

577. If more than the actual fee is received for express delivery or special-messenger service, the surplus must be returned by post, not by messenger. Receipts for payments must be given free of charge. (For further particulars see Guide.)

REDIRECTION OF LETTERS, ETC.

578. Postmasters are required to redirect correspondence on receipt from any addressee of a written order or a telegram to that effect. A person presenting a redirection order is to be requested to add his or her title—Mr., Mrs., or Miss. This applies also to telegrams forwarded to Postmasters for the redirection of correspondence. Telegrams must bear the words "Signature verified" in the instructions, and be signed with the full surname and all the initials of the addressee. An instruction by cable from beyond the Dominion for the redirection of correspondence is to be complied with. A copy of P.O. 285 should be attached to the redirected letter requesting the Postmaster to identify the addressee before delivery, and the same form should be used when there is any doubt as to the authenticity of the application.

579. All orders for redirection must be numbered consecutively, beginning with No. 1 on the first day of each year, and entered in the proper book and on the cards kept in the delivery-boxes. The record must be entered up daily so as to show full particulars, including the number and date of the order, surname and Christian name of the applicant, and the new address, dates of application and receipt, dates of redirection, and the number of letters, &c., forwarded. The applications must be indorsed and filed. As the proper and due performance of this duty is highly important, Postmasters must require all redirection orders to be noted by the delivery officer or letter-carrier, showing the action taken, and they should personally examine the redirection-order book at frequent intervals. Such examination is to include the checking of all orders against the entries in the order-book and on the cards kept in the delivery-boxes. At the four principal offices this duty may be delegated to the Assistant Postmaster or other senior officer, but at other offices Postmasters will be held responsible for all errors caused by incorrect entries.

580. At those offices where the card system of recording redirection orders is in use, all the particulars, including (1) number of order, (2) dates of application and receipt, must be accurately entered on the cards provided for the purpose, and the orders then dealt with in all other respects as in Rule 579.

581. Letters awaiting despatch to another office may, if practicable, be intercepted upon a request being made to that effect by the addressee, who must be satisfactorily identified.

582. Redirected letters must not be enclosed in new covers. They must be clearly redirected *in red ink* on the original covers, the old address being ruled through. The title of the addressee must be given in every case when it is known with certainty. Stamped covers, or stamps enclosed with redirection orders, must be returned to the applicants, with an intimation that it is contrary to rule to re-enclose redirected letters.

583. Returned letters from the Dead Letter Office, or any chief office, if in the authorized covers, may be redirected free of charge to any place in His Majesty's dominions. If for other places, such letters must be surcharged full letter-postage.

584. Telegrams readdressed for transmission by post should be charged a single rate of postage only.

585. Letters believed to be wrongly addressed or any obscurely addressed may be forwarded to the supposed proper address as