

448. Gummed labels bearing the word "Express" for affixing to the addressed side of express articles may be handed to the public, or affixed by officers when such articles are handed in over the counter or discovered in the posting-box.

449. (a.) Express articles are to be placed in a separate bundle, with a coloured label marked "Express" tied outside; the number of articles in the bundle must be marked on the slip and the letter-bill, and the bundle placed with the letter-bill. Fragile parcels must, of course, be sent in hampers. They must be advised on the letter-bill as "In hamper."

(b.) The officer who opens the mail must take out the express bundle, obtain the express parcels, and have the articles immediately dealt with by date-stamping, entering the addresses on form P.P. 3, altered to suit, and handing the articles for delivery either to the message-boy (who should be rung for immediately it is known that a mail contains express articles), or to the delivery clerk for delivery at the counter, as the case may be.

(c.) The message-boys are to take receipts on the form P.P. 3. The form should show the address and time of delivery of the express article, and must be returned to the post-office on completion of each delivery. The number of articles delivered and the amount of delivery fees should be inserted, and the forms filed for reference.

450. If more than the actual excess charge for express-delivery service is received from the addressee, 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.

451. (a.) Postmasters are required to redirect correspondence on receipt from the 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 in the instructions the words "Signature verified," and be signed by the addressee with his or her surname and all initials. An instruction by telegraph from beyond the Dominion for the redirection of correspondence is to be complied with. In such a case a copy of form P.O. 120 should be attached to redirected letters 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 any application.

(b.) The redirection of letters, &c., for persons temporarily leaving home is not undertaken unless the house is left uninhabited; and the redirection of letters, &c., addressed to clubs, hotels, boarding-houses, and other such institutions and establishments is not undertaken under any circumstances.

452. (a.) A person who has lodged a redirection order, without any restriction as to the time for which it is to be complied with, is to be informed before the expiry of six months that it will be necessary to renew it, if this is desired. For this purpose card P.O. 123 is to be used. It is to be issued as follows:—

Within the Dominion, two weeks before expiry of order.

For Australia, four weeks before expiry of order. For

the United Kingdom, six weeks before expiry of order.

A person for whom correspondence has ceased to be received need not be invited to renew his redirection order.