

written on them, so only the chief things about these will be noted.

As soon as an application for assurance is accepted that fact is noted on a small card, which is called a "Life Assured" card. On it is the name of the assured, the number of the policy, etc. If the assured person has previously taken out other policies in the company, the number of this new policy is afterwards added to the old card, and only one is kept for that life. These cards are arranged in alphabetical order; so when the name of the assured is known it is possible, by means of these cards, to find out the number of the policy and from this all the other data concerning it. A small card is also kept for each declined case.

A set of policy cards is kept. These are among the most important in the office, giving the name and age at entry of the assured, the number of the policy, the amount of assurance, the system and plan of assurance, the date of entry, the premium, and whether it is payable yearly, half-yearly, or quarterly. There is also a place upon it to mark in what manner the policy is cancelled, i.e., by death, lapse, surrender, maturity, etc., and to show the number of premiums that have been paid at that time. These cards are written up when each policy is taken out and are afterwards kept in numerical order. Cancellation cards corresponding to these are used.

Another set of cards is used to keep track of the premiums paid on each policy. This is done by having a large card (about 4 in. by 5 in.), for each policy issued. On this are a large number of small blank spaces ruled off, in which the several payments of the premiums are entered as they are made. These cards are sub-divided into those belonging to each branch, and are kept in numerical order within these sub-divisions, and the most important uses to which these cards are put are: (1) To be able to tell the last premium paid on any policy. (2) To keep track of the premium income of the individual branches. (3) To find the amount of deferred premiums at any time. (4) To write the premium receipts which are sent out. Another set of useful cards is that which is used in connection with what is called daily valuations. For instance, suppose a policyholder writes to the company asking what the cash value of his policy is, the amount the company would loan on it, how much he would have to pay to have his policy changed to some other plan, etc., a special card is used on which to put the valuation. At the top of such a card we find all the data necessary, including name of assured, number of policy, amount and plan of assurance, age at entry, number of premiums paid, profits, loan and interest against the policy. The lower part of the card is blank and is used in working out the necessary calculations; the back of the card is used for this same purpose. There is room for at least a dozen different valuations. These cards are kept in numerical order. On another set of cards is kept a record of the profits declared on policies.

In the Actuarial Department of the company, there are three main sets of cards: (1) Small policy cards; (2) summary cards, corresponding to these, and (3) small cancellation cards. Those belonging to (1) are filled in just as soon as the policy is written. They give the number of the policy, the system, plan, age of assured, amount of assurance. No. (2), as we have said, is a summary of these, and is used to lessen the labor involved in making a reserve valuation. On a summary card will be entered the total number of policies and amounts of assurance written in each year belonging to each particular system and plan, at each age of entry. For instance, the summary card for the Life 20 payments, non-participating plan, issued in 1900, aged 21, may show thirty policies for \$50,000 assurance. (3) is the small cancellation card with blank spaces for the number of the policy, the system, plan, amount of assurance, age at entry, date of entry, mid-year valuation, reserves claimable, reserves released, manner of cancellation, etc. When there are a number of corresponding cancellation cards it is an easy matter to group them. For instance, we might find that of the thirty policies issued in 1900 on the Life 20-payment plan, described above, five of them were cancelled in 1901.

Some details respecting the use of cards in the Medical Examiner's Department must be held over for a future paper.

AN UNBLUSHING LIE.

A subscriber in Western Ontario, a bank manager, writes to the editor of this journal, on October 12th, stating that an agent of the State Life Insurance Company of Indiana named Sweeny, solicited him for life assurance in that company. Being asked by the banker what he had to say to an article in the Monetary Times criticising the State Life Company and its methods, Mr. Sweeny replied: "The editor of that paper is a sore head because we refused to permit him to take out insurance and pay his premiums in advertising." The banker asks what truth there is in this statement. We reply that there is no truth in it. The story is a deliberate falsehood. No one in this office ever solicited insurance in the State Life—we have better sense—and the editor never spoke to or to his knowledge saw, any body connected with that concern. Mr. Sweeny must be hard up for arguments when he resorts to untruths which can be so quickly and so easily exposed as this one.



LIFE ASSURANCE ITEMS.

Government life insurance appears to be prosperous in the State of New Zealand. The last annual report of the Department of that State shows new insurances, £702,350 sterling; income from premiums and interest, £463,380; total sum insured with bonuses, £11,111,807; death claims and matured endowments, £194,439; total assets, £3,610,299; average rate of interest earned slightly over 4.4 per cent. It is interesting to note the proportion of funds invested in various classes of securities:—

Mortgages on real estate..	£1,886,574	or 52.3%	of total assets.
Government securities	667,936	" 18.5%	" " "
Loans on policies	618,190	" 17.1%	" " "
Municipal debentures	140,325	" 3.9%	" " "
Landed and house property.	123,580	" 3.4%	" " "
Miscellaneous assets	99,172	" 2.8%	" " "
Cash	73,489	" 2.0%	" " "
Properties acquired by fore-			
closures	1,033	" 0.0%	" " "
Total	£3,610,299	100%	



BANKING AND FINANCIAL.

The United States Treasury Department has been notified by the Sovereign Bank that several United States bills have been noticed in circulation in Canada, which have been "raised" by a penman from a one to a ten.

As a result of the unfavorable money situation and the shrinkage of gold stocks in Germany, the bank rate of discount of the Imperial Bank of Germany has been raised from 4 to 5 per cent., and the lending rate to 6 per cent. These rates were followed by other note-issuing banks as usual.

It is reported from London that after a very stormy meeting on Monday last, the shareholders of the British South Africa Company authorized the issue of \$5,000,000 new capital. Before the close of the meeting, which broke up in confusion, the chairman, the Duke of Abercorn, was unable to secure a hearing, and left the hall. The directors, with the exception of Earl Grey, were re-elected. The Earl sent a letter, resigning his position, because of his appointment as Governor-General of Canada.



—The gross earnings of the Grand Trunk Railway for the year since the 1st of January last show a decrease of a million and a half dollars. Thus, nine months this year, \$25,513,153; nine months last year, \$27,108,295.