

correspondence via a special post office box in Ottawa. Correspondence must bear the following form of address:

Your Full Name,
C/O P.O. Box 500 (Post Code Group),
Station "A",
Ottawa, Ontario,
K1N 8T7.

APOB will give you a sample notification-of-address form which you may complete, reproduce and leave with persons who will correspond with you during the course of your posting.

Whenever you want to send personal mail from a privileged post, simply address your letter in the normal fashion by using P.O. Box 500 as your return address. The person responsible for outgoing mail at your post will forward the letter to MGIM under a special cover. In Ottawa, a Departmental postal clerk will affix appropriate postage to your letter and place it into the regular postal system for onward transmission to the addressee.

Macdonald House, London

The facilities of our High Commission in the United Kingdom may be used instead of MGIM for personal correspondence where it is more practical. The instructions and procedures for receipt and dispatch are the same as for P.O. Box 500 except that the correct form of address or return address is:

Your Full Name,
C/O Mail Section (post Code Group),
Macdonald House,
1 Grosvenor Square,
London W1X 0AB,
England.

Voice Tapes

Voice tapes, including reels and audiocassettes, may be forwarded to and from any of the privileged posts. Envelopes should be clearly labelled "Voice Tapes" and must not contain any other enclosures.

Film For Processing

Employees at privileged posts may use departmental facilities to dispatch film for processing and to receive processed slides or prints. Envelopes should be labelled accordingly and the processor should be instructed to use the correct P.O. Box 500 address.