



SUPPLEMENT

TO THE

NEW ZEALAND GAZETTE

OF

THURSDAY, DECEMBER 17, 1908.

Published by Authority.

WELLINGTON, SATURDAY, DECEMBER 19, 1908.

Renewing Electric Lines Regulations under "The Post and Telegraph Act, 1908."

PLUNKET, Governor.

ORDER IN COUNCIL.

At the Government Buildings, at Wellington, this seventeenth day of December, 1908.

Present :

THE RIGHT HONOURABLE SIR J. G. WARD, K.C.M.G., PRESIDING IN COUNCIL.

WHEREAS by Orders in Council dated the fourth day of July, one thousand nine hundred and seven, the sixteenth day of August, one thousand nine hundred and seven, the twenty-first day of October, one thousand nine hundred and seven, the thirtieth day of January, one thousand nine hundred and eight, and another Order in Council dated the thirteenth day of January, one thousand nine hundred and eight, and the Order in Council dated the thirtieth day of May, one thousand nine hundred and eight, and published in the *New Zealand Gazette* of the fifth day of July, one thousand nine hundred and seven, the twenty-second day of August, one thousand nine hundred and seven, the twenty-fourth day of October, one thousand nine hundred and seven, the twenty-third day of January, one thousand nine hundred and eight, and the eleventh day of June, one thousand nine hundred and eight, respectively, regulations were made under the authority of "The Electric Lines Act, 1884," for the purposes of the transmission of telegrams by means of electric lines, for fixing and determining the fees and rates to be demanded and received for the transmission of Press telegrams, for the delivery of an inland or intercolonial telegram to an unregistered code address, for the delivery of telegrams, for the transmission of telegrams by telephone, for the fixing and determining of telephone bureau charges, for making regulations relating to private telephone-lines, and for fixing the period for which the originals of inland telegrams and cable messages are to be kept: And whereas it is expedient to revoke all such regulations, fees, and rates, and to make and fix others in lieu thereof for the same purposes:

Now, therefore, His Excellency the Governor of the Dominion of New Zealand, in pursuance and exercise of the power and authority conferred upon him by "The Post and Telegraph Act, 1908," and acting by and with the advice and consent of the Executive Council of the said Dominion, doth hereby revoke the regulations, fees, and rates specified in the above-recited Orders in Council, and in lieu thereof doth make the regulations and fix the fees and rates set forth in the Schedule hereto for the purposes hereinbefore mentioned; and doth hereby order that such regulations and such fees and rates shall have effect on and from the date of the publication of this Order in Council in the *New Zealand Gazette*.

SCHEDULE.

ELECTRIC TELEGRAPH.

REGULATIONS UNDER WHICH TELEGRAMS ARE AUTHORISED TO BE TRANSMITTED ON THE TELEGRAPH-LINES BELONGING TO THE GOVERNMENT OF NEW ZEALAND.

Non-liability for Errors, &c.

1. Neither His Majesty the King nor the Government of New Zealand shall be responsible for errors, omissions, or delays in the transmission of any telegram, or for the non-delivery or non-transmission of any telegram. Every person sending a telegram to which a reply is expected should make sure that an address at which delivery of the reply may be effected is in the possession of the Department.

Charges.

2. The charges for transmission of a telegram within New Zealand are,—
For twelve words or less, including address and signature—

Urgent	One shilling.
Ordinary	Sixpence.

Extra words, 1d. and ½d. each respectively.

On Sundays, on telegrams lodged at or addressed to offices which are open from 5 to 5.30 p.m. only, these rates are doubled.

3. Postage-stamps must be used for payment, and any person sending a telegram is required to affix such stamps to the message forms.

Receipts for Charges.

4. Receipts for the amounts paid for international, intercolonial, and inland telegrams may be obtained by the senders at the telegraph-office at the time of presenting such telegrams for transmission on payment of a fee of one penny for each receipt, or books of 100 forms with receipt-foils attached may be purchased at the telegraph-office at a cost of two shillings each.

How and upon what to be written.

5. Inland telegrams presented for transmission must be written either in ink, or with pencil, or in manifold, in a clear and legible manner; cable telegrams shall be written in ink or in manifold. All telegrams shall contain a proper address of not less than three words (except in the case of a code address, or the address of a very well-known firm), and bear a genuine signature in the usual handwriting of the sender, or in that of his authorised agent, but when written by the agent the latter shall add his name or initials, not for transmission, but for the information of the Post and Telegraph Department. The address of a telegram to a passenger by train should include the word "northward" or "southward" as the case may be, as an aid to prompt delivery. Owing to uncertainty of delivery these telegrams are accepted at sender's risk.

6. In order to prevent errors in the transmission of telegrams, all words must be written in full, and no abbreviations will be allowed that are not in general use and in accordance with the usage of the language. All numbers should be written in words in full, and not in figures.

7. Printed forms upon which telegrams should be written may be obtained at all telegraph-offices on application; but all telegrams, whether written upon the prescribed form, upon any other printed form, or upon plain paper, shall (subject to the provision hereinafter stated) be considered as presented for transmission under the several conditions contained in these regulations: Provided that telegrams written upon printed forms other than those supplied by the Government shall be first approved of by the Minister of Telegraphs, or the same may be refused when presented for transmission. Books of telegram forms, interleaved with white forms for use with carbonic paper, may be purchased at the principal telegraph-offices at the cost price of 9d. each. One hundred forms, in duplicate, are contained in each book. Books of telegram-forms without lines may be purchased at telegraph-offices at 3d. each. These are made specially for use with the typewriter. Telegram forms, bound in books of twenty, interleaved, embossed with a sixpenny stamp, may be purchased at telegraph-offices at 10s. per book. Excess charges may be attached to these forms in ordinary stamps.

How to be signed.

8. When it is not intended or desired that the sender's signature should be telegraphed, it must be written on the back of the message. The message may then be transmitted without a signature, or with any signature known to the receiver, such as "Kate," "Harry," "Mamma," which the sender may insert for transmission; but the receiver may have the full signature telegraphed by paying for the necessary telegrams.

Special Instructions.

9. When the sender desires that special instructions, such as "Private," "Confidential," "To be opened at once," "Per Te Anau," "Post," "By first steamer," or the like, shall be written on the envelope of the message, he shall write those instructions immediately after the address of the receiver, and pay for them as part of the message. The words shall also be written in the space for instructions.

Cipher Telegrams.

10. Telegrams may be written in cipher, which will be counted according to the following scale, whether for figures or for letters separately: Groups of five ciphers, or a fractional part of five ciphers, count as one word; groups exceeding five ciphers are counted at the rate of five ciphers to the word, and any fractional portion remaining is to be counted as one word. A cipher is any figure, or any letter not forming a word or a part of a word. In groups of mixed letters and figures each letter or figure, or each collection of letters or figures up to five characters is counted as a single word. For examples see Post and Telegraph Guide.

11. The use of a code address is allowed on telegrams for transmission within New Zealand.

Telegrams may be dropped into a Letter-box.

12. Persons not wishing to send to a telegraph-office may post a telegram in an envelope addressed "Telegram Immediate," in a wall- or pillar-box, or at a receiving office or sub-post-office. Telegrams so posted are sent on by the next collection or the next mail to the telegraph-office to which they are addressed, or to the nearest telegraph-office, and are thence transmitted and delivered free of extra charge, provided the proper amounts for transmission and for portorage (if any) have been prepaid. The time of arrival at the telegraph-office is regarded as the time of receipt from the public. Telegrams may also be posted not enclosed in envelopes, and when so posted they will be treated in the same manner.

13. Telegram forms, and envelopes having the words (printed in red) "Telegram for transmission to the Officer in Charge Telegraph-station," can be procured at post-offices in towns where there is no telegraph-station.

Order of Priority of Transmission.

14. All telegrams are required to be sent forward so as to reach the office of destination in New Zealand on the day of despatch. In any case where this does not happen, the dates of despatch and receipt are plainly stated. Telegrams will be transmitted, according to time of presentation, in the following order of priority:—

- (1.) Telegrams from members of the Executive.
- (2.) Service telegrams marked *urgent*.
- (3.) Urgent private telegrams and urgent money-order telegrams.
- (4.) Government telegrams marked *urgent*.
- (5.) Cable telegrams.
- (6.) Non-urgent (ordinary) private telegrams.

Replies may be prepaid.

15. The cost of a reply may be prepaid, and a reply form will then be delivered to the addressee, who will be at liberty to send another telegram of the value prepaid, from any telegraph-office, at any time within six weeks. If the form is not used its value will be refunded upon application being made within six weeks, accompanied by the form itself, to the Accountant, General Post Office. A reply form need not necessarily be used for a reply, but may be used in payment or part payment of any single inland message.

Collect Telegrams—Sender responsible for Transmission Charges.

16. Telegrams may be accepted from the sender with the word "Collect" written thereon in the space for instructions, and in such case the value of the telegram will be collected from the receiver; but, in the event of the department being unable to collect the amount, the sender will be held responsible for the due payment thereof, and in such case, if the sender fails to pay the charges upon being requested to do so, the Officer in Charge of the telegraph-office at which the telegram was delivered for despatch may in his own name, in any Court of competent jurisdiction, sue for and recover from the sender of such telegram all charges due for the transmission thereof.

17. The sender of a "collect" telegram shall, if requested to do so, lodge the cost of it. Any difference between the sum required and that lodged will be settled, or any refund will be made, upon delivery of the telegram. The sender of a "collect" telegram is at liberty to direct that delivery shall be conditional on the addressee first paying the charges. In such cases the words "Delivery conditional" must be inserted in the instructions and paid for.

Repetition at Request of Sender to Insure Accuracy.

18. Telegrams may be repeated, if *the sender* so desires, by being signalled back from office to office. No copy is, in such case, given to the sender. The charge for repetition is one-half the ordinary tariff; the lowest fraction of a penny being reckoned as a half-penny. Telegrams containing mercantile quotations or figures, and telegrams written in cipher, or according to a preconcerted code, should always be repeated.

Repetition at Request of Addressee to detect Errors.

19. If the addressee of a telegram doubts its accuracy, he may have it repeated by paying half the amount paid for its transmission to him, the lowest fraction of a penny being reckoned as a halfpenny. Should he require only a portion of the message to be repeated, a payment must be made at the rate of $\frac{1}{4}$ d. for each word embraced in the repetition. For example, if 17 words in a message of 30 words are to be repeated the payment would be fourpence halfpenny. The minimum charge, however, for repetition (even of a single word) is threepence. The money will be refunded if it appears that the telegram was incorrectly transmitted. The request for repetition must be in writing, and may be abbreviated to underlining the necessary words and adding the request—as, for example, "Please repeat"—on the delivered copy.

5

Inland Multiple Telegrams.

20. A prepaid telegram may be addressed on one form to several persons in the same town, or to the same person in different parts of the same town (multiple telegram). If multiple telegrams are addressed to different places, or are written on separate forms, both or all will be treated as distinct messages, and charged full rates. In multiple telegrams for the same place, each address must be complete in itself; consequently the office of destination will appear as many times as there are names of addressees. The text, and *all the addresses*, and the signature will be counted and charged for as a single message, with an additional fee of 3d. per address for each copy excepting the first, *provided always that the charge shall not exceed that for the same number of single messages*. "Urgent" telegrams may be accepted at double the above tariff. The number of addresses will be indicated to the office of address by the insertion of "Multiple [No. of addresses]" in the "Instructions"; but this information will be omitted from the messages actually delivered, which will show *one address only* unless the sender has inserted and paid for the instruction "Communicate all addresses." Multiple telegrams cannot be sent "collect."

Free Delivery.

21. Except as notified in the printed list of telegraph offices in the Post and Telegraph Guide, and the list of offices given below, all telegrams are delivered free of charge within a distance of one mile by the nearest practicable road from the office to which they may be transmitted by telegraph.

The distance of free delivery—

At Auckland	Christchurch	Dunedin	Wellington
is—			
Between the hours of 8 a.m. and 6 p.m.	Three miles.
After 6 p.m.	One mile and a half.

