

594. Articles received at sub-offices without addresses are to be advertised by notice prominently exhibited, and sent by first mail to the Chief Postmaster for disposal.

595. In the case of address-covers or envelopes received without contents, the addressee should be communicated with on form P.O. 109, with a view to the identification of the probable contents.

596. The following table denotes when undelivered letters, letter-cards, and packets are to be sent to the Dead Letter Office, the times at which they are to be so sent, and the reasons to be assigned upon them:—

| An Article | Time at which to be returned. | Reason to be assigned in Red Ink, on the Address Side. |
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| 1. For a person deceased, unless deliverable to a proper representative | At once | Deceased. |
| 2. Posted without an address or illegibly addressed | At once | Not addressed. |
| 3. Posted without the name of either a chief office or sub-office on the address, unless for a person known to be living within the delivery of the office where posted, or for a well-known person or place in some other delivery | At once | Insufficient address. |
| 4. Addressed so as to apply equally to two or more persons or firms, and to leave it a matter of real doubt to whom to be delivered | At once | Insufficient address. |
| 5. Absolutely refused | At once | Refused. |
| 6. Addressed to a street or place when there is in the town no street or place of that name, or similar name, unless there be no reasonable doubt as to the person for whom the article is intended | At once | No such street or place in [Office stamp]. |
| 7. Addressed to the post-office, or "To be called for," or to a person residing outside the letter-carriers' deliveries— | | |
| Inland | One month | Un-claimed; or, Not called for. |
| From Australia | Six weeks | |
| From other countries beyond New Zealand | Two months | |
| 8. Addressed to a specified house for a person who, nevertheless, cannot be found; or addressed to a person who has gone away without leaving an address— | | |
| Inland | One week | Not to be found; or, Gone, no address. |
| From Australia | One month | |
| From other countries beyond New Zealand | Six weeks | |
| 9. At seaports, when addressed to a ship. (Unless it be well known, or ascertained by inquiry of the agent, that, owing to disaster or other cause, the ship cannot arrive within three months, in which case it should be returned at once) | Three clear months | Ship sailed, not known where; or Sailed for —, &c. |
| 10. Addressed to the British Consul | At once, to Secretary. | |
| 11. Posted from Government House, Wellington, or bearing the Government House frank | At once. | |