



# The New Zealand Gazette.

Published by Authority.

THURSDAY, FEBRUARY 6, 1862.

## POSTAL.

### ORDER IN COUNCIL

*Making Regulations for the Management of Post Offices.*

G. GREY,  
Governor.

AT THE GOVERNMENT HOUSE AT AUCKLAND, ON MONDAY, THE THIRD DAY OF FEBRUARY, 1862.

Present:—

HIS EXCELLENCY THE GOVERNOR IN COUNCIL.

**W**HEREAS, by the "New Zealand Post Office Act, 1858," power is given to the Governor in Council from time to time to make Rules and Regulations for the managing of the several Post Offices of the said Colony; for the receiving, despatching, conveying, and delivering of Letters (including the imposition of Fees for private boxes and deliveries); for the detaining, opening, and return, or other disposal of irregularly posted, unclaimed, and refused letters, or such as from any cause whatsoever cannot be delivered or forwarded, and the contents thereof respectively, and for the publication of the Lists of the same; for the making, custody, and sale of Postage Labels; for the receiving and paying of money in connection with the said Postal Service; and for the conduct of Post Officers; and any such Rules and Regulations at any time in force to alter, vary, or revoke: and, for

the purpose of giving effect to the Rules and Regulations so to be made, further power is given to the Governor in Council by the said Act to impose any penalty not exceeding Ten Pounds for any one offence against such Rules and Regulations:

Now, therefore, His Excellency the Governor of the Colony of New Zealand, in pursuance of the said recited power and authority, Doth by this present Order, by and with the consent of the Executive Council, Revoke all Regulations heretofore in force, and Make the Rules and Regulations specified in the Schedule hereinafter written, and Doth Impose the Penalties for the infraction thereof respectively as therein set forth;

And Doth further Declare that this Order shall take effect from the First day of April, One thousand eight hundred and sixty-two.

J. HOLT,  
Clerk of the Executive Council.

## SCHEDULE.

### REGULATIONS.

1. From and after the first day of April, 1862, all Regulations which may be now in force for the guidance of Postmasters, or for the management of Post Offices in New Zealand, are hereby cancelled and annulled.

2. All persons employed in the Post Office Department are required to make themselves

thoroughly acquainted with the "New Zealand Post Office Act, 1858," and, as far as in them lies, to see that it is duly carried into effect. In matters not specially provided for in the said Act, they will be guided by these or any subsequent Regulations or Instructions issued under the said Act.

#### POST OFFICES.

3. Each Province of New Zealand shall be a Post Office District for the purpose of these Regulations.

4. Such Offices in each District shall be deemed Post Offices for the purpose of these Regulations as shall from time to time be notified as such by the Postmaster-General in the *New Zealand Gazette*; and the Chief Post Office in each District shall be the Office of the Chief Postmaster.

5. The words "POST OFFICE," in large and conspicuous characters, must be exhibited outside every Post Office.

6. Every Post Office shall be open to the Public from Ten a.m. to Four p.m. on all week days, except when otherwise required during the sorting or despatch of a Mail; and for one hour on any Sunday or holiday when a Mail has been received too late for delivery on the preceding day; and every Post Office shall be kept open till Six p.m. on the day of delivery of the European Mail. The Postmaster-General may, however, by special instructions addressed to any Postmaster, alter these hours as regards any particular Post Office or Post Offices, should the circumstances seem to require it.

7. A Letter-box must be fixed in a convenient and accessible situation, and the words "POST OFFICE LETTER-BOX" placed on or over it in plain characters; its construction must be such as to provide for the security of the Letters.

8. Tables of Postage Rates, Notices of the Despatch of Mails, the Times of the Arrival and Departure of Mails, Lists of Unclaimed Letters, and other Post Office notices requiring publication, shall be exhibited in some convenient place outside every Post Office.

9. No person not duly authorized on the business of the Department shall be admitted into the interior of any Post Office building; and any Postmaster or other Post Officer allowing or conniving at the infringement of this Rule shall be liable to a penalty of Five Pounds on account of every person so admitted.