At Akaroa	Greytown	Nelson	Taihape
Alexandra South	Hamilton	New Plymouth	Tapanui
Ashburton	Hastings	Oamaru	Tauranga
Balclutha	Hawera	Onehunga	Te Aroha
Blenheim	Hokitika	Opotiki	Te Awamutu
Bluff	Hunterville	Otaki	Temuka
Cambridge	Hutt	Paeroa	Thames
Carterton	Inglewood	Pahiatua	Timaru
Cheviot	Invercargill	Palmerston	Waihi
Coromandel	Kaipoi	Palmerston N.	Waimate
Cromwell	Kaikoura	Patea	Waipawa
Dannevirke	Kaitangata	Petone	Waipukurau
Dargaville	Lawrence	Picton	Wairoa
Dunedin North	Lyttelton	Port Ahuriri	Waitara
Eketaahuna	Manaia	Port Chalmers	Wanganui
Eltham	Marton	Queenstown	Waverley
Feilding	Masterton	Rangiora	Wellington S.
Foxton	Mataura	Reefton	Westport
Geraldine	Milton	Riverton	Whangarei
Gisborne	Napier	Rotorua	Woodville
Gore	Naseby	Stratford	Wyndham
Greymouth			
Between the hours of 8 a.m. and 6 p.m.	Two miles.
After 6 p.m.	One mile and a half.

Carriage when necessary beyond the one-mile, the mile-and-a-half, or the two-mile limit respectively is charged for at the rate of 6d. per mile or fraction thereof up to three miles. The foregoing charges only provide for ordinary delivery from offices where the service can be performed by a departmental messenger. All carriage beyond three miles will be made by special messenger. For telegrams to be delivered by special messenger, the cost of such delivery shall be added and paid for.

If required to be delivered beyond the distance of three miles, all moneys disbursed in payment of cab-fares, omnibus-fares, horse-hire, portorage, or any other expenses incurred in delivery, shall be charged for and paid. All telegrams shall bear any expenses incurred to defray ferriage and tolls. To prevent the non-delivery or detention of telegrams when a telegram is presented for a place known to be beyond the free delivery, the cost of carriage from the office of delivery should be prepaid. If the carriage is insufficiently prepaid, the balance will be collected from the addressee. When the sender gives a guarantee that carriage will be paid for by the addressee, the words "Carriage guaranteed" should be written on the back of the forwarded telegram and signed by the sender, whose address also should be given. In the event of the addressee refusing to pay, the amount due will be recovered from the sender. If the sender declines to pay for the carriage, or to give the guarantee, the telegram will be delivered by post. When a telegram is received requiring delivery by special messenger, and upon which no carriage has been prepaid, the sender will be asked for his instructions, and if no reply is received before the despatch of the next mail or the next letter-carrier's delivery the telegram will be posted. Free telegrams on behalf of sender or addressee about the amount of payment required for carriage, and so forth, will not be sent.

Sender responsible for Delivery Charges.

22. The sender of a telegram shall be responsible for the payment of all charges incurred in the delivery, and, if the sender fails to pay the charges upon being requested to do so, the Officer in Charge of the telegraph-office at which the telegram was delivered for despatch may, in his own name, in any Court of competent jurisdiction, sue for and recover from the sender thereof the charges due on such telegram.

Redirected Telegrams.

23. Telegrams redirected to a corrected address are liable to an additional charge of 6d. if delivery can be effected from the original receiving office, but if the corrected address requires that the message be re-telegraphed from the receiving office, a charge will be made equal to the original amount paid, plus or minus the charge at $\frac{1}{2}$ d. a word for any words by which the number of words in the original address is increased or diminished.

24. The sender may direct that a telegram be readdressed, paying an extra fee for the new address. Telegrams readdressed for transmission by post are charged a single rate of postage only.

Fee for Search.

25. The originals of inland telegrams and cable messages are kept for six and twelve months respectively.

26. The sender or the addressee of an inland telegram or cable message, or his duly authorised agent, may inspect such telegram or cable message at the office of transmission or of destination without charge, or be supplied with a certified copy of it on payment (in advance) of a fee of 6d. for each inland telegram, or, in the case of Press telegrams, a certified copy thereof will be supplied on payment (in advance) of a fee of 6d. for each one hundred words, or fraction thereof, and a fee of 5d. will be charged for every hundred words, or fraction thereof, of a cable message, provided the telegram or cable message has not already been sent to the General Post Office. If it has been so sent, the sender, or the addressee, or the duly authorised agent of either, may only inspect such telegram or cable message on payment (in advance) of a fee of 1s. if the necessary particulars enabling the telegram or cable message to be found without any delay are supplied, or 2s. 6d. if such particulars are not furnished. If the search extends beyond one hour an additional charge of 2s. 6d. for each and every subsequent hour will be made. A certified copy of the message will be supplied upon payment of an additional charge of 6d. for each ordinary telegram, or 6d. for each one hundred words in the case of a Press telegram. Satisfactory proof of identity of the applicant as the sender, addressee, or agent must in all cases be given. If desired, the copy of the telegram or cable message, or an extract, will be telegraphed, upon payment by the applicant of the telegraph fee in addition to the before-mentioned charge.

Accidents to Lines.

27. When communication is partially or completely interrupted, telegrams will be accepted from the public, but the department will not accept any responsibility for delay in transmission. The telegrams will be transmitted to the furthest practicable point, and, after communication is restored, sent thence to destination, according to code, in the order of time of presentation. Such delayed telegrams are marked "Delayed by Interruption of Lines."

Cancelling Telegrams.

28. Any telegram may be cancelled by the sender before transmission, and the cost of such cancelled telegram will be refunded on application being made, in writing, to the Officer in Charge of the office at which such telegram was presented. If the telegram has been signalled, or partly signalled, it can still be cancelled, but no refund of its value can be made. If the signalling has been completed, the telegram can only be cancelled by means of a further prepaid telegram. Provided that no telegram shall be cancelled if the office of presentation is a racecourse telegraph-office.

Monopoly of Line forbidden.

29. The transmission of telegrams presented in quantity, or of telegrams of great length, may be delayed when their transmission would give an undue monopoly of the line to the sender or addressee.

Prohibitions.

30. Telegrams which are indecently or obscenely worded, or which appear to contain matter of a treasonable, seditious, libellous, or grossly offensive character, will not be transmitted. Telegrams in plain language relating to betting or to investments on the totalisator or in coded language reasonably supposed to relate to betting or to investments on the totalisator are forbidden to be delivered on any racecourse. Money-order telegrams addressed to a racecourse must be refused.

Urgent Telegrams.

31. Telegrams marked *Urgent* are received at any telegraph-office and transmitted in the order of their priority with other messages of the like code. Urgent telegrams take precedence of all ordinary messages.

32. The fee for an urgent telegram is double that for an ordinary telegram. Urgent telegrams lodged on Sunday at offices open from 5 p.m. to 5.30 p.m. only are charged four rates.

33. When the sender of an urgent telegram desires to pay for an urgent reply the words "*Urgent, reply paid urgent*" must be inserted in the instructions. When the reply required is not to be urgent the instruction should be "*Urgent, reply paid.*"

Charges, after ordinary Hours, for Messages relating to Sickness, Death, or other urgent Matters.

34. Messages relating to sickness or death or other urgent matters (but expressly excluding wagers or bets) may be accepted and transmitted from any to any telegraph-office or bureau at any time outside the ordinary hours of business on week-days or Sundays (provided the attention of the terminal office can be obtained), on prepayment of the following rates and fees:—

Outside ordinary hours. — Reopening fee, 1s.; special delivery fee, 1s.; tariff, ordinary.

On Sundays and holidays, outside hours prescribed for telegraph business.—Reopening fee, 1s.; special delivery fee, 1s.; tariff, Sunday or holiday, as case may be.

When in attendance for Press, testing, or departmental business, other than telegraphic.—Reopening fee, nil; special delivery fee, 1s.; tariff, ordinary.

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The reopening fee is only to be charged on one telegram alone if more telegrams than one are handed in together by the same person. The special-delivery fee includes the charge for reopening the receiving office—namely, the office which receives the message from the forwarding office, and for effecting delivery of the message within the free delivery.

If officers are required to remain in attendance pending the receipt of a reply, the person at whose request the office was reopened must pay overtime at the rate fixed by the department's regulations.

35. Charges for ferries, tolls, or for any extra cost incurred for delivery must also be paid by the sender at the time of presenting the telegram. The sender shall also be liable for short charges, should it be subsequently found that the amount collected for carriage was insufficient.

36. Telegrams relating to wagers or bets are not permitted to be sent under these regulations.

Weather Telegrams for Shipping.

37. Masters of vessels are permitted to forward messages at one uniform rate of sixpence for each message (including reply) to the Harbourmasters of the several ports seeking information as to the state of the weather, &c., at the port to which they are bound, or from any port which may lie in their route. These telegrams must be concise, and should be filled in in accordance with the directions to be seen at telegraph-offices. In no case will a larger number of words in the body of the telegram than twelve be allowed. The telegraphic report giving the state of the weather in different parts of the colony will be supplied daily at a charge of £1 per copy per annum.

Transmission of Telegrams by Telephone.

38. (1.) Subscribers to telephone exchanges and owners of private lines connected with telephone bureaux may, by prearrangement in writing with the telegraph-office, have telegraphic messages which are addressed to them forwarded by telephone from the office of destination to their business or private addresses. Such messages will, after transmission, be posted for delivery to such address, and be marked on the front "Transmitted by telephone."

(2.) If desired, short Press messages up to fifty words may be telephoned to newspapers the proprietors of which are subscribers to a telephone exchange, and who agree to pay the fee for so doing. After being telephoned, such messages will be delivered by messenger, when their values (if "collect"), together with the fee for telephoning, will be collected.

(3.) This system may be availed of during the ordinary hours for attendance of officers at the telegraph-office, except in the case of offices where officers are on duty until 10 p.m., when the telegrams may be telephoned up to that hour.

(4.) The charges for transmitting telegrams as above shall be as follows:—

(a.) At all chief offices, namely,—

Auckland	Greymouth	Nelson	Timaru
Blenheim	Hokitika	New Plymouth	Wanganui
Christchurch	Invercargill	Oamaru	Wellington
Dunedin	Napier	Thames	Westport
Gisborne			

(b.) At first and second grade sub-offices, namely,—

Akaroa	Hamilton	Milton	Taihape
Ashburton	Hastings	Onehunga	Te Aro
Balclutha	Hawera	Paeroa	Te Aroha
Bluff	Hunterville	Pahiatua	Temuka
Cambridge	Hutt	Palmerston	Waihi
Carterton	Inglewood	Palmerston North	Waimate
Dannevirke	Kaipoi	Patea	Waipawa
Dunedin North	Kaitangata	Picton	Waipukurau
Eketahuna	Lawrence	Port Ahuriri	Waitara
Eltham	Lichfield Street	Port Chalmers	Waverley
Feilding	Lytelton	Rangiora	Wellington South
Foxton	Manaiā	Reefton	Whangarei
Geraldine	Marton	Riverton	Woodville
Gore	Masterton	Rotorua	Wyndham
Greytown	Mataura	Stratford	

(c.) And for all telephoned Press messages as described in subsection (2),—	£	s.	d.
For any one year or portion of a year exceeding six months	1	0	0
For any period exceeding three months but not exceeding six months	0	10	0
For any period not exceeding three months	0	5	0
The annual subscription must be made to fall due on the 1st January, and must be renewed from that date.			
Or for each separate transmission, provided the telephone conversation does not exceed three minutes	0	0	3
For each additional three minutes or fraction thereof	0	0	3
At all other offices			Free.

When the fee is paid by time, one conversation may include two or more messages, including any referred to in the next succeeding subsection. The fee is to be affixed in stamps to a docket which will be provided, and which must be delivered to the telegraph-office immediately after the message has been telephoned.

(5.) Telephone-exchange subscribers and owners of private lines connected with any telegraph-office connected with a telephone exchange, during the ordinary hours of telegraph attendance, if the exchange is open, messages to be further transmitted from the telegraph-office to the respective destinations of such messages as telegrams, provided the usual cost of such telegrams is paid in addition to the rates prescribed above when applicable.

(6.) Prior to telephoning any such message within the limits of a town the sender shall reduce such message to writing, and, immediately after transmission, deliver the written message to the telegraph-office, with the charges affixed in stamps. Messages telephoned after 5 p.m. and before 8 p.m. must be handed in to the telegraph-office not later than 10 o'clock the following morning. To prevent duplication the word "Transmitted" must be written in a conspicuous place on the form after the message has been telephoned. In country places the same procedure must be followed, except that the written message must be delivered to the telegraph-office within a reasonable time.

