

A registered article within New Zealand is to be advised on letter-bills, lists, &c., by the name of the office of posting and by the serial number, followed by the name of the office of destination. When despatched to a country beyond New Zealand, a registered article is to be advised on the list by the name of the office of posting and by the serial number only.

574. Registered letters, &c., sent forward on an intermediate office for despatch thence to destination should be entered on a special list marked "Transit," but numbered consecutively with others. In transit lists the names of towns as well as countries should be shown, and in lists for the United Kingdom counties should be stated as well as towns.

575. Registered lists for places abroad should be made out in triplicate by means of carbon paper. The top copy is to be forwarded with the mail, the second to the Secretary (by the first opportunity, pinned to the corresponding statement of foreign mails), and the third retained at the office of despatch.

576. It is strictly enjoined that every irregularity in regard to registered articles be reported to the Secretary, form P.O. 52 being used for the purpose.

577. If a registered article or postal-remittance letter is missent or entered on the letter-bill and not received, this error must, when possible, be reported to the despatching office by telegraph, and it must also be reported in the usual form by the first post. The loss or theft of a registered letter or a postal remittance letter must also be reported by telegraph to the Chief Postmaster, who in the case of a postal remittance letter must immediately telegraph the circumstances of the case to the Secretary, and in the case of a registered letter must notify the Secretary by telegraph without delay, after the preliminary inquiries have established the fact that the registered letter has been lost or stolen.

578. In the case of the loss of a registered article through neglect of the rules, the officer or officers at fault will be held liable for the contents of the lost article, or a more serious punishment may be inflicted.

INSURANCE OF LETTERS.

The general regulations governing the transmission of insured letters to be found in the Guide must be read with these:—

579. (a.) At offices to which such labels are supplied, a red "Insured" label must be affixed to the front of the cover. A space must be left between the label and the postage-stamps, and the label must not be folded over the edge of the cover. If the Postmaster is not supplied with these labels, or if there is no room for a label on the front of the cover, the entry on the cover relating to insurance must be boldly underlined in blue pencil.

(b.) The usual receipt given for registered letters, with written thereon the words "Insured for _____ pounds," must be made out and handed to the sender. The number of pounds must be expressed in words, and not in numerals. The registration receipt number must be placed on the insured letter and the letter marked with blue pencil in the same manner as a registered article.

(c.) The amount for which a letter is insured must be shown on the letter and on the receipt in gold francs at the side of or below the amount of the insured value in English currency. This does not apply, however, to insured letters addressed to the United Kingdom.

580. During transmission from office to office, insured letters should be treated like registered letters; but the letter "I," in addition to the registration number, must be written against the entries on the letter-bills or registered-letter lists.