

ing to not less than *one* weekly contribution, but it is, of course, advantageous to secure as many contributions in advance as possible, and the opportunity of securing a Post Office Savings-bank order on a contributor's account should not be overlooked. On payment of the first sum the receiving officer will enter in a new receipt-book the contributor's name and contribution rate on the inside of the front cover thereof, and subsequently the contract number as advised by the Superintendent on acceptance of the application must be pasted on the cover and quoted on each subsequent pay-in slip. The receipt and pay-in slip in the book must on completion of the entries be duly date-stamped and initialled for the sum received. The pay-in slip is then to be detached by means of the perforation from the receipt-book. The book is thereupon to be handed to the contributor for presentation by him at each future payment, and the pay-in slip retained by the Postmaster for his accounts.

If a contributor pays more than one week's contribution at one payment, only one receipt for the total is to be given. When a contributor's book is filled the next unissued book is to be issued to him with his name and contribution rate on the inside front cover. The contract number must also be inserted in the space provided on front outside cover. When a contribution-book is handed in for payment and has no contract number on front outside cover the Superintendent of the Fund or District Supervisor must be advised.

The name and amount shown in the pay-in slips retained by the receiving officer are to be entered in the special statement of National Provident Fund receipts (form Acct. 109), which, together with the corresponding slips, will be forwarded with the period's accounts to the Chief Post Office. Postmasters are directed to return to the Superintendent, National Provident Fund, Wellington, contributor's filled books, those treated as lost and subsequently found, and also those handed in by ex-contributors. Remuneration will be made direct by the National Provident Fund Department to a Postal officer obtaining an application for enrolment in the National Provident Fund.

The literature issued to Postmasters, which furnishes the fullest information as to the operations of the fund, should be kept in a convenient place for ready reference, but any questions that may arise outside the points dealt with therein will be readily answered on reference to the Superintendent or District Supervisor.

379. National Provident Fund Payments.—Payments on behalf of the National Provident Fund may be made only on the prescribed form and duly authorized by the Controller of Accounts. Particular care must be exercised in dealing with amounts which are to be lodged to the credit of a friendly society's banking account. Credit must be claimed by sub-offices for such payments as remittances and by chief offices as National Provident Fund payments.

380. New Zealand Consols.—Postmasters may receive applications for investment in New Zealand Consols when accompanied by a deposit for the amount named, and must issue to the depositor a receipt therefor. The form must be signed by the applicant, and countersigned by the receiving Postmaster. The amounts received by Postmasters must be brought to charge as a remittance, for which the usual acknowledgment must be sent to the Chief Postmaster, accompanied by the applications. On receipt at chief offices the applications must be stamped on the back with date of receipt, and the sub-office debited with the proper amount as a remittance. The applications must then be entered,