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REGULATIONS AND INSTRUCTIONS

FOR THE

GOVERNMENT

OF THE

POST OFFICE DEPARTMENT

IN

CANADA.

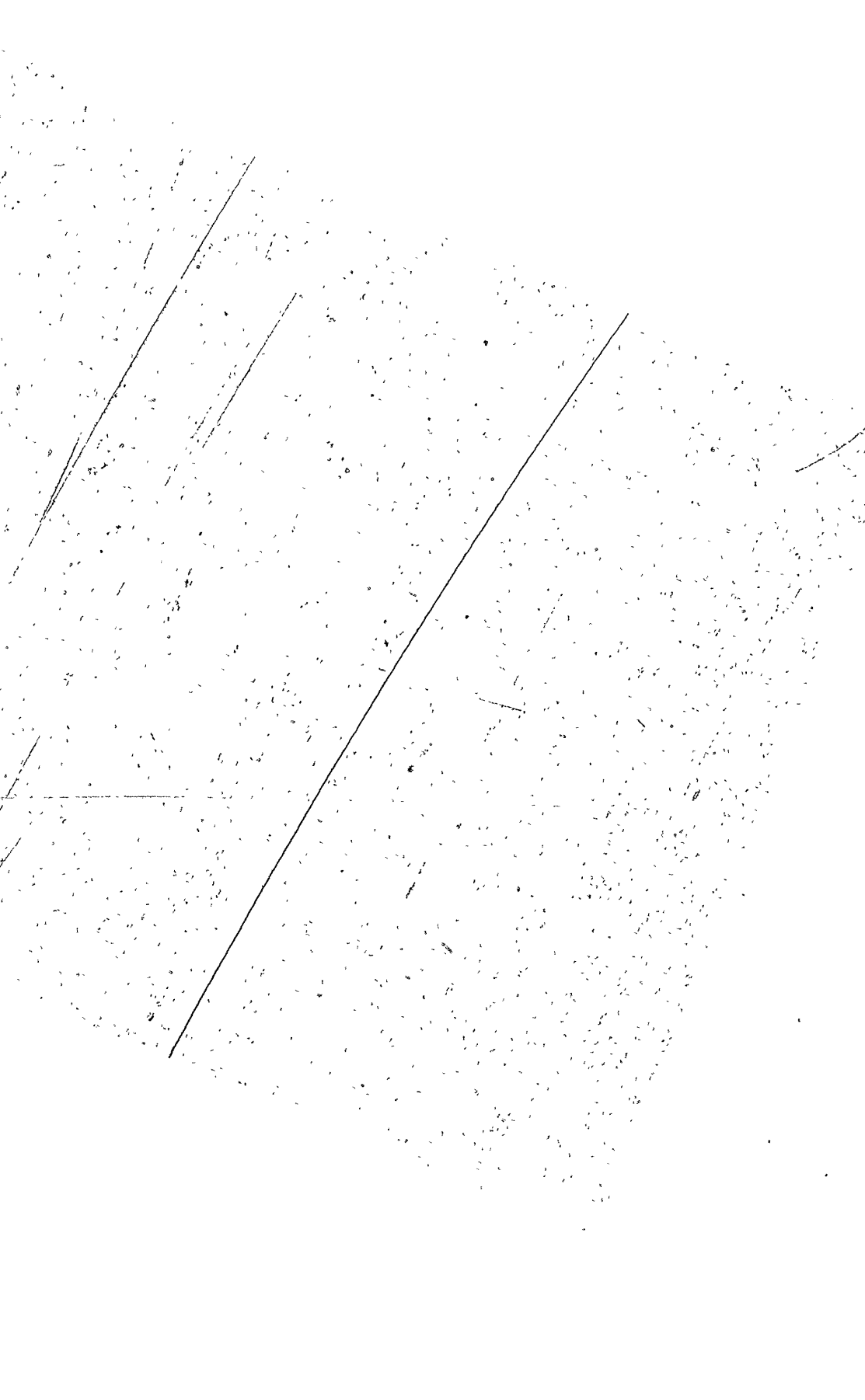
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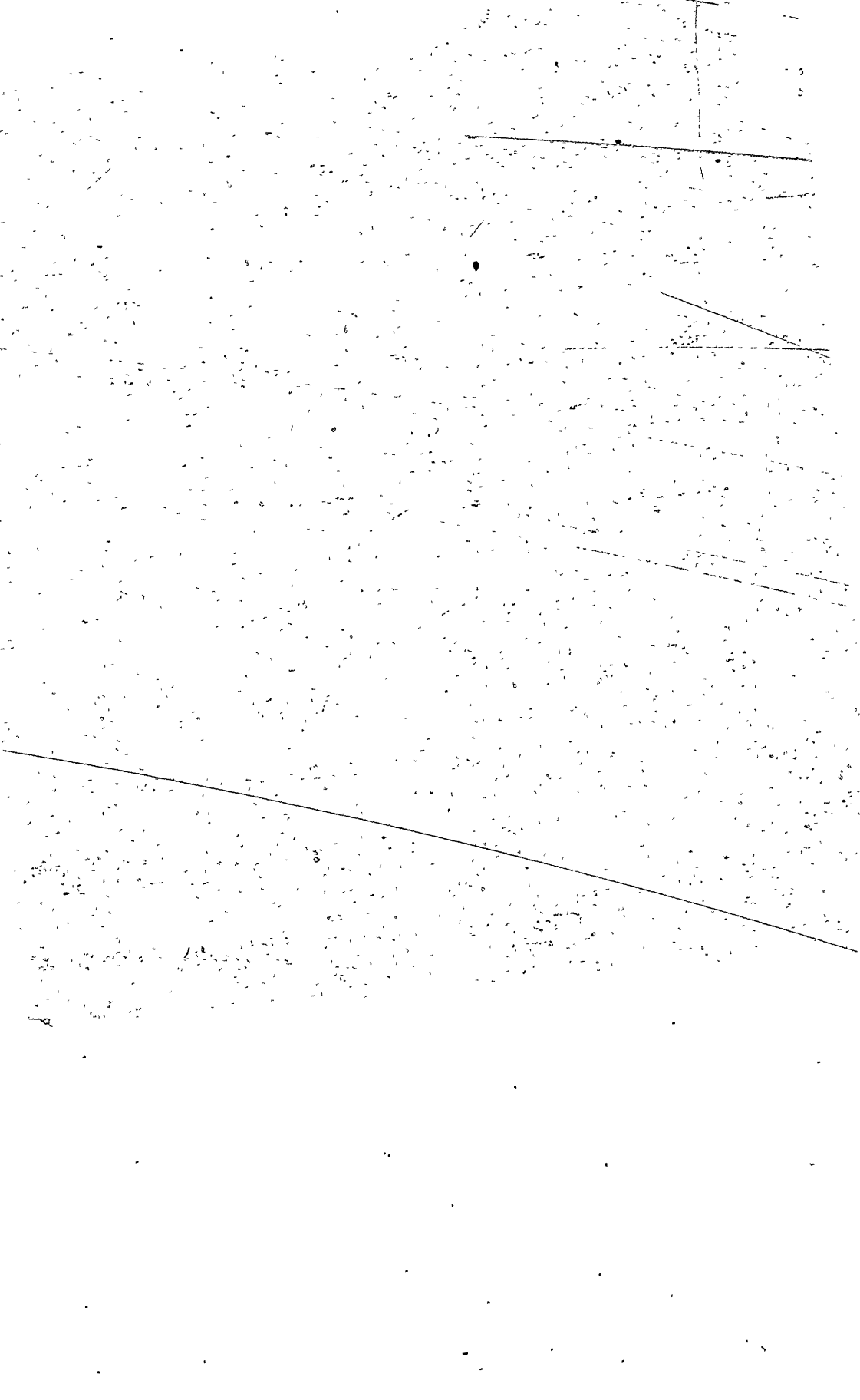


