

proper time. Postmasters should, however, use their own discretion in such contingencies, the main object being to prevent delay in delivery.

519. When correspondence has been deposited in a private box and delivery otherwise than through the box is applied for because the applicant is without the key, or for any other reason, the request is not to be complied with without the authority of the senior officer on duty, who will take care to satisfy himself that the person applying is the actual lessee of the box or his responsible representative. If the person is not known as the lessee or his actual representative he must be identified. Requests from other persons must be refused. At the principal chief post-offices the permission may be given by the Assistant Postmaster.

520. (a.) The hours during which private-box holders at chief post-offices have access to their boxes are stated in the Guide. The box lobby should be lighted from dusk until the hour of closing. When kerosene-lamps in use in private-box lobbies in small offices wear out or show signs of becoming dangerous they are to be replaced by candle-lamps. The Stores Manager supplies candle-lamps.

(b.) Postmasters should endeavour to prevent loitering in private-box lobbies. Tactful representation will do much in this direction. The attention of any persistent loiterer is to be drawn to the regulation published in the Guide, providing that any person who loiters in a post-office is liable to a fine not exceeding £5, and any person found so loitering may be ejected; and the case is to be reported.

521. (a.) A form is provided (Acct. 67) for giving notice to private box and bag holders of fees due. The form should be posted a week before payment is due. If the fee for a private box is not paid within fourteen days, or the fee for a private bag within one month after due date, the box is to be closed or the bag discontinued. But before closing a box or a bag against a Government Department the Controller of Accounts should be referred to.

(b.) When a private box or bag is surrendered during the currency of the period for which payment has been made, no refund will be allowed for any period less than a complete half-year or multiple thereof. It must be understood that the Department is under no obligation to make any refund, and that all such refunds are an act of grace and may be made only when specially applied for by the subscriber in writing and after approval by the Controller of Accounts.

522. The Postmaster should collect the fees for private bags and call-boxes in the same manner as fees for private boxes are collected. No new private bag may be used until authorized by the Chief Postmaster, and until the fee has been paid in advance. If the office at which any private bag is made up is not a money-order office, the amount collected should be remitted to the Chief Postmaster by registered letter. When fees for private bags made up at a sub-office are paid at a chief office or another sub-office, the Chief Postmaster or Postmaster should at once advise the Sub-Postmaster by sending to him a duplicate of the receipt for retention and record.

523. Private-bag holders have no privilege in the matter of payment for the transmission of their correspondence with the Post Office. Where it is found that a private-bag holder is despatching postal packets which in ordinary course should have postage affixed, his attention should be drawn to the matter by the Postmaster at the office from which the bag circulates. The postal packets should be treated in the same way as other unpaid postal packets.