

SUPPLEMENT  
TO THE  
NEW ZEALAND GAZETTE

OF  
THURSDAY, AUGUST 21, 1913.

Published by Authority.

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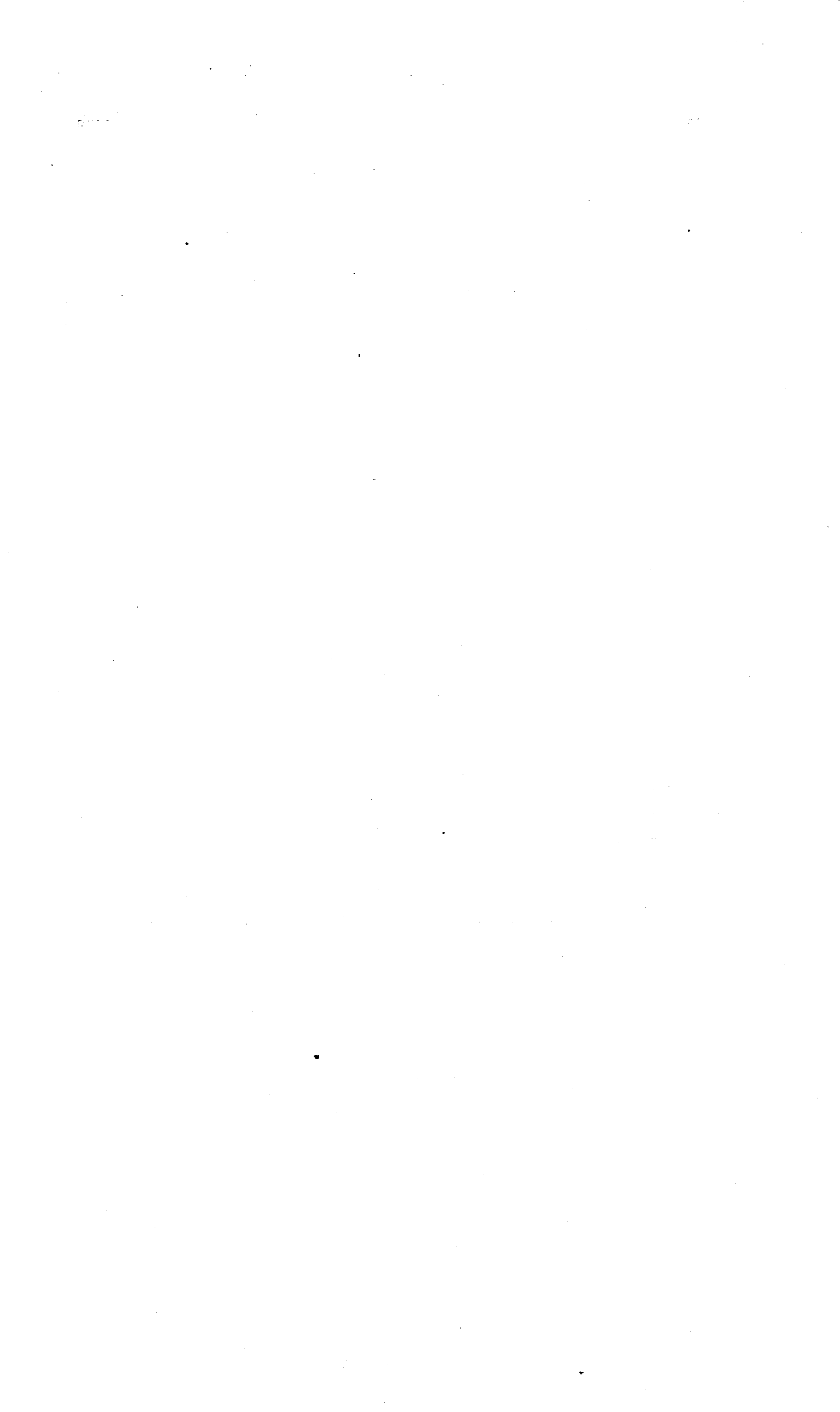
WELLINGTON, FRIDAY, AUGUST 22, 1913.

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RULES FOR POSTMASTERS

IN CHARGE OF

MONEY-ORDER OFFICES.



*Money-order Regulations for Guidance of Officers.*

LIVERPOOL, Governor.

## ORDER IN COUNCIL.

At the Government House, at Wellington, this eighteenth day of August, 1913.

Present:

HIS EXCELLENCY THE GOVERNOR IN COUNCIL.

WHEREAS by Order in Council dated the second day of October, one thousand nine hundred and six, and published in the *New Zealand Gazette* of the fourth day of October, one thousand nine hundred and six, regulations were made under the authority of the Post Office Act, 1900, providing for the transmission through the medium of the Post Office or the electric telegraph, by means of money-orders, of money to and from places within and beyond New Zealand, and for the reciprocal delivery and payment of the same; and it is expedient to revoke such regulations and to make others in lieu thereof:

Now, therefore, His Excellency the Governor of the Dominion of New Zealand, acting by and with the advice and consent of the Executive Council of the said Dominion, in pursuance of the provisions of the Post and Telegraph Act, 1908, doth hereby revoke the regulations made by the said recited Order in Council, and in lieu thereof doth hereby make the regulations set forth in the Schedule hereto; and doth direct that this Order in Council and the regulations thereby made shall have effect on and from the date of the publication thereof in the *New Zealand Gazette*.

## SCHEDULE.

1. IN these rules the term "Controller" means Controller of Money-orders and Savings-banks, General Post Office, Wellington. Interpretation of terms.
2. In the rules relating to the issue, payment, transfer, or repayment of money-orders, the alteration of the name of the payee, or the issue of a duplicate, unless there is something in the subject-matter or context repugnant thereto, the word "money-order" shall be regarded as including inland money-order telegram, intercolonial money-order telegram, and domestic money-order.
3. The hours of business at all chief post-offices and at the post-office at Palmerston North are—Working-days, except Saturdays, 9 a.m. to 4 p.m.; Saturdays (with the exception of the offices at Auckland, Christchurch, Dunedin, and Wellington, which close at noon), 9 a.m. to 1 p.m. Hours of business.
  - (a.) At all other money-order offices, with a few exceptions indicated in the Post and Telegraph Guide, the hours are from 9 a.m. to 4 p.m. every working-day, except on Saturdays, when the time of closing is extended to 5 p.m.
  - (b.) No money-order business is to be transacted on Sun- Holidays. days, Christmas Day, Boxing Day, New Year's Day, Good Friday, Easter Monday, or the King's Birthday, except by special direction.
4. The Postmaster is strictly forbidden to divulge to the public any information relative to the advices of money-orders payable at his office. Official secrecy.

- Letter-carriers, &c., not bound to procure money-orders. 5. No letter-carrier or other servant of the Post Office is bound to procure a money-order for any person, but such services are not forbidden.
- Cases not provided for in these rules. 6. When any case occurs which is not provided for in the rules relating to money-order business it must be reported. The Postmaster will be held responsible to the Postmaster-General for neglecting to report such cases to his Chief Postmaster, and for any loss resulting from such neglect.
- Books and forms required. 7. The books and forms required for the business of a money-order office are described in the standard list of printed forms, &c. (P.O. 108), and the Postmaster must make timely application for the renewal of his stock thereof.
- Applications for books, forms, &c., and disposal of correspondence. 8. The applications for books, forms, stationery, the reports of irregularities, and the correspondence generally in connection with money-order business must, when coming from sub-offices, be addressed to their respective Chief Postmasters unless otherwise directed by these rules; and the Chief Postmasters must in like manner communicate with the Controller.
- Correction of list of money-order offices. 9. When notice is given in the Official Circular or otherwise of the opening of any new office, whether within New Zealand or elsewhere, or of any change whatever relative to money-order offices, the Postmaster must immediately make the necessary correction in the list of money-order offices affected. He must carefully examine the Official Circular every month, and note any such information and any instruction relating to money-order business.
- Official Circulars to be carefully noted. 10. The Postmaster must make timely application for fresh supplies of money-order, money-order telegram, and domestic money-order forms. He must carefully examine the forms supplied to him immediately upon their receipt.
- Supply of money-order and advice forms to be examined. (a.) If an order form be omitted from the series, or duplicated, or if there be any irregularity in the printing of the name of the office, the fact must be immediately reported to the Chief Postmaster. In the case of an order form omitted in the series supplied, the Postmaster will, when he reaches the missing number, make a note in the Statement of Money-orders Issued, thus: "No. — not supplied."
- And irregularities reported. (b.) If it be discovered that any of the numbered money-order, money-order telegram, or domestic money-order forms are missing or have been stolen from a post-office, the Postmaster in charge thereof must at once send a brief statement of the facts, and the numbers of the missing forms, to the Controller, by telegram, of which a copy should be sent to his Chief Postmaster. Before the numbers of the missing forms are telegraphed they must be carefully verified.
- Action when numbered forms are missing or stolen. (c.) The Postmaster must be careful to state whether the office date-stamp is in his possession. If it is, he must state whether there is any reason to suppose it was used on the missing forms, and telegraph exact particulars of the type contained in it at the time the forms are supposed to have disappeared.
- Information to be given by Postmaster when reporting loss. (d.) A circular telegram in the following terms will be sent by the Controller to each Chief Postmaster, and by Chief Postmasters to their respective sub-offices:—
- Circular telegram will be sent by Controller to Chief Postmasters.

*" Money-order Forms Nos. — to — stolen (or missing)  
from —. Act upon instructions, Rule 10."*

The instruction will be sent by post instead of by telegraph to suburban and other offices which can be reached by daily mail.

(e.) Upon receipt of warning of a theft of money-order forms, the Postmaster must take the following precautions:— Action to be taken on receipt of warning.

All money-order, money-order telegram, and domestic money-order advices either in hand at the time the warning arrives or afterwards received must be carefully examined, and if an advice corresponding with one of the stolen forms be discovered it must at once be set aside, and the Controller advised by telegram. Advices on hand to be examined.

A docket on form Acct. 146 must be placed on the file, in relative sequence with the advices, showing particulars of the missing forms.

If any one of the missing forms be tendered for payment, whether by a bank or by one of the public, the officer to whom it is tendered should refuse payment and impound the form. If the person tendering the form be not known to him, or is unable to give a satisfactory explanation of his possession of it he should be closely observed with a view to subsequent identification. In any case, a telegram should at once be sent to the Controller, giving an account of the attempt to cash the form. Steps to be taken if orders presented for payment.

