

| | |
|---|-----------|
| Annual return | Acct. 83. |
| Application for inspection of packet at office other than that at which packet held | Acct. 84. |
| Application to withdraw packet | Acct. 90. |
| Lodgment form | Acct. 88. |
| Declaration | Acct. 87. |

Procedure when Application is made.

834. (a.) Ask for production of the packet and see that it is securely sealed.

(b.) Ask whether the packet contains any coin, bank-notes, jewellery, or precious stones. If so, refuse to take custody.

(c.) Weigh and measure packet, and quote the charge to be made.

(d.) Examine the packet. If an envelope, see whether it is carefully fastened with gum; if a packet, &c., see that it is securely tied.

(e.) In every case apply sealing-wax to the flap of an envelope and the other end. If a parcel, apply wax to the ends of the twine and to all points where the twine is crossed. (In this connection note that a thin coating of wax is more efficacious than a thick layer.) A seal, preferably one belonging to the depositor, is to be impressed on this wax.

(f.) Draw the depositor's attention to the seals; show him that the impression is good.

(g.) Take a gummed cameo (Mail 75) and impress it with the office date-stamp; then spread it over the seal as a protector by fastening it at the edges.

(h.) Allot the next serial number to the packet, enter it thereon, and also enter particulars in the record *in ink*.

(i.) Take a safe-deposit declaration and read it to the depositor; ask him to sign it with his usual signature, and witness the signature; enter the number of the packet.

(j.) Ask the depositor to write a "reference word" in the space reserved for the purpose on form Acct. 87. Tell depositor you want that word to fully identify him when he calls to inspect the packet, and that he will always be asked that question and refused production if he forgets it. If necessary, suggest the following as a reference word:—

Name of the street or the town in which he was born; or
Maiden surname of his mother or his wife; or
Name of the first school he attended; or
Surname of his first schoolmaster;

and take a note under the "reference word" of any peculiarity in physique or disfigurement, affection of speech, &c. If the Depositor is unable to write, the "reference word" is to be written on form Acct. 87 by the Postmaster.

(k.) Prepare and sign the certificate (Acct. 85), *using ink*.

(l.) Place packet in the safe in its proper number rotation for ready reference.

(m.) When a packet has been inspected by an agent of the depositor, his authority on form Acct. 89 is to be retained and filed for reference.

835. *Procedure when Application is made for Inspection or Withdrawal of a Packet.*—(a.) Ask for production of the safe-deposit certificate.

(b.) Write on back of certificate "Inspected [date]," or "Withdrawn [date]."

(c.) Take signature of depositor, or of person presenting an order (form Acct. 89) in the Safe-deposit Record (form Acct. 91)