



635. Parcels for despatch to foreign offices must be entered on the respective parcel-bills in order of receipt and placed among the other parcels awaiting despatch: those for—

United Kingdom on P.P. 45 (ordinary fully prepaid parcels) and P.P. 46 (all other parcels).

Ceylon	}	on P.P. 43.
India		
Straits Settlements		
Hong Kong		
Tonga		
French Settlements of Oceania	}	on P.P. 44.
United States of America		
Other places on P.P. 41 and 42.		

636. Each parcel must be legibly entered on the parcel-bill, and the address stated as fully as possible. The parcel-bill must be in triplicate—one copy (with the receptacle-list in the case of London) to accompany the mail, another to be enclosed in an envelope and forwarded by mail to office of address, and the third sent to the Secretary with a copy of the receptacle-list. In the cases of Cape Town and Durban, however, four copies of the parcel-bills are to be made out, three copies being forwarded to destinations, and, in the case of Dhanushkodi, two copies of the parcel-bill are to be enclosed with the parcels in the parcel-receptacle. Parcel-bills should be numbered consecutively, beginning with No. 1 in each year, and supplementary mails are always to bear the next consecutive number to that of the main mail. When despatching the first mail of the year the number of the last mail of the preceding year should also be shown; thus on bill No. 1 for 1922 the following entry would appear: "Last mail despatched in 1921—30." On parcel-bills which provide three rate-columns parcels in weight not over 3 lb. are to be entered in the first column, over 3 lb. but not over 7 lb. in the second column, and over 7 lb. but not over 11 lb. in the third column. In the case of transit parcels the rate-columns are to be left blank.

637. All parcel-mails for London must be accompanied by a receptacle-list, P.P. 48, and a waybill, P.P. 51, copies of which must be sent to the Secretary. In the case of parcel-mails for the United Kingdom despatched from Auckland, Christchurch, and Dunedin, via Wellington, the receptacle-list, P.P. 48, relating to the mail must be addressed to the Supervisor, Overseas Mails, Wellington, and the mail must be entered on the ordinary waybill instead of on the special waybill P.P. 51.

638. A ticket, P.P. 40, must be enclosed in every receptacle despatched, and must be so placed as to be immediately found on the opening of the receptacle. As these tickets are for the purpose of facilitating the checking of mails on arrival, no receptacle should be despatched without one.

639. A parcel-post address label is to be affixed to each receptacle.

640. Parcels despatched to the United Kingdom, including insured, are to be forwarded in United Kingdom parcel-bags.

641. A white-and-blue fly-label is to be attached to all parcel-receptacles from New Zealand addressed to Perth which are despatched via Sydney.

642. All hampers used for parcel-mails to countries beyond the Dominion (as well as "empties" returned to countries of origin) must be advised at the left-hand bottom corner of parcel-bills by their stencil-marks and numbers. When returned to New Zealand hampers will be similarly entered, but if not so entered by the foreign office the receiving officer in New Zealand must supply the omission.