10. The following days shall be Post Office Holidays, viz.:—Christmas Day, New Year's Day, Good Friday, and the Queen's Birth Day; and within each Province the Anniversary of such Province.

#### POSTMASTERS AND POST OFFICERS.

11. There shall be in each Post Office District a Chief Postmaster, whose duty it shall be generally to superintend the Postal arrangements in his District, and through whom the other Postmasters will correspond with the Postmaster-General.

12. The following shall be the Chief Postmasters in their respective Districts:—The Postmaster at Auckland, the Postmaster at New Plymouth, the Postmaster at Napier, the Postmaster at Wellington, the Postmaster at Nelson, the Postmaster at Picton, the Postmaster at Lyttelton, the Postmaster at Dunedin, the Postmaster at Invercargill; and the Postmaster at such office, in any Province hereafter to be constituted, as shall be notified in the *New Zealand Gazette* to be the Chief Post Office of that District.

13. Every Postmaster or other Post Officer who may be appointed to any office in the Postal Department, must be careful before entering upon the duties of his office to make the declaration required by the Post Office Act.

14. Any Postmaster having any serious ground of complaint against, or having lost all confidence in, any person employed in his office, may suspend such person from duty; but a report of the matter must be sent by first Post to the Postmaster-General.

15. In all cases of complaint against a Subordinate the Postmaster must communicate to such Subordinate a copy of such complaint, and require a written defence; and a copy of the complaint, together with the defence (if any), must be transmitted, as soon as possible, to the Postmaster-General.

16. Every vacancy, by whatever cause occurring, in situations in any Post Office, must be reported by first Post to the Postmaster-General, with a statement of the cause of the vacancy, the salary and duties, with such other observations as the case may require.

17. Should a protracted continuance of such vacancy be calculated to cause serious inconvenience, the Postmaster in whose office such vacancy shall occur, may employ some fit person temporarily to perform the duties of the vacant office; and the person so employed shall, before entering upon his duties, take and subscribe the declaration prescribed for persons regularly appointed to situations in the Post Office.

18. It shall be competent for any Postmaster at any time to require the attendance of all or any of the persons employed in his office for the sorting, delivery, or despatch of Mails.

19. No Postmaster shall absent himself from duty without having obtained leave from the Postmaster-General, nor without having made provision, to the satisfaction of that officer, for the performance of his duties during his absence.

20. Any Postmaster may grant leave of absence for any time not exceeding a fortnight to any of his Subordinates, but no longer leave of absence shall be granted without the approval of the Postmaster-General.

21. All Postmasters will be required to procure and keep on hand a sufficient supply of Postage Labels for sale to the public.

22. No person other than a Postmaster shall, unless specially licensed thereto by the Postmaster-General, sell Postage Labels, under a Penalty of Ten Pounds (£10).

23. Country Postmasters and Licensed Stamp Sellers will receive their supplies of Postage Labels from the Chief Office of the District, and must pay for the same on delivery or by remittance accompanying their requisition; a poundage of five per cent. on the value will be allowed to them in reduction of the purchase money.

24. No information must be given respecting Letters which pass through the Post Office, excepting to the persons to whom they are addressed.

25. Any Post Officer who shall receive in any form a reward or gratuity for affording preferential advantages in the delivery or posting of Letters, and any Post Officer cognizant of such practice who shall connive at or fail at once to report the same, shall be liable to a fine not exceeding Ten Pounds (£10) and may in addition, should it appear necessary, be summarily dismissed.

26. Every Chief Postmaster must transmit to the Postmaster-General at the end of every quarter a full Report on the efficiency of the Post Offices within his district, and shall furnish, in addition to the quarterly accounts—

1. A Report of Letters opened within the District for the purpose of discovering the writers;
2. A List of Unclaimed, Returned, or otherwise Undelivered Letters;
3. An Account of the Number of Letters and Packets transmitted free of Postage,—distinguishing between those on Naval and Military Service, and those on the Public Service of the Colony;
4. A statement of any infringement of the Law or of these Regulations, which may have come under the Postmaster's observation;
5. A return of any persons, not actually in the service nor duly authorised on the business of the Department, who may have been admitted into any Post Office, and an account of the circumstances;
6. Generally, a statement of any occurrences which the Postmaster may deem worthy of special mention.

