be delayed beyond the periods prescribed for their trans-
mission.

III.—It is your particular duty to collect and receive all monies due and payable to Her Majesty on account of the Revenue at your Port ; and you are carefully to account for all such monies as shall come into your hands, arising either from duties on Imports or from Seizures of uncus-tomed or prohibited goods, or for penalties, fines or proceeds of unclaimed goods, by entering daily each transaction, and detailing accurately and distinctly every item of receipt and all essential circumstances attending the same, in the following Books, with which you will be furnished from time to time for the use of your Port. *All Collections to be duly en-tered into books of ac-count.*

First.—A Daily Register, in which you will write a full description of all Imports with the name of the Importer, the kind of vessel or vehicle they are imported in, the va-lue of the Imports, the <u>Imperial and Colonial</u> duties paid on the same, and the total amount of such duties, accord-ing to the columns ruled for these purposes. *Daily Register.*

Secondly.—A Cash Book, in which you are to enter daily every item of receipt, from whatever source the same may be derived, and which Book you are, at least once in every week, to add up, and strike a balance of, taking care to shew in what coin or notes the said balance may consist. *Cash Book.*

IV.—You are to observe that you are hereby prohibited from receiving any fee, perquisite, gratuity or reward, whether pecuniary or of any sort or description whatever, either directly or indirectly, for any duty, matter or thing done or performed in the discharge of any of the duties of your Office or employment, on any account whatever, other than your salary, or what is or shall be allowed by Law or by competent authority, on pain of dismissal, and of in-curring the pains and penalties inflicted by law for such offence. *Not to receive presents or rewards.*

V.—You are to require all persons entering Goods In-wards, whether free or subject to duty, or to be warehous- *Importers to present two Bills of Entry.*

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