(7.) The Department reserves the right to exclude any person from the privilege of sending or receiving telegrams by telephone under this system until any arrears of fees or charges which may be due are fully paid, and to demand a deposit before or at any time after registering any application.

(8.) The transcribed copies of messages telephoned by subscribers to telephone exchanges, or by private line-owners, will, so far as the Department is concerned, become the original telegrams, and the Department will not assume or be subject to any liability by reason or on account of any failure, delay, or mistake in or about the transmission, receipt, or delivery of any telegram under this system, from whatever cause the same may arise. Messages will only be received upon the understanding that the Department's counting and charging are accepted without question.

(9.) On payment of the charge for the transmitting—at the prescribed rates for urgent or ordinary telegrams, as the case may be—of the three words required to convey the direction, the sender of a telegram may insert in the place reserved therein for instructions the direction "To be telephoned," and thereupon such telegram, upon arrival at the telegraph-office of destination, shall be forthwith telephoned through the telephone exchange to the addressee, if such addressee is a subscriber to that exchange; and in other respects the provisions made for the transmission of telegrams to addressees through telephone exchanges at their own request shall, as far as applicable, apply to such telegram.

SPECIAL-MESSENGER SERVICE.

1. There are special-messenger services at the following offices:—

Ashburton,	Greymouth,	Napier,	Rotorua,
Auckland,	Hamilton,	Nelson,	Thames,
Blenheim,	Hastings,	New Plymouth,	Timaru,
Bluff,	Hawera,	Oamaru,	Waihi,
Christchurch,	Hokitika,	Onehunga,	Wanganui,
Dunedin,	Invercargill,	Palmerston North,	Wellington,
Feilding,	Lyttelton,	Port Chalmers,	Westport,
Gisborne,	Masterton,	Reefton,	Whangarei.
Gore,			

2. An express delivery is made by telegraph message-boy. A special messenger will be placed at the disposal of any telephone-exchange subscriber on request being made to the exchange during the hours the telegraph-office is open for business. Such messenger may be utilised for running an errand, ordering a cab, delivering a letter or a small parcel not exceeding 3 lb. in weight, or any similar service. (For rates see "Express Delivery Service" in the Post and Telegraph Guide.) The sender may, however, direct that delivery be made at the post-office, in which case the words "To be called for" must be written underneath the words "Express delivery." Instructions by telephone at the time a special messenger is applied for in regard to the service to be performed, such as how a parcel is to be disposed of, are accepted.

3. A receipt must be given by the recipient for each article delivered by special messenger.

4. "Expressed" letters (see "Express Delivery Service"), properly stamped for delivery from the post-office, also telegrams fully stamped for transmission, may be handed to any telegraph messenger for delivery at the office. In no case, however, will the messenger wait while the letter or telegram is being written.

5. In a case in which a special messenger is employed to convey a letter to the post-office for registration, the sender must direct as to the disposal of the receipt. Whatever is done must be entirely free of cost to the post-office. If the sender wishes the messenger to return with the receipt he must pay an additional special-messenger fee; and if he wishes the receipt to be posted he must supply an addressed and stamped envelope for the purpose. The sending of a letter for registration by special messenger does not secure special advantage in the despatch of the registered letter by mail.

6. The fee to be paid for a special-messenger service will be the same as for express delivery; but beyond three miles and up to five miles cab-hire, or return tram fare, must be paid, in addition to the mileage fee. The whole of the messenger's journey will be counted as from the post-office. For example, if the telephone-exchange subscriber lives half a mile from the office and the messenger has to deliver an article a mile beyond the subscribers residence, the charge will be as for two miles.

7. When several letters or packets are tendered by one sender for delivery at different addresses by the same messenger, or to different persons at the same address, a charge will be made at the rate of 1s. for the first hour and 6d. for each succeeding half-hour or fraction thereof, in addition to which a fixed fee of 1d. must be paid for each article above one. The number of articles for delivery by one messenger must not exceed ten. Their aggregate weight must not exceed 15 lb., unless a special conveyance is paid for; and for each packet over 1 lb. in weight must be paid an additional delivery fee of 3d. The charges mentioned in this section supersede the ordinary charges for special-messenger delivery.

8. On the delivery of a "special-service" packet the messenger may take a reply or perform a further special service within the authorised hours. The special-service fee must be prepaid either by the sender of the first service or by the sender of the reply or further service. When a reply or further service is required by the sender, the words "Wait reply" or "Wait further service" should be written by the sender above the address of the packet. The messenger is allowed to wait for the reply ten minutes free of charge, but after that time 3d. is charged for every quarter of an hour or part of a quarter of an hour during which the messenger is required to wait.

9. Payment of fees may, at the option of subscribers, be made either at the time of the service being performed or included in the account rendered for rental of a telephone connection at the end of three or six months, as the case may be. Receipts for payments made at any time will be given free of charge.

10. The special-messenger service will be available throughout the day up to 9 p.m., or to the time of closing if the office closes before that time, except on Saturdays, when the service is available up to 9 p.m. at all telegraph-offices where it is established. The service must be commenced but need not necessarily be completed by the closing-time.

CODE ADDRESSES.

1. A code address (if registered) may be used on a telegram intended to be delivered in New Zealand.

2. A code address is an address composed of a word in code language representing the name of the addressee of the telegram and the name in plain language of the place of destination of the telegram.

11

3. No address may consist of more than one word in addition to the name of the town where registration is effected.
4. The word should contain not more than ten letters, and should be easy to read and easy to telegraph. Proper names can only in rare cases be accepted, and in no case can a proper name be registered for a person of a different name.
5. The names of professions, trades, countries, States, towns, telegraph stations, well-known streets, and registered newspapers may not be registered.
6. Numbers may not be registered.
7. To prevent inconvenience to the public, the Department has to reject words which, either in writing or in telegraph symbols, so closely resemble other registered words as to be liable to be mistaken for them. It is desirable, therefore, that any application should not merely offer one word for acceptance, but should give several words, from which a selection may be made.
8. No address may be registered in one town for the delivery of telegrams in another town.
9. The Department reserves to itself the right to cancel an address. In such a case a part of the registration fee proportionate to the unexpired period is returned, or a new address may be substituted for the one cancelled.
10. In the event of a change in the title of a firm for which an address is recorded, the consent, in writing, of all the partners of the firm must be produced before the records can be altered.
11. A code address must be registered in the Post and Telegraph Department before being used, and may be registered for any term not exceeding one year (except in case of first registration) and not less than one month. Code-registration years end on the 31st December only. In case of first registration, if the period to the 31st December is three months or less than three months, the fee for the next full year must be added to the fee for the period then remaining of the current year. The minimum registration fee in any case will be 5s. Where a telegram is received bearing an unregistered code address, it will be delivered to the addressee, if ascertained, on payment, in respect of each telegram, of a sum of 6d. for an inland telegram, 2s. 6d. for an intercolonial telegram, and 5s. for an international telegram respectively.
12. A register is kept at every telegraph-office in New Zealand for the registration of code addresses. Code addresses for inland telegrams (meaning telegrams received from places within New Zealand) are registered separately from code addresses for cable telegrams (meaning telegrams received from places beyond New Zealand), and the registration charges are cumulative. The charges are as follows:—
- Yearly Registration Fee—*
- For Cable telegrams, 10s.
 Inland telegrams, 10s.; or
 When same code address used for cable and inland, 10s. each. (If different cable address subsequently registered, £1 for the inland address from same date.)
 When different code addresses used, £1 for inland, 10s. for cable.
 For each registration after the first, of inland or cable address, 10s. each.
- Monthly Registration Fee—*
- For inland or cable, or for both under same code address, 5s.
 For inland and cable under different code addresses, 5s. each.
13. The registration in New Zealand of code addresses applies to *incoming telegrams* only.
14. Unless renewed, registration ceases at expiration of the period covered by the fee.

TARIFF RATES IN NEW ZEALAND.

Ordinary Telegrams.

From any Station to any Station:—

For the first 12 words or less, including address and signature **Sixpence.**

For every additional word **One halfpenny.**

On Sundays, between offices which open both morning and evening, the above rates;
at other offices, double the above rates.

[For telegraph fees for repayment of Post-Office Savings-Bank deposits by telegraph see **Repayment of Deposits** in the Post and Telegraph Guide.]

Urgent Telegrams.

For the first 12 words or less, including address and signature ... **One shilling.**

For every additional word **One penny.**

On Sundays, between offices which open both morning and evening, the above rates;
at other offices, double the above rates.

DEPARTMENTAL HOLIDAYS.

New Year's Day, Easter Monday, Dominion Day, the King's Birthday, and Boxing Day, or any days substituted therefor. Good Friday and Christmas Day are observed as Sundays so far as regards hours of attendance; but week-day tariff rates only are chargeable on ordinary and urgent telegrams on those days unless Christmas Day should also be a Sunday, when Sunday rates are charged for that day.

Ordinary and urgent telegrams at the same rates as for week-days.

[See charges for **Telegrams relating to sickness and death** elsewhere.]

Press Telegrams.

Press telegrams may contain only information of general public interest, and the whole text must be intended for publication as news in the newspapers to which the telegrams are addressed. Advertisements, letters intended for publication in the open or other columns of newspapers, or telegrams that are mere "puffs" of theatrical or travelling business companies, and not of general public interest, cannot be transmitted at Press rates.

Provided the offices are open, all newspapers are entitled to receive Press news at night at evening rates, no matter whether sent in the evening prior to publication or not. The evening rates on day telegrams for evening papers are restricted to the day of publication, unless otherwise ordered.

The tariff for ordinary telegrams is applicable to and will be collected from the addressee of every Press telegram of which use is made for some other purpose than or besides that of insertion in the columns of the newspaper to which it is addressed, viz. :—

- (a.) Telegrams which are not published by the receiving newspaper (failing a satisfactory explanation), or which the latter has communicated before publication to private individuals, or to establishments such as clubs, cafés, hotels, exchanges, &c.
- (b.) Telegrams which the receiving newspaper before publishing them itself has sold, distributed, or communicated to another newspaper for publication in its columns.
- (c.) Telegrams, addressed to agencies, which are not published in a newspaper (failing a satisfactory explanation), or which are communicated to third persons before being published by the Press.

The following rates are chargeable for the transmission of Press telegrams from or to any office in New Zealand during the prescribed hours for such business. (See "List of Telegraph-offices," also table of "Additional Attendance for Press Work," in the Post and Telegraph Guide.)

Class of News.	Hours.	WEEK-DAYS.				Conditions.
		Morning Papers.		Evening Papers.		
		12 Words.	Each additional Word.	100 Words or Fraction thereof.	100 Words or Fraction thereof.	
(1.) Ordinary (see 1A)	8 am to 5 pm ..	6d. for first 12 words; ½d. each additional word.				
		d.	d.	s. d.	s. d.	
(1A.) Ordinary (on day of publication only)	8 am to 5 pm, except Saturdays, when 8 am to 4 pm	0 6	Evening papers on day of publication may receive telegrams amounting in the aggregate to 1,000 words; and an additional 500 words, during the session of Parliament; also an additional 300 words on Mondays between 8 am and 9 am. Any excess is chargeable at ½d. per word.
(2.) News received by the San Francisco mail-steamer	8 am to 5 pm ..	6	0½	..	0 6	500 words additional to the above are allowed to evening papers on the day the San Francisco mail-steamer reaches Auckland. If steamer arrives on a Sunday, the 500 words are allowed on following day.
(3.) Cable news	8 am to 5 pm	0 6	0 6	If sent on day of publication of paper addressed, and bearing instructions "Cable news." Each message charged separately.
(4.) Ordinary news from or to stations not reopening in the evening	8 am to 4.30 pm	1 0	..	Telegrams not to exceed 300 words and to be lodged on day next before publication. "Special day rate" to appear in instructions. Papers may receive only one message at this rate on any one day.
(5.) Ordinary ..	5 pm to 11 pm	0 6	0 6	Except on Saturdays, when evening papers may receive telegrams lodged at or after 4 pm at this rate.
(6.) Ordinary ..	11 pm to midnight	0 8	0 8	At offices open until midnight and at others if kept open by special arrangement.
(7.) Ordinary ..	After midnight	1 0	1 0	If kept open by special arrangement.