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1852.





PRINCIPAL OFFICERS OF THE DEPARTMENT.

JAMES MORRIS,

Postmaster General.

W. HENRY GRIFFIN,

Secretary.

EDWIN J. KING,

Accountant.

GILBERT GRIFFIN,

Chief Clerk.

EDWARD S. FREER,

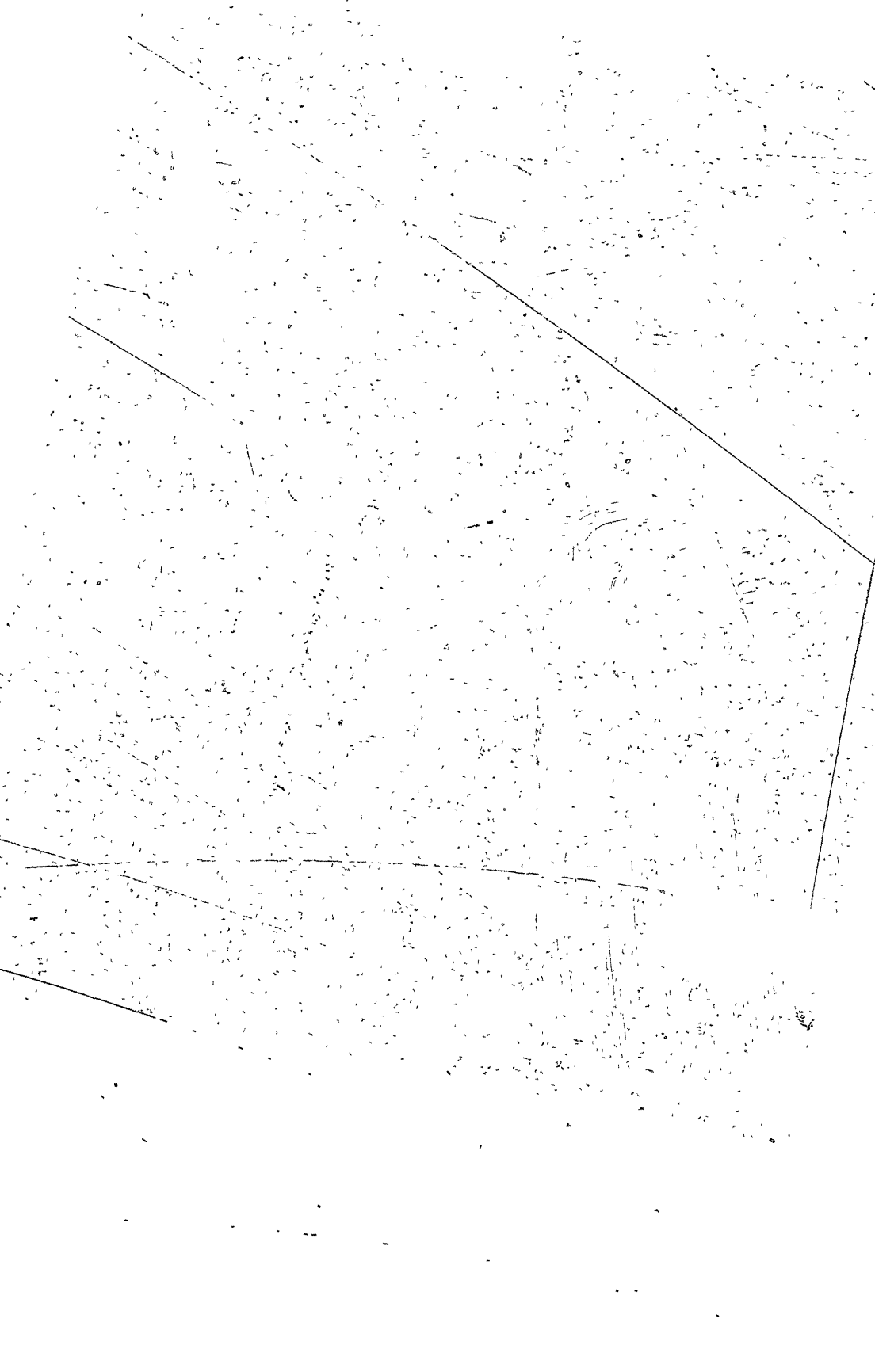
Post Office Inspector for Lower Canada—Montreal.