Should there be no such particulars to record under any or all of these heads, a blank form of Report shall nevertheless be signed and sent.

27. Any Postmaster, on receiving notice of a Mail being missing, lost, or stolen, must immediately report the same to the Chief Postmaster, and to the Police authorities of the District; and the Despatching Postmaster must as soon as practicable forward copies of the Letter Bills, together with a list of the Registered Letters, if any, and other information as to the contents of the Mail, and a description of the Package and conveyance; so as to afford every means of tracing the missing Mail. The Chief Postmaster must report all the circum-

stances of the case to the Postmaster-General without delay.

28. Postage labels shall in no case be affixed by any Post Officer on duty to any Letter, Newspaper, or Packet received at a Post Office for despatch.

#### DESPATCH AND RECEIPT OF MAILS—ACCOUNTS.

29. All Letters, Packets, and Newspapers, except such as are by law free of Postage, must be pre-paid in Postage Labels.

30. All letters received into any Post Office are to be carefully assorted, each description being, before despatch, tied in separate bundles.

31. Postmasters are carefully to stamp or mark as required Letters posted at, or passing through, their Offices:—

1. All Letters with the Daily Date Stamp;
2. The label on every letter to be marked with the obliterating stamp;
3. Every Letter, posted too late for the Mail of the day of which it bears the date stamp, to be marked in Red Ink, either in writing, or by Stamp, with the words "*Too Late*."

32. Should a Postmaster omit to use the "*Too Late*" Mark, the Date Stamp will be regarded as evidence that the Letter was in time for the Post of the date given.

33. No Postmaster shall be required to receive any letter, if it exceed two feet in length, or one foot in width or depth, or three pounds in weight.

34. No Letter or Packet intended for transmission by Post may contain glass in any form, nor any cutlery or sharp instrument, nor any fish, meat, fruit, or vegetables, nor any bladder or vessel containing liquids, nor any gunpowder or lucifer matches, nor anything which is explosive or combustible, or likely to injure the contents of the Mail-bag or the person of any Officer of the Post Office.

35. Postmasters must be careful not to deliver a Letter to any other than the person addressed, without a written order from that person,—nor even to the writer, except on a written order of the Postmaster-General, or in cases hereinafter specially provided for; and, should any unauthorized person obtain possession of a Letter not addressed to him, the Postmaster who allowed of the delivery will be held responsible for the neglect.

36. Should a Letter intended for one person be (notwithstanding every precaution) delivered to another, and opened by the wrong person, the name of the person by whom it has been opened, and the reason why it was opened, must be written upon it; the Letter re-sealed, and a Report made on the subject to the Postmaster-General.

37. When Letters or Packets are mis-sent to any office the words "*Mis-sent to [name of place]*" must be written on the face of each,—and the dated stamp of the office affixed immediately after. Such Letters or Parcels must then be carefully forwarded to their proper destination by the first post.

38. Any Letter, Newspaper, or Packet

requiring to be re-directed to any place outside of the Post Office District to which it is first addressed, by reason of the person for whom it is intended having changed his place of abode, becomes liable to a fresh rate of Postage, but must be forwarded without charge at once to its proper destination: but no Letter shall be re-directed except upon the written instructions of the person addressed.

39. If any Letter or Packet, liable to more than one rate of postage, and addressed to any place within the Colony or to the United Kingdom, shall be prepaid with at least a single rate, it must be sent forward charged with an amount of postage equal to the deficiency, together with another single rate as a fine. But, if any Letter or Packet so addressed bear less than a single rate of postage, or if it be addressed to any other Colony or Foreign Country, and bear less than the full rate of postage, it shall be retained, and returned to the writer, if known. If the writer be not known, the Letter must be at once sent to the Chief Postmaster of the District, to be by him opened and returned, where practicable, to the writer, in the same manner and following the same rule as is hereinafter laid down in the case of returned unclaimed Letters opened by a Chief Postmaster, in Section 56 of these Regulations.