PRESS TELEGRAMS—*continued.*

Class of News.	Hours.	Morning Papers.			Evening Papers.	Conditions.
		12 Words.	Each additional Word.	100 Words or Fraction thereof.	100 Words or Fraction thereof.	
(8.) Parliamentary reports from Wellington	11 pm to 1 am	..	d.	s. d.	s. d.	These telegrams must contain "PR" in the instructions.
	1 am to 2 am	0 6	0 6	
(8A.) Ordinary..	9 am to 5 pm ..	1s.	for	150 words, or fraction thereof.		The telegrams hereby authorised must be addressed to a country newspaper, but may not be sent on the day of publication of the newspaper addressed. Not more than one such telegram not exceeding 150 words in length at the rate hereby prescribed shall be sent on any one day to any one country newspaper. (A country newspaper is a newspaper printed and published at any place other than a city or town where there is a chief post-office.)
SUNDAYS.*						
(9.) Ordinary ..	5 pm to 5.30 pm	0 8	..	If kept open by special arrangement by or on behalf of a morning paper, or by the United Press Association.
(10.) " ..	After 5.30 pm	1 0	..	
(11.) Special ..	5 pm to 5.30 pm	1 0	Any one evening newspaper may not receive more than 300 words; and the contents of telegrams must be confined to news of events which occur between the time of closing the telegraph-office on Saturday night and its closing on Sunday.
HOLIDAYS (DEPARTMENTAL).†						
(12.) Ordinary ..	9 am to 4 pm ..	6	0½	..	0 6	Each message to be charged for separately.
(13.) " ..	7 pm to 11 pm	0 6	0 6	
(14.) " ..	11 pm to mid-night	0 8	0 8	

* No Press Telegrams are accepted during the morning attendance, nor are Press Telegrams for weekly newspapers transmitted at any time on Sundays.

† New Year's Day, Easter Monday, Dominion Day, the King's Birthday, and Boxing Day, or any days substituted therefor. Good Friday and Christmas Day are regarded as Sundays, for purposes both of attendance and of assessment of rates for Press telegrams.

NOTE.—No charge is made for address and signature up to six words. In assessing the total amount due, fractions of a penny are reckoned as one halfpenny. For rates and conditions under which offices are specially reopened for transmission of Press telegrams, see "Charges when Office reopened," &c. Evening newspapers are newspapers published after noon and before 5 p.m.

CHARGES WHEN OFFICE REOPENED BY SPECIAL REQUEST.

At least six hours' notice should be given to the local telegraph-office of a desire to have an office specially reopened for Press news.

The fee of 7s. 6d. for reopening an office must be paid by the first applicant, whether another applicant or other applicants have the use of the office specially reopened or not. A second fee will not be charged for the same reopening.

Rates.

Messages lodged and forwarded are liable to the following charges:—

At the rate of 6d. per 100 words or fraction thereof, and all charges in respect of overtime at offices other than the original forwarding office.

CHARGES FOR PRESS TELEGRAMS RELATING TO EXTRAORDINARY EVENTS, ETC.

Press telegrams containing intelligence of extraordinary events, such as collisions-wrecks, large fires, explosions, &c., may be accepted for transmission between offices open for the midnight cable service after those offices are closed for the receipt of other Press messages on the following conditions:—

No message may exceed 100 words.

The fee of 1s. is to be charged for each message.

The Officer in Charge may refuse to accept any such message as in his opinion does not contain news of an urgent nature.

These messages are not to be permitted to interfere with or delay the transmission of the midnight cable news.

Offices closed on Sundays or statutory holidays may not be opened for Press purposes on those days under any but exceptional circumstances such as those above described.

TELEGRAMS FORWARDED BY MEMBERS OF GENERAL ASSEMBLY.

Members of the General Assembly may send ordinary telegrams at the following rates, viz.:—

	s.	d.
For the first thirty-six words or any fraction thereof, including address and signature	0	6
For every four words or fraction of four words after the first thirty-six words	0	1

There is no "urgent" code for these rates.

**GENERAL RULES FOR COUNTING TELEGRAMS BETWEEN PLACES
WITHIN NEW ZEALAND.**

1. Telegrams are charged for according to tariff rates as shown in the Guide; and all that the sender wishes to transmit to his correspondent is charged for except service instructions, such as the following, viz.: "Urgent," "Reply paid," "Collect," "Carriage paid," &c.

2. Telegrams may be written either in plain or code language. A plain message must be written wholly in English, and may not contain illegitimate combinations or words or abbreviations contrary to the usage of the language—*Webster's Dictionary* being taken as the standard.

3. Combinations of two or more words are charged for as separate words, but compound words found in *Webster's Dictionary*, joined by a hyphen, or separated by an apostrophe, and which are so written by the sender, are counted and charged for as single words. The cardinal and ordinal numbers up to and including ninety-nine and ninety-ninth, respectively, and the words "onepenny," "twopence," &c., up to and including "elevenpence," are counted and treated as one word each when so written. Combinations which usually count as two words such as "Courtcard," but which, in order not to destroy the sense of the message, must in particular instances be shown as one word, will in future be indicated as double words in the check, thus: /D1, D2, &c.

4. Groups of letters or figures count five characters to the word, *plus* one word for any excess up to five characters. The Department does not guarantee the correct transmission of figures.

5. Code words, whether genuine or artificial, must be formed of syllables capable of pronunciation, according to the usage of one of the following languages: Dutch, English, French, German, Italian, Latin, Maori, Portuguese, or Spanish. Words in code language must not be longer than ten characters of the Morse alphabet. Combinations not fulfilling these conditions, or those which may be formed by the union of two or more words in plain language contrary to the usage of the language, are charged in accordance with Rule 4.

6. All names composed of more than one word (with the exception of those mentioned in Rule 7, and any entitled to pass as one word under Rule 3) are to be counted according to the number of separate words contained in the name, howsoever the same may be expressed.

7. Names like MacDonald, McDougal, O'Neil, De Morgan, De la Rue, should be counted as one word each, but double surnames, such as Hunter-Brown, must be counted as two words, whether written with a hyphen or without. The prefix "St." always counts as part of a word, but when written in full it should be counted as a separate word.

Official designations are to be counted according to the number of separate words of which they are composed: thus, "Under-Secretary, Public Works," to be counted as three words, "Under-Secretary" being an admissible compound word according to the standard dictionary.

8. The name of any post-office, public telegraph-office, or railway telegraph-office in New Zealand will pass as a single word in either the address or text of any inland message.

9. Each separate letter or figure is charged for as one word; groups of five cyphers or a fractional part of five cyphers count as one word; groups exceeding five cyphers are counted at the rate of five cyphers to the word, and any fractional portion remaining is to be counted as one word. Words not forming part of any authorised language count five characters to the word. Where a fraction is inserted in a group of figures, such fraction is regarded as terminating the word—as, 31 $\frac{1}{2}$ 9, three words. In groups of mixed letters and figures each letter or figure or each collection of letters or figures up to five characters is counted as a single word.

10. Under the above rule, abbreviations such as "cife," "faq," "fob," "gfaq," "am," "pm," &c., are accepted as single words.

11. When a group of figures is preceded or followed by a letter, the letter is counted as a separate word: thus, A104, or 104A, each count as two words. Letters added to figures to form ordinal numbers are each counted as a figure: thus, "1st" counts as one word, "1000th" as two words.

12. The two principal punctuation signs, viz., full stop and comma, when used as such, are not to be counted, but signalled free of charge. Other punctuation signs and underlines are counted and charged for as one word each; while parentheses, brackets, or inverted commas are counted and charged for as one word each pair.

13. Bars of division, or full stops representing decimal points, used in the formation of numbers, or in groups of mixed characters, are counted as figures. The divisional bar when used with letters also counts as a letter in the group in which it may occur.

14. All figures should be expressed in Arabic characters; if Roman numerals are required to be signalled, two extra words are charged for each group of five (or less) of such figures.

15. The following examples determine the interpretation of the rules to be followed in counting words:—

	Words.		Words.
3d	2	£2 3 6	4
4d	2	14s 6d	4
4/2	1	5s/	2
4s	2	3½d	2
" "	1	3½	1
Come quickly	3	31½	1
Important wanted urgently	5	311½	2
()	1	5/-	1
3.6	2	£5	2
33.64	2	£5 10	3
12.1501015/9/8-7-6/6/12/7/9..	6	Twenty-eight	1
38'647	2	Twenty eight	2
38647	1	Thirty-fifth	1
38647/	2	Thirty fifth	2
38/64	1	4 11 6.. ..	3
38/647	2	3/6	1
30b4d	4	31½8½9	3
A4BN56	4	c/o	1
2/3/6	1	5/twelfths	2
B/L	1	EMVTHF	2
%	1	TMRLS	1
FOB or fob	1	CH 22 (trade mark) ..	2
F.O.B.	3	ADVGMY	2
6%	1	AP	1
AM or PM (for time)	1	M	2
P.O. signifying Post Office ..	2	3	2
PO	1	M	2
M.P.	2	C.H.F. 45	4
K.C.M.G.	4	2/3rds	2
Eight/10	2	XIII	3
The 17th	2		

LIST OF TELEGRAPH-OFFICES.

The names of the telegraph-offices in New Zealand are to be written in the addresses of telegrams as given in the list of offices published in the Post and Telegraph Guide, and the name of each office as it is thus required to be given must be counted as one word. For instance, *Abbotsford* in the address of a telegram will count as one word, and *Abbotsford, Otago*, as two words.

When a telegraph message is addressed to a place not a telegraph-office but bearing the same name as a telegraph-office, as well as to the office to which the message is to be telegraphed—thus, "*Richmond, Christchurch*"—the names of both places must be telegraphed and charged for, the first of the two names being regarded as that of a place which is not a telegraph-office.

Telegrams for persons on trains that will pass railway-stations which are public telegraph-offices must be addressed to those offices and not the departmental offices, as, for example, to *Masterton Railway*, not *Masterton*. To telegrams for persons on trains the word "*northward*" or "*southward*" should be added as part of the address to expedite delivery. Owing to uncertainty of delivery, these telegrams are accepted at sender's risk.

Unless otherwise stated, offices are closed on Sundays and departmental holidays.

A telegram for a locality where a **Receiving Office only** is situated—e.g., *Strand Arcade, High Street, B. O., Oriental Bay, &c.*—must also bear the name of the delivery office, as *Auckland, Christchurch, Wellington, &c.*, the necessary additional word being telegraphed and charged for.

Money-order telegrams can be sent between all offices marked *.

Telegrams of an urgent nature presented during the luncheon interval at offices where such interval is allowed will be despatched without delay.

Ordinary telegrams lodged during hours that offices are open for receipt of Press telegrams only must be paid for as "Extra fee" messages.

When telegraph lines are interrupted, telegrams will be accepted from the public at the sender's risk only, and despatched to the furthest practicable point, and thence to destination after communication is restored.

The telegraph-offices at Auckland, Blenheim, Christchurch, Dannevirke, Dunedin, Gisborne, Gore, Greymouth, Hokitika, Invercargill, Masterton, Napier, Nelson, New Plymouth, Oamaru, Palmerston North, Thames, Timaru, Wanganui, Wellington, and Westport are open for the transaction of public business between hours ranging from 8 a.m. to midnight on ordinary week-days, except on Saturdays, when the attendance ceases at 8 p.m., on Sundays between the hours of 9.30 a.m. and 10 a.m., and 5 p.m. and 5.30 p.m., or between 5 p.m. and 5.30 p.m. only, and on statutory holidays between the hours of 9 a.m. and 4 p.m., and 7 p.m. and midnight. The foregoing hours, or any variation thereof, may be extended by the Minister of Telegraphs to any other telegraph-office from time to time. Other offices are generally open between 9 a.m. and 5 p.m., and of these the Minister of Telegraphs is empowered to order the further reopening for public business, or the restricted opening, as circumstances shall require; also, the closing daily for a period not exceeding one hour as a luncheon-period at such hours and for such periods respectively as to him shall seem fit.

[See List of Telegraph Offices in Post and Telegraph Guide.]

TELEPHONE EXCHANGES.

