

article, to an irregularity connected with registered letters, to the incorrect numbering of letter-bills, or to any subject of special importance.

**504.** When despatching officers receive verification notes direct from foreign exchange officers they should invariably forward them by first opportunity to the Inspector of Post-offices, with remarks on a separate paper, and not on the note.

**505.** Officers despatching foreign mails will furnish particulars thereof to the Inspector of Post-offices on the form "Foreign Mails Despatched" (P.O. 22). All foreign mails despatched, except those sent to the Australian States or to the South Sea Islands (if the last-named are sent from Auckland direct) must be shown in this return. If a mail contains only correspondence on Post Office business (which forms no account), the usual entry of the number of the mail must be made in the return, but the weight columns are to be left blank, and the words "Official, form no account" written in the column for remarks. Mails despatched by occasional vessels leaving New Zealand ports direct for foreign offices which are not specified on form P.O. 22 should be entered on blank lines in the statement. (See Rule 500.)

**506.** Care must be taken that all the weights in the statements of foreign mails furnished to the Inspector of Post-offices are accurately entered, as mail-service payments are based thereon.

**507.** The following particulars of each mail despatched are to be entered in the Foreign Mail Register :—

- (a.) Number of mail.
- (b.) Date of despatch.
- (c.) Name of vessel by which despatched.
- (d.) Net weight of letters and post-cards
- (e.) Net weight of other articles
- (f.) Number of registered articles.
- (g.) Initials of despatching officer.

**508.** Insufficiently prepaid articles, except those for Australia, must have double the amount of the deficiency marked in centimes, in black figures, by the side of the postage-stamps. Wholly unpaid letters must be marked in the right-hand top corner. In the case of Australia, double the deficient postage must be marked in shillings and pence. (See Rule 604.)

**509.** In the case of insufficiently prepaid correspondence liable to more than a single rate, the number of rates should be indicated in the upper left-hand corner in ordinary figures.

**510.** All unpaid or insufficiently prepaid correspondence must be stamped "T." Special care should be exercised in checking the postage affixed to all classes of correspondence.

**511.** The conversion of shillings and pence for purposes of surcharging is fixed at the rate of 10 centimes to 1d. Thus—

$\frac{1}{2}$ d.	=	5 centimes.
1d.	=	10 centimes.
$1\frac{1}{2}$ d.	=	15 centimes.
2d.	=	20 centimes.
3d.	=	30 centimes.
10d.	=	100 centimes = 1 franc.
1s. 2d.	=	1 franc 40 centimes, &c.

The manner of marking the deficiency should therefore be as follows :—

A letter which should be prepaid  $2\frac{1}{2}$ d., posted wholly unpaid :  
"T. 50 cts."

A letter on which 5d. is due, prepaid 2d. : "T. 60 cts.," &c.

**512.** Missent correspondence of all kinds must be stamped on the address side with the date-stamp of the office to which it has