

VIII.—All Scrip received during the month must invariably be enclosed with the return of that month; sending it either before or after, is apt to create confusion.

IX.—Agents will, whenever their receipts amount to \$100, deposit the same in the nearest branch of the Bank of Upper Canada, and at the close of each month deposit the balance of their receipts for that month. The Cashier of the Bank will give receipts in duplicate and a draft for each amount deposited, and the Agent will transmit the drafts and duplicate receipts to the Department with the monthly returns.

X.—At the foot or on the back of the return, the different sums transmitted with it (in Cash or Scrip) or during the month, should be stated.

XI.—Should it happen that no sale or collection had been made, a report to that effect will be made in the following terms:—

"I have to report that I have made no sale, and collected no money whatever on account of the Department of Crown Lands during the present month of

(DATE AND SIGNATURE.)

XII.—Correct Copies of their returns should be preserved by the Agents, as subsequent reference may occasionally have to be made to them.

XIII.—In all new sales it is necessary that the names, surnames and additions of the purchasers should be inserted at length, as also their place of residence, that the parties may be referred correctly for Patent.

XIV.—Agents are in no case to retain in their hands, out of their collections, any sum whatsoever for any claim or account they may have against the Department—should they have any just demands to prefer against it, either for themselves or others, they will transmit the same, and when approved, the amount will be passed to their credit, or a cheque sent in payment.

XV.—All accounts against the office are to be transmitted in duplicate, and separate and distinct accounts are to be made for each different charge.

XVI.—No charge will be admitted unless previously sanctioned by the office.

XVII.—All official communications, bank cheques, &c., &c., should be directed to the "Commissioner of Crown Lands," as in cases of absence, inconveniences or delays may arise when addressed nominally to any other officers of the Department.

XVIII.—Letters accompanying monthly returns should allude to no subject not immediately connected with the account part of those returns, and generally when an Agent has to address the Department on several distinct matters, it is desirable that he should do so, by so many separate communications, as without this precaution, much inconvenience may result in the public offices, each case having frequently to be considered or referred to other Departments separately.

XIX.—The books and other papers or records of their agencies are to be kept apart from the Agents' private papers, and considered as public property, to be produced or handed over to their successor in office or to the Department, whenever required to do so.