1. At any place where telephone exchanges have been established, approved telephones connected with the exchanges will be placed in offices or private residences within three miles of the central office, so that subscribers can converse with other subscribers at their offices or residences.

2. It shall be optional on the part of the Minister of Telegraphs to permit any premises of any fire brigade, or any hospital or benevolent or charitable institution, duly acknowledged by the Minister of Telegraphs, to be connected with a telephone exchange free of cost or charges.

3. Every person desiring to hire any telephone instruments or set of telephones connected with a telephone exchange shall make application to the Superintendent of Electric Lines on the form supplied for that purpose by the Department.

4. All applicants for a first connection with a telephone exchange, in addition to the rates in force for connection with an exchange, will be required to pay an entrance fee of £1 when delivering the application for connection. In respect of connections after the first, exemption from payment of the entrance fee will only be allowed when both connections are to be held for a further period of one year.

5. Subscribers at each exchange will be furnished with a list of persons with whom they may communicate by telephone, and as new subscribers are connected with the system from time to time notification of the fact will be given by the Department.

6. The Minister of Telegraphs or the Superintendent of Electric Lines may refuse to connect with the telephone exchange any place of business, house, or

premises which in the opinion of the Minister is or are used for any illegal, immoral, or improper purpose, and may, either with or without previous notice, exclude from the telephone exchange any subscriber who allows the telephone instruments in his custody or control to be damaged or destroyed, or put to any improper use, and may remove or cause to be removed any instruments allotted to the use of such subscriber. No person shall have any claim for damages or otherwise whatsoever in consequence of the refusal of the said Minister or Superintendent to connect any place of business or house with the exchange for any of the causes aforesaid, or in consequence of the removal of any instruments, or the exclusion of any subscriber as aforesaid.

7. All charges payable in respect of the hire of any telephone instruments shall be paid half-yearly in advance, but for distances over two miles the charges may, if desired by the subscriber, be paid quarterly in advance, the first payment to commence from the date when the connection with the telephone exchange is completed, and to cover the then current quarter or half-year.

8. If such payment is not made within one week after demand, the connection with the exchange may, at the discretion of the Superintendent of Electric Lines, be discontinued without prejudice to any proceedings for the recovery of any moneys then due or otherwise.

9. Telephones connected with exchanges are to be used on the business of the subscriber or that of his employees, family, or guests only.

10. No extra telephones, special instruments, or appliances other than those provided and maintained by the Department will be allowed to be used by any subscriber in connection with an exchange wire.

CHARGES.

11. In addition to the entrance fee of £1, the charge per annum payable in respect of the hire for any telephone instrument connected with a Government telephone exchange is as follows:—

To every subscriber for a single wire, as from the date of connection:—		Per Annum.
At exchanges which are open continuously—		£
Business establishments	7
Private residences	5
Or business establishments and private residences if so agreed, each	6
At exchanges which are not open continuously—		
Business establishments and private residences	5

12. In cases where two or more subscribers use the same wire the initial subscription for each connection shall be in each case £1 per annum less than the charges set out above, plus an equal share of the charge for the total extra mileage. Thus, three subscribers on a wire 320 chains in length would pay £6 per annum each if private, and £8 6s. 8d. each if business connections at a principal exchange open continuously. The chainage is calculated on the most distant telephone from the exchange. Only £1 entrance fee is required.

13. Extra telephone (in addition to cost of fitting), £1 per annum. Special instruments or appliances, as per agreement. Printing name of subscriber in telephone list, free. Printing additional names of subscribers in connection with the same number: For each additional entry, 10s. per annum. Private annunciators: A charge of 5s. per annum is made for the use of each hole on the annunciator by which a connection with the exchange can be obtained.

14. The above rates are for connections of warehouses, stores, shops, and business places not more than half a mile from, and of private residences not more than one mile from, the telephone exchange.

15. For every additional quarter of a mile or fraction thereof, for each year commencing from the date of connection, and for every following year, 10s. per annum.

16. Except as hereinafter provided, where a connection with an exchange does not exceed one mile in length, the applicant will be required to hold the same for one year; and a connection exceeding one mile in length must be held by the applicant for three years.

17. Where a connection with an exchange exceeds one mile in length, and the whole of the line was erected for and used by a previous subscriber, the applicant will be required to hold the same for one year only.

18. Where a new exchange is opened, the subscribers connected therewith at the date of opening will be required to hold their connections for three years.

19. If a connection with a telephone exchange necessitates the erection of a new line of poles beyond one mile, then for the first three years the additional charge after the first mile will be at the rate of £1 per annum for every quarter of a mile or fraction thereof, and after the expiration of three years at the rate of 10s. per annum for every quarter of a mile or fraction thereof.

20. For connections over three miles in length the subscriber will be charged at ordinary rates on the first three miles. For the portion beyond that distance he will be required to pay the cost of erection of the line and an annual maintenance charge of £1 for each quarter of a mile or fraction thereof if the line is on poles specially erected, or 10s. for each quarter of a mile if the wire is on an existing line of poles. After the expiration of three years the rate for the poles specially erected shall be 10s. per annum for every quarter of a mile or fraction thereof.

21. A temporary connection with an exchange may be obtained on terms to be arranged with the Department according to circumstances.

22. The following are the hours of attendances observed at telephone exchanges, according to the number of paying subscribers connected therewith:—

Subscribers.	Hours.	
	a.m.	p.m.
1 to 50 (inclusive)	9 to	5
51 " 100 "	8 "	8
101 " 125 "	8 "	10
126 " 150 "	8 "	midnight.
151 and over	Open continuously if desired by subscribers, and payment at rate of £7 per annum for business connections, or of £6 per annum each for business and private connections, is agreed to.	

SYSTEM OF WORKING TELEPHONE EXCHANGES.

23. A subscriber requiring an exchange should ring, then take the receiver off the hook to listen, and the exchange should answer without ringing back.

24. An exchange requiring a subscriber should ring, take up the receiver to listen, and the subscriber on hearing the ring should take up the receiver and speak without ringing back.

25. A subscriber originating a connection or being joined through to another subscriber should ring up, then take up the receiver and listen, and the subscriber receiving the ring should take up the receiver and speak without ringing back.

TELEPHONE BUREAUX.

1. A "telephone bureau" means any ordinary telegraph or telephone office which is mentioned as a bureau in the list of telegraph-offices published in the Post and Telegraph Guide for the time being, as well as any such bureau specifically constituted.

2. The following are the charges to be paid by the public for the use of Government telephones at a telephone bureau in New Zealand:—

For every period of three minutes—		
For a distance not exceeding 25 miles:		
For subscribers to telephone exchanges	s.	d.
For non-subscribers	0	3
Over 25 miles and not exceeding 50 miles:		
For all persons	0	6
50 miles and not exceeding 75 miles:		
For all persons	0	9
75 miles and not exceeding 100 miles:		
For all persons	1	0
100 miles and not exceeding 140 miles:		
For all persons	1	6
140 miles and not exceeding 180 miles:		
For all persons	2	0
And for every succeeding distance of 40 miles or less	0	6

3. Owners of private telephone lines led into a bureau may use the departmental lines when available for speaking purposes through such bureau. The charges for this service are the same as those payable by non-subscribers, the distance being calculated from the telephone bureau.

4. When a message to the effect that any person is required to attend at a telephone bureau is sent to such bureau for delivery beyond the premises in which the bureau is situated, 3d. will be charged for delivery. These charges must be paid by the sender. Messages for addresses outside the ordinary delivery limits are subject to special charges for delivery, according to the extra expense thereby incurred.

5. Any one person may only use the wire for six minutes at a time—that is to say, if another person requires the wire, at the end of six minutes it must be given up. Should the wire not be asked for, then the person using it may continue to do so at tariff rate. On Sundays ordinary rates only are charged.

LONG-DISTANCE COMMUNICATIONS.

6. The following are the charges for the use of Government telephones for the purpose of conversing over long-distance wires on Sundays or at other times approved by the Minister, usually between midnight and 8 a.m. :—

(a.) When the conversation takes place through exchanges which are open continuously, or through other exchanges or bureaux during the ordinary hours of attendance of switchboard or bureau attendants: For a period not exceeding six minutes, 2s. 6d.; and a further charge of 2s. 6d. for every additional period of six minutes or portion of six minutes.

(b.) When special attendance of switchboard or bureau attendants out of ordinary hours of attendance is required, then for each switchboard or bureau attendant called upon to make the necessary wire-connections: For every hour or less, 2s. 6d., in addition to the charges set forth in paragraph (a).

7. No free conversations on public service are permitted over long-distance circuits.

8. The long-distance circuits are: Invercargill-Dunedin, Dunedin-Christchurch, Christchurch-Wellington, Wellington-Napier, Wellington-Auckland, Napier-Gisborne, and Napier-Auckland.

PRIVATE LINES.

CONDITIONS UNDER WHICH LINE WILL BE CONSTRUCTED, SUPPLIED WITH INSTRUMENTS, AND MAINTAINED.

1. Application should be made direct to the Superintendent of Electric Lines, Wellington, for any information regarding the cost of construction and the conditions under which private lines will be constructed or supplied with instruments.

2. The erection of private lines is not permissible on telegraph or telephone poles, nor may such lines be connected with departmental earth-wires, except as specified in clause 3.

3. Private wires between places of business or other premises within towns where there are telephone-poles available, which in the opinion of the Superintendent of Electric Lines may be used for carrying such private wires without detriment to the Department's business, may be erected on such telephone-poles at the cost of the applicant, and maintained by the Department at the following rates, payable yearly in advance :—

For the first mile or fraction thereof, £2 per annum, and 10s. per annum for every additional quarter of a mile or fraction thereof.

4. If a private line or any portion thereof cannot be erected on any existing telephone-poles, and therefore necessitates the erection of new poles, then for such new line the maintenance will be at the rate of £4 per annum for the first mile or fraction thereof, and £1 per annum for every additional quarter of a mile or fraction thereof.

5. The applicant must use the line for his own *bona fide* business only, and must on no account, directly or indirectly, allow the line to be used for any purpose which might be construed as an attempt to defraud the Department of its revenue.

6. The Department may construct private telephone-lines on behalf of the owners, but will not license any person to construct his own telephone-line.

7. The construction of a line erected by its owner and at his risk is subject to the consent of the County Council, Road Board, or other local body; but such consent will not abrogate the claims of the Department to the right of road. Any private line interfering with the construction or maintenance of any departmental line will be liable to removal on the order of the Superintendent of Electric Lines.

8. Private lines intended to be connected with a telephone bureau must be equipped with bridging-bell telephones supplied by the Department, the cost of which, including battery, is £5 each. Any other apparatus or material required for the construction of a private line may also be purchased from the Department, provided it can be spared by the Department and cannot be obtained from any dealer in such goods.

9. The Department does not maintain private lines or telephones constructed as indicated in clauses 6, 7, and 8.

10. A private line may be connected with a telephone-office at which there is no telephone exchange on the following conditions:—

- (a.) The line must be led into the office under the supervision of a departmental lineman to a lightning-guard, switch, and telephone. The owner will be charged with the lineman's time and expenses while engaged in the work.
- (b.) The telephone at the telephone-office must be of the bridging-bell pattern if there is more than one telephone on the line, but it may be an Edison-Bell telephone if there is only one telephone on the line. It is furnished, together with the fittings, at the expense of the owner of the private line.

11. When a private line is connected with a telephone-office the service of switching the private line to the bureau line and the transmitting and receiving of telegrams on the private line will be given free of charge. The usual bureau fees and the cost of the transmission of telegrams over the public line will, however, be chargeable.

12. Non-permanent telephonists may fix a fee to be charged for their services in switching one private line to another private line, but may charge only the usual bureau fees and the cost of transmitting messages for switching to a departmental line. Approximately the charge is about £1 10s. per annum per telephone.

13. Where a telephone exchange has been established in a country town private lines may be connected with the same on the owners signing the prescribed form of application and paying the entrance fee of £1 and the charges set out in clause 14. Only one entrance fee is required for each line.

