

Letters marked as follows, must be treated as here directed, viz:—

“Refused,” are to be kept until the first Form No. 4 Return, after the expiration of one week:

“Gone away,” “Not known or Not to be found,” or “Unclaimed,” are to be kept three months, and then sent in with first Form No. 4 Return.

7. In directing that Letters under the last head, “Gone away,” are to be kept three months, it will be understood that this period is to count from the date of receipt of the Letters at an Office, that the address of such Letters may be entered on the advertised list within the first month after their arrival, so that they may appear in such list for at least two months before they are sent to the Dead Letter Office.

8. Letters addressed to any place requiring prepayment of Postage before they can be forwarded, and posted as unpaid, are to be stamped on the back with the Dated Stamp, and the words “Postage not paid,” written in red ink on the face, and are then to be sent, under cover, to the Postmaster General by the first Post.

9. Letters posted at an Office without any address, or addressed so imperfectly that the destination cannot be ascertained, must also be sent, under cover, to the Postmaster General by first Post.

10. Returned Letters, *i. e.* Letters opened at the Dead Letter Office, and enclosed to the writers, are to be treated in every respect as ordinary Letters.

PART XV.

Overcharges and Allowances.

1 Return Postage.

2 How claimed by Officer.

3 Letters opened, &c. to be paid for. No Postage to be returned without reference to P.M.G.

4 Letter posted cannot be returned to, or detained, or opened by writer, &c.

5 Sealed or unsealed Letters liable to Postage.

1. When application is made for the return of Postage on a Letter, the Postmaster must satisfy himself by ascertaining the weight of the Letter, that the demand is just before he grants the allowance. He will then obtain the cover, (if it can be spared,) and write upon it the actual weight, when delivered, and the amount allowed, and procure the signature of the person to whom the Letter is addressed. If the cover cannot be spared, the tax must be corrected in red ink, and the amount allowed written upon it, and the signature of the person to whom the allowance is made must be obtained to the regular printed Receipt.

2. The amount of such allowance must be claimed in Form No. 4, with the Dead Letters, and the Cover or Receipt sent with that Form as a Voucher.

3. Letters which have been opened or drawn out at the ends must be paid for, and no Sealed or Unsealed, Printed or other Circular Letters, shall be delivered to any person until the Postage has been paid, and no Postage can be returned on any that may be refused after delivery on pretence of being anonymous, without a special reference to the Postmaster General.