

Reason for non-delivery to be put on letters and papers.

314. Before sending Undelivered Letters and Papers to the Post Office Department, the Postmaster is to stamp or write on the face of each, the reason for non-delivery—either *Refused*, *Deceased*, or *not called for*, as the case may be—he is then to enter the total number of the Dead Letters, Newspapers, Books, &c., sent, and also the amount of Unpaid Postage thereon for which he claims credit, in the Dead Letter Bill.

Undelivered Registered Letters.

315. The addresses of undelivered registered letters sent to the Dead Letter Office, are to be entered in the Dead Letter Bill; and the Dead Letter package containing these letters must be registered.

Postmasters claim for overcharges.

316. The Dead Letter Bill is also intended to include any claim a Postmaster may have to make for Overcharges, as explained in the Overcharge Section of these Instructions.

Unpaid postage claimed in Dead Letter Bills.

317. A memorandum should be kept in the Book of Mails Sent of the amount of unpaid postage claimed in each Dead Letter Bill despatched, to enable the Postmaster to include this claim when making up his Quarterly Accounts with the Department.

Insufficiently paid letters for Foreign Countries.

318. Unpaid or Insufficiently Paid Letters for Foreign Countries to which, full prepayment of postage is required, are to be forwarded to the Dead Letter Office by the first post after they have been posted or received at an office.

Dead Letters containing money, &c., returned to writer.

319. Every Letter, &c., which is opened at the Dead Letter Office, and found to contain money or other matter of value, is returned to the writer on payment of such postage as may be due thereon, together with 5 cents additional on each letter or packet, to defray the cost of advertising, opening and returning the same. And if Registered a further sum of 2 cents will be charged for Registration. Such Dead Letters, &c., however, as may contain any thing of value and are without the senders address, are kept for a reasonable time for the purpose of being reclaimed.

Money in Dead letters, writers of which not found.

320. Money in Dead Letters of which the writers cannot be found, is paid into the Revenue, an account being kept thereof and the amount paid by the Department to the rightful claimant so soon as he may be discovered.

PART XXVIII.

OVERCHARGED POSTAGE.

Refunding overcharged postage.

321. When application is made for the return of Postage on a Letter stated to have been charged as weighing more than