14. When a private line is joined up to a telephone-exchange connection, either through a subscriber's wire or direct to the exchange by a departmental wire not exceeding a mile in length, the following rates in addition to the entrance fee shall apply:—

- (a.) For private-residence connections—
If one connection on the private line, £5 per annum.
If more than one connection, either to the same or to different persons, £4 per annum for each connection.
- (b.) For business connections: The initial business rate in force at the exchange with which the connection is made. If there is more than one connection either to the same or to different persons on the private line, the business rate chargeable for each connection is reduced by £1.
- (c.) If a departmental line exceeding one mile in length has to be erected, payment of the usual mileage rates is charged to exchange subscribers for the extra distance, in addition to the charges under paragraphs (a) and (b). Payment for each connection is to be made on the basis of a division of the total amount due by the number of connections on the private line from time to time.

15. The Department supplies a telephone free of charge to each subscriber, and, where necessary, an earth-plate, and, in the case of a long line, a lightning-guard; but these remain the property of the Department, and are not installed or maintained by the Department except at the expense of the subscriber and when the Department can conveniently spare the services of a lineman. Neither does the Department maintain any part of the private line. The Department will, however, supply material for renewing batteries, and will also repair or replace a defective telephone if it is sent in to the telephone exchange by the subscriber. Otherwise such subscribers have all the privileges of ordinary subscribers.



**CONDITIONS UNDER WHICH TELEGRAMS ARE ACCEPTED FOR
TRANSMISSION TO PLACES BEYOND NEW ZEALAND.**

Definition : Telegrams for places beyond New Zealand, except those for Australia, are described as *International*.

MODE OF WRITING AND ACCEPTANCE OF TELEGRAMS.

1. No responsibility is accepted for any delay or errors in the transmission of telegrams, or for the non-transmission or non-delivery of telegrams from whatever cause arising. Every care, however, will be taken throughout to ensure speedy and accurate transmission and delivery.
2. In order to guard against mistakes, attention is called to the great importance of legible writing. Every interlineation, reference, erasure, or alteration must be authenticated by the sender or his representative.
3. To provide against errors in transmission, telegrams may be repeated at the sender's request by being signalled back from office to office. One-quarter of the usual rate for transmission will be charged for such repetition.
4. Priority of transmission and delivery at destination may be obtained by writing the word "=Urgent=" or "=D=" before the address. Urgent telegrams, however, do not take precedence in America, on the Atlantic cables, or in Great Britain or India. For urgent cablegrams the charge is three times that of the ordinary rate, and the word "=Urgent=" is charged for. Telegrams may be accepted "Urgent New Zealand lines" only, in which case two inland rates as given under the heading "Table of Rates" will be charged.
5. Telegrams may be composed of either plain or secret language (except to countries which do not admit private telegrams in secret language), the latter being subdivided into code and cipher.
 - (a.) Plain language is that which offers intelligible sense in one or more of the languages authorised for international telegraphic correspondence, viz., Dutch, English, French, German, Italian, Japanese, Latin, Portuguese, and Spanish. Cable messages in Japanese may be accepted under the conditions governing the acceptance of messages in plain language provided that the words are expressed in English characters and an assurance is given by the person presenting the cable message that the words contain no secret meaning. The sender must also be informed that such messages are accepted only at "Sender's Risk," and may possibly be challenged by other Administrations. By "telegrams in plain language" is understood those of which the text is entirely written in plain language. Nevertheless, the presence of commercial marks, of abbreviated expressions currently used in ordinary or commercial correspondence, as "fob," "cif," "caf," "svp," or any other analogous expression the acceptance of which rests with the country of origin, does not alter the character of a telegram in plain language.
 - (b.) Code language is that which is composed of words not forming intelligible phrases but capable of pronunciation in any of the admitted languages. Words in code language must not be longer than ten characters according to the Morse alphabet. Those formed by the union of two or more words in plain language contrary to usage are not admitted.
 - (c.) Cipher language is that which is formed—
 - First, either of Arabic figures having a secret meaning, or of letters, groups or series of letters, having a secret meaning.
 - Secondly, of words, names, expressions, or combinations of letters not fulfilling the conditions of plain language (clause 5, a), or of code language (clause 5, b).
6. The mixture in the text of the same telegram of figures and of letters having a secret meaning is not admitted.
7. The groups of letters contemplated in clause 5 (a) are not considered as having a secret meaning.

8. A telegram consisting merely of the address—i.e., without text—may be accepted for transmission, but a text formed entirely of one or more signs of punctuation is not admitted.

9. The telegram to be transmitted must be legibly written in characters which have their equivalents in the official table of telegraph signals. The name of the sender may be transmitted either in full or in an abbreviated form, or if so desired need not be transmitted; but the sender or his representative must sign his name at the foot or on the back of the telegram form, adding, if required, his address.

10. The different parts forming the telegram must be written in the following order: (1) Supplementary instructions, (2) address, (3) text, (4) signature.

11. The sender of a private telegram is bound to prove his identity when requested to do so by the office of origin. He has, on his part, the right of including in his telegram the legalisation of his signature in such a manner as is prescribed by the laws of the country of origin. He may have the legalisation transmitted either as written or by the formula, "Signature legalised by"

12. The office verifies the genuineness of the legalisation. Except when the signature is known to it, the office can only regard it as authentic if it bears the seal or stamp of the certifying authority. Otherwise, it must refuse to accept or transmit the legalisation.

13. The legalisation, as transmitted, is counted in the number of words charged for. It is placed after the signature of the telegram.

14. Any instructions the sender may wish to give relative to delivery, prepayment of reply, acknowledgment of receipt, &c., must be written immediately before the address of the telegram, and be charged for. These instructions may be written in the abbreviated form shown below, when they will be, respectively, charged for as one word, namely:—

= D =	for Urgent.	= XP =	for Express paid.
= RP x =	Reply paid, x words.	= XP fr. x =	Express paid, x francs.
= RPD x =	Reply paid urgent, x words.	= XPT =	Telegraph express paid.
= TC =	Collated.	= XPP =	Express-paid letter.
= PC =	Telegram with telegraphic acknowledgment of receipt.	= RO =	To be delivered open.
= PCD =	Telegram with urgent telegraphic acknowledgment of receipt.	= MP =	To be delivered to addressee only.
= PCP =	Telegram with postal acknowledgment of receipt.	= J =	Day.
= FS =	To follow.	= TR =	Telegraph <i>restante</i> .
= PR =	Post registered.	= GP =	Post <i>restante</i> .
		= GPR =	Post <i>restante</i> registered.
		= TM x =	Telegram with x addresses.
			Communicate all addresses.

The sender of a multiple telegram must insert these instructions before the address of each addressee to whom they apply, but in the case of an urgent or collated multiple telegram it will be sufficient if the instructions relative to urgency or collation be written once only before the first address.

15. The address of a telegram must contain at least two words, the first designating the addressee, the second indicating the terminal telegraph office.

16. The address must contain all particulars necessary to insure delivery of the telegram to the addressee without search or request for further information. For large towns the name of the street and number must be given, or, failing this information, the profession of the addressee or other particulars calculated to be of use must be given.

17. The name of the office of destination in the address of a telegram, if written in accordance with the entry in the first column of the Official Nomenclature, is counted as one word. When the name of the office of destination has not yet been published in the Official Nomenclature, the name of the country or territorial subdivision must be given. This is also the case for offices of the same name whenever doubt may arise as to the direction to be given to telegrams until publication of the next edition of the Official Nomenclature in which these offices are to be distinguished from each other.

18. Telegrams the addresses of which are not in accordance with the conditions of clauses 15 and 17 must be refused. In other cases of insufficient address telegrams must only be accepted at the sender's risk if the sender persists in forwarding them.

19. In all cases the sender must bear the consequences of insufficiency of address.

25

20. Where the necessary arrangement has been made between the addressee and the terminal telegraph-office, the address may be written in a code or abbreviated form. (Clause 5, b.)

21. The word "chez" ("care of"), or its equivalent in the language of the country of destination, must be inserted as part of the address when a telegram is addressed to one person in the care of another whose name or code address is also given.

22. Government telegrams must bear the seal or stamp of the authority sending them. This formality, however, may be dispensed with when there is no doubt as to the authenticity of the telegram.

23. Telegrams from Consular Agents who are engaged in commerce shall be considered as Government telegrams only when they are addressed to an official personage and when they relate to official affairs.

24. The text of Government telegrams may, in all cases, be composed of plain or secret language. These languages may be employed together in the same telegram, provided, however, that the mixture in the same telegram of figures and letters having a secret meaning shall not be permitted.

25. The right to send a reply as a Government telegram shall be recognised on production of the original Government telegram.

RECTIFYING TELEGRAMS.

26. The sender or addressee of a telegram already transmitted or in course of transmission may, during the period of preservation of records, and after having previously proved, if necessary, his identity, cause inquiry to be made or instructions to be given respecting such telegram by telegraph.

27. The sender or the addressee may also have a telegram which he has sent or received repeated wholly or in part either by the office of destination or of origin, or by a transit office, on undertaking to pay the cost of the telegram demanding the repetition and of the reply to the same should the repetition disclose no error on the part of the telegraph-office.

28. If a reply to the request for repetition is not received within a reasonable time, a second request will be sent free of charge, and should have the words "second request" included in the instructions.

29. Rectifying, completing, or cancelling telegrams, and all other communications relating to telegrams already transmitted or in course of transmission, when they are addressed to a telegraph-office, must be exchanged exclusively between offices under the form of paid service advices chargeable to the sender or addressee.

30. Paid service advices are designated by the indication "ST"; those which are sent at the request of the addressee in order to obtain the repetition of the passage suspected to be erroneous imply always a telegraphic reply, and the insertion of the indication "RPz" is not necessary. In other cases in which a telegraphic reply is requested this indication must be employed.

31. These paid service advices take, for example, the following form:—

(a.) If it is a case of rectifying or completing the address,—

"ST. London from Wellington.

"Twenty-sixth (date of original telegram). Brown (addressee of telegram in question). Replace (or Read) (indicating the correction)."

The charges are collected for this class of telegrams.

(b.) If it is a case of a request for the partial or total repetition of the text,—

"ST. London from Wellington.

"Twenty-sixth Brown (date and name of addressee of the telegram to be partially or wholly repeated). Repeat first, fourth, ninth (words of the text of the original telegram to be repeated)." Or,

"Repeat word (or words) after" Or, again,

"Repeat text."

32. Words to be repeated or corrected in a telegram are referred to according to their position in the text of such message, without regard to the rules for charging.

33. The reply to a paid service advice takes the following form:—

"ST. Wellington from London.

"Brown (name of addressee). Albatross, scrutiny, commune (the three words in the original telegram the repetition of which is requested)."

34. The number of words in the reply will thus exceed by one the number of words to be repeated.

35. The charges will not be collected if the repetition proves that the original telegram has been mutilated in transmission.

36. In case some of the words repeated are shown to have been correctly transmitted, the cost of the words employed to designate the words correctly rendered, both in the telegram of inquiry and in the reply, will be collected; but if errors occurred which prevented the addressee from understanding words which were correctly transmitted, and so led him to obtain a repetition of these words, the charges are not collected.

37. When the words to be repeated are ambiguously written, the office of origin adds to the repetition a notice thus expressed, "Writing doubtful," in which case the cost of the service advice must be paid.

38. No reimbursement of the charge for the original telegram will be allowed, and no refund will be made when the repetition is obtained directly instead of by means of an official service telegram.

STOPPAGE OF TELEGRAMS.

39. The Telegraph Administrations reserve to themselves the power to stop the transmission of any private telegram which may appear dangerous to the security of the State, or which may be contrary to the laws of the country or to public order or decency.

40. Any sender can, by proving his identity, stop, if in time, the transmission of a telegram deposited by him. When a sender withdraws or stops his telegram before transmission has been commenced, the charges are returned to him, less a fixed sum of 2d., the fee of the sending office. If the telegram is already transmitted by the office of despatch, the sender's only means of requesting that it be cancelled is a paid service telegram.

DELIVERY AT DESTINATION.

41. Telegrams are delivered according to their address at the place of residence of the addressee, or *poste restante* at the Post Office, or *telegraph restante* at the Telegraph Office, and in the two latter cases they are only delivered to the addressee or to a person duly appointed by him. Where so desired telegrams will be delivered in duplicate. Telegrams bearing the indication "Jour" or = J = are not delivered during the night hours.

42. A telegram taken to the place of residence may be delivered either to the addressee, to the adult members of his family, to his employees, lodgers, or landlord, or to the porter of the house, unless the addressee has given special instructions to the contrary.

