

entered in a record at the General Post Office. The form will be posted to the Postmaster after being impressed with a stamp. No trade-charge money-order is to be paid unless so enfaced. Upon receipt at an office of a trade-charge money-order authorizing payment to the sender of the parcel to which it relates, the payee is to be advised on form Acct. 16. The coupon (or counterfoil) must be produced and attached to the order before payment is made. Credit for paid trade-charge money-orders is to be claimed on an ordinary statement of money-orders paid (M.O. 44), the heading being altered to "Trade-charge Money-orders paid." At sub-offices the paid orders and statement must be at once forwarded to the Chief Postmaster as a remittance. At chief offices the trade-charge money-orders received from sub-offices are to be incorporated with any trade-charge money-orders paid at that office, and the total amount claimed is to be shown on the Daily Cash Account under a special heading as "Trade-charge Money-orders paid."

*Parcels from the United Kingdom to New Zealand.*

692. Trade-charge parcels from the United Kingdom will be accompanied by a trade-charge money-order. Upon receipt of the trade-charge parcel the usual advice-card must be forwarded to the addressee, who must pay the trade charges due, as well as the delivery fee, at the post-office of delivery, before the parcel is delivered to him. The delivery fee is to be disposed of by affixing the amount in stamps to the parcel receipt given by the addressee. The stamps should then be cancelled, and against the entry in the P.P.N. book or on the receipt-card the letters C.O.D. must be inserted in red ink.

When the amount due for trade charges upon a parcel from the United Kingdom is received the Postmaster will enter the transaction on an ordinary money-order-issued statement (M.O. 42), the heading being altered to "Trade-charge Money-orders issued." Care must be taken to see that the service instructions at the foot of the trade-charge money-order form are correctly completed. At sub-offices the documents must be forwarded without delay to the chief office as an acknowledgment of a remittance for the amount which it represents, and the Postmaster will debit himself with a remittance accordingly. Upon receipt at the Chief Office the Postmaster is to be debited with a remittance of the amount. The issued orders received from sub-offices are to be incorporated with any trade-charge money-orders issued at the chief office, and the total amount is to be shown on the Daily Cash Account as a debit under a special heading as "Trade-charge Money-orders issued." The issued orders are to be forwarded to the Controller with the accounts.

In the event of a trade-charge parcel being refused by the first and second addressee or if it is not delivered at the original address or at the alternative address (if one is furnished) within thirty days after receipt at the office of delivery, it must be treated as refused or unclaimed and returned immediately to London, an unpaid rate being claimed on the parcel-bill, and the trade-charge money-order relating thereto endorsed "Cancelled" and attached to the first sheet of the parcel-bill. A trade-charge parcel bearing an alternative address is to be held at the disposal of each addressee for a period of fifteen days before being treated as undeliverable. A trade-charge parcel may be redirected abroad provided the country to which it is redirected participates in the cash-on-delivery system with the United Kingdom, otherwise the parcel is to be treated as "unclaimed." If a parcel is redirected abroad the original trade-charge money-order is to be forwarded with the parcel in the usual manner.