40. Any newspaper posted without being sufficiently prepaid shall be retained in the office where posted; but may be delivered or forwarded to the person addressed, on application within six months, and payment of the deficient postage in stamps.

41. The receiving Postmaster must collect all postages due upon re-directed and insufficiently paid letters and packets, together with any fines that may accrue thereon, and he will be considered chargeable with the full amount of the same specified in the letter bill.

42. All Mails must be well secured and carefully sealed with a clear impression of the office seal; and it will be the duty of every receiving Postmaster to examine the seals carefully, to ascertain that they have not been tampered with.

43. All mails are to be accompanied with a letter bill, according to Form A, hereto attached, and specified as applicable to such mail; and care must be taken that every letter bill is exactly in the form required.

44. All inland letter bills will be sent in duplicate; the one for signature by the receiving Postmaster, to be returned by the first opportunity to the dispatching Postmaster; the other to be kept for record in the office of the receiving Postmaster.

45. All letter bills are to be duly dated and signed before despatch, and numbered in progressive series, commencing with No. 1 at the beginning of each year; the inland and foreign letter bills respectively having each a distinct series.

46. A copy of every letter bill issued from any office must, if required by the Post Master General, be transmitted by the first post.

47. Should the letter bill be incorrect in any particular, it must be returned to the dispatching Postmaster for correction.

48. Letters and packets requiring redirection, on which a postage has been charged against the receiving Postmaster, must, when forwarded by him to their destination, be accompanied by a credit form, as prescribed in Form B., hereto attached, in which he will take credit for the amount charged against him.

49. Any postage which may accrue on letters, packets, or newspapers, which from any cause cannot be delivered, or the postage on which cannot be recovered, will be taken credit for in the form prescribed in Form C., hereto attached.

50. Gratuities shall be paid to masters of vessels carrying mails, not under contract, at the rate of one penny per letter or packet, not including newspapers.

#### MISDIRECTED AND UNCLAIMED LETTERS.

51. Postmasters must regard the inquiries which they are called upon to make about letters reported to be missing, as a subject on which the reputation of their office is involved: they must, therefore, to the best of their power, investigate all cases of alleged loss.

52. Letters posted without any address, or with an illegible direction, or one so imperfect that they cannot be forwarded to their destination, must be duly stamped, and sent to the Chief Postmaster of the district, to be by him opened, and returned, where practicable, to the writer, in the same manner, and following the same rule as is hereinafter laid down in the case of returned unclaimed letters opened by a Chief Postmaster, in Section 56 of these regulations.

53. When letters or packets cannot be delivered, from any cause, except as last provided, a list of the addresses is to be fixed in some convenient place, to be visible to the public, during the period the letters are allowed to remain; but the letters themselves are not to be exposed, nor are those letters to be inserted in the list which are addressed "until called for."

54. Letters or packets which may have arrived from another post office, and which shall remain unclaimed or undelivered for the space of three months, shall be advertised according to address in some local paper, for two consecutive issues; and, if still unclaimed for three months after the second advertisement, shall be returned to the office (whether in New Zealand or elsewhere) at which they were originally posted; the words "Advertised and Unclaimed," being written or stamped across the face of each.

55. Any letter, addressed to a person who is positively known to be dead, must be delivered to his or her legal representative, if known; otherwise must be immediately advertised, and, if claimed thereupon by the legal representative of the deceased, delivered to the claimant. If not claimed within thirty days from the date of the advertisement, the word "Deceased" must

be written across the face of the letter, and the letter returned by first post to the place whence it was received.

56. Any letter addressed to a person who has left the Colony must have the words "*Left the Colony*" written across the face of it; and the letter thus marked must be returned immediately to the place whence it came; unless the person to whom it was addressed shall have left written instructions as to the disposal of his letters, when it must be dealt with accordingly.