**ISSUE OF MONEY-ORDERS.**

11. The maximum amount for which a single money-order may be issued in New Zealand is as follows:— Maximum amount for single money-order.

- For payment in New Zealand—
  - (a.) To the general public . . . . . £40
  - (b.) To the Receiver of Land Revenue or Commissioner of Crown Lands, and *vice versa* . . . . . No limit.
  - (c.) To the tenderer for a mail-service (see Rule 31) . . . . . No limit.
  - (d.) Domestic money-order . . . . . £5

For payment beyond the Dominion—  
See Post and Telegraph Guide, under "List of British and Foreign Countries and Colonies, &c., to which money-orders may be sent," &c.

For rates of commission, see Post and Telegraph Guide. Commission chargeable.

No money-order may contain a fractional part of a penny.

12. Application for a money-order should be made on one of the printed forms of requisition, but a manuscript requisition must be accepted if tendered. After entering particulars of the order on one of the printed forms the Postmaster must affix thereto the manuscript requisition. If the applicant is unable to write, the requisition must be filled in by some person other than the issuing officer. The serial number of the relative order issued must be entered on each requisition, and an impression of the office stamp showing the date of issue must also be affixed. Requisitions must be filed in sequence of the date and serial number of the various classes of money-order issued, and retained for three years (see Rule 134). It will be found convenient for future reference to tie them in monthly, quarterly, or half-yearly bundles. Applications for money-orders.

(a.) Requisitions for money-orders and intercolonial money-order telegrams payable at places beyond New Zealand must be obtained *in duplicate*. If the remitter demurs at furnishing the duplicate, or when a manuscript requisition is re- Requisitions for orders payable abroad to be prepared in duplicate.

ceived, the duplicate must be prepared by the Postmaster. The original requisitions must be forwarded to the Chief Office at the close of the period in support of the entries in the Statement of Money-orders Issued, and the duplicate copies are to be filed at the issuing office in place of the original requisitions.

(b.) The duplicate requisition must be carefully compared with the original by the officer issuing the money-order, and any doubtful words or illegible figures must be verified and clearly rewritten.

Particulars to be furnished by applicants.

13. The applicant for a money-order, or a money-order telegram intended for payment directly to the payee in New Zealand, for a domestic money-order, for an intercolonial money-order telegram, or for a money-order payable abroad, must furnish the surname and at least the initial of one Christian or forename of both the remitter and the payee. The remitter's full address must also be furnished to facilitate communication with him at any time respecting the order.

When an order should be crossed.

14. If a money-order or money-order telegram is intended for payment in New Zealand and the applicant—

- (a.) Directs that it be "crossed";
- (b.) Furnishes only the surname of the payee;
- (c.) Furnishes the forename, or initial of the forename, of the husband of the payee, prefixed by the title "Mrs.";
- (d.) Or in the case of a money-order, withholds the name of the payee,

the money-order or money-order telegram may be issued, but the issuing officer must cross the money-order thus:—

*and Co.*

in the manner in which cheques are usually crossed when they are to be paid through a bank account; and in the case of a money-order telegram write the word "crossed" in the space for instructions.

Prefixes to names of payee.

15. Prefixes, such as "Mrs.," "Miss," or "Capt." may be used in granting a money-order, for the purpose of assisting in the identification of the payee, but the particulars set out in Rule 13 must be furnished in addition in all cases. When the prefix "Mrs." appears in a requisition before either the name of the payee or the remitter, the Postmaster must ascertain whether the forename or initials following are those of the husband.

Printed lists of money-order offices supplied.

16. Lists of money-order offices in—

- (1) The United Kingdom;
- (2) New Zealand, Australia, Canada, South Africa, United States, &c.,

are supplied for use at every money-order office. The full designation of offices given in the lists must appear in the order and advice, and the latter must be addressed on the back in the fullest manner.

(a.) Care must be exercised to prevent the issue of orders payable at offices the names of which are printed in italics in the alphabetical list of money-order offices in the United Kingdom. Such offices are closed, and the names are included in the list only to indicate that fact.

Orders to be drawn on authorized offices, with certain exceptions.

(b.) All money-orders issued for payment in those countries for which lists of money-order offices are published must be drawn only on the offices named therein. In the case of orders for payment in countries for which there are no

published list of money-order offices, orders may be drawn on any post-office, and payment will be arranged by the country of payment.

17. In addition to the particulars referred to in Rule 13, the requisition for a money-order for payment beyond New Zealand (the United Kingdom, the Commonwealth of Australia, and the Union of South Africa excepted) must show the full postal address of the payee, and in the case of the United States and Canada also the names of the State and province respectively in which the paying office is situated. These particulars, together with the address of the remitter, must be carefully transcribed into the advice of the order.

Full addresses required in certain cases.

18. One portion of an adhesive label (form Acct. 238) intimating that the order is only of value as a receipt for the amount paid in must be affixed to the front of money-orders drawn on foreign countries advised through London (with the exception of British postal agencies at Beyrout, Constantinople, Panama, Salonica, Smyrna, and Morocco), France, Norway, Austria, Germany, India, and agencies of the Indian Post Office on the Persian Gulf, British New Guinea (Papua), Corea, Egypt, Federated Malay States, Formosa, German possessions through Sydney, Samoa, Japan, and Pescadores Islands. The other portion of the form must be affixed to the back of the advice.

Adhesive label to be affixed to certain orders and advices.

19. No money-order may be issued for payment of the countries mentioned in the foregoing list to a person whose address is not given as in the country on which the order is to be drawn.

Payee must reside in country on which order is drawn.

20. In the case of orders drawn for payment through the medium of the London Office, applicants must be informed that the amounts for which such orders are drawn will be subject to a deduction of commission for remittance of the money from London to its destination, according to the following scale: 3d. for each £5 or fraction of £5.

Orders on foreign countries through London subject to deduction of commission at London.

21. In the case of a money-order drawn for payment in a country where the official language is not English, and where both the remitter and payee of the order are of the same nationality, one of the special forms (Acct. 438) with the name and full postal address of the payee written by the remitter (or a compatriot) must be attached to the advice. In the case of orders for payment to natives in India, China, and other Eastern countries, such particulars should be written in vernacular, and for the purposes of identification the fullest details must be given.

Name and address of payee in handwriting of remitter to accompany advices.

22. Having ascertained that the amount of cash received for the order and for the commission is correct, the Postmaster must impress the current date upon the order and the corresponding advice in the proper places with the office date-stamp, and copy into them from the requisition form the amount (which must be written in figures at the head and in words in the body of the order) and the name of the office at which the order is intended to be paid, together with the names (and addresses where necessary—see Rule 17) of the payee and remitter, in the spaces set apart for the purpose. The Postmaster must then copy the particulars from the requisition into the relative columns of the Money-order Issued Statement. All entries must be made with pen and ink.

Proceedings in granting a money-order.

23. It is of the utmost importance that money-order and advice forms should be filled up correctly and legibly.

How amount spaces must be filled up.

When any of the money spaces are not filled up, two parallel lines must be drawn through them, thus:—

£	s.	d.
10		

£	s.	d.
	10	

Pounds.	Shillings.	Pence.
Ten		

Pounds.	Shillings.	Pence.
	Ten	

When remitter is also the payee.

24. When the remitter of a money-order drawn for payment in New Zealand is also the payee, his signature should be obtained on the margin of the advice by the issuing officer for the guidance of the paying officer, thus: "Signature of payee, who is also the remitter: \_\_\_\_\_."

Errors in drawing orders.

25. If an error of any kind be made in filling up a money-order and is discovered at the time of issue, the order must be treated as "spoiled," and a new order must be issued, as no alterations or erasures can be permitted under any circumstances.

(a.) If an error be made in entering particulars in the advice, the advice must be destroyed and one of the "second advice" forms used in lieu thereof.

Spoiled money-order forms.

26. When a form of money-order, domestic money-order, or money-order telegram is spoiled in the course of being issued the Postmaster must write across the face thereof (and also across the face of the advice in the case of ordinary money-orders) the word "Spoiled," and send them to the Chief Postmaster, attached to the Money-order Issued Statement, in which he must enter the number in the column headed "Office," writing opposite the entry the words "Not granted. Spoiled." A similar entry must be made on a requisition form, which must be filed with the other forms of the day's issue. Spoiled orders must not be included in the total number of orders issued in the Money-order Issued Statement, nor in the Post Office Account.

Orders may not be cancelled.

27. A money-order once issued cannot be cancelled—that is to say, the Postmaster may not take back an order once handed to the remitter and return the money or give a new order in place of it. Repayment may, however, be made if the advice has not left the office of issue. (See Rule 62.)

Money-orders issued by Public Works Department.

28. Money-orders are issued by the Public Works Department for remitting part of the earnings of men employed by the Government on road-making and other works. [Such orders must not be drawn on places outside the Dominion.

(a.) These money-orders, which are printed on paper of pale-green colour, are issued by officers specially authorized by the Public Works Department, and are subject to payment of the ordinary inland rates of commission. They will be entered in a Money-order Issued Statement (form Acct. 27) and forwarded, together with the advices, to the nearest money-order office, covered by a cheque or cash for the total amount of the orders, plus commission. On receipt, the Postmaster will compare the advices with the statement, and, if in order, he will countersign, date-stamp, and forward the advices to the respective paying offices. The Postmaster will then copy the particulars from the statement furnished to him by the Public Works officer



into his Money-order Issued Statement for the period during which the advices are received, care being taken to insert the letters "P.W." in the column headed "Country." The statement received with the advices is then to be filed in lieu of the usual requisitions.

#### FREE MONEY-ORDERS.

29. All remittances from the public to a Receiver of Land Revenue or Commissioner of Crown Lands, and *vice versa*, on account of land may be made by means of money-orders or money-order telegrams issued free of commission charge. In the case of money-order telegrams, however, the remitter must be required to pay the usual telegraph fee. No documentary evidence of the right to apply for such orders will be necessary, but they must be sent to, or sent by, those officials, as the case may be, in their official capacity, otherwise commission at the ordinary inland rates will be payable. The Postmaster must write the letters "C.L." in the commission column of the Money-order Issued Statement as an explanation of the non-charge for commission.

Orders issued for Government Departments without commission being charged at time of issue.

Orders which may be so issued.

30. Money-orders for deposits—made in connection with applications for land to be balloted for, and drawn in favour of the Receiver of Land Revenue or Commissioner of Crown Lands, should be *made payable at the office of issue*, with the object of facilitating repayment of the amount of the deposits to unsuccessful applicants.

