

921. The use of a telegraph-wire may be granted by the Department to chess clubs, on the understanding that the privilege is wholly contingent on a wire being available. No promise or arrangement must be made without the authority of the Secretary. The charges, which must be collected in advance, are 2s. 6d. an evening, should the Department provide accommodation with lighting and fuel; otherwise no charge is to be made. Payment for services of the operator is settled between him and the chess club. The Controller, General Post Office, must be advised specially at the conclusion of the match, whether fees are payable or not, and also of the postponement or abandonment of a match.

922. Officers will be charged the cost of type the loss of which is attributable to them; and non-permanent Postmasters and Telephonists on taking over an office must at once report the fact of missing type, otherwise they will be charged therefor. Postmasters and officers in charge of telegraph-offices in making requisition for type must do so on the prescribed form (P.O. 163) to the Chief Postmaster, who will forward it to the Secretary, General Post Office, attaching thereto postage-stamps to the value of the type required. When the circumstances demand immediate attention, an "Urgent" tag is to be attached.

923. *Registration of Code Addresses.*—Fees must be entered on form Acct. 190, upon which should be shown the name of the person by whom the fee is paid, the code-word registered or to be registered, and the period covered by the payment. (See Rule T. 133, ed. 1904.)

924. To lessen the risk of code addresses being acted upon for a longer time than the payment provides for, cancellation should be promptly effected when the period for which payment is made expires, and the advice of such cancellation forwarded to the Secretary, Telegraph Division, without delay. (See Rule T, 135, ed. 1904.)

925. *Telephone-exchange Receipts.*—(a.) These are to be accounted for on form Acct. 172, under the heading of "Telephone-exchange Receipts," care being taken to enter each day's items in numerical sequence. Sub-Postmasters and officers in charge of telegraph-offices must send in the statement through the Chief Postmaster of the district, who will utilize the information contained therein to check the entries in the Post Office Account.

(b.) In collecting rental from a new telephone-exchange subscriber, if the period intervening prior to the close of the then current quarter does not exceed one calendar month, the amount to be collected must include the next following quarter's subscription.

(c.) Where more than one connection is held by the same subscriber, it must be clearly indicated on the report of collections for which connection the fee is paid—thus, "City Council (Waterworks)"; "City Council (Town Clerk)"; "City Council (Fire Brigade)."

(d.) The officer preparing the cards on which subscribers are advised of the rental due (form Acct. 186) must fill in particulars on both portions of the card, and not on the top only.

(e.) When subscriptions are tendered at suburban offices adjacent to the city in which an exchange is situated the amount is to be accepted if accompanied by the advice issued by the exchange and brought to charge as a telephone-exchange receipt. If not accompanied by the advice it is to be refused. At the close of the period a duplicate of the statement of collections is to be prepared and sent in through the Chief Postmaster for transmission to the Officer in Charge of Telegraphs. Chief Postmasters