57. Any unclaimed letter which may be returned from any other Post Office, on account of its not having been possible, from whatever reason, to deliver it to the person addressed, will be treated in the following manner:—In the first place, the Postmaster will examine the letter to see whether the handwriting on the address is known to him or whether there are any other signs or marks upon it whereby he can trace the writer. Should this examination fail to enable him to discover the writer, he will immediately advertise the letter, according to its address, in some local Newspaper. Should either of these methods succeed in bringing forth a claimant for the letter, the Postmaster will deliver it up to such claimant, on receiving the amount due for expenses incurred, and on being satisfied by seeing the claimant's signature, as the writer of the letter; and the Postmaster is hereby authorised and required to open the letter in the presence of such claimant, in order to satisfy himself upon this point. Should, however, thirty days elapse from the date of the letter being advertised, and the writer be still undiscovered, the Postmaster in whose hands the unclaimed letter is (if not himself the Chief Postmaster of the District,) will transmit such letter by the earliest opportunity to the Chief Postmaster of the District. The Chief Postmaster, on receiving the letter, will proceed to open it, in order to ascertain the name and address of the writer. Having ascertained this, and addressed it to the writer, he will immediately seal it up again, and either cause it to be delivered to the writer, or, if the writer's residence be unknown, advertise the letter in some local Newspaper by the writer's name. If, after three months from the time of such advertisement, the writer should not be found, the unclaimed letter will be sent to the Postmaster-General for the purpose of being recorded and destroyed.

58. Should any letter, opened as above provided, be found to contain Coin, Notes, or other valuable property, such property will not be enclosed on the letter being re-sealed; but will be kept separate, and returned to the writer, or transmitted to the Postmaster-General, as the case may be.

59. Postmasters may cause all Pamphlets, Magazines, Reviews, and Periodical publications of all kinds, including newspapers, which may have remained unclaimed or undelivered in their respective Offices for the period of six months, to be sold on public account, or destroyed, as they may think fit.

## REGISTERED LETTERS.

60. Every kind of letter or packet receivable at any post office may be registered at any post office.

61. On every letter presented for registration the prescribed fee in stamps is, in the first place, to be demanded, and then the full postage in stamps to which the letter may be liable.

62. The first duty of every officer opening a mail is to look into the letter bill, for the purpose of discovering whether it contains any registered letters.

63. No registered letter may be delivered, under any circumstances, to any but the person entitled to receive the same; nor until the Postmaster, at the place of delivery, shall have first taken a receipt for the same; and this receipt shall be transmitted by the first mail to the despatching Postmaster.

64. Should any registered letter be missing, the fact must be immediately reported to the Postmaster-General; and the Postmaster shall take immediate steps for tracing it to the person responsible for its safety.

65. No Postmaster shall be required to register any letter tendered to him for that purpose, unless the same shall have been presented to him for registration at least one hour before the time advertised for the closing of the mail by which the said letter is desired to be forwarded.

## BOOK PACKETS.

66. Every packet intended to be transmitted as a book packet, must be sent either without a cover, or in a cover open at the ends or sides.

67. The packet may contain any number of separate books or other publications, prints or maps, and any quantity of paper, parchment, or vellum (to the exclusion, however, of letters, whether sealed or open); also photographs, but exclusive of glass in any form: and the books or other publications, prints, maps, etc., may be either written, printed, or plain, or any mixture of the three. Further, all legitimate binding, mounting, or covering of a book, publication, etc., or of a portion thereof, will be allowed, whether such binding, etc., be loose or attached; as also rollers, in the case of prints or maps, markers (whether of paper or otherwise), in the case of books; and, in short, whatever is necessary for the safe transmission of literary or artistic matter, or usually appertains thereto.

68. The packet must not contain any letter, closed or open, nor any enclosure, sealed or otherwise closed against inspection; nor must there be any letter, or any communication of the nature of a letter, written or printed, in any such packet, or on its cover.

69. No Postmaster shall be required to receive any book packet if it exceed two feet in length or one foot in width or depth, or three pounds in weight.

70. Any packet which shall not be open at the ends or sides, or shall have any letter, or any communication of the nature of a letter, written or printed in it or upon its cover, is

chargeable with letter postage, and will be subject to the rule laid down in the case of an insufficiently paid letter. (Cl. 39.)

71. No Postmaster shall be required to accept, for transmission by any overland mail, a book packet which, from its weight, or any other reason, may appear calculated to retard the carrier, or otherwise to cause inconvenience.