Orders sent in connection with applications for land to be made payable at the office at which they were issued.

31. On the application of the tenderer for a mail-service, a free money-order for the amount to be lodged with his tender may be issued. Such orders must be drawn in favour of the Chief Postmaster, and be *made payable at the office of issue*. The letters "O.H.M.S./M.S." are to be written in the commission column of the Statement of Money-orders Issued, against the entry of particulars of the order.

Issue of free money-order to accompany tender for mail-service.

32. The orders returned to unsuccessful tenderers or applicants for land must be superscribed by the Chief Postmaster, Receiver of Land Revenue, or Commissioner of Crown Lands as follows: "Repayment to remitter authorized"; and when they are presented for payment they will, assuming the advices thereof are in the possession of the Postmaster, be paid to the remitter, whose receipt will be taken in the usual manner.

Repayment to unsuccessful tenderers.

33. Free money-orders are also issued on a special form of Savings-bank money-order for the purpose of transmitting to depositors the amounts of withdrawals from Savings-bank accounts (see S.B. Instruction 19). Savings-bank money-orders must not be issued for any purpose other than that for which they were designed.

Savings-bank money-orders.

#### DOMESTIC MONEY-ORDERS.

34. Domestic money-orders may be issued at any money-order office in New Zealand for payment *within the Dominion* at the residence or place of business of the payee. *Such orders may be drawn only on a place where a letter-carrier's delivery has been established.* Where there are two or more money-order offices in the same town the order must be drawn on the principal office. The maximum amount for which a domestic order may be issued is £5. The commission charged will be 4d. for each order. The rules relating to the issue, payment, and transfer of ordinary money-orders must be observed as far as they apply.

May only be drawn on certain places.

Special  
requisition.

(a.) Applications for domestic money-orders should be made on a special form of requisition (Acct. 586), to which a form of certificate of issue is attached. The latter portion, after completion, is to be handed to the remitter.

No advice  
required.

(b.) No advice of a domestic money-order is required, provision having been made for the insertion of the name and address of remitter and payee in the order. After issue, a domestic money-order must be forwarded by the first mail to the Postmaster at the paying office in an envelope superscribed "Domestic money-order," to be written with red ink in the left-hand top corner.

How accounted  
for.

(c.) Particulars of domestic money-orders issued must be shown in the Statement of Money-orders Issued, the word "Domestic" being inserted against the entry in the column headed "Country." The commission is to be accounted for in the customary manner.

#### DESPATCH OF ADVICES.

Money-order  
advices to be  
properly  
addressed.

35. All money-order advices, except those to which adhesive labels are affixed, must be addressed on the back with the full designation of the paying office, care being taken to add, in the case of orders payable beyond the Dominion, the name of the country in which the paying office is situated.

Despatch of  
advices.

(a.) The Postmaster must despatch the advices of all money-orders issued at his office by first mail, as follows:—

To the Postmaster's Chief Office—

United States of America, Canada.

To the Chief Postmaster, Auckland—

Austria, Fiji, Samoa, Tonga. Hawaii, Cook and other islands (when Wellington is the port of departure of the next mail these advices are to be diverted accordingly).

Direct to paying office—

New Zealand (Cook and other islands excepted), Australia, Union of South Africa and Southern Rhodesia, United Kingdom (*excluding* foreign countries through London and certain places through Australian offices, which must be sent to the Controller, Money-order Office, G.P.O., Wellington).

To the Controller, Money-order Office, G.P.O., Wellington—

All countries and places not otherwise specified.  
Advices of orders which have been telegraphed to places in Australia.

(b.) The special envelopes provided must be used for covering advices of money-orders forwarded to places in Australia, the Union of South Africa, Southern Rhodesia, and the United Kingdom, and plain envelopes for those forwarded to the Chief Postmasters, Auckland and Wellington, and the Controller, Money-order Office, G.P.O., Wellington. The plain envelopes must be superscribed in the top left-hand corner "Money-order Advices." When there are two or more advices for the same office they should be enclosed in one envelope.

**“ SECOND ” ADVICES.**

36. A “ second ” advice may only be issued in the following circumstances :—

(a.) When an original advice has been spoiled in issuing an order.

(b.) When a Postmaster *in New Zealand* reports that the advice of a money-order payable at his office has failed to reach him.

(c.) When the advice of a money-order payable beyond the Dominion fails to reach its destination *in New Zealand*. (See Rule 35.)

Should an application be received from a Postmaster in Australia or any place beyond New Zealand for the issue of a second advice it must on no account be acceded to. Such applications must be forwarded to the Controller.

(d.) When it is necessary to readvise an order *payable in New Zealand* for any reported discrepancy in number and amount.

The particulars of the issue of a second advice must invariably be noted on the back of the requisition for the order in the space provided for the purpose.

“ Second ”  
advice may be  
issued in certain  
cases.

Particulars to be  
noted on back  
of application.

**ALTERATION IN THE NAME OF THE PAYEE.—  
CORRECTED ADVICES.**

37. If the remitter of an order shall personally apply for an alteration of the name of the payee, the Postmaster must require him to fill up one of the forms (Acct. 84) and affix thereto in stamps a fee equal to the *inland rate* of commission on the Order, whether payable within or beyond the Dominion. Applications by letter may also be attended to, provided the necessary commission in postage-stamps is enclosed, the application is signed by the remitter, and the correct particulars of the order are given. The Postmaster must then note the correction on the requisition and act as follows :—

(a.) If *payable in New Zealand*, one of the advice forms headed “ Corrected Advice of Inland Order ” must be filled up and despatched to the paying office, and the application form Acct. 84, after being noted “ Corrected advice issued,” must be forwarded to the Controller.

(b.) When a remitter desires to have the name or address of the payee of a money-order telegram corrected by telegraph, an application must be made on form Acct. 84, to which must be affixed in stamps a telegraph fee of 6d., plus commission at the inland rate for ordinary orders. The Postmaster must send particulars of the required correction to the paying Postmaster in a brief service telegram. Form Acct. 84 is to be treated as directed in clause (a).

(c.) If *payable outside New Zealand*, the application should be forwarded direct to the Controller, who will arrange payment as desired by the applicant.

“ Corrected ”  
advice may be  
issued upon  
the application  
of the remitter.

Corrected  
advice, how  
disposed of.

M.O.T. corrected  
advice may be  
issued.

**INLAND MONEY-ORDER TELEGRAMS.**

38. Money-orders for transmission by telegraph may only be issued for payment at money-order offices in New Zealand which are also telegraph-offices. The remitter of an inland money-order telegram may, on paying for the additional words required, have a private message for the payee added to the official telegram of advice. He may also, if he so desires, prepay the cost of a telegraphic reply. The

Money-order  
telegrams  
within New  
Zealand.

Private message  
may be added to  
official telegram  
of advice.

private message, for which space is provided on the requisition form, must be written by the remitter, who need not necessarily add his name and address. The private message must be detached from the requisition, and securely gummed to the forwarded money-order telegram.

39. The fees payable in respect of the issue of a money-order telegram are—

Fee for.	Amount.	How accounted for.
Commission .. ..	3d. for each £5 ..	Brought to charge on Statement of Money-orders Issued.
Transmission .. ..	1s. ,, telegram	Affixed in stamps to money-order telegram.
Coded "Urgent" .. ..	2s. ,, ..	Ditto.
Private message (if any)	½d. per word add'nal	,,
Private message coded "Urgent"	1d. ,, ,,	,,
Prepayment of reply, if required	6d. (minimum) ,,	,,
Carriage, if required ..	See "Post and Telegraph Guide"	

M.O.T.s, how prepared for transmission.

40. In granting a money-order telegram payable within the Dominion, the proper form of order (Acct. 38) must be filled up by the issuing officer, with the name and address of the payee, the name of the office at which payment is to be made, the appropriate code-word (see table of code-words, Acct. 313, also page ), the name of the remitter, the amount in figures and words, and, if an urgent money-order telegram is required, the word "Urgent" entered in the space set apart for the instructions. The order must then be signed by the Postmaster, dated with the office-stamp, and immediately handed in at the telegraph-office by an officer of the Department for transmission by telegraph. *The order must not, under any circumstances, be handed to the remitter.*

M.O.T.s for payees at places not money-order offices.

41. When a money-order telegram is issued for payment to a person residing in a place where no provision has been made for the issue and payment of money-orders the money-order telegram must be drawn on the nearest money-order office and the words "Post ——" or "Carriage paid," as the case may be, inserted in the instructions. The name of only one money-order office may appear in the address: thus "John Smith, 14 Cuba Street, Te Aro, Wellington," is irregular. It should be made clear to the remitter that a money-order telegram may be telegraphed only to the money-order office at which the order is payable.

**INTERCOLONIAL MONEY-ORDER TELEGRAMS.**

Money-orders may be telegraphed to Australia and Tasmania.

42. Money-orders for transmission by telegraph may be issued for payment at money-order offices within the Commonwealth of Australia, subject to the following conditions being complied with:—

Applications for I.M.O.T.s.

(a.) The applicant must be requested to fill up a requisition on form Acct. 70, *in duplicate*, and write the word "Telegraph" at the top thereof.

Issue of I.M.O.T.s.

(b.) On receipt of the amount of the order, the commission (same rates as for a money-order by post), and the telegraph fee at current rates (see table of rates in Post and Telegraph Guide), the Postmaster must prepare an order on the ordinary money-order form next to be issued in the same way as an ordinary money-order, writing legibly and boldly across the face of the order and advice "Telegraphed."

(c.) The Postmaster will then prepare a telegram to the paying office on the special form provided for the purpose, the particulars being transcribed in the order in which they are shown on that form, and affix the telegraph charges thereto in stamps. (See example given in Rule 44.)

Telegram to be forwarded to paying office.

(d.) The Postmaster must invariably direct the remitter to send a private telegram to the payee, advising him of the issue of the order, the cost of which telegram must be borne by the remitter. *This private telegram from the remitter to the payee is indispensable, as the order will not be paid unless it is produced by the payee.*

Private telegram to be sent by remitter to payee.

43. The ordinary money-order and advice accompanied by the original requisition must be attached to the Money-order Issued Statement in which the entry appears, and be sent by the Postmaster to his Chief Postmaster, and by the Chief Postmaster to the Controller, *without delay.*

Ordinary order and advices to be attached to M.O. Issued Statement.

(a.) In the Money-order Issued Statement the name of the State where the order is payable must be followed by the word "Telegram."

Special particulars to be entered in M.O. Issued Statement.

