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MEMORANDUM FOR AGENT'S GUIDANCE

1. The names of all heads of families (including absentees) entitled to participate in a distribution should be entered on the Pay-list each year.
2. The Band Number of a family should on no account be changed.
Should a family become extinct, its number should be dropped and not used again.
3. When a member of a family is to be paid separately, as all adults should be, his or her name must be added at the end of the Pay-list, under a new number; and the reason for paying separately should be given in the column for "remarks."
4. All increases and decreases that affect the number in a Band must be entered in the column for that purpose and be carefully explained in the column for "Remarks."
5. No money should be paid to merchants or other persons who are not Indians, except by special permission of the Department.
6. No money should be paid to any Indian other than the one entitled, unless upon presentation of a written order, which should be attached to the Pay-list.
7. All money columns and the columns showing the number of Indians should be correctly added.
8. The Statutory declaration should be taken before a Justice of the Peace or a Commissioner for taking affidavits, according to regulations.
9. The Pay-list should be returned to the Department promptly after the distribution. Only under very exceptional circumstances should it be retained longer than one month.
10. No additions are to be made in the Pay-list unless title to be paid is made clear. The best obtainable evidence of birth is to be got. In organized districts the paymaster should demand production of a copy of certificate of birth.
11. In the case of women from other districts entering the Band by marriage, the paymaster must assure himself that they are not paid elsewhere by communicating with the agent of the district from which they come. No one but newly born children and women entering the Band by marriage should be added to the list without the sanction of the Department.

Di'Appelle
1926

Geo Dodds - Agent

Indian Affairs. Treaty Annuity Paylists.
Treaties 4, 6, 7, 8, 10 and 11. Part 2, 1926
(R.G. 10, Volume 9476)

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