

precisely like ordinary registered letters, with the addition that the letter "I" should be shown against the entries on the letter-bills or registered-letter lists.

593. All the insured-letter bills despatched to New Zealand, together with any verification-note relating thereto, are to be forwarded to the Secretary as soon as possible.

PARCEL-POST.

GENERAL AND INLAND.

The general regulations governing the transmission of parcels will be found in the Guide.

594. (a.) Except in the case of firms posting an average of twenty or more parcels daily, the sender is to fill in form P.P. 16 in every case, and to present one with each parcel. A numbered label is to be attached to the address side of the parcel, and the duplicate label is to be affixed to form P.P. 16 in the space provided. The form should then be date-stamped and initialled, and the counterfoil, with the relative label number entered thereon, detached and handed back to the sender. The numbered label, if it does not bear the name of the office of posting in print, is to be carefully marked with the name before it is affixed to the parcel, the office stamp, with the date-type removed, being used for the purpose. If the date-type cannot be removed, the name may be written in. Any failure to mark the name or to mark it clearly will be seriously noticed.

All parcel-post labels are printed in series of 1 to 1,000. All permanent offices are to be supplied with full series or any number of series, as their requirements demand. Non-permanent and railway offices are to be supplied with any portion of a series as required by them. Firms posting more than 1,000 parcels annually may be supplied with parcel-post labels on the authority of Chief Postmasters, without reference to the Secretary.

(b.) Any firm posting an average of twenty or more parcels daily may be supplied with lists (P.P. 12, "Lists of Parcels posted") in lieu of form P.P. 16, if the firm so desires. The lists are to be prepared in duplicate and presented with the parcels. The entries are to be checked with the parcels, a tick being placed against each entry. The lists are then to be signed and date-stamped, one copy to be handed back to the sender and the other copy retained and filed for reference. It is not necessary to supply labels in duplicate to any firm using the lists, as the sender will enter the number of each parcel in the fifth column; and the space provided is insufficient to admit of duplicate labels being gummed in the column. P.P. 12 lists may also be used for parcels addressed to places beyond the Dominion.

(c.) When accepting several parcels from one sender, especially when list P.P. 12 is used, counter officers are to take care that parcels for which a receipt is given are actually received.

595. (a.) The forms P.P. 16 and lists P.P. 12 are to be filed at the office of posting and carefully preserved for reference, each day's forms or lists being tied up separately. The forms and lists are to be retained for a period of one year and then destroyed.

(b.) When a form P.P. 16 or list P.P. 12, after being filed, is removed from the bundle and is temporarily attached to an inquiry paper, a slip must be inserted in lieu thereof showing the particulars of the form or list and the number of the file to which it is attached.

596. (a.) When a parcel is presented the address on the card should be compared with that on the parcel to see that one is identical with the other. Any discrepancy should be challenged,