the chief post-office, where they should be entered in the Returned-parcel Record. The senders should then be advised by the chief post-office on form P.P. G., and if the parcels are not claimed within three months from the date of posting they should be sent to the Dead Letter Office.

**868.** The dates on which notices are forwarded to the senders must be distinctly written on the parcels at the time.

**869.** Any charges which may have accrued on an undelivered inland parcel, with the exception of insufficient prepayment in the first instance, are to be waived on the return of the parcel to the sender.

**870.** Parcels originating in the United States of America or any of its dependencies and unclaimed at the expiration of thirty days from receipt at the office of destination should be returned to the office of origin without charge. Parcels originating in other countries which cannot be delivered should be kept at the office to which they are addressed for one clear month irrespective of the one in which they were received, and, if not claimed, forwarded to the chief post-office. The Chief Postmaster should then advise the Inspector of Post-offices on form C. & F. P.P. 9., and in the absence of instructions parcels originating in Australia should be retained for four months, and those from other countries six months from the date of posting of the advice of non-delivery, and then forwarded to the Dead Letter Office.

#### INSURANCE OF PARCELS.

**871.** Insurance of parcels is a system of compensation for loss or damage of parcels (which for convenience is called "insurance") applicable to inland parcels and to parcel-exchanges with the United Kingdom, India, Ceylon, Hong Kong, and certain other countries. (See Guide.)

**872.** Parcels tendered for transmission under this system should comply with the general regulations relating to insured parcels published in the Guide; and it is the duty of officers, before accepting any parcel for insurance, to see that such regulations have been complied with, and that postage-stamps for the correct amount of postage and insurance fee are affixed. Should an insured parcel be insufficiently prepaid, the officer who insured the same must pay the amount of the deficiency.

The necessary forms consist of—

Parcel-insurance certificate, C. & F. P.P. 22. (For use at permanent offices.)

Parcel-insurance certificate, C. & F. P.P. 23. (For use at sub-offices.)

Label, C. & F. P.P. 25. (For use at all offices.)

The forms are all self-explanatory.

**873.** On a parcel being accepted for insurance a parcel-insurance certificate must be issued to the sender or his representative free of charge.

**874.** Label C. & F. P.P. 25 should next be filled in and affixed to the parcel, which should then be entered in the Insured-