

(b.) Care must be taken that all the weights in the Foreign Mails Despatched Statement furnished to the Secretary are entered accurately, as mail-service payments are based thereon.

393. The following particulars of each mail despatched are to be entered in the Foreign-mail Register :—

- (a.) Number of mail.
- (b.) Date of despatch.
- (c.) Name of vessel by which despatched.
- (d.) Net weight of letters and post-cards.
- (e.) Net weight of other articles.
- (f.) Number of registered articles.
- (g.) Initials of despatching officer.

394. Insufficiently prepaid articles, except those for Australia, must have double the amount of the deficiency marked in centimes, in black figures, by the side of the postage-stamps. Wholly unpaid letters must be marked in the right-hand top corner. In the case of Australia, double the deficient postage must be marked in shillings and pence. The minimum amount of surcharge to be marked on any one article is 15 centimes or 1½d., as the case may be. All unpaid or insufficiently prepaid correspondence must be stamped "T." Special care should be exercised in checking the postage affixed to all classes of correspondence.

395. The conversion of shillings and pence for purposes of surcharging is fixed at the rate of 10 centimes to 1d. Thus—

½d.	=	5	centimes.	
1d.	=	10	"	
1½d.	=	15	"	
2d.	=	20	"	
3d.	=	30	"	
10d.	=	100	"	= 1 franc.
1s. 2d.	=	1	franc	40 centimes.

The manner of marking the deficiency should therefore be according to the following examples :—

A letter which should be prepaid 2½d., posted wholly unpaid :
"T. 50 cts."

A letter on which 5d. is due, prepaid 2d. : "T. 60 cts."

396. Missent correspondence of all kinds must be stamped on the address side with the date-stamp of the office to which it has been missent, and forwarded without delay to its destination by the quickest route.

397. Bundles of letters which are not back-stamped, addressed to places beyond the Dominion, must be rechecked at the final office of despatch. That office will be held responsible for missorts.

398. The following articles are treated as "Official, form no account," and must be excluded from the weights entered on the letter-bill : Correspondence between postal administrations, or between postal administrations and the International Bureau of the Universal Postal Union, Berne ; the reply halves of double post-cards returned to the country of origin ; articles redirected or missent ; undelivered articles ; acknowledgments of delivery ; post-office money-orders or advices ; parcel-bills ; and all other documents on postal business.

399. The articles of which a foreign mail consists should be classified and treated as follows :—

- (1.) Registered articles, including acknowledgments of delivery and the registered list, must be made up in a separate packet or registered-letter bag, which must be sealed and placed in the middle of the mail,