44. The following formula indicates the matter which should be inserted and charged for in the telegraphic advice of an intercolonial money-order telegram:—

How I.M.O.T.s must be prepared for transmission by telegraph.

Name of paying office, say	..	..	Sydney	..	1
Code - word (see table of code - words, Acct. 313, also page )	..	..	Axis	..	1
Number of order	..	..	742	..	1
Payee's name (Christian name as well as surname essential)	..	..	Henry Johns	..	2
Amount of order	..	..	Five pounds	..	2
Remitter's name (surname only need be sent)	..	..	Jones	..	1
Total number of chargeable words in the above specimen	..	..		..	8

45. When two or more intercolonial money-order telegrams are sent from the same remitter to the same payee at the same time, only the first and last numbers of the series need be given, but the aggregate amount of the orders must be written in words and the code-word covering that amount must be used.

One telegram may cover two or more orders in certain cases.

46. An intercolonial money-order telegram may not be "crossed" for payment through a bank.

I.M.O.T. cannot be crossed.

**DUPLICATE MONEY-ORDERS.**

47. Should an inland money-order telegram, intercolonial money-order telegram, domestic money-order, or ordinary money-order payable in New Zealand, wheresoever issued, be lost, destroyed, or not received by the payee, a duplicate will be issued on application being made to the Controller on form Acct. 90, provided payment has not already been made. Such applications must invariably be made by either the remitter or the payee or the missing order.

Duplicate money-orders.

48. Transfer of payment by duplicate will also be arranged by the Controller, upon receipt of form Acct. 90 properly completed. (Form Acct. 80 is not required in such cases).

Transfer by duplicate.

49. If the Postmaster is satisfied that the missing money-order was lost in transit through the post, the fact should be stated in the application, and the duplicate order will be issued free of charge. In such a case the Postmaster must affix to the application a certificate that the letter containing the order is the subject of a missing-letter inquiry, and add,

Duplicate orders, when issued free.

if possible, the number of the file. If, however, the original order was lost in any other way, the applicant must affix a fee of 6d. in postage-stamps to the application. A duplicate order will not be granted until the expiration of a week after the receipt of the application.

Duplicate orders: Fee payable.

50. Should the remitter of a money-order issued in New Zealand for payment beyond the Dominion report the loss of such an order, the Postmaster should furnish the remitter with the particulars of the order, and direct him to forward them to the payee, with the request that a duplicate order may be applied for in the country of payment.

Duplicates of orders payable beyond the Dominion.

*Only duplicates of orders payable in New Zealand are issued by the Controller.*

51. When it has been notified to the Postmaster that a duplicate of an order issued by him has been granted, he must make a note of the issue and the date of the duplicate on the back of the requisition relating to the original order. If the paying office subsequently applies to him for an advice of the duplicate order, he must forward the application, together with the required advice, to the Controller.

Issue of duplicate order to be noted on requisition.

52. On the receipt of a duplicate order, payable at his office, with the necessary authority for payment, the Postmaster must note the issue of the duplicate and the date of its receipt on the advice, and carry out the instructions accompanying the duplicate; but should the advice not be on hand the duplicate order must be immediately returned to the Controller, with a statement to that effect.

Receipt of duplicate order at paying office.

53. On the payment of a duplicate order, the memorandum (form Acct. 77), in which the Postmaster will insert the date of payment, must be filed in the place of the advice among the advices of unpaid orders, where it will remain until the time when the original advice would have become void, to serve as a caution against the payment of the original order should it be presented.

Payment of duplicate orders.

54. If the original order be presented after the duplicate has been paid, the Postmaster must impound it and write across it the words "Cancelled; paid by duplicate order on [Adding the date of payment]." Before informing the person who presents the order that it has been cancelled (having been paid by duplicate) the Postmaster should endeavour to elicit from him how it came into his possession, take his name and place of residence (if obtainable), and carefully note his personal appearance, in order to identify him, if necessary. The Postmaster must then forward the order to the Controller, enclosed in a report containing all the information he may have been able to obtain.

How to proceed when original order presented after payment of duplicate.

55. The Postmaster should retain unpaid duplicate orders until they become void. (See Rule 97.) They must then be returned to the Controller, with the letters in which they were sent to the Postmaster.

Duplicate orders to be retained until void.

#### TRANSFER OR REPAYMENT AND RENEWAL OF MONEY-ORDERS.

56. The Postmaster may arrange the transfer or repayment of any money-order, inland money-order telegram, intercolonial money-order telegram, or domestic money-order payable at his office within the period of its validity. It is desirable, but not imperative, that all applications for transfer or repayment should be made on form Acct. 80, a copy of which should be supplied to any applicant who may desire

Transfer, repayment, and renewal of orders.

the transfer or repayment of an order. All applications, whether on the prescribed form or in manuscript, must comply with the following conditions before they are accepted.

Conditions to be fulfilled before a request for transfer or repayment can be complied with.

(a.) The application must be made either by the payee or remitter.

(b.) The application must contain the order and give the number, amount, offices of issue and payment, and the names of both the payee and remitter. If the order has been lost, destroyed, or not received by the payee, an application for a duplicate of the order must be made on form Acct. 90. (See Rules Nos. 47 to 49.)

Order submitted with application.

(c.) The advice must be in the Postmaster's Office, and the name of the applicant, whether payee or remitter, must agree with that shown in the advice:

Advice must be on file at paying office.

(d.) Should a person who expects to receive an inland money-order telegram, intercolonial money-order telegram, or a domestic money-order find it necessary to travel beyond the place at which it will be made payable, an application for transfer of payment may be accepted and acted upon, provided the identity of the applicant is established and the essential particulars of the expected order, such as issuing office, remitter, payee, and amount, are supplied. A general instruction to readdress telegrams must not under any circumstances be held to apply to the onward transmission of telegraph money-order telegrams or intercolonial money-order telegrams.

Application made by payee directing disposal of expected M.O.T., I.M.O.T., or D.O.

(e.) The preceding conditions being fulfilled, the Postmaster must deal with the order received as if it had been paid by him—that is, he must date-stamp and initial it, enter it to his credit in the Money-order Paid Statement (Acct. 28), place the order and the advice with the other paid orders, and transmit both to his Chief Postmaster in the ordinary course. The application should be pinned to the order, and the number of the new order must be shown on the order in the space set apart for the receipt, thus: "By new order, No. 4578."

How to act when all conditions fulfilled.

(f.) The Postmaster will then issue an order of current number and date in lieu of the original order. If the applicant embodies in his application a request to that effect, a money-order telegram should be issued (or the amount may be remitted by any other means directed). The charge for commission and, in the case of a money-order telegram or intercolonial money-order telegram, the telegraph fee must be deducted from the amount of the original order, and the new order issued for the balance. The commission must be brought to charge in the Money-order Issued Statement (Acct. 27), and the telegraph fee affixed in stamps to the money-order telegram (Acct. 38).

(g.) The new order should be drawn in accordance with the particulars as requested by the applicant, to whom it must be forwarded on the day of issue. If the new order be issued for transmission by post, it should be enclosed in one of the printed official forms (form Acct. No. 80A).

How to issue the new order.

(h.) The name of the original remitter is to be entered as the remitter of the new order, except when the applicant is the payee and requests payment to some other person at some other office, in which case the applicant's name (the original payee) must be entered as the remitter of the new order. The Postmaster must transcribe the full particulars of the new order upon a requisition form, enter them in his Money-order Issued Statement, and file the form with the requisitions of the day as a record of the transaction. The name of the issuing office, number and

amount of the original order, preceded by the words "Transfer (or repayment) of" must be entered on the requisition in the space provided for the address of the remitter.

Discrepancy in names.

(i.) If there should be a slight and unimportant discrepancy between the names of payee or remitter as shown in the application and advice, the Postmaster may, if he is satisfied of the *bona fides* of the applicant, transfer the order. He must, however, perpetuate the discrepancy by entering the name in the advice of the new order exactly as shown in the advice of the original order transferred. He must also enface the original order as follows: "Transferred as advised. Identity satisfactory," and add his initials.

Crossed orders.

(j.) If the application for transfer or repayment relates to a "crossed" order, the new order issued in lieu thereof must also be "crossed."

How to act when the application is informal.

57. When any of the conditions stated in Rule 56 have not been complied with, the Postmaster must apprise the applicant accordingly by means of one of the printed forms (Acct. 80B).

Applications received by telegraph.

58. Applications for transfer or repayment received by telegraph may be acted upon, provided the essential particulars, including number, amount, and full name of the remitter and payee, of the order referred to are supplied and the word "Verified" appears in the instructions of the telegram.

Applications for repayment of orders payable beyond the Dominion.

59. The Postmaster may also accept an application on form Acct. 80 for the repayment in New Zealand of an order (including an intercolonial money-order telegram) issued at his office for *payment beyond the Dominion*. Such application must be addressed to the Controller, Money-order Office, G.P.O., Wellington. Repayment will be made in due course after it has been ascertained from the Head Office of the country of payment that the order has not been paid by means of a duplicate order, and that payment has been stopped. The following conditions must be complied with:—

By whom to be made.

(a.) The application must be made by the payee or remitter.

Order, if available, to be attached to application.

(b.) The application must contain the order, if it is available, give the number, amount, names of issuing and paying offices, and the names of the payee and the remitter, and must indicate the name of the office at which repayment is desired and the name of the person in whose favour the new order is to be drawn.

Applications for renewal of void orders.

60. The Postmaster may accept for transmission to the Controller an application on form Acct. 80 for the renewal of a money-order issued at his office the period of currency of which has expired without payment having been effected, subject to the conditions set out in the foregoing rule.

Repayment of orders drawn in favour of officers of Crown Lands Department.

61. Repayment of a money-order drawn in favour of a Receiver of Land Revenue or a Commissioner of Crown Lands, inadvertently *made payable at an office other than that at which it was issued* (see Rule No. 30), may be arranged for if the money-order is superscribed by the payee with a request to that effect. The new order issued in such a case will be forwarded by the Receiver of Land Revenue or the Commissioner of Crown Lands, as the case may be, to the Postmaster in charge of the office at which it is made payable, for delivery to the payee named in the advice, upon presentation by him of the memorandum received from the Receiver of Land Revenue or Commissioner of Crown Lands announcing the result of the appli-



cation and advising the return of the deposits lodged. No deduction from the amount of the original order is to be made, but the letters "C.L." must be written in the commission column in the Money-order Issued Statement against the entry of the order issued in accordance with this rule.