43. If the door is not opened at the address given, or if the messenger finds no one who will consent to take in the telegram, notice is left at that address, and the telegram is brought back to the Telegraph Office, to be delivered to the addressee upon application. If not applied for in the meantime, the telegram will be sent out a second time when a messenger passes the address given.

44. When a telegram cannot be delivered, the delivery office advises the sending office of the cause of non-delivery, which advice, if practicable, is communicated to the sender. The latter can only complete, rectify, or confirm the address by a paid telegram.

45. Telegrams for any suburban office situated within the London Metropolitan Postal District must be addressed to London as the office of destination.

46. A telegram to Australia must contain a fuller address than a surname only, however well known the addressee may be. Surnames should only be accepted when stated to be registered as cable-code addresses.

47. Telegrams handed in for transmission with the instruction "Post, Sydney," &c., must not be accepted without a full postal address, the abbreviated or code address being only allowable in messages telegraphed to actual destination.

COUNTING AND CHARGING.

48. Telegrams are charged according to a tariff per word, but, unlike inland telegrams, the charges must be paid for in cash.

49. All that the sender writes on the telegram-form for transmission to his correspondent is charged for, and, consequently, included in the number of words. Signs of punctuation, apostrophes, hyphens, and marks of fresh paragraphs are not transmitted unless expressly paid for.

50. The name of the office of origin, the number of the telegram, the date and time of presentation, indications of route, and the words, number, or signs which form the preamble are not charged for. The sender can insert these particulars wholly or partly in the text of his telegram. They are then included in the number of words charged for.

51. The following are counted as one word in all languages:—

(1.) In the address—

(a.) The name of the telegraph-office of destination written as it appears in the first column of the official Nomenclature of offices, and completed by any indications which appear in that column.

(b.) The names of countries or territorial subdivisions respectively, if written in conformity with the said Nomenclature or of their alternative names given in the preface.

(2.) In telegraph money-orders the name of the postal sending office, the name of the postal paying office, and that of the residence of the payee, are each charged for as one word.

(3.) Every code-word fulfilling the conditions laid down in clause 5, (b).

(4.) Every isolated character, letter, or figure.

(5.) Underline.

(6.) Parentheses (the two signs which serve to form).

(7.) Inverted commas (the two signs placed at the commencement and at the end of one and the same passage).

(8.) Supplementary instructions written in the abridged form admitted by clause 14.

52. When the different parts of each of the expressions charged for as one word, and indicating—

(1.) The office of destination,

(2.) The country of destination,

(3.) The territorial subdivision,

(4.) The names indicated above appearing in telegraph money-orders,

are not written together to form one word, the counter-clerk joins them up.

53. In telegrams in which the text is written entirely in plain language each ordinary word and each authorised compound are counted respectively at the rate of one word for each fifteen characters, according to the Morse alphabet, *plus* one word for the excess, if any.

54. In code language the maximum length of a word is fixed at ten characters. Words in plain language inserted in the text of a mixed telegram—*i.e.*, composed of words in plain language and of words in code language—are counted each at the rate of one word for each indivisible series of ten characters which they contain. If the mixed telegram contains, in addition, passages in cipher language, the passages in cipher are counted according to the provisions of clause 57. If the mixed telegram is only composed of passages in plain language and of passages in cipher language, the passages in plain language are counted according to the provisions of clause 53, and the passages in cipher language according to the provisions of clause 57.

55. The address of telegrams, the text of which is wholly or partially written in code language, is taxed according to the provisions of clauses 51 and 53.

56. Words separated by an apostrophe or joined by a hyphen are counted as separate words.

57. Groups of figures or of letters are counted at the rate of one word for each five figures or five letters which they contain, *plus* one word for any excess. Full-stops, commas, dashes, and bars indicating fractions are each counted as a figure or a letter in the group in which they occur. This also applies to each letter added to groups of figures to form ordinal numbers, as well as to letters added to figures to designate the numbers of houses in an address.

58. Combinations or alterations of words contrary to the usage of the language are not admitted. Nevertheless, the names of towns and countries; surnames belonging to one person; names of places, squares, boulevards, streets, and other kinds of public places; names of ships; whole numbers, fractions, decimal or fractional numbers written entirely in letters, and compound words admitted as such in the English and French languages, and which can, when required, be justified by the production of a dictionary, may be respectively grouped as one word each without apostrophe or hyphen.

59. In counting the number of words in messages—

- (1.) When no double words and no double groups of figures are included, the number of words should be indicated by **one** number only—that is, the total number of words and groups combined.
- (2.) In **plain** telegrams containing words of over fifteen letters or groups of more than five figures, and in **code** messages containing plain words of over ten letters or groups of more than five figures or five letters, indicate by the numerator of a fraction the total **taxable** number of words, and by the denominator the **actual** number of words and groups combined.
- (3.) In Government cipher telegrams indicate by bars of division—first, the total number of taxable words; secondly, the plain and code words; and thirdly, the number of groups of letters or figures.

60. The following examples determine the interpretation of the rules to be followed in counting words:—

	Number of Words.	
	In Address.	In Text.
New York ⁽¹⁾	1 word	2 words
Newyork	1 word	1 word
Frankfurt Main ⁽¹⁾	1 word	2 words
Frankfurtmain	1 word	1 word
Sanct Poelten ⁽¹⁾	1 word	2 words
Sanctpoelten	1 word	1 word
Emmingen, Hannover ⁽¹⁾ ⁽²⁾	1 word	2 words
Emmingen, Württemberg ⁽¹⁾ ⁽²⁾	1 word	2 words
New South Wales ⁽¹⁾	1 word	3 words
Newsouthwales	1 word	1 word
XP fr. 2. 50 (<i>supplementary instruction written in abridged form</i>)	1 word	..

⁽¹⁾ In the address these different expressions are grouped by the counter-clerk.

⁽²⁾ Hanover and Württemberg, following Emmingen, serve to complete the designation of two offices of the same name, and thus appear in the first column of the official Nomenclature of Telegraph-offices.

	Number of Words.
Van de Brande	3 words
Vandebrande (<i>name of person</i>)	1 word
Du Bois	2 words
Dubois (<i>name of person</i>)	1 word
Belgrave Square	2 words
Belgravesquare (<i>contrary to the usage of the language</i>)	2 words
Hyde Park	2 words
Hydepark (<i>contrary to the usage of the language</i>)	2 words
Hydepark Square ⁽¹⁾	2 words
Hydeparksquare (<i>contrary to the usage of the language</i>)	2 words

⁽¹⁾ In this case, the expression "Hydepark," written as a single word, counts as one word only because the word "park" forms an integral part of the name of the square.

	Number of Words.
Saint James Street ^b	3 words
Saintjames Street	2 words
Rue de la Paix	4 words
Rue delapaix	2 words
Responsabilité (14 characters)	1 word
Kriegsgeschichten (15 characters)*	1 word
Inconstitutionnalité (20 characters)	2 words
Wie geht's ("instead of "Wie geht es")	3 words
A-t il	3 words
C'est-à-dire	4 words
Aujourd' hui	2 words
Aujourdhui	1 word
Porte-monnaie	2 words
Portemonnaie	1 word
Prince of Wales (ship)	3 words
Princeofwales (ship)	1 word
44½ (5 characters)	1 word
44½ (6 characters)	2 words
44.5 (5 characters)	1 word
44.55 (6 characters)	2 words
44/2 (4 characters)	1 word
44/ (3 characters)	1 word
2% (4 characters)	1 word
2 p %	3 words
2 % (5 characters)	1 word
2 p %	3 words
54-58 (5 characters)	1 word
17me (4 characters)	1 word
Le 1529me (1 word and a group of 6 characters)	3 words
10 francs 50 centimes (or 10 fr. 50 c.)	4 words
dixcinquante	1 word
10 fr. 50	3 words
fr. 10. 50	2 words
11 h 30	3 words
11.30	1 word
huit /10	2 words
5/ douzièmes	2 words
5 bis (number of dwellinghouse)	1 word
15a (number of dwellinghouse)	1 word
30*†	3 words
15 x 6†	4 words
Two hundred and thirty four	5 words
Twohundredandthirtyfour (23 characters)	2 words
Troisdeuxtiers	1 word
Unneufdixièmes	1 word
Deux mille cent quatre-vingt-quatorze	6 words
Duexmillecentquatrevingtquatorze (32 characters)	3 words
E	1 word
Emvthf (6 characters)	2 words
Emvchf (6 characters)*	2 words
Ch28 (commercial mark)	2 words
197a/199a (commercial mark)	4 words
AP/M (commercial mark)	1 word
3/M (commercial mark)	2 words
L'affaire est <u>urgente</u> , <u>partir sans retard</u> (7 words and underlines)	9 words
Reçu de vos <u>nouvelles indirectes</u> (<u>assez mauvaises</u>) <u>télégraphiez</u> <u>directe-</u> <u>ment</u> (9 words and 1 passage between parentheses)	10 words

* In plain and code language "ch" is counted as one Morse character, and in cipher language as two.

† Telegraph instruments cannot reproduce such expressions as 30^a, 15 × 6, &c. Senders must be asked to substitute for them the explicit meanings, "30 to the power a" "15 multiplied by 6," &c.

PAYMENT OF CHARGES.

61. All charges for telegrams must be prepaid, except those for transmission beyond the first destination of "to follow" = FS = telegrams, or for express delivery, or respecting alterations or illegal combinations of words discovered by the delivering office, which shall be claimed from the addressee before delivery of the telegram. In the event of non-payment by the addressee the sender shall be required to pay the amount due.

62. A receipt for the charges collected for any cablegram handed in for transmission may be obtained by the sender on payment of 1d.

63. Charges erroneously collected in excess are refunded to the persons concerned.

PREPAID REPLIES.

64. The sender of a telegram can prepay the reply which he requests from his correspondent; writing before the address the instruction "Reply paid," or = RP = and adding the number of words paid for the reply: "Reply paid x" or = RPx =. The charge for the reply is calculated on the supposition that it will follow the same route as the original telegram.

65. The sender who wishes to prepay an urgent reply must write before the address the instruction "Reply paid urgent x," or = RPDx =, and pay the corresponding charge.

66. At the place of destination, the delivery office delivers to the addressee a voucher which entitles him to send free of charge, within the limit of the amount prepaid, a telegram to any destination whatever, from any office of the Administration whose office has issued the voucher.

67. When the proper charge for a telegram prepaid by a voucher exceeds the value of the voucher, the excess charge must be paid in cash by the sender of the reply. In the contrary case the difference between the value of the voucher and the amount of the charge actually due is refunded to the sender of the original telegram when application is made. This reimbursement is only made on the authority of the Administration of destination of the original telegram.

68. The voucher may only be used in payment for a telegram during a period of forty-two days following the date of its issue.

69. When the addressee has not made use of the voucher for any reason whatever, or has refused it, the amount thereof is refunded under the conditions fixed by clause 70.

70. When the voucher remains in possession of the Administration, the latter, after expiry of the period of validity, officially initiates the refund. The amount of the voucher is nevertheless reimbursed to the sender if he apply for it before the expiration of this period. In this case the delivery office cancels the voucher, and the telegram, annotated accordingly, is preserved during the prescribed period. (Clause 90.)

REPEATED OR COLLATED TELEGRAMS.

71. The sender may have his telegram repeated from station to station on payment of an additional charge equal to a quarter of the ordinary rate. The words "Repetition paid," or the abbreviated signal = TC =, must be written before the address and charged for.

72. Government telegrams expressed in secret language are collated officially and gratuitously.

73. The collation, which consists of the entire repetition of the telegram (including the preamble) is given immediately after the transmission of the telegram.

ACKNOWLEDGMENT OF RECEIPT.

74. The sender of any telegram may request that a notice of the date and time of its delivery to the addressee be transmitted to him as soon as possible after such delivery. When the telegram is forwarded to its final destination by post this notification shall indicate the date and hour of posting.

75. If notification by telegraph be required, the sender must write before the address the instruction "Acknowledgment of Receipt," or = PC = and pay the cost of

31

an ordinary telegram of five words for the same destination by the same route. If notice by post be desired, the sender must write before the address the instruction "Postal acknowledgment of receipt," or = PCP =, and pay a fee of 5d.

