

559. As a rule, money-order offices only are used as circulating offices, and at those offices a Sub-office Forward Registered-letter Record, Book No. 56, is to be kept, in which all forward registered letters should be entered which are not entered in Book No. 58 Registered-receipt Book No. 58 is used only at a permanent or a railway office. A non-permanent office depends on its permanent circulating office supplying the green receipt on registered correspondence for the addressee's signature. In order that this rule can be strictly carried out, each permanent Postmaster must keep a list of the sub-offices in his circulation for office guidance, and must submit a copy to the Chief Postmaster for revision and approval.

560. Receipt-forms are not to be pinned to registered articles. They must be gummed in all cases.

561. On the arrival of a mail, the addresses of all registered letters received by it must, after the letters have been stamped on the back (except at those offices at which back-stamping has been abolished), be entered by the proper officer in the Forward or the Received Registered-letter Book. In the latter case the receipt (without which no registered letter may be tendered for delivery) must be given with the letter to the clerk or postman who is to deliver it, who must at the same time sign the book in the proper place. Registered letters from abroad must be entered and advised according to the particulars of the labels which they bear. In the records of the office the numbers and names of addressees are to be given. Every registered letter received at a non-permanent office for delivery must be at once entered in Book No. 63, Sub-office Registered-letter Delivery-book. At sub-offices which are non-permanent the addressee, besides signing the receipt, should be asked to sign in the Registered-letter Receipt-book No. 63.

562. (a.) A postman on delivering a registered letter must require that the receipt be signed by the person to whom the letter is addressed. When this is not practicable, it must be signed by some responsible person known to be permanently connected with the house; or, when the letter is directed to a place of business, by a clerk or other person known to belong to the establishment. The receipt of a lodger must not be taken except for his own letters.

(b.) When a registered article is delivered from the post-office, the receipt of the ordinary messenger of the person to whom it is addressed will suffice, provided the messenger is known to be authorized, or produces written authority from the addressee. Registered articles which cannot be delivered at once—as, for instance, those to be kept till called for—must be placed in the locker with the receipts attached (see Rule 539), and the proper card with the address and number of the article must be placed in the box or pigeon-hole in which the ordinary letters await delivery, so that the delivering officer may see that there is in the locker a registered article. The registered articles in the locker must be compared with the cards daily.

(c.) Notice of a registered article for the holder of a private box must be given by placing a notice card in such private box, and if the article is not called for in four hours after the ordinary correspondence has been removed from the box another card should be placed in the box, or the registered article may be specially delivered if there be any doubt as to a card having been placed in the box at the proper time. Postmasters should, however, use their own discretion in such contingencies, the object being to prevent delay in delivery. Care must be taken that the notice cards are placed in the private box before the notice "All sorted" is exhibited. Registered correspondence for private boxes which has been in hand for twenty-four hours is to be delivered by postman.