62. Should an order be presented by the remitter for repayment at the office of issue before the relative advice has left that office, the Postmaster may treat such order as payable at his office, and refund any commission paid in excess of the inland rate, taking the remitter's receipt therefor. The amount so refunded must be deducted from the total commission at the end of the Money-order Issued Statement, and be supported by the remitter's receipt. The Postmaster must be careful in every case to write against the entry of the order in his Money-order Issued Statement, and on the relative requisition the words "Repaid here." If the order for repayment is a money-order telegram which has not been telegraphed, the telegraph fee may be refunded and taken credit for in form Acct. 210 and in the Post Office Account under the heading "Telegraph Credits." If the Money-order Issued Statement has been forwarded to the Chief Postmaster, or by the Chief Postmaster to the Controller, the repayment must be reported and a request made for the insertion of the necessary entry.

Repayment may be made to remitter at issuing office, provided advice has not left office.

**PAYMENT OF MONEY-ORDERS.**

63. The Postmaster must not pay a money-order unless he has received the corresponding advice. (See exceptions in Rule No. 73.) In the case of money-orders issued outside New Zealand (the Commonwealth of Australia, the Union of South Africa, Southern Rhodesia, and the United Kingdom excepted) no advice should be honoured unless it bears an impression of the date-stamp of the New Zealand office of exchange.

Payment of ordinary money-orders.

The exchange offices in New Zealand at which such advices are examined, date-stamped, and distributed to the paying offices are—

Exchange offices in New Zealand.

Chief Post Offices, Auckland and Wellington—

For United States of America (including Hawaii) and Canada.

Chief Post Office, Auckland—

For Austria, Tonga, Samoa, Fiji.

General Post Office, Wellington—

For all other countries.

In the case of money-orders issued in the Commonwealth of Australia, the Union of South Africa, Southern Rhodesia, and the United Kingdom for payment in New Zealand, the relative advices are despatched by the issuing offices direct to the paying offices; therefore, only the date-stamp impression of the issuing office will appear on such advices.

Advices posted direct to paying offices in New Zealand.

64. All money-order advices must be examined immediately on their receipt to see that they relate to orders payable at the Postmaster's office, and are in all respects regular, bear the stamp of the office of issue, and where required the stamp of the New Zealand exchange office. The advices must then be stamped by the Postmaster on the back with the date of receipt, and kept until the corresponding orders are presented for payment or have become void. (See Rule 97.)

Advices to be examined by Postmasters immediately on receipt.

65. When an advice reaches an office for which it is not intended, it should be date-stamped on the back and promptly transmitted to the proper office

Missent advices.

How to act when advice of back date received.

66. If an advice of back date is received when a second advice has not been applied for, the Money-order Paid Statements or the journal must be examined to ascertain that payment of the order has not been effected. In the case of the receipt of back-dated advices of orders issued in the Commonwealth of Australia, search should also be made to ascertain whether or not the amount was remitted by telegraph and the advice has reached the paying office in error.

Advices to be sorted in alphabetical order, and kept on letter-clip.

67. The advices must be kept in alphabetical order according to the names of the issuing offices. Great care must be taken to guard against the loss of these important documents. With this object, and to prevent their disarrangement, they should be held together by a letter-clip and locked up each day after the close of business. To guard against missorts the advices should be examined at short intervals.

"Second" or "corrected" advices.

68. Should a "second" or "corrected" advice be received before payment of the order, the original advice must be attached thereto.

Payment to be made on advice of latest date.

69. When more than one advice has been received, payment must be made from the advice of latest date.

Remitter of order has full control of money until payment made.

70. The remitter of a money-order has full control of the money until payment has been made by the Department, and may at any time before that event apply for stoppage of payment, repayment, or the alteration of the name of the payee.

Application for stoppage of payment: how to act.

71. Should an application for stoppage of payment be received from the payee or remitter of a money-order, the Postmaster must provisionally comply with such application, but he should at once report the case, enclosing the application, if in writing, to his Chief Postmaster. To prevent payment being made, he should make a clear and distinct note across the advice to the effect that payment is stopped.

Precautions to be taken when paying money-orders.

72. When a money-order or money-order telegram is presented for payment, the Postmaster must first see that the corresponding advice has been received, and that the date, number, and amount entered on the order agree with those particulars on the advice; and in the case of a money-order telegram, see that the appropriate code-word has been used for the amount shown in the advice. In the event of a discrepancy, payment must be refused until the error has been corrected by service telegram.

Signature on acquittance.

(a.) Unless the order be presented through a bank the signature of the payee must be as full as the name given in the advice, with the exception of the Christian or fore name, which, even when advised in full, may be taken in initial. Thus, an order advised "John Joseph Smith" may be receipted "J. J. Smith," or in full; and one advised "J. J. Smith" may be receipted "John Joseph Smith"; but, unless the payee is known to the Postmaster, the receipt must always contain, either in initial or in full, such Christian names as are advised, and no others. Any prefix to a signature, such as "Messrs.," "Mr.," "Rev.," "Mrs.," "Miss," &c., is irregular, and the payee should be directed to strike out the signature and sign the order afresh without the prefix.

(b.) If the payee is unable to write he must sign the receipt by making his mark, to be witnessed in writing, as, for example,—

*Joseph Allen,*

×  
his mark.

*Witness—John Fuller,*  
*High Street, Dunedin.*

The witness, who must be known to the Postmaster, must write his name and address, adding the word "Witness." It is desirable (though not imperative) that he be not connected with the office, but it is not necessary that he should be personally acquainted with the payee. In no case may the officer who pays the order act as a witness.

(c.) Before payment, the applicant must be required to correctly state the name of the remitter.

Name of remitter to be given by payee.

(d.) Money-orders presented by a person other than the payee named in the advice must be accompanied by written evidence of assignment. The following form of authority should be signed by the payee:—

Payment to an agent.

*I hereby authorize — to receive payment on my behalf of the amount of money-order No. —, issued at —.*

*Signature of payee: —.*

*Specimen signature of agent: —*

Payment will then be made to the person so authorized, whose receipt must be obtained in the space provided for that of the payee on the face of the money-order. The assignment may be indorsed on the order, or may be written upon a separate paper.

(e.) Should payment be refused on the ground that the applicant is neither the rightful claimant nor his agent, or on account of any irregularity affecting the validity of the order, the case must be immediately reported to the Chief Postmaster for instructions.

(f.) It occasionally happens that a money-order is drawn in favour of a woman by the irregular use of her husband's initials. In such a case it will be sufficient if the paying officer, having satisfied himself that the money is payable to the wife, obtains her signature and adds the following certificate: "Payable to Mrs. [*Here insert husband's initials*], whose Christian name is [*Here insert wife's name*]."

Money-orders made payable to married women under their husbands' initials.

73. Money-orders, the amounts of which are lodged at the Bank of New Zealand for credit of the Public Account, or the account of any Government Department, may, upon presentation by the bank, be paid on demand, whether the relative advices have been received or not. The orders must, however, be marked by the bank as credited to Public Account, or Government Department Account (naming it), and paying officers must be careful to place a docket among the advices of unpaid orders, noting that payment of such orders has been made without advice. Upon the receipt of the advice of any order so paid, it must be at once forwarded to the Controller, stating date of payment.

Orders presented through a bank for credit of the Public Account may be paid without advice.

74. In any case in which a money-order is drawn in favour of a person described by his official title only, or in favour of a club, society, limited or unlimited liability company, whether trading under the names of the persons comprising it or not, payment may be made on the signature of the secretary, manager, or other recognized legal agent thereof, provided that his official designation be written after his name. The usual signature of a firm, such as "Wilson and Richardson," may also be accepted provided that it is written by one of the

When payee is described by official title only, payment may be made to recognized legal agent.

partners or some person authorized to use the firm's name in that manner.

Postmasters may not lodge orders for collection through a bank.

When certificate of identity required.

Payment not to be demanded on day of issue,

Payment of mutilated orders.

Orders improperly transferred.

Orders bearing word "Paid" not to be paid without authority.

Presentation of mutilated, &c., orders to be reported.

If no advice of money-order telegrams on file.

Identification of payee.

75. Postmasters are strictly forbidden to lodge money-orders with a bank for collection in order to conceal an irregular payment or any other breach of these rules.

76. Generally speaking, where the name or initials of the person presenting a money-order materially differ from those furnished in the relative advice, payment should be refused. However, when the applicant is a person of good repute and well known, the Postmaster or senior officer may authorize payment by enfacing the order "Identity established; pay," followed by his signature. In such a case the payee should sign the order in accordance with the name advised, and also add his usual signature.

The certificate "Identity established" must be sparingly given by paying officers without reference to their superior officers, and then only when the discrepancy is of a slight and unimportant nature.

77. Payment of a money-order (not issued for transmission by telegraph) may not be demanded on the day of issue unless drawn on the office of issue. There is no objection to payment being effected on that day, however, if the Postmaster has sufficient funds.

78. No money-order which has been mutilated may be paid without the express authority of the Controller, unless the mutilation is only slight and unimportant, and none of the essential particulars are missing. If, however, the mutilation extends to the severance of the receipt portion from the remainder of the order, the pieces should be transmitted to the Controller for cancellation, and a duplicate form will then be furnished for the purpose of obtaining a receipt on a complete form.

79. No money-order of which payment has been transferred in any other manner than that directed in Rules 56 to 62 may be paid without the express authority of the Controller.

80. No money-order having the word "Paid" stamped, perforated, or written upon it may be paid without the express authority of the Controller.

81. Whenever an order which has been improperly transferred or an order marked "Paid" is presented at his office, the Postmaster must at once, after refusing payment, report the circumstances to the Controller, and await instructions.

82. When a money-order telegram is presented for payment and it is found that the relative advice (top copy of telegram) has failed to reach the paying office, the paying Postmaster should, after satisfying himself that payment has not already been made by means of a duplicate money-order, telegraph to the issuing Postmaster for full particulars of the money-order telegram, including the code-word. If the particulars received from the issuing office agree with the order as presented, the service telegrams may be treated as a second advice, and payment made accordingly. In such cases a memorandum on form Acct. 77 should be placed among the advices of unpaid orders, and, should the original advice come to hand subsequently, the memorandum, together with the advice, should be forwarded to the Controller.

83. With a view to identification of savings-bank depositors who request that the amounts withdrawn from their accounts may be remitted by means of a money-order telegram,

Chief Postmasters are directed to insert on the requisition form (Acct. 65) the words "Savings-bank Account No. ——" in the space for the name of remitter. All officers to whom application is made for copies of form Acct. 3 should advise the depositors that in order to protect their own interests they should be in a position to furnish the number of their savings-bank account when presenting the money-order telegram for payment.