76. When the countries concerned admit urgent telegrams, priority of transmission and of delivery may be demanded for the acknowledgment of receipt. For this purpose, the sender writes before the address the instructions "Urgent acknowledgment receipt," or = PCD =, and pays the charge for an urgent telegram of five words for the same destination by the same route.

TELEGRAMS TO FOLLOW.

77. Telegrams can be directed to several addresses "to follow," for instance, "John Brown, Hotel de Rome, Berlin, ou Römer, Frankfurt a/M, 'faire suivre.'" The sender pays the charges to the first destination, and the cost of further transmission is collected on delivering the telegram. The words "faire suivre," or the official code sign = FS =, must be inserted before the address, for which the rate of two words is charged in the former and of one word in the latter case.

MULTIPLE TELEGRAMS.

78. Any telegram may be addressed either to several persons in the same locality or in different localities served by the same telegraph-office, or to the same person at several addresses in the same locality or in different localities served by the same telegraph-office. With this object the sender writes before the address the instruction "x addresses," or = TMx =, which enters into the number of words charged for. The name of the office of destination only appears once, at the end of the address.

79. The address of a multiple telegram, if it contains any supplementary instructions, is written in accordance with the prescriptions of clause 14.

80. For multiple telegrams, in addition to the charge per word, a charge of 5d. is collected for each copy not containing more than 100 words. The number of copies is equal to the number of addresses less one.

81. For copies containing over 100 words the charge is 5d. per 100 words or fraction of 100 words. The charge for each copy is calculated separately, taking into account the number of words which it will contain.

82. For urgent telegrams the charge of 5d. per copy of 100 words is increased to 10d.

83. In the first case provided for by clause 78, each copy of the telegram must bear only its own address, unless the sender has requested the contrary. This request must be included in the number of words charged for, must be written before the addresses, and formulated as follows: "Communicate all addresses."

84. Multiple telegrams are not accepted for America.

TELEGRAMS TO PLACES BEYOND THE INTERNATIONAL SYSTEM.

85. Telegrams addressed to places not connected by telegraph, may, if the sender so desire, be despatched to destination either by post or express; their despatch by express can, however, only be required when they are for States that have organized means of delivery of telegrams more rapid than the post.

86. The address of telegrams to be delivered beyond the telegraph system must be preceded by the indication denoting the method of transport to be employed whether post or express.

BY POST.

87. Telegrams to be sent by post to a country other than that of the terminal telegraph-station are subject to a charge of 2½d. or 5d., according to whether the address contains the paid instruction "Post," or "Registered Post," = PR =. The charges for transmission by express are as a rule collected from the addressee.

CERTIFIED COPIES OF FOREIGN TELEGRAMS.

88. The sender or addressee of a telegram, or his duly authorised agent, may, on proof of identity, and on furnishing full particulars of the telegram, obtain a certified copy of the message as originally handed in, or as delivered at destination, on payment of a copying-fee of 5d. for every 100 words or portion of 100 words.

89. When messages have been forwarded to the General Post Office a search fee of 2s. 6d., reducible to 1s. if full particulars are supplied, is chargeable.

90. As all telegrams are destroyed periodically, certified copies of telegrams more than twelve months old cannot be supplied.

UNDELIVERED TELEGRAMS—RECTIFICATION OF ADDRESS.

91. When a telegram cannot be delivered the delivery office advises the sending office of the cause of non-delivery, which advice, if practicable, is communicated to the sender. The latter can only complete, rectify, or confirm the address by means of a paid telegram.

REFUNDS.

92. Reimbursement is made, if a claim be made, of the following charges to those who have paid them :—

- (a.) All charges erroneously collected in excess.
- (b.) The full cost of every telegram which has failed to reach its destination through the fault of the telegraph service.
- (c.) The full cost of every telegram stopped in transmission owing to interruption of a route, and for that reason cancelled by the sender.
- (d.) The full cost of every telegram which, owing to the fault of the telegraph service, is received later than it would have been delivered by post or has not been delivered to the addressee until after a delay of twenty-four hours in the case of an Australian message, and seventy-two hours in the case of an international message.
- (e.) The full cost of every collated telegram in secret language, or of every telegram in plain language which has manifestly been unable to fulfil its object in consequence of errors made in its transmission, unless the errors have been rectified by paid service advice.
- (f.) The supplementary charge for special services not rendered.
- (g.) The full cost of every telegraphic or postal paid service advice, the sending of which has been necessitated by service error.
- (h.) The amount deposited for a reply when the addressee has not been able to make use of the voucher or has refused it, and when such voucher remains in the hands of or has been returned to the office from which it was issued, within three months from the date of issue.
- (i.) The charge in respect of the telegraph section not traversed by the message when, owing to interruption of a telegraph route, the telegram has been forwarded to its destination by postal or other means. The expense of replacing the original telegraphic route by any other means of transport may, however, be deducted from the amount to be refunded.
- (j.) The cost of every word omitted in the transmission of a telegram, unless corrected by paid service advice.
- (k.) The difference between the amount of a reply voucher and the charge for the telegram prepaid by means of such voucher.
- (l.) The charge for every telegram stopped on the ground that it is considered dangerous to the security of the State or contrary to the laws of the country or to public order or decency, or owing to the suspension of the telegraph service.

93. In the cases provided for in paragraphs (b), (c), (d), (e), (i), (j), and (l), the refund only applies to the tariff of the actual telegrams lost, cancelled, delayed, or mutilated, including any supplementary charges not used, but not to telegrams necessitated or rendered useless by non-delivery, delay, or mutilation.

94. In case of a partial refund on account of a multiple telegram the total charge received shall be divided by the number of copies, and the quotient shall represent the amount of refund for each copy, the telegram itself counting as one copy.

95. When errors of the telegraphic service have been corrected by paid service advices, reimbursement shall only apply to the charges for such service advices. No refund shall be made in respect of telegrams to which such advices relate.

96. No refund shall be made for rectifying telegrams which, instead of being exchanged between office and office as paid service advices, have been exchanged direct between sender and addressee.

97. Every claim for refund must be made under penalty of rejection within five months from the date of deposit of the telegram. Claims on account of messages addressed to America must be made promptly, as the American offices do not retain records for more than six months after transmission.

98. Every claim must be made to the original sending Administration, and be accompanied by documentary evidence—*i.e.*, a written statement from the terminal office or addressee if the telegram has been delayed or not been delivered, or the copy delivered to the addressee if the question is one of alteration or omission.

99. The claim may, however, be presented by the addressee to the office of destination, which shall decide whether it will deal with it or whether it must be forwarded to the sending Administration.

REGISTRATION OF ABBREVIATED TELEGRAPHIC ADDRESSES.

NEW ZEALAND.

1. A register is kept at every telegraph-office in New Zealand for the registration of code or abbreviated addresses of two or more words. (See under "Code Addresses.")

2. Sell's Directory of Telegraphic Code Addresses registered in the United Kingdom may be seen at the principal telegraph-offices in New Zealand.

UNITED KINGDOM.

1. Application for the registration of an abbreviated telegraphic address in London should be made to the Secretary, General Post Office. In the provinces application should be made to the Postmaster of the town in which it is proposed to register an address. The British Department cannot arrange for the registration of an address at any place abroad.

2. No address may consist of more than one word in addition to the name of the town where registration is effected.

3. The word should contain not more than ten letters, and should be easy to read and easy to telegraph. Proper names can only in rare cases be accepted, and in no case can a proper name be registered for a person of a different name.

4. The names of professions, trades, countries, States, towns, telegraph-stations, well-known streets, and registered newspapers may not be registered.

5. Numbers may not be registered.

6. To prevent inconvenience to the public, the Department has to reject words which, either in writing or in telegraph symbols, so closely resemble other registered words as to be liable to be mistaken for them. It is desirable, therefore, that any application should not merely offer one word for acceptance, but should give several words, from which a selection may be made.

7. All addresses registered for delivery within the London postal area must contain the name "London." The name of a district in the postal area of a town cannot be substituted for the name of the town.

8. No address may be registered in one town for the delivery of telegrams in another town.

9. A registered address is available for telegrams from abroad as well as for inland telegrams.

10. The Department reserves to itself the right to cancel an address. In such a case a part of the registration fee proportionate to the unexpired period is returned, or a new address may be substituted for the one cancelled.

11. In the event of a change in the title of a firm for which an address is recorded, the consent, in writing, of all the partners of the firm must be produced before the records can be altered.

12. If it be desired that a registered address should be published in Sell's Directory of Registered Telegraphic Addresses, that fact should be clearly intimated to the Department at the time of registration. No charge is made for publication in this Directory.

13. The fee for the registration of an abbreviated telegraphic address is £1 1s. per annum from the date of registration. In London cheques or money-orders sent in payment of the fee should be made payable to the Postmaster-General and crossed "Bank of England." In the provinces payment should be made to the Postmaster of the town in which the registration is effected.

14. The Department does not recommend the use of abbreviated addresses. The references which have to be made in order to supply the corresponding full addresses inevitably lead to delay.

TABLES OF RATES, INCLUDING ALL TELEGRAPH CHARGES FOR TELEGRAMS
DESPATCHED TO PLACES BEYOND NEW ZEALAND.

THE New Zealand inland charge included in these rates on cable messages (excepting Press messages), is $\frac{1}{2}$ d. per word on Australian-New Zealand telegrams, and 1d. per word on others, called International. Words contained in the address and signature are counted as part of each telegram.

For "urgent" messages treble the following rates are charged throughout. Telegrams are also accepted "Urgent New Zealand lines," in which case two inland rates are charged. In assessing the total amount due, any fractions of a penny remaining will be charged as a full penny in the case of all international cable messages and Government cable messages to Australia.

As Atlantic companies do not accept multiple telegrams addressed to several persons in the same town, such multiple telegrams cannot be accepted for America or Europe when directed "*Via Pacific*."

When the office of destination does not appear in the Official Nomenclature, the name of the country or State will be inserted free.

Books of telegram-forms superscribed "*Via Pacific*," for despatch of telegrams by the Pacific cable are issued free of charge.

[For **Table of Rates** see Post and Telegraph Guide.]

PRESS TELEGRAMS TO AND FROM PLACES ABROAD.**DEFINITION.**

Press telegrams are those the texts of which are intended for publication in newspapers and contain news relative only to politics, commerce, &c. They must be expressed in plain language in the language of the country of origin or destination. The simultaneous employment of these languages is authorised. Press telegrams must not contain any passage, advertisement, or communication having the character of private correspondence, nor any advertisement or communication, the insertion of which is made in consideration of payment. Groups of figures, when used in their *natural sense*, may be included.

[For Table of Rates, see Post and Telegraph Guide.]

CONDITIONS.

1. The wires are available to the Press for the transmission, at the reduced rate, of news or intelligence for publication in newspapers allowed to receive intelligence by telegraph at the reduced rate.
2. Such telegrams shall not interfere with the transmission of the ordinary telegram traffic, and in order to insure this the transmission of such news telegrams may be deferred or suspended, or interrupted, until any Government telegram or any ordinary or Press telegrams at full rates that may be on hand shall have been transmitted and completed. But when Press telegrams have been delayed over twenty-four hours they shall thereafter be forwarded in turn with ordinary telegrams.
3. The working of the wire or wires shall be subject to the rules and regulations of the International Telegraph Convention.
4. No telegrams at the reduced rate shall be sent except for publication in newspapers, and they must be written so as to be intelligible to the transmitting offices. Telegrams containing news or information not for publication, or containing code words or words of concealed meaning, or groups of figures or ciphers, shall be paid for at the full tariff rates in force for ordinary telegrams.
5. The newspapers, their Correspondents or Agents, are required to address their telegrams to a newspaper office, which shall be prohibited from selling, distributing, or communicating such telegrams to clubs, exchanges, or newsrooms, or disposing of them for any purpose whatsoever, directly or indirectly, other than for publication in newspapers allowed to receive them.
6. Telegrams can only be accepted from the authorised correspondent of a newspaper, and the news sent in such telegrams must be duly published in the newspapers, or satisfactory reasons be given for non-publication, in the absence of which full rates will be chargeable.

ALEX. WILLIS,
Clerk of the Executive Council.

By Authority: JOHN MACKAY, Government Printer, Wellington.

