

Affixing stamps, documents

21.13 Fee stamps shall be affixed close to the signature, or if this is impractical, at the lower left-hand corner of the document or receipt which is given to the person from whom the fee is collected.

Affixing stamps, Passports

21.14 A fee stamp for the issuance of a passport should be affixed on page 4 on the last line of the section under "Countries for which this passport is valid".

Affixing stamps, Passport renewals, etc.

21.15 A fee stamp for passport renewal, amendment or endorsement, shall be affixed at the place where the renewal, amendment or endorsement appears.

Cancellations

21.16 Fee stamps shall be cancelled by inscribing the date in ink or with a rubber stamp and by the insertion of the initials of the cancelling officer. The dating stamps furnished to consular offices may properly be used for this purpose. The cancellation should extend over the stamp on to the paper adjacent.

21.17 to 21.23 Spares.

Gratis Services

21.24 When an official service is performed for which no fee is collected and no fee stamp is issued, an inscription shall be made on the document "no fee charged", or "no fee prescribed" whichever is applicable. In such cases entry should be made on Form EXT 117.

Damaged Stamps

21.25 All mutilated or damaged fee stamps as well as those removed from improperly