

(h.) Any alteration in the amount payable on an advice must be initialled by the payee when receiving payment. In the case of a payee unable to write, the alteration must be initialled by the witness to the payee's mark.

(i.) With respect to the identification of applicants for payment, paying officers are enjoined to require proof of identity if there is reason to doubt that the applicant is the lawful holder of the pension-certificate. In cases where proof of identity is not obtainable, payment is to be withheld and a report furnished to the Commissioner forthwith.

(j.) Where the signature of a pensioner does not appear to be in agreement with the name on the advice or pension-certificate, or where the signature of an agent does not agree with the name on the warrant, the words "Identity satisfactory" must be enfacéd on the advice and initialled by the paying officer. Where the name on the advice, or pension-certificate, or warrant is not the correct name of the payee, the advice is to be tagged with a minute indicating the correct name.

(k.) When an advice is stamped "Pay on duplicate pension-certificate only," care is to be taken that payment is made only on a pension-certificate with the word "Duplicate" stamped across its face. If an original pension-certificate is presented for payment, no payment is to be made without special instructions from the Commissioner.

(l.) When an advice is stamped "Duplicate," the pension-certificate is to be closely examined on presentation to see that payment of the particular instalment to which the duplicate advice relates has not already been made.

(m.) An agent appointed under section 46 or 47 must in every case when claiming payment present the warrant issued to him, as well as the pension-certificate. When payment is made to a duly authorized agent, the payee must, in addition to acknowledging payment, complete the residential certificate in the margin of the advice, stating therein the name of the place where the pensioner is residing. The nature and date of the warrant produced must be quoted in the space provided for the purpose.

(n.) Paying officers must not allow any qualifying remarks or any alteration to be made in the residential certificate. If the payee is unable, owing to conscientious scruples, to sign the certificate as printed, or if the pensioner is not residing in the district where payment is claimed, payment of the instalment must be refused, and a report furnished to the Commissioner forthwith.

(o.) A warrant under section 46, which must be signed by the local Registrar, may relate to one or more pensions, or to one or more instalments of a single pension, and must be retained by the paying officer and forwarded with the paid advices. The reason for the non-collection of an instalment included in such a warrant must be ascertained and noted upon the warrant. It is essential for audit purposes that the warrants be date-stamped in the same manner as the pension advices. If more than one pension is effected by a warrant, the paying office date-stamp must be impressed against each entry on the warrant to indicate the date of payment.

(p.) No instalment may be paid to a charitable institution unless on production of a warrant under section 46.

(q.) A warrant under section 47, which must bear the signature of the Commissioner, is available only for the instalments on the pension-certificate referred to therein, and when such warrant relates to a single instalment or to the last of a series of instalments it must be retained by the paying officer on payment of such instalment, and forwarded with the paid advice.