

where they are tied must then be fastened with wax and sealed with the official seal; a similar seal must be placed on each fold of the brown paper, so as to make it impossible to open the bundle without breaking a seal. The bundle must then be superscribed "Valeurs Déclarées." The bundle of insured letters must be tied up with the bundle of registered letters, and placed in the registered-letter bag, if one is used. If not, the attached bundles must be placed in the middle of the mail.

(b.) All insured letters for the United Kingdom or for passage through the United Kingdom must be placed in the mail for London only.

588. The number of the bundles of insured letters sent in a mail must be entered on the front of the letter-bill, Mail No. 31 or Mail No. 33, and at the foot of the registered-letter list. If no insured letters are sent in a mail which might contain such letters, the word "Nothing" must be entered before the words "Packets with value declared."

589. If the officer who makes up the bundle of insured letters does not also despatch the registered articles, he should obtain on the office copy of the insured-letter bill the initials of the officer despatching the registered articles, on handing over to him the bundle of insured letters for despatch.

#### INWARD MAILS FROM THE UNITED KINGDOM.

590. (a.) The entry on the front of the letter-bill will show whether any insured letters are included in a mail received from the United Kingdom. If a bundle of insured letters is received, it must be carefully examined to see that the formalities prescribed in the previous Rules 587 and 588 have been complied with. If the bundle is insecurely packed, the fact must be reported by verification-note.

(b.) The insured letters should then be checked one by one against the entries on the special bill. Errors should be corrected and reported in the same way as errors respecting registered articles. Discrepancies in the weight of an insured letter should be noted on the special bill, but not on the cover of the letter.

(c.) If an insured letter is missing or shows signs of having been tampered with, the wrapper, string, and seals of the bundle in which it was received, together with the string and seals of the bag in which the bundle was enclosed, must be submitted to the Secretary with a full report, together with a verification-note in duplicate.

(d.) A damaged insured letter must be made secure before it is forwarded, but the original packing and sealing should be interfered with as little as possible. The repacking officer must write his initials on the cover. The weight of the letter should be ascertained and recorded before and after repacking.

(e.) Should it be found that a letter has been insured for a greater sum than the real value of the contents, a full report should be furnished to the Secretary.

591. If a missent insured letter has to be returned to the United Kingdom, the sum entered in respect of it (if any) in the proper column of the special bill enclosed in the mail with which it was received must be cancelled, and no entry in respect of it must be made in any case in columns 7 and 8 of the special bill of the mail with which it is sent back. In column 9 of the letter-bill must be written the word "Missent."

592. When insured letters received from other countries are sent from place to place in the Dominion they must be treated