84. When a money-order, except a Public Works Department order, is paid through a bank, it is sufficient, as regards the receipt, that it be impressed on the front with the official stamp of the bank at the town where payment is claimed, and that it is presented by some person known to be in the employ of that bank. As regards date, number, and amount, the order must be seen to be in agreement with the relative advice before payment is made. Payment through a bank.

85. The holder of a money-order, except a Public Works Department order, payable at a place where there is a bank is always at liberty to direct, by crossing it, that the order be paid through a bank, even though its payment was not originally so restricted, and when such an order is so crossed the question put on the presentation of an ordinary money-order is dispensed with, and the foregoing observances alone enforced; *but an order crossed as payable through a bank must not be paid unless presented through a bank*, although the advice may not be so crossed, except where there is no bank in the place on which the order is drawn. "Crossed" money-orders.

(a.) When a money-order issued, or afterwards crossed, for payment through a bank is drawn for payment at a place where there is no bank, it may be paid direct to the payee named in the advice, on the conditions prescribed in Rules 72 and 74. The order should be enfacéd "No bank." When no bank.

86. Money-orders issued by the Public Works Department must not under any circumstances be paid if presented through a bank. A direction to that effect is printed on the back of the order forms. Public Works Department orders not to be paid through a bank.

87. Payment of money-orders presented through a bank may only be made at the post-office upon which the orders have been drawn and advised, unless there is no bank at the place named as the paying office. Payment to a bank of money-orders drawn on offices where there is no bank.

88. Money-orders drawn upon a place where there is no bank will, *if presented at the Chief Office of the postal district in which the paying office is situated*, be paid subject to the following conditions and the bank's acceptance thereof:— When bank presents a money-order drawn on a place where there is no bank.

(a.) Bank authorities must be informed at the time of payment that the amount so paid must be refunded should it subsequently be ascertained that payment has been made at the paying office by means of a duplicate money-order.

(b.) A commission at the inland rate must be paid on presentation of an order so treated, and stamps to the value of the commission must be affixed thereto, and cancelled with an impression of the Chief Office date-stamp.

(c.) When a bank manager applies to the Postmaster at a place where there is no bank for transfer of an order of which he is not the payee, the application must be refused. The applicant should be requested to present the order (through his agent) at the Chief Post-office of the district. Application for transfers by a bank of money-orders drawn on offices where there is no bank.

Treatment of  
paid money-  
orders.

89. When an order has been paid it must immediately be initialled by the paying officer to the left of the space set apart for date-stamp of paying office, and the order and its corresponding advice must be stamped with the date of payment, and the proper entry made in the Money-order Paid Statement.

The paying officer must insert with pen and ink, in the spaces provided for the purpose on money-order telegrams and the relative advices, the amount in figures.

The paid orders, each above its relative advice, must be sorted in the order in which they are entered in the Money-order Paid Statement, and at the close of each day's business the advices are to be compared with the entries in that statement, so as to check the payments of the day and enable the Postmaster to see that he has all the advices relating to these payments. The paid orders and advices must be sent by the Postmaster to his Chief Postmaster, with the accounts in which they are entered.

No fee to be  
demanded for  
cashing order.

90. The Postmaster must not, under any pretence whatever, demand a fee for cashing an order except as provided by these rules.

Fractional parts  
of a penny.

91. Should an order be presented for payment which has been improperly drawn for an amount including the fractional part of a penny—say for £1 14s. 6½d. or £2 13s. 7¼d.—the Postmaster must pay and claim the amount, less the fraction, and note the order, immediately under the amount entered in figures at the issuing office, thus: "Amount paid, £1 14s. 6d." or "Amount paid, £2 13s. 7d."

Difference  
between order  
and advice.

92. When an order is presented and is found to differ from the advice, the Postmaster must refuse payment unless the payee is well known to him and the difference is slight, and evidently accidental and not affecting the amount. Should the discrepancy be in the amount he must refuse payment, and send a service telegram to the issuing Postmaster requesting him to wire the correct amount of the order. Upon the receipt of the reply stating the amount actually payable, the Postmaster must pay that amount and note on the order immediately under the amount entered in figures at the issuing office, thus: "Amount paid as per authority attached [*Here insert the amount paid*]." He must attach the service telegram to the order, and send both to the Chief Postmaster with the Money-order Paid Statement in which credit is claimed.

How to report  
non-receipt of  
advices issued  
in New Zealand.

93. When an order issued in New Zealand is presented for which no advice has been received the Postmaster must forward by the first post to the issuing office one of the printed letters of inquiry for missing advices (form Acct. 73), placing at the same time a note of the inquiry, on form Acct. 146, among the advices of unpaid orders, so that if the order should be subsequently paid on the original advice this circumstance may be recorded and the second advice destroyed as soon as it is received. If a reply to the letter of inquiry should not be received in proper course of post, the Postmaster must report the irregularity to the Controller in one of the printed letters (form Acct. 73A).

How to report  
non-receipt of  
advices issued  
beyond New  
Zealand.

94. If an order issued abroad be presented for which the Postmaster has received no advice, *he must not communicate with the issuing office*, but must make application for the advice to the Controller on form Acct. 73A.

95. The payment of a money-order, by whomsoever presented, discharges the Department from all further liability in respect of the amount. The Postmaster-General, however, may require an officer to make good any amount which, through want of care or neglect of the instructions, has been paid to a person not entitled thereto, and which cannot be recovered.

No claim after payment.

96. No application will be entertained for compensation for alleged injury through the non-payment of a money-order at the expected time.

Orders not paid, no liability in respect of.

97. Ordinary money-orders, and inland and intercolonial money-order telegrams, become void at the expiration of the twelfth month after the month of issue. Thus, an order issued in January becomes void if not paid before the end of the following January. Savings-bank money-orders become void at the expiration of the third month after the month of issue, and domestic money-orders at the expiration of the first month after the month of issue. In no circumstances should an advice of an order that is not void be removed from the file until payment is about to be made.

When money-orders become void.

(a.) At the close of business on the last day of each month the Postmaster must carefully examine the advices on hand, and forward, with his accounts, all the advices of orders which have become void, particulars of which must be entered at the foot of the Money-order Paid Statement.

Advices of void orders to be taken off file on last day of each month.

(b.) Corrected advices, letters of inquiry on form Acct. 73 and 73A, and duplicate order notices from the Controller directing payment of the duplicates, must be sent in with the orders to which they relate.

Documents to be sent in with void orders.

**PAYMENT OF DOMESTIC MONEY-ORDERS.**

98. Upon the receipt of a domestic money-order for payment at his office, the paying Postmaster will, after entering particulars in the register (Acct. 587), hand it to the letter-carrier in whose walk the payee resides, together with the requisite cash to enable him to effect payment. Each carrier to whom domestic orders are entrusted for payment must be furnished with a list thereof on form Acct. 585, and must be required to sign the register for the amount of each order handed to him. In the event of the carrier being unable to effect payment while on his round, the order and cash must upon his return be handed to the Postmaster, who will affix his initials to the entry in the register in the appropriate column. If necessary, the cash and order must be sent out by the carrier on his next and subsequent deliveries, and the effort to effect payment must be continued until successful, or until the carrier ascertains that the payee has either removed beyond the limits of the town delivery or that he is likely to be absent until after the date up to which the order is valid. A fresh entry must be made in the register upon each occasion that the order is taken out for payment. If payment of a domestic money-order cannot be effected upon the first delivery after its receipt the reason must be indorsed upon it, thus: "Not at home, 9 a.m. 12th"; "Removed to 26 Hanover Street, Christchurch." On each further occasion that the order is taken out for delivery the reason for non-payment must be similarly indorsed.

Particulars to be entered in register.

Not payable to agent.

(a.) Domestic money-orders are payable only to the person named as the payee, and not to an appointed agent.

Precautions regarding identity.

(b.) If the payee is unknown to the paying carrier, the latter must satisfy himself regarding the claimant's identity before effecting payment. If any doubt on the subject exists the carrier must require the claimant to be identified by some person well known to him, and the usual certificate of identity must be affixed.

Especially if addressed to a boarder at a lodginghouse or hotel.

(c.) A domestic money-order addressed to a boarder at a lodginghouse or a hotel must not be paid by a letter-carrier unless the payee is personally known to him, but in any case where a letter-carrier deems it prudent to defer payment for the production of proof of identity the payee must be requested to apply for payment at the post-office.

Paying officers to initial, &c.

(d.) The acquittance of a paid domestic order must be scrutinized by the Postmaster upon the return of the carrier to see that all the formalities have been complied with. The carrier must then affix his initials as paying officer, and an impression of the office-stamp.

Treatment after payment.

(e.) When a domestic money-order is paid the amount paid and date of payment must be shown in the appropriate column of the register. Domestic money-orders paid must be entered in the Statement of Money-orders Paid.

When void.

(f.) Domestic money-orders become void at the expiration of the month following the month of issue: thus an order issued in February becomes void after the close of business on the 31st March. Void domestic orders must be treated as directed in Rule 97.

#### PAYMENT OF INTERCOLONIAL MONEY-ORDER TELEGRAMS.

Payment of I.M.O.T.s: code-word to be checked.

99. On receipt of an intercolonial money-order telegram on the special form, the Postmaster must carefully compare the code-word (see table of code-words on page 34) shown therein with the amount, and should there be any discrepancy payment must be refused until the error has been corrected by service telegram. The Postmaster will be held responsible for any overpayment caused through an error in transmission or otherwise which might have been detected by compliance with the foregoing directions.

Applicant must produce telegram of advice received from remitter.

100. The applicant for payment, transfer, or repayment of an intercolonial money-order telegram must produce the telegram of advice received from the remitter, and satisfy the Postmaster that he is the person entitled to receive payment. When the Postmaster is satisfied on these points, he should obtain the applicant's receipt in the space provided for the purpose on the order. In other respects the rules governing the payment of ordinary money-orders must be complied with.

#### INQUIRIES.

Inquiries respecting money-orders.

101. Should the remitter or the payee desire to obtain information as to the payment of a money-order, he should be requested to fill up an application on form Acct. No. 117, and affix thereto in stamps a fee of 1s. The Postmaster will then forward the application to the Controller, who will communicate the desired information direct to the applicant.