72. It will be the duty of every Postmaster, from time to time, to examine packets and papers open at both ends, sent as exempt from letter postage; and in case he should discover that any such packet is not entitled to exemption from letter postage, he is hereby strictly enjoined to prosecute the offender.

PRIVATE BOXES.

73. Any Postmaster may set apart and allow a Private Box in his Post Office to any person who may apply for the same; and such person shall hold such Box, subject to the following rules:—

74. Every Private Box shall be so arranged that access may be had both from the outside and inside of the Post Office.

75. The outside end of each Box shall be provided with a door and lock; and the person to whom such Box shall be allotted shall be furnished with a key to the same; but the lock shall be kept in repair at his own expense.

76. All Letters received at any Post Office at which Private Boxes shall have been established, addressed to any person to whom a Private Box has been allotted, shall, at the

sorting of the Mail in which such Letters arrived, be deposited in such Box.

77. The fees payable in respect of each Private Box shall be as follow:—

For the first year or portion of a year ..... £2 0 0  
 For every subsequent year or portion of a year ..... 1 0 0

payable in advance on the 2nd day of January in each year; and, for the purpose of this rule, a year shall be held to commence on the 2nd day of January.

78. The Revenue arising from such fees shall be deemed Ordinary Revenue of the Post Office, and be paid over as such to the Colonial Treasurer.

79. A separate account of all Postage chargeable on any Postmaster as the receiving Postmaster under Clause No. 37 of these Regulations, or otherwise, shall be kept by him on all Letters so deposited in any Box; which account shall be due and payable quarterly, on the first day of April, the first day of July, the first day of October, and the second day of January, by the holder of such Box; and such account shall not be questioned by such holder, but shall be conclusive as to the charges therein.

80. On the receipt of a Registered Letter addressed to a holder of a Private Box, the Postmaster shall, by writing to be placed in such Box, inform the addressee of the same; that the letter may be delivered in the usual form without delay.

FORM A.

[LETTER BILL No. 1.]

For the Correspondence between \_\_\_\_\_ and the United Kingdom.

FOR LONDON, via SOUTHAMPTON.

Post Office, \_\_\_\_\_ 18 ..

Herewith you will receive the following articles, the receipt of which you are requested to acknowledge, viz.—

To the Credit of the United Kingdom.	Statement by the _____ office.			Statement by the London office.		
	£	s.	d.	£	s.	d.
1. Paid Letters transmitted through the United Kingdom for British Colonies and Foreign Countries, and upon which the postage has been collected in _____						
2. Total number of letters contained in the whole of the Mail .....	Number.			Number.		
3. Paid Newspapers transmitted through the United Kingdom for British Colonies and Foreign Countries, and upon which the postage has been collected in _____						

Number of boxes containing Letters.

Number of boxes containing Newspapers.

Number of Registered Letters (as per lists sent herewith).  
Number.

Postmaster.

[LETTER BILL No. 2.]

For the Correspondence between \_\_\_\_\_ and the United Kingdom.

FOR LONDON, via MARSEILLES,

Post Office, \_\_\_\_\_ 18 .

Herewith you will receive the following articles, the receipt of which you are requested to acknowledge, viz.—

To the Credit of the United Kingdom.	Statement by the _____ office.			Statement by the London Office.		
	£	s.	d.	£	s.	d.
1. Paid letters transmitted through the United Kingdom for British Colonies and foreign countries, and upon which the postage has been collected in _____ }						
2. Total weight of letters, including the above.....	Ounces.			Ounces.		
3. Total number of letters contained in the whole of the Mail..... }	Number.			Number.		
4. Paid newspapers transmitted through the United Kingdom for British Colonies and Foreign Countries, and upon which the postage has been collected in _____ }	£	s.	d.	£	s.	d.

Number of boxes containing letters.

Number of boxes containing newspapers.

NUMBER OF REGISTERED LETTERS, as per list sent herewith.  
Number.

Postmaster.

THE NEW ZEALAND GAZETTE.

[LETTER BILL, NO. 3.]

