

(b.) As private boxes have sometimes been held under fictitious names and for fraudulent purposes, the accommodation of a box must not be granted to any person under an assumed name; and if a Postmaster has good reason to suspect that a private box is applied for, or is actually held for improper purposes, he must immediately report the circumstances.

514. (a.) When a private box is let, two keys are to be handed to the holder, the third key being held by the Postmaster. A receipt for the two keys must be taken on form Acct. 62. When a box is given up, the return of the keys must be immediately demanded. Every effort must be made to recover the keys, and if any cannot be recovered a record must be kept of the circumstances, and the value of the keys claimed from the holder.

(b.) It sometimes happens that private-box holders have extra keys made for their private boxes, or when giving up their boxes they do not return the number of keys supplied to them. There is thus a risk of the keys for a box being improperly used after it may have been let to another person. To guard against such a contingency it is desirable to change the locks whenever a private box is given up, and Postmasters should arrange accordingly, by simply transposing a lock from an unused box, or, in case of necessity, putting on a new lock and retaining the one removed for future use, as may be required. Locks required for private boxes are supplied by the Stores Manager.

515. (a.) Chief Postmasters must obtain annually from Postmasters at offices at which private boxes are provided a return on form P.O. 110, of unlet boxes. The return is to be prepared after examination of all the boxes, and is to be compared with the records in order to ensure a proper check on the boxes in use, the payments therefor, and the custody of keys.

(b.) Postmasters are held responsible that locks of unused boxes at their respective offices are in good repair and the keys in their possession.

(c.) Unlet private boxes must be effectively closed against "missorts." This may be neatly done by cutting a piece of cardboard a quarter of an inch longer than the inside vertical measurement of the box, making a small hole in the centre in which to insert the finger, putting the card upright inside the box, and drawing it tightly against the back of the box. At each office a frequent examination is to be made by a responsible officer, who should satisfy himself that all such boxes are securely closed.

516. (a.) At all offices at which there are private boxes Postmasters must see that the insides of the boxes are dusted at least once a month.

(b.) Postmasters are to periodically examine private boxes to ascertain whether there has been any shrinkage of the wood, especially in the bottom row above the skirting-boards. In every case of shrinkage skirting-boards should be removed, and the recesses below examined.

517. Strong linen-backed tags, obtainable from the Stores Manager, are to be used at chief post-offices and at the larger sub-offices for the special notices attached to private boxes for the guidance of sorters.

518. The receipt of registered or unpaid correspondence, also parcels or any other articles that cannot be placed in a private box, must be notified to the box-holder by notice-card. If an article is not called for within four hours of notification, a second card must be placed in the box, or the article may be specially delivered if there be any doubt as to a card being placed in the box at the