

of any error, a V.N. should be prepared, signed by two officers, and forwarded to the Inspector of Post-offices pinned to the letter-bill. Two copies of every V.N. should be sent to the Inspector—one for despatch to the office of origin of the mail, the other to the head office of the country of origin. Any necessary corrections must be made in the letter-bill or registered list, the erroneous entries being struck through with a single plain pen-stroke so as to admit of their being read. Such corrections, except in the case of an obvious error, are accepted in preference to the original statement. Offices in the United Kingdom do not advise the weights of mails on the letter-bills to New Zealand by any route. Such mails need not be weighed on receipt; and the absence of weight entries should not be reported by verification note. Post-cards are not to be date-stamped.

**534.** In the case of non-receipt of a mail (ascertained by the numbering on the letter-bill), or of a registered article, the fact should be reported to the Inspector of Post-offices by telegraph, with full particulars; but the V.N. must be sent as provided in the preceding rule.

**535.** Unpaid and insufficiently prepaid correspondence is charged on delivery the deficiency marked by the despatching office. Unpaid or insufficiently prepaid registered letters are to be delivered to addresses without charge. For conversion of francs and centimes into shillings and pence see Rule 511. When, after converting the deficiency into pence a remainder below 5 centimes is left, it is not taken into account; for any remainder beyond 5 centimes, 1d. is to be charged.

**536.** Every article of correspondence which does not bear the stamp "T" is considered as fully prepaid and treated accordingly, unless there be an obvious error.

**537.** Redirected surcharged articles, other than those insufficiently prepaid, should only be charged actual deficiencies on delivery. Articles insufficiently prepaid for their first destination should be taxed double the deficiency.

**538.** Any unclaimed articles originating in New Zealand returned by a foreign country (such articles are generally labelled "*Rebuts*") should be forwarded to the Inspector of Post-offices by the first dead-letter mail, even when the covers bear the addresses of the senders.

**539.** All letter-bills and registered-letter lists received from foreign offices must be forwarded, when completed, to the Inspector of Post-offices; but letter-bills and registered-letter lists originating in Australia are returned to offices of origin.

**540.** Particulars of mails received must be recorded in the Foreign Mail Register by the receiving office. When no weights are advised in the letter-bills the weight columns in the register should be left blank. The contents of mails received by direct steamers must be weighed, and entered under Article II of the letter-bill.

**541.** Bags received from foreign offices must be returned empty to the nearest office of exchange of the country of origin. The only exception to this rule is in connection with mails for the United Kingdom, Aden, and the Transvaal. Empty mail-bags for return to the United Kingdom are to be sent *via* Suez. Empty mail-bags for return to Aden must be clearly addressed to the Postmaster, Aden, officially registered, and entered on the Colombo registered-letter list for despatch to that office. Special New Zealand mail-bags are used for the conveyance of mails in both directions between New Zealand and the Transvaal. Despatching offices should keep a special note of all new bags which are stencilled for use between New Zealand and the Transvaal,