

610. When a separate parcel-mail is made up a bagging-docket showing the initials of the despatching officer and the date-stamp of the office of despatch must be enclosed in each receptacle. In the event of a parcel being missent the bagging-docket must be attached to the error report. When a separate parcel-mail is not made up and letter-bill Mail 9 is used, the docket is to be attached to the letter-bill; but when sub-office letter-bill Mail 10 is used the total number of parcels despatched in each mail is to be entered on the letter-bill, a bagging-docket not being required. When the number of parcels despatched is not advised on letter-bill Mail 10, or the advice on the letter-bill does not agree with the number received, the error is to be reported by post to the despatching office. Parcels addressed to private bags must be entered on the private-bag letter-bill.

611. When an inland parcel is presented for registration, it must be accompanied by form P.P. 16, the usual fee of 3d. being charged. The receipt given for it is to be on the counterfoil of the form P.P. 16. Both form P.P. 16 and the counterfoil are to be superscribed "R." The value is to be taken as £2. No question is to be raised with the public on the difference between registered and insured parcels. The parcel is then to be treated in all respects as an insured one as indicated in the next rule.

612. When an inland parcel is presented for insurance for any sum not exceeding £2, a fee of 3d. is to be charged thereon, and the parcel is to be treated in the same way in all respects as a parcel insured for a higher amount, except that no special wrapping or fastening is to be required for it, and no insurance certificate need be made out. The sender must fill in form P.P. 16, and also insert thereon the actual value of the parcel. The officer accepting the parcel must superscribe the card "Insured for [*Insert actual value*]," and must initial the entry. The counterfoil of form P.P. 16 must also be superscribed "I." No claim arising through the damage to inland insured parcels will be entertained unless, where necessary, the special "Fragile" fee of 6d. or 9d. has been paid. (See Rule 678.)

613. At chief post-offices registered and insured parcels are to be entered on parcel-bill P.P. 13, which is to be made out in triplicate by means of carbon paper. The first copy is to be enclosed in the same receptacle as the registered and insured articles advised thereon, the second copy is to be folded and addressed on the form itself to the Postmaster of the office to which the mail is addressed and is to be forwarded with the letter-mail, and the third copy is to be retained at the office of despatch. At sub-offices at which the use is authorized of letter-bill Mail 9, any registered or insured parcels that may be forwarded in a mail accompanied by that bill are to be entered on parcel-bill P.P. 13; but in all other instances registered and insured parcels are to be entered on the letter-bills.

614. (a.) Parcels are despatched in hampers, baskets, boxes, or bags. Chief Postmasters will see that as few separate receptacles are used as possible. The use of unnecessarily large receptacles or of an unnecessary number must be avoided. The weight of a receptacle containing parcels must not exceed 112 lb.

(b.) Hampers, baskets, or boxes are not to be used for inland parcels that do not bear the special "Fragile" fee of 6d. or 9d. unless space that would otherwise be vacant is available. Parcels containing eggs, umbrellas, and other fragile articles must have the special fee paid thereon, but the fee is not charged on umbrellas, golf-sticks, fishing-rods, &c., exceeding in length 3 ft. 6 in. Umbrellas must always be sent in umbrella-wrappers or in long hampers protected by special boards supplied by the Stores Manager. If a proper umbrella-receptacle is not available at the office of despatch, application for a suitable receptacle should be made to the chief post-office. Wooden parcel-boxes, being unsuitable for