

581. The number of insured letters posted at all offices should be carefully recorded, and Chief Postmasters should see that the total number is shown on Annual Return 2.

OUTWARD MAILS TO THE UNITED KINGDOM.

582. (a.) On reaching the office of exchange the insured letters must be carefully examined to see that the regulations have been complied with, especially those as to enclosing and sealing and the proper entry of the insured value on the cover. All irregularities in these respects must be reported against the offices of posting on form P.O. 52.

(b.) If an insured letter is not sealed with wax, or is sealed in such a way that it can be opened without either breaking the seals or tearing or making a hole in the cover, it must be officially sealed with wax, the initials of the sealing officer being added. Any letter which is not enclosed in a strong envelope must be sent to the Dead Letter Office.

(c.) If the office of exchange receives a letter which is insured for a sum exceeding the maximum limit allowed by the regulations, the entries of the insured value must be struck through with ink or blue pencil, and the authorized maximum substituted.

(d.) Letters addressed to initials, or directed in pencil, or clearly containing any of the articles which are specially prohibited from transmission in insured letters, should be sent to the Dead Letter Office.

583. Each insured letter must be weighed, and the *exact* weight in grammes must be entered in the left-hand upper corner of the cover.

584. A red label with the words "Insured—Valeur déclarée" must be affixed to each insured letter before it is despatched. If this has not been done at the office of posting, the omission must be supplied at the office of exchange. The label must not be folded over the edge of a letter; and a space must be left between it and the postage-stamps.

585. At the office of exchange all insured letters ready for despatch must be entered on the special insured letter-bill. Each column is to be carefully filled up with the exception of columns 7 and 8, which are to be left blank. The insured letter-bill is to be prepared in triplicate with carbon paper; the top copy is to be forwarded with the letters, the second copy is to be sent to the Secretary (Postal Division), and the bottom copy is to be retained at the office of despatch. The routes by which insured letters may be forwarded are shown in column 5 of the Foreign-letter Table of the Guide. Insured letters for the United Kingdom and for those countries to which they are despatched via the United Kingdom are to be forwarded by the San Francisco and Vancouver routes.

586. The following notes should be made in column 9 of the bill:—

Opposite the entry of letters,—

Accompanied by advice of delivery ..	..	A. R.
Redirected .. .. .	..	Réexp.
Undeliverable .. .. .	..	Rebut.

Unpaid redirected letters are to be impressed with the "T" stamp.

587. (a.) When a mail is being made up, the despatching officer must tie up all the insured letters, with the bill on which they are entered, into a bundle. The bundle must then be wrapped in stout brown paper, and tied securely with string. The ends of the string