(a.) If any other information relating to a money-order which involves a search is required by the remitter or payee, application should be made in writing, and a written reply must be supplied. The fee to be collected for such a search is 1s. for the first thirty minutes occupied, and 6d. for each additional fifteen minutes or fraction thereof. The application must be forwarded to the Controller, Money-order Office, Wellington, with stamps for the requisite fee affixed, and a minute by the Postmaster stating the time the searcher was engaged.

(b.) Should the remitter of a money-order payable within the Dominion, or beyond the Dominion, with the exception of those places mentioned in the Postal Guide, desire to obtain official advice that the order has been paid, the issuing officer will fill in form Acct. 135B and collect and affix thereto in stamps a fee of 2½d. Special care must be taken to see that the correct address of the remitter is filled in on the back of the form.

When application for advice of payment is made before the money-order advice has left the issuing office, form Acct. 135B is to be attached thereto, and the words "Advise payment" written across the advice in the space for the date-stamp of the paying office, and also on the form of requisition (Acct. 70). Advice of payment of a money-order.

If an application is received after the advice has left the issuing office, the form Acct. 135B is to be sent to the paying office in the case of an inland order, and direct to the Controller if the order is payable beyond the Dominion.

If application is made for advice of payment of an inland money-order telegram the procedure will be the same as in the case of an ordinary order, but the words "Advise payment" must appear in the instructions on the telegram, and the remitter's address immediately after his name in the body of the form. The additional words, including those in the instructions, must be paid for by the remitter at the rate of ½d. per word ordinary and 1d. urgent, in addition to the fee of 2½d.

Upon payment of an order for which advice of payment is required, the paying officer will complete the certificate on form Acct. 135B and leave it attached to the advice of the order to which it relates. In the case of a money-order telegram, form Acct. 135B will be prepared and completed by the paying officer.

When an advice is received from beyond the Dominion for which advice of payment of an order is required, and no form is attached thereto, form Acct. 135B will be filled in and affixed to the advice at the office of exchange.

#### MONEY-ORDER ACCOUNTS.

102. The Postmaster is required to send in to his Chief Preparation of money-order accounts. Postmaster, enclosed in the envelope provided for the purpose, statements of all his transactions, together with a balanced Post Office Account on form Acct. 7.

(a.) The statements, with the proper vouchers, must be sent in with the Post Office Account four times a month—namely, for the periods from the 1st to the 7th, from the 8th to the 15th, from the 16th to the 23rd, and from the 24th to the last day inclusive of every month—and must be despatched by the first mail after the closing of his office for money-order business on the last day of the period for Periods for which statements are to be rendered.

which the statements are furnished. The packet must be entered in the space provided for the purpose on the letter-bill accompanying the mail by which it is despatched, thus: "Post Office Account, 1-7 June."

Brown-paper envelopes.

(b.) The brown-paper envelopes used for transmitting the accounts and vouchers between the Postmaster and his Chief Postmaster will be regularly returned for similar use. Neither gum nor wax may be used in fastening them, the official gummed labels supplied for the purpose alone being used. On no account must a remittance be enclosed in one of these envelopes.

Preparation of Money-order Issued Statement.

(c.) The statements of money-order transactions must be prepared, as regards money-orders issued, by the transcription of the particulars of each order from the requisition into the relative columns of the form of the Money-order Issued Statement (see specimen on page ), together with the commission charged upon each order. The total amount of the orders issued and of the commission must be entered in the Post Office Cash-book at the close of each day's business.

Preparation of Money-order Paid Statement.

(d.) As regards the paid orders, the particulars of each order must be transcribed as soon as possible after payment into the Money-order Paid Statement. (See specimen on page .) The amount entered on each advice must be compared with the amount copied from the relative order into the statement, and at the close of business for the day the total amount of the orders paid must be entered in the Post Office Cash-book.

Statements of money-order transactions to be carefully cast, &c.

(e.) At the close of every period for which the Post Office Account is made up, the Statements of Money-orders Issued and Paid must be carefully cast, and the totals of the transactions entered and ruled off, as shown in the specimen statements appended to these rules. The total number and amount of orders issued and paid, together with the commission, must then be carried into the Post Office Account and Cash-book, and the statements, accompanied by the relative orders and advices, must be enclosed with that account.

Totals of number and amount to be carried into Post Office Account.

Statements to be signed by Postmaster.

(f.) The Postmaster must personally sign in full (as regards his surname) the Statements of Money-orders Issued and Paid.

Discrepancies in cash to be reported.

103. Every surplus or deficiency in excess of 2s. discovered in the cash must be *at once reported* by the Postmaster to the Chief Postmaster, and by the latter to the Controller, on form P.O. 106. The amount of a deficiency must be paid in forthwith by the Postmaster. The amount of any surplus not exceeding 2s. must be affixed in stamps to the report, and larger sums are to be lodged for credit of Suspense Account. A deposit-slip on form Acct. 6A must be prepared, containing particulars of the date of the surplus, and after entry in the deposit statement it should be forwarded by the first mail to the Chief Office.

Suspension of business at a post-office which is also a money-order office.

104. When it is deemed necessary to suspend business at a post-office which is also a money-order office, the Chief Postmaster of the district must cause all money on hand due from the Postmaster to be remitted to him. Arrangements should also be made for the safe custody of the money-order and advice forms, and all the official books and forms

used in connection therewith. A copy of the subjoined notice should also be exhibited in the window of the vacant office :—

SUSPENSION OF BUSINESS.

The business of this office is for the present suspended.

Any money-orders drawn on this office will be paid on application at — [Naming the office], or the money will be sent by post on a written application to that effect enclosing the money-order duly signed, and showing on the back of the order the required information respecting the remitter's name.

Chief Postmaster.

Date : —.

The suspension of money-order business must be reported at once to the Controller. All advices addressed to the vacant office must be intercepted and treated as payable at the nearest suitable money-order office.

Suspension of business to be reported.

105. The books, forms, &c., supplied to Postmasters for money-order business must be carefully preserved, and must be delivered up by the officers intrusted with them when they are called upon to do so, or when they give up charge of their offices.

Preservation of books, forms, &c.

106. The Postmaster will be allowed to retain a certain fixed amount of official cash, called a "reserve balance," to enable him to meet the ordinary requirements of his office. If, however, in special circumstances it should be necessary for the Postmaster to keep an amount of cash above the authorized reserve, to enable him to pay money-orders that have been advised upon his office, payment of which will be immediately required, he must enter particulars of the orders in the space provided on the back of the Post Office Account.

Reserve cash balance.

107. Except in the foregoing circumstances, the Postmaster must remit to his Chief Postmaster by every mail all the official cash, exclusive of odd shillings and pence, in his possession in excess of his authorized reserve, whenever that excess exceeds £10.

Remittances.

(a.) Remittances should be enclosed in the form provided for the purpose, the amount being stated opposite to that heading in the form which describes its nature. When despatching a remittance the instructions laid down in Postal Rule 726 must be observed. *It must not on any account be enclosed in the envelope in which the Post Office Account is sent.*

Remittances should be enclosed in form provided for purpose.

108. Should the Postmaster receive notice of unusually large demands to be made upon his office, for the payment of which he requires more cash than the reserve balance, he must, when no funds have been specially remitted to him or authorized to be retained, apply to his Chief Postmaster for a remittance on the appropriate form (Acct. 93), and must enter thereon full particulars of unpaid documents in hand and also of those expected.

Application for funds to meet payments.

(a.) In urgent cases the Postmaster may telegraph for funds.

May be made by telegraph in urgent cases.

(b.) In all cases in which a Postmaster is placed in funds by telegraph, the usual form of advice of remittance (Acct. 87A), filled up with the necessary particulars and enfacéd "Sent by telegraph," will be sent by the Chief Postmaster to the Postmaster, who will, on receipt of the form, acknowledge the remittance in the usual manner.

Remittances by telegraph.

Official cash  
not to be used  
for private  
purposes.

109. The Postmaster must clearly understand that he is allowed to hold an official balance solely to enable him to meet the requirements of the public service, and he must on no account apply to his own private use, for however short a period, any portion of the official balance intrusted to him.

How remittance  
letters should be  
dealt with.

110. Every remittance-letter should, upon its receipt, be immediately opened by the Postmaster personally, and the several items composing it carefully compared with the advice which must accompany each remittance. Should any discrepancy be discovered between a remittance and the advice, or should there be any kind of irregularity with regard to the remittance, the Postmaster will, when practicable, have the remittance carefully checked and compared with the advice by a second officer, who must write on the advice the words "Checked by me," and add his signature. The Postmaster must then at once communicate the facts to his Chief Postmaster, by telegraph if possible. Neglect of these instructions will render the Postmaster liable for any loss that may arise in consequence of such neglect. When satisfied of the correctness of the remittance, the Postmaster must enter the amount under the proper heading in his Cash-book on the day when the remittance was received, and then fill up, sign, and return an acknowledgment of the receipt on the form forwarded for the purpose. The remittance envelopes in which remittances are received must be returned by the next mail after their receipt.

Amount must  
be entered in  
cash-book.

Remittance  
letters must be  
registered.

(a.) Every remittance-letter despatched by the Postmaster must be treated as a registered letter and must be entered in the Registered-letter Book thus: "Remittance." The remittance of cash should, when possible, be effected by paying the money into the bank to the credit of the Chief Postmaster's Deposit Account, and forwarding the bank receipt to the Chief Office. The remittance enclosed in the remittance-letter must be properly folded in it; and, if coin be enclosed, it should be so tightly and securely packed that it cannot become loose in the letter. The greatest care must be taken to see that the remittance-letter is properly secured and safely despatched in the mail. The Postmaster will be held responsible for any loss arising from negligence in these respects.

Receipt of  
remittance to be  
acknowledged.

(b.) A receipt for every remittance despatched to the Chief Postmaster will be furnished to the Postmaster by return of post. Should the acknowledgment not arrive in due course, the fact must be reported to the Chief Postmaster at once.

Record must be  
kept of notes  
sent with  
remittance.

(c.) In order to facilitate subsequent inquiry respecting any remittance, a record should be kept of the numbers, bank, and other particulars of all cheques and bank-notes of a higher denomination than £1 remitted.

#### SPECIAL INSTRUCTIONS TO CHIEF POSTMASTERS.

Foregoing  
instructions to  
be observed by  
Chief Offices.

111. The rules for the transaction of money-order business at sub-offices are to be observed in the transaction of similar business at Chief Offices, as far as they are applicable.

Delay in sending  
in sub-office  
accounts to be  
reported.

