

**610.** Postmasters will make requisition, when necessary, to the Chief Postmaster for further supplies of postage-due stamps, in the same manner as they do for ordinary postage and revenue stamps.

**611.** Postmasters, before delivering surcharged correspondence, must affix or cause to be affixed, and cancelled as ordinary stamps are cancelled, one or more postage-due stamps equivalent in value to the amount of postage due. No mail-matter is to be delivered until the postage due thereon has been paid. Any Postmaster, or other person engaged in the Postal service, who shall collect and fail to account for the postage due upon any article of mail-matter which he may deliver without having previously affixed and cancelled the special postage-due stamp, is guilty of a breach of duty, and is liable to a penalty not exceeding £50.

**612.** At post-offices where delivery of letters, &c., is not effected by letter-carriers, postage-due stamps are not to be affixed until delivery has been requested; and they are not to be affixed to matter forwarded by request of addressees, returned to writer, or sent to the Dead Letter Office.

**613.** At post-offices where there is a delivery by letter-carrier, postage-due stamps are to be affixed to all surcharged correspondence as soon as received, unless an order has been received for redirection, in which case the correspondence should be forwarded without affixing the stamps.

**614.** The office to which a surcharged article is redirected must return form Acct. 154 with the postage-due stamps affixed by the first mail after the article is delivered. If the article has to be again readdressed, a fresh form is to be prepared by the office making the second or subsequent redirection.

**615.** Postage-due articles for private-bag holders must have postage-due stamps affixed and cancelled before being placed in the private bags. To enable the value of the postage-due stamps to be recovered, the form "Redirected Postage Due" (Acct. 154) should be altered to suit, and enclosed with the letters.

**616.** If matter should arrive at a post-office with postage due thereon, and the Postmaster has no postage-due stamps on hand, he will collect the amount due, and, as soon as he can obtain postage-due stamps, will affix the amount in such stamps to a sheet of paper, cancel, and forward the same to the Chief Postmaster for transmission to the Chief Accountant, General Post Office, with a statement of the facts.

**617.** When postage-due stamps have been affixed to refused, unclaimed, or other undelivered matter, credit must be obtained therefor by means of a claim on the Chief Postmaster for postage-due stamps on undelivered mail-matter. The Chief Postmaster will, when satisfied as to the correctness of the claim, arrange for a refund being made, and will take credit for the amount of such refund as "Postage refunded"; a notice (which must be made in duplicate by the manifold-writing process) on form Acct. 340 being sent to the Chief Accountant, General Post Office, with the Daily Cash Account in support of such entry. The counterpart of the notice must be sent with the undeliverable mail-matter to the Dead Letter Office, as an advice of the fact that credit has been taken for the postage-due stamps affixed thereto.

**618.** When postage-due stamps have been affixed to correspondence subsequently redirected, a claim stating the amount due and the name of the person from whom it is to be collected must be attached to and sent with the letter. The Postmaster receiving the same must detach the claim and return it by next mail, with amount of uncanceled postage-due stamps enclosed, to