- 568. Immediately after delivery of the letter the A.R. card should be stamped, signed, and forwarded, free of postage, as an unregistered article to the sender, whose name and address are shown on the reverse side of the card.
- 569. (a.) Registered letters which may be redirected must be entered in the receipt-book, but in the place allotted for signature of the recipient must be inserted "Redirected to ———," (naming the place), and the date on which the letter is forwarded, followed by the signature of the officer making the entry.
- (b.) When a registered article sent to a sub-office is redirected to another office in the same postal district it must be entered in the Forward Registered-letter Book of the office through which it circulates, and sent on with the receipt attached. If redirected to another postal district, the original receipt must be returned to the office from which received, marked "Redirected to ——" (naming the place), and the redirection recorded.
- 570. A registered article which, after delivery to the representative of the addressee, may be redirected unopened, and reposted in the posting-box of any office, must be treated as irregularly posted, and charged double registration fee, but not second postage. A registered packet redirected, whether officially or privately, should continue to be entered and advised according to the particulars given on the label of the original office of posting. A fresh label should not be affixed. In the case of private redirection the officer who accepts the packet for retransmission should note the receipt and carbon copy with the name of the original office of posting as well as the serial number shown on the label.
- 571. The receipts for delivered or redirected registered articles are to be gummed in the places in the receipt-book from which they were taken, and the book must be carefully examined each day to see that all receipts have been returned, by which means a complete check will be kept on all registered articles received for delivery. Receipts bearing the letters "A.R." are to be checked carefully to see that they are initialled as an indication that the form has been returned as directed in Rule 568. All registered articles for sub-offices which pass through the chief office must be entered in the Chief Office Receipt-book No. 58, and the form of receipt for signature by the addressee must accompany the letter and be returned by the Postmaster immediately after the letter has been delivered.
- 572. When an unusually bulky registered packet cannot be enclosed in the bag with the other registered articles, the phrase "En dehors" must be written opposite its entry on the registered list, under "Observations," in the case of foreign, and in the case of inland and Australian packages the word "Loose" must be written on the letter-bill under the registered-letter entry.
- 573. Registered lists must be numbered consecutively in all cases where more than one list is used. In the right-hand top corner of the last list the words "Last list" must be written, and it must contain a summary of the total registered correspondence comprised in the mail, thus—

List 1	• •	 	 30
List 2		 	 30
List 3 (last list)	0.0	 	 25
			,
Total	* ,		85

Each list is to be tied with its bundle, and placed in the bag which contains the registered articles advised thereon, and the articles are to be arranged in the order in which they are entered on the list. If the registered articles contained on any one page are too many for enclosure in one bag, each of the bags used must be carefully labelled to show the number of the page on which the articles are entered.