112. Whenever a Sub-Postmaster fails to send in his account by the first mail after the close of business on the last day of the period for which it is rendered, in accordance with Rule 102, an explanation of the failure should be promptly obtained on form Acct. 35.

113. The advices of money-orders issued at sub-offices for payment in the United States and Canada must, on their receipt at Chief Offices (to which they are required to be sent from the issuing offices) be stamped with the date of receipt. On the advices of the orders issued at Chief Offices the stamp showing the date of issue is sufficient.

Advices of orders on the United States and Canada.

114. Against the entry of the order in the Money-order Issued Statement in the column headed "List No." must be shown the number of the list on which is entered the particulars of each order payable in the United States and Canada.

List number must be entered on Money-order Issued Statement in column headed "List No."

115. If, when checking the sub-office issued statements, it is discovered that the advice of a money-order drawn on an office in the United States or Canada, or the original requisition for a money-order or intercolonial money-order telegram drawn for payment beyond the Dominion, has not reached the Chief Postmaster, the following procedure must be adopted:—

When advice or original requisition is found to be missing.

(a.) An application for the requisition must be made by telegraph to the issuing Postmaster.

(b.) In the case of a missing advice, one of the forms specially designed to meet such cases (Acct. 432) must be prepared, showing the particulars of the missing advice and the date of application for a second advice.

When advice missing, form Acct. 432 to be filed with advices awaiting despatch.

(c.) Form Acct. 432 must then be sorted with the advices awaiting despatch.

(d.) Should the original advice be received before the second advice comes to hand, it must be entered in the next list and the particulars of the list noted on form Acct. 432, which must still be kept with the advices until the second advice is received, when both may be destroyed.

Precautions to be taken to prevent duplicate listing.

(e.) Should the second advice be received and the original advice be still missing, the order must be advised by means of the second advice, and the particulars of the list noted on form Acct. 432, which must still be kept with the advices awaiting despatch.

(f.) If the original advice as well as the second advice (applied for when the original was missing) reaches the Chief Postmaster, form Acct. 432 must be removed from the advice file and cancelled, together with the last advice received.

(g.) If, after a period of one month from the date on which the second advice was applied for, the original advice has not reached the Chief Postmaster, form Acct. 432 must be withdrawn from the file of advices awaiting despatch, filed separately for six months, and then destroyed.

(h.) If the requisition for a money-order drawn on an office in the United States or Canada is in the hands of the Chief Postmaster and the advice is missing, a second advice may be prepared at the Chief Office, but in such a case the action taken must be noted on form Acct. 432, and the Postmaster at the office of issue must be directed to note the fact on the back of the duplicate requisition.

(i.) A substitute requisition, containing all the available particulars and an intimation that the original has been asked for, must be forwarded to the Controller in lieu of the one missing. When the latter is received it must be promptly transmitted to the Controller.

116. The particulars shown in the original requisitions for money-orders and intercolonial money-order telegrams issued at the Chief Office and at sub-offices must be carefully com-

Particulars in requisition to be compared with entries in statement at Chief Office.

pared with the entries in the relative statements of money-orders issued, and then forwarded to the Controller, Wellington, by the first opportunity. As the requisitions are used for the purpose of listing the orders to money-order exchange offices abroad, they must be given the utmost despatch after receipt of the periodical accounts from sub-offices.

Advices of orders on United States and Canada: amount in dollars and cents to be inserted.

117. On the advices of orders drawn on the United States of America and Canada, the amount payable must be stated in the currency of these countries, at the Chief Offices where the orders are entered on the advice lists. This amount must be placed at the right-hand top corner of each advice, immediately below the amount in figures. Special rubber stamps are supplied to Chief Offices for the purpose.

Advices of orders on United States and Canada to be listed at each Chief Office.

118. The advices for the United States and Canada must be entered at each Chief Office on forms of advice lists, all the particulars being inserted which are required by the headings of the forms except the "Current number of international order," which will be filled in at the Auckland or Wellington Office.

Method of numbering lists for the United States and Canada.

119. The lists for the United States and Canada must be numbered consecutively, commencing with No. 1 with the first list prepared in July, and ending with the last list despatched in June each year. The first lists despatched in July each year will therefore contain the balance of June issues as well as those issued in July up to the time of the closing of the mail.

Advices to be checked before being entered in list.

120. Before commencing to write up a list, the advices should be thoroughly examined with a view to excluding any but those intended for payment in, or through the medium of, the country for which the list is about to be prepared.

Advices to be sorted alphabetically as regards office of issue, and entered in that order.

121. In compiling the lists, the advices must as far as possible be entered alphabetically as regards the office of issue, and in numerical sequence for each of these offices. The bulk of the advices should be sorted and entered in one group, to be followed by a supplementary group consisting of the late issues.

(a.) When advice of payment is required for an order the letters A.P. must be written against the entry of the order in the advice list.

Lists and advices for U.S.A. and Canada to be sent to Chief Postmaster, Auckland or Wellington.

122. After completion, the advice lists for the United States and Canada, together with the advices, must be despatched to the Chief Postmaster, Auckland or Wellington, as the case may be, in the special envelope (Env. 42), which must be registered.

Top copy to be despatched with advices, and sheets to be interleaved with tissue paper before despatch.

123. The first or top copy must be treated as the original, and this, together with one other copy, must be despatched with the advices, except in the case of Canada, when the second copy is to be despatched from the exchange offices by the following mail. Before folding the list up, however, the sheets should be backed by plain tissue paper, in order to prevent the impressions being transferred from one sheet to another.

Totals of each list to be telegraphed to Auckland or Wellington.

124. Immediately after the departure of the mail for Auckland or Wellington, a telegram on the form provided for the purpose (Acct. 310) must be sent by the Chief Postmaster to the Chief Postmaster, Auckland or Wellington, giving such particulars of the lists for the United States and Canada as are indicated by the form. If no lists have been despatched, a telegram to that effect should be sent.

125. One copy of every list despatched must be forwarded to the Controller by the first mail after the despatch of the original list, and one copy is to be filed at the Chief Office.

Copy of every list to be forwarded to Controller.

126. Should it be found, subsequent to the despatch of a list, that a money-order has been twice advised, or advised for a larger amount than it should have been, or an overstatement of the totals made, no attempt must be made to adjust the error by a deduction from the total of a later list without first receiving instructions from the Controller. Officers must distinctly understand that once an amount is listed, the amount so advised, whether it be correct or not, passes from the control of the New Zealand Post Office to the Administration to which the list is sent. Any deduction necessary can only be made on the authority of the Head Office of the country concerned, and such authority will be transmitted through the Controller to the Chief Postmaster.

Errors in list: action to be taken.

All errors discovered in lists should be reported to the Controller on form P.O. 106 by first mail, and, in the case of understatements, it should be clearly stated whether an adjustment has been made.

127. Upon receipt of a list of money-orders from Austria, France, Germany, India, Norway, or Samoa for payment in New Zealand, orders and advices on the special forms headed "Germany," "Samoa," "India," &c., as the case may require, will be prepared at the Controller's Office or at the Chief Post Office, Auckland. The orders will be sent by the exchange office to the payees at the addresses given in the list, whilst the advices will be despatched to the paying offices in the usual manner.

Orders from Austria, France, Germany, India, Norway, and Samoa: New orders to be issued at Wellington and Auckland.

128. On receipt of advice of the theft of money-order forms in his district the Chief Postmaster must at once report the matter to the responsible officer of the local police, informing him of any facts in connection with the robbery which might assist in the detection of the thief or thieves.

Steps to be taken by Chief Postmaster when theft reported to him.

129. The Chief Postmaster must be careful to see that application for the replenishing of the stock of money-order and advice forms for sub-offices, retained at the Chief Office, is made to the Controller, as soon as the stock for a sub-office is reduced to a supply sufficient for a period of not less than three months.

Replenishment of stock of money-order and advice forms.

130. The totals of the Money-order Statements of each Chief Office must be entered, with those of its sub-offices, in a summary showing the totals of the money-orders issued and paid in the relative postal district during the period for which it is furnished, the Chief Office transactions being shown in daily totals as well as in one general total for the period. This summary, with the relative statements and vouchers (other than the Chief Office ones, which are rendered daily), must be forwarded to the Controller immediately after the receipt at the Chief Office of all the Sub-office Money-order Statements. The sub-office entries in the summary must be arranged in alphabetical order.

Summary of totals of Money-order Statements.

131. Cash required to meet payments on Post Office Account must be obtained by a draft on the Postmaster-General for the amount required, such draft to be countersigned by the Accountant, and the amount brought to charge as a remittance from the Postmaster-General. If, however, the whole amount of the authorized advance has been obtained, and sufficient time has not elapsed to admit of the last draft being cleared by the Postmaster-General at Wellington, a telegram stating the additional sum required, countersigned as an

Cash to be obtained by drafts on the Postmaster-General.

ordinary draft, must be sent to the Controller. The original telegram must be sent to the Controller in support of entry in the daily Cash Account.

**Reserve balance.** 132. Each Chief Postmaster is authorized to retain a fixed sum, called a "reserve balance," for payments on Post Office Account, and such sum must be kept in the bank with which for the time being the account of the Government of the Dominion of New Zealand is kept (or at such other bank as may be specially directed by the Postmaster-General), in an Official Deposit Account to be opened under the designation of "The Chief Postmaster's Deposit Account."

**Excess to be paid to credit of Post Office Account.** 133. Whenever the balance in hand exceeds the amount of the reserve balance by one-third, the whole excess, consisting of a multiple of £10, must be paid to the Post Office Account. A report of the lodgment on form Acct. 19 must be sent to the Controller by the first mail despatched after the lodgment has been made; and a receipt, also on form Acct. 19, must be taken from the bank and sent in with the Post Office Daily Cash Account in which credit for the amount is claimed.

**Old books and forms: period to be retained.** 134. The period of time for which the documents described hereunder are to be retained is as follows:—

Filled money-order journals	..	7 years.
Money-order requisitions	..	3 "
Copies of lists of money-orders	..	7 "
Sub-office Post Office Accounts	..	3 "

**To be sent to Stores at end of period named.** (a.) After the expiration of the period named in each case, the respective documents should be placed in bags and then despatched to the Controller of Stores, Post and Telegraph Department, Wellington.

(b.) Each bag should bear a proper address and also a serial number.

(c.) A memorandum of advice, giving particulars of the contents of the bags and the numbers thereof, should be posted to the Controller of Stores simultaneously with the despatch of the bags.

J. F. ANDREWS,  
Clerk of the Executive Council.