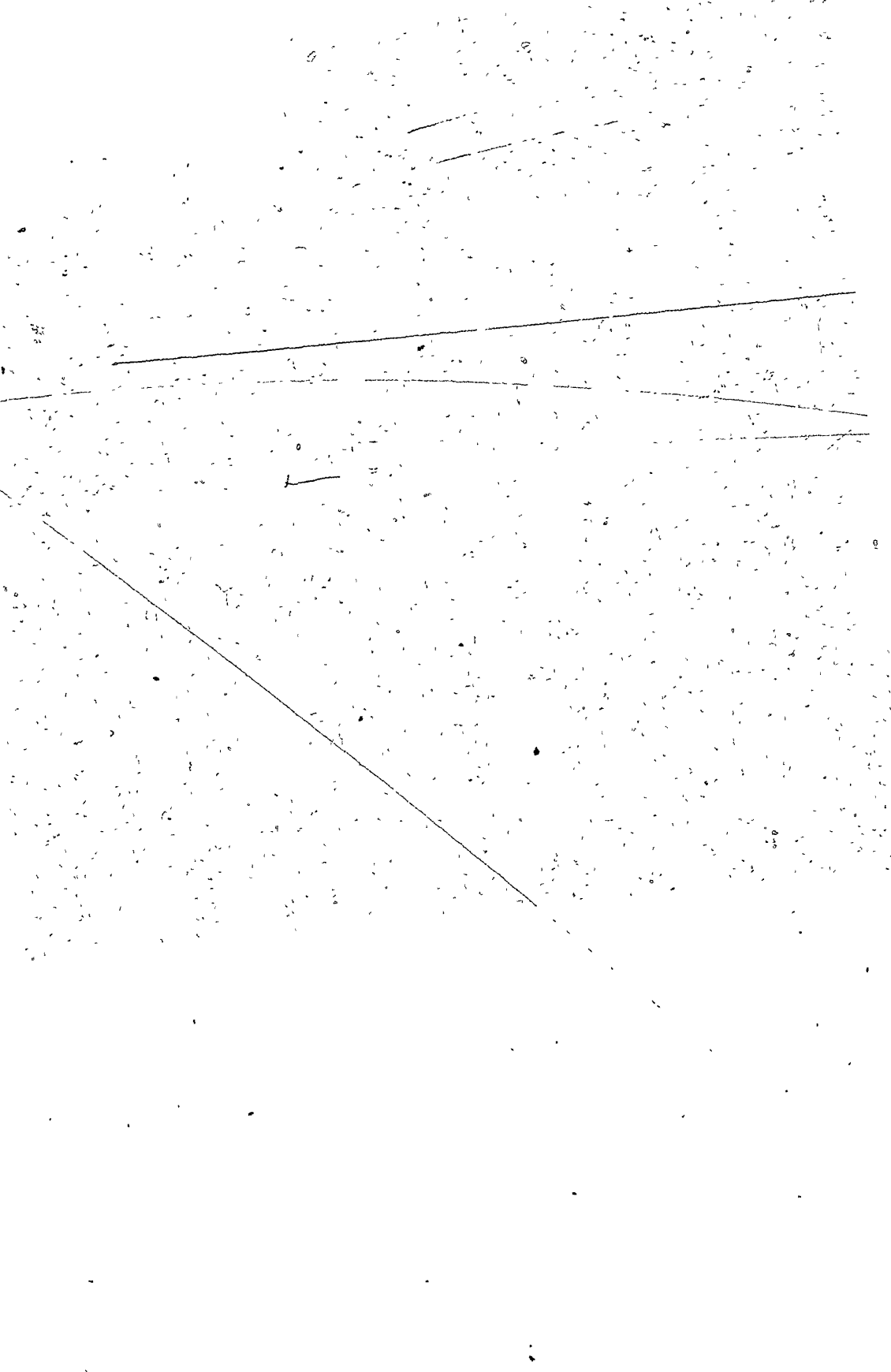
H. A. WICKSTEED,

*Post Office Inspector for the Central Division from Lower Canada
Line to Eastern Boundary of County of York—Kingston.*

JOHN DEWE,

Post Office Inspector for Western Division: From Eastern Boundary of County of York, Westward—Toronto.





REGULATIONS AND INSTRUCTIONS

FOR THE

GOVERNMENT

OF THE

Post Office Department

IN CANADA.

PART I.

APPOINTMENT OF POSTMASTER—
CHARGE OF OFFICE, &c.

1. When a Postmaster is appointed to the charge of an Office he will receive a Letter of Appointment from the Postmaster General, and will be required to sign, with two sufficient Sureties, a Bond in duplicate, forwarded to him from the Department. Instructions as to the proper mode of filling up and executing the said Bond will accompany it, and must be strictly complied with.

*Letter of appointment.
Bonds to be executed
by the Postmaster.*

2. Every person employed by or under the Post Office must on entering the Service take and subscribe the Oath of Office furnished by the Department for this purpose.

*Oath of Office to be
taken by all persons
in the service of the
Post Office.*

3. When succeeding to the charge of an Office, a newly appointed Postmaster is required to make an exact Inventory or List of all property belonging to the Office handed over to him by the retiring Postmaster, such as Mail Registers or Books, Blank forms, Stamps, Locks and Keys, &c., stating particularly the number of Letters and Papers, &c., on hand and transferred, with the amount of Unpaid Postage due thereupon, for which he will, of course, be account-

*Postmaster on taking
charge of an Office to
transmit to Depart-
ment a List of Post
Office Property receiv-
ed from his Predeces-
sor.*

able ; this List should be signed by the Postmaster and by his Predecessor, and transmitted to the Postmaster General.

Commission issued to Postmaster on completion of his Bonds.

4. When a Postmaster's Bonds and Oath of Office have been received at the Post Office Department duly signed and executed, a Commission will issue to the Postmaster, the receipt of which should be promptly acknowledged by him.

Separate Office or Apartment to be provided for Post Office.

5. A separate Office or Apartment conveniently fitted up for the purpose must be provided by the Postmaster for conducting the business of the Post Office, wherever the duties are sufficiently extensive or important to require such accommodation ; and where the Postmaster General may consider that a separate room may be dispensed with, the Letters, &c., both for despatch and delivery, are to be kept by the Postmaster in a Desk, Press, or other suitable place of security under lock and key.