*Certificate for correspondence between New Zealand and places not already specified.*

Post Office, 18 .

THIS IS TO CERTIFY that the Ship Mail, No. \_\_\_\_\_ by the Captain \_\_\_\_\_ directed to the Postmaster-General and sealed with the seal of this Office (an impression whereof is hereunto annexed) contains—

Letters, including \_\_\_\_\_ registered as per list,  
Newspapers,

and that the gratuity on each Letter authorised by Law is paid.

POSTMASTER.

To the Postmaster-General, who is requested to sign, date the arrival, and return this certificate to the Ship Letter Office, by the first opportunity.

[LETTER BILL No. 1.]

INLAND LETTER BILL.

Mail No. \_\_\_\_\_

Per \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_ 18 .

	Letters.	Book Packets.	Newspa- pers.	£	s.	d.
A. Insufficiently paid and re-directed .....						
B. Stamped .....						
C. Free. On Public Service of the Colony .....						
D. Free. On Military and Naval Service .....						
E. Forward .....						
F. Stamped Paid and Free from places beyond the Colony .....						
G. Newspapers.....						
TOTALS.....£						

—Registered Letters, as per list.

—Mails from the undermentioned places.

Despatching Postmaster

Received on the \_\_\_\_\_ day of \_\_\_\_\_ 186 .

—Mails for the undermentioned places.

Receiving Postmaster..



[LETTER BILL No. 5.]

SUB-DEPUTY'S BILL. Between \_\_\_\_\_ and \_\_\_\_\_ .

OUTWARDS.		Letters.	Book Packets.	Newspapers	Amount of Unpaid Postage.			Number.	Addresses of Registered Letters.
Despatched	186 .				£	s.	d.		
A. Insufficiently Paid and Re-directed							1		
B. Stamped.....							2		
C. Free. On Public Service of the Colony.....							3		
D. Free. On Military and Naval Service.....							4		
F. Stamped, Paid, and Free, from beyond the Colony.....							5		
G. Newspapers.....							6		
							7		
Deduct Postage on Letters re- turned.....							8		
Received	186 .						9		
							10		

  

INWARDS.		Letters.	Book Packets.	Newspapers	Amount of Unpaid Postage.			Number.	Addresses of Registered Letters.
Despatched	186 .				£	s.	d.		
B. Stamped.....							1		
C. Free. On Public Service of the Colony.....							2		
D. Free. On Military or Naval Service							3		
G. Newspapers.....							4		
Unclaimed Letters returned ( )							5		
							6		
							7		
							8		

  

Received	186 .
----------	-------

We certify the above to be a true Account. Postmaster, \_\_\_\_\_  
Sub-Deputy.

FORM B.

CREDIT FORM FOR LETTERS REQUIRING RE-DIRECTION.

Dead Letter Office. The Post Office,  
day of 18  
 Amount claimed in my with the General Post  
 Office, for the undermentioned letters forwarded herewith to \_\_\_\_\_  
 my corresponding Office, the postage of which has been charged upon me.

Number of Letters.	Re-directed or Missent ..... Names of Towns from whence received.	£	s.	d.
	} <i>Charged upon me</i> instead of being sent <i>as forward</i> by the Postmaster of			
	Total Amount Claimed.....£			

The address of Registered Letters to be inserted below, and acknowledged by the Receiving Postmaster.

Postmaster.  
POST OFFICE, \_\_\_\_\_

I do certify that the claim on the above letters, as checked by me, amounts to

		£	s.	d.
For Observations	For Re-directed and Missent..... For <i>charged</i> instead of <i>forward</i>			
	Total ..... £			

POSTMASTER.

FORM C.

CREDIT FORM FOR LETTERS ON WHICH POSTAGE CANNOT BE RECOVERED.

To be enclosed with the Dead Letters and Covers to "The Postmaster-General," upon the Cover of which you are to affix your Office Stamp.

The address of any Registered Letters to be inserted below.  
Post Office

Actual Number.		£	s.	d.
	Dead Letters and Newspapers returned .....			18
	Over-charged Covers and Receipts .....			
	REGISTERED LETTERS. £			

Postmaster.