Bar Room or Public Room of a Tavern never to be used as a Post Office.

6. A Bar Room or Public Room in a Tavern is never to be made use of as a Post Office.

When practicable, no one but Postmaster or sworn Assistant to have access to Post Office.

7. At Post Offices where a room is specially appropriated for the Post Office business, no person should have admittance to it, except the Postmaster and his sworn Assistant or Assistants, and this regulation must be strictly enforced whenever the Mails are being made up or opened. At the Offices where these duties are performed in a store or other place open to the public, the Postmaster will nevertheless take care that when he is thus engaged, no unauthorised person is permitted to approach sufficiently near to handle or examine in any way the Mail Packets or their contents. Under no circumstances should any person but the Postmaster or his sworn Assistant be suffered to have access to the Letters, Newspapers, &c., in an Office or to the Mail Key.

Regulation to be observed when making up or opening Mails.

8. The words "POST OFFICE" in large and conspicuous letters must be exhibited outside the Post Office building, so as to attract public attention, and a Letter Box must be fixed in some convenient situation with an opening for the posting of Letters (which should be accessible from the road or street); the words "Letter Box" should be painted over this opening in plain legible characters.

Post Office Sign and Letter Box.

9. The Postmaster will keep his Office open for the despatch of business every day, except Sunday, during the usual hours of business in the place, and will attend at such other hours as may be necessary to receive and despatch Mails; and on Sundays he will open the Office for at least one hour either before or after Divine Service, as may be most convenient to the Public generally.

Office Hours of business.

10. The duties of a Post Office are to be performed by the Postmaster personally, or by his sworn Assistant or Assistants, whom he may employ to aid him under his own immediate superintendence, and for whose care and attention he will, of course, be responsible; and he cannot be permitted to transfer the charge of his Office and the performance or superintendence of its duties to another, except temporarily, in the event of illness or unavoidable absence, when the circumstance must be reported for the sanction of the Postmaster General.

Postmaster to perform or personally superintend duties of his Office, and not to transfer charge of Office.

11. No person under the age of sixteen years should be employed in the Post Office service, or be suffered in any manner to have access to the Letters or Papers at an Office.

Person under 16 years of age not to be employed in Post Office Service.

12. A Post Office is not to be removed from one part of a Town, Village or Settlement to another part, without the approval first obtained of the Postmaster General.

Post Office not to be moved without approval of the P. M. General.

*Resignation of Post
Master.*

13. When a Postmaster desires to resign his charge, he must give notice in writing to the Postmaster General, and measures will be taken to appoint a Successor; and he is not at liberty to relinquish his charge until a new appointment has been made, and instructions given him to make the transfer of the Office to his Successor, as his responsibility will continue until the transfer has been duly made.

*Every Postmaster
should appoint an As-
sistant.*

14. Every Postmaster should take the precaution to appoint an Assistant to prevent the Office from being left without a duly qualified person to perform its duties, in case of the necessary absence, the sickness, resignation, or death of the Postmaster.

*Sureties responsible
for management of
Office after death of
Postmaster until a
new Postmaster takes
charge.*

15. In the event of the death of a Postmaster, the responsibility of the Sureties will continue for the fidelity of the person left in charge of the Office until a Successor is appointed and assumes the duties; and, should they see fit, the Sureties, or any one of them, may, in such case, perform the duties of Postmaster until a new appointment takes place.

*Department Orders,
Circulars, &c.; to be
fyled, and in case of
resignation handed to
Successor as well as
all other Post Office
property.*

16. All Circulars, Instructions, &c., received by a Postmaster from the Department are to be carefully endorsed and fyled, so that an easy reference may be had to them at any time. And in the event of resignation or retirement from Office, the retiring Postmaster will hand over all such Documents to his Successor, as also any public property in his possession, such as Desk, Cases, Books, Scales, Blanks, Stationery, and all other articles which may have either been furnished to him as Postmaster, or which may have been charged for by him at any time to the Department and allowed, and which may remain on hand when the vacancy happens.

17. The hours of closing the Mails at Offices situated at the ends of Routes will be regulated from time to time by the Department. At the Intermediate or Way Offices, the time of closing the Mail should be fixed as a general rule half an hour in advance of the usual arrival of the Courier. When a Mail passes an Office in the night, the latest reasonable time should be afforded to the public for posting Correspondence.

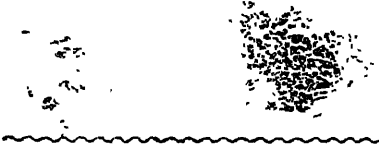
Hour of closing the Mail.

18. A Notice stating the hours at which the Mails close and arrive, and the hours at which the Office is opened and closed, both on Week days and on Sundays, should be posted in every Post Office in such a position as to be readily observed by the public.

Notice to be given to the Public of hours of closing Mails, Office Hours, &c.

19. Except where Special Regulation has been made as to the time allowed for exchanging the Mails, a Courier is not to be detained more than seven minutes at any Office for this purpose.

Time allowed for exchanging Mails.



PART II.

DESPATCH AND RECEIPT OF MAILS.

Letters posted for the Mails to be postmarked and rated.

20. Letters posted to be sent by Mail are to be carefully postmarked on the face or address side, with the name of the Post Office, the month and day of the month on which they are posted, and, except when they are Prepaid by Postage Stamps, with the Rate of Postage in plain figures. In performing these operations great care must be used to avoid interference with the address.

Letters to be postmarked immediately.

21. Every Letter should be stamped or postmarked immediately that it is deposited in an Office, even should it afterwards remain several days waiting for the Post, as may happen at Offices served but once or twice a week. Should a Letter, however, be posted for any particular Mail on the day of its departure, but not in time to be forwarded, the words "*Too late*" are to be stamped or written in red ink in addition to the postmark, to explain why the Letter was not sent by the Mail of the day of which it bears the postmark.

When "Too late."

When Prepaid in money.

22. If the Postage is Paid in Money when the Letter is posted, stamp or write the word "*Paid*" against the Postage rate, and mark the rate in *red ink*; but if the Letter is "*Unpaid*" the rate is to be marked in *black ink*.

Mails—how to be made up.

23. A Postmaster will make up Mails for a certain number of Post Offices only, which are termed his Corresponding Offices—a list of these Offices is furnished to every newly established Post Office, and any variation which it may from time to time become necessary to make in this list will be notified to the Postmaster by the Department.

24. Letters and Papers addressed to those Corresponding Offices are to be mailed direct upon them. *Letters for Corresponding Offices.*

25. Letters and Papers addressed to places beyond those Corresponding Offices are to be forwarded to the Corresponding Office nearest to the destination of the said Letters and Papers. *Letters beyond Corresponding Offices.*

26. In making up a Mail, the Postmaster should sort the Letters and Papers for despatch into the following divisions:— *Mode of making up a Mail.*

1. Unpaid Letters addressed to the Corresponding Office for which the Mail is intended.

2. Letters and Papers on which the Postage has been Prepaid in Money.

In this Division should be included both the Letters and Papers addressed to the Corresponding Office for which the Mail is intended and Letters and Papers addressed to places beyond it.

3. Letters on which the Postage has been Prepaid by means of Postage Stamps.

In this Division, as in the preceding, are to be included all Letters, whether addressed to the Corresponding Office for which the Mail is intended or for places beyond it.

4. Unpaid Letters going beyond the Corresponding Office for which the Mail is intended— which are termed “*Forward Letters.*”

27. The Postmaster should then take a Letter Bill and insert therein in the proper place the name of his Office, the date of the day on which the Mail is made up, and the name of the Office for which it is *How to fill up Letter Bill.*

intended;—he should then enter in the proper columns the number of the Letters and Papers included in each of the Divisions Nos. 1, 2, and 3, mentioned in the preceding paragraph, with the total amounts of Postage thereon, viz.—

1. The number of Unpaid Letters and Papers addressed to the Corresponding Office for which the Mail is intended with the amount of Postage charged thereon.
2. The number of Letters and Papers, for whatever destination, on which the Postage has been Prepaid in Money, and the total amount of Postage so Prepaid.
3. The number of Letters, for whatever destination, on which the Postage has been prepaid, by means of Postage Stamps, with the total amount of Postage which such Stamps represent. The Unpaid Letters and Papers addressed to places beyond the Corresponding Office for which the Mail is intended, and which are included in Division No. 4 in the preceding paragraph, are not to be entered at all, either in the Letter Bill, or in the Book of Mails sent.

How to claim credit for Unpaid Letters re-mailed.

28. Should any of the Unpaid Letters included in Divisions Nos. 1 and 4 (in paragraph No. 26) have been received by the Postmaster from some other Office, with the Foreign Postage charged against him, he will claim credit for the amount so charged by inserting the same in the columns of the Letter Bill appropriated for Missent and Redirected Postage.

29. The Postmaster will then look carefully over all the Letters he is about to despatch, in order to ascertain if any of these are marked "Money"—should there be any so marked, he must enter the number and addresses thereof in the Letter Bill in the space provided for that purpose. This is an important point of duty, and must be strictly attended to. The address of every Letter marked "Money," whether Paid or Unpaid, or addressed to the Corresponding Office for which the Mail is intended, or to a place beyond it, must invariably be entered in the Letter Bill.

Money Letters to be entered in Letter Bill.

30. The Postmaster will then copy the Letter Bill into his Book of Mails Sent—carefully entering therein, in the proper place, the number and addresses of the Money Letters.

Letter Bills to be copied into Mails Sent Book.

31. The Letter Bill must then be wrapped round or tied up with the Letters included in the Divisions Nos. 1, 2, and 3, in paragraph No. 26, while the Letters included in Division No. 4 in the same paragraph, must be placed outside of the Letter Bill, so as to keep them distinct. The whole of the Letters should then be enclosed in strong paper, and made into a secure packet, which should be sealed with the Official Seal, and plainly addressed to the Office for which intended. On the arrival of the Courier, the packet should be placed in the Mail Bag to be conveyed to its destination.

Letter Bill to be put up with Letters.

32. The Newspapers intended for despatch need not be enclosed in wrapping paper, but should be tied together with string, and attached to the packet of Letters addressed to the Corresponding Office for which the said Papers are intended, in such a manner that the address of the said packet may be distinctly seen.

Newspapers to be tied up.

If canvas Bag is used.

33. When the Postmaster despatches a separate Canvas Bag to the Corresponding Office for which the Mail is intended, the Packet of Letters, as well as the Papers should be placed in the said Canvas Bag. It is necessary, however, that the Newspapers charged in the Letter Bill should be tied up separately from the Unpaid Newspapers going beyond the Corresponding Office for which the Mail is intended, or which are not charged therein.

If Letters are numerous.

34: In cases where the Letters are numerous, it will be advisable for the Postmaster to make up two Packets of Letters—the one containing the Letters which are charged in the Letter Bill, and which are included in Divisions No. 1, 2, and 3, in paragraph 26—the other containing simply the Unpaid Letters going beyond the Corresponding Office for which the Mail is intended. This practice, however, it will probably be necessary to follow only at the large Offices.

Letter Bill to be signed.

35. The Letter Bill is invariably to be signed by the person actually making up the Mail, whether the Postmaster or his Assistant.

Explanation of Letter Bill.

36. It will be observed that, if properly filled up, the "Unpaid" column of the Letter Bill should represent the exact amount of Postage on the Unpaid Letters and Newspapers, &c., intended to be delivered by the Postmaster to whom the Mail is sent, and constitutes the charge against him for which he will have to account to the Department. The column of "Paid in Money" should be the amount of Postage so received by the sending Postmaster on the Paid Letters, Newspapers, &c., in the Mail, for the whole of which the sending Postmaster should thus charge himself and account to the Department. And the column of Claims for Missent and Re-directed Pos-

tage provides for any credit to which the Postmaster making up the Mail might be entitled on sending away an Unpaid Letter or Paper for the Postage of which he is accountable; therefore, unless errors are detected in the Bill, the whole accountability of the Sending and Receiving Postmasters with the Department on the contents of the Mail will be established by these three columns.

37. It is important that the Letters and Papers should be properly forwarded, and entered correctly in the Letter Bills, and Postmasters should use every possible care in the performance of this part of their duty—the rules to be observed are simple, and may be easily remembered—they are as follow:—

*Division of Letters in
a Mail.*

1. All Letters and Papers addressed to a Corresponding Office are to be Mailed direct upon that Office.
2. All Letters and Papers going beyond either of the Corresponding Offices are to be forwarded to the Corresponding Office nearest to the destination of the said Letters and Papers.
3. The number of, and amount of Postage on, all Letters and Papers are to be entered in the Letter Bills—except Unpaid Letters and Papers going beyond a Corresponding Office which are not to be entered in the Letter Bill at all.
4. The number of, and addresses on, all Money Letters whether intended for a Corresponding Office or a place beyond it must invariably be entered in the Letter Bill.

Postmaster or Assistant to be always in readiness to receive Mails.

38. The Postmaster will always be in readiness in person, or by his Assistant, to receive the Mail when it arrives, and despatch it with all possible expedition,—and the Mail Packets to be sent away should be made up and ready to put into the Bag before the time it usually arrives.

Duty on arrival of Mail.

39. Upon the arrival of the Mail, the Postmaster will unlock the Bag and take out the Packets addressed to his own Office; and if his Office be a connecting point from whence other Mails Branch, he will also take out the Packets which should be distributed from his Office to the Branch Mails and forward them by the first despatch.

Letter Bills received to be carefully checked.

40. Each Packet addressed to his own Office must then be opened, and the entries in the Letter Bills compared with the Postage on the Letters, Newspapers, &c., received. The Unpaid column should comprise all Unpaid matter for the delivery of the Receiving Office; and the Paid columns, the numbers and amount of Postage of those Paid Letters, &c., which may have been posted at the Corresponding Office from which the Mail is sent.

Should errors be discovered in Letter Bill.

41. If the amounts of Postage on the Letters, &c., do not agree with the entries on the Bill, the computation should be carefully checked by a second person, or, where this is not practicable, the Postmaster should go over the calculation again, and satisfy himself that he is correct, and then put down on the Received side of the Bill what he makes the true amount to be.

Letters underrated.

42. Should the Receiving Postmaster find that any of the Letters have been under-rated, that is, not charged with sufficient Postage,—if, for example, a Letter weighing an ounce has only been charged

with one rate, he will mark the additional Postage with the words "*More to pay,*" and his initials on the Letter. And the amount of additional Postage is to be added to the Received side of the Letter Bill.

43. An incorrect Letter Bill is not to be returned to the sending Postmaster for correction, but should be signed by the Receiving Postmaster and his Assistant (should one be employed), and transmitted to the Post Office Department with the Monthly Sheet or Return of Mails received for the month on which it is entered.

Incorrect Letter Bills not to be returned to Sending Postmasters.

44. After the Letter Bill has been thus checked, the Letters are to be postmarked on the back or seal side, with the date of the day on which they arrive, and assorted for delivery to the public.

Letters to be Postmarked on Receival.

45. The Received Letter Bills are to be signed by the party opening and checking the Mail, and postmarked on the back with the date of receival, and are then to be carefully entered in the Book of Mails Received—taking the Amounts as found by the Receiving Postmaster.

Received Letter Bills to be signed and entered.

46. Should it happen that two or more Mails are made up for an Office on the same day, with Letter Bills consequently bearing the same date, both the Sending and Receiving Postmaster will, in making the entry in their Books, add the amount of the several Bills together, so that only one entry may appear for each day's business, noting, however, opposite the entry "Two or more Bills," as the case may be.

Two or more Letter Bills from same Office bearing same date.

47. The Received Letter Bills of each month are to be carefully preserved by Postmasters for future reference for a period of 18 months.

Letter Bills to be preserved.

If a regular Mail is not received.

48. At Offices where Mails of Letters from certain other Offices are daily or regularly received, should it happen that a Mail Packet so expected to arrive is not found in the Mail Bag, immediate notice of the supposed failure or miscarriage should be given to the sending Postmaster, in order that if a Mail has been sent and lost on the way, the fact may be ascertained and reported without delay to the Department.

When a canvas Bag is used.

49. When a Mail is received at an Office in a Canvas Bag, it will be the duty of a Postmaster to turn the Bag inside out immediately after taking out the contents, in order to prevent the possibility of anything remaining unnoticed therein. The Canvas Bag must invariably be returned by the first Post to the Office from whence it was received.

PART III.

DUTIES OF A FORWARD OFFICE.

50. A "Forward Office" is an Office to which Letters and Newspapers passing between two Post Offices which do not correspond, (that is, exchange Letter Bills and Mails with each other,) are sent to be re-mailed; such Letters are called "*Forward Letters.*" *A "Forward" Office.*
51. Letters received at a Forward Office to be re-mailed should be sent on by the first Post despatched to their place of destination. *Letters received to be "forwarded."*
52. If Forward Letters, received by a Forward Office, are for the delivery of an Office corresponding with the Forward Town, the Forward Postmaster will charge the Unpaid Postage in his Bill to the Corresponding Office, as though the Letters had originated at his own Office. *Letters for a Corresponding Office.*
53. Should it happen that the Forward Letters are not for any of the Offices with which the Forward Postmaster corresponds, he will re-forward the Letters to the Corresponding Office nearest to their destination, without, of course, entering the Letters on his Letter Bill. *Letters for places beyond Corresponding Offices.*
54. If the Postage on Unpaid Forward Letters has been erroneously charged against a Forward Postmaster, he is not to amend the error by altering the Bill, but, on re-mailing the Letters, should take credit for the amount wrongly charged upon him in the Missent and Re-directed column of the Letter Bill, marking on the Letters the word "*Forward.*" *Letters erroneously charged against Forward Office.*

If "Paid" Postage is not entered in Letter Bill.

55. The Postage on all Paid Letters and Newspapers, sent to a Forward Office to be re-mailed should, of course, have been entered in the Letter Bill of the Office at which they may have been posted; and the Forward Postmaster is expected to see that the Revenue does not suffer from any neglect or mis-apprehension of this obligation.

Remailing Paid Letters.

56. On re-mailing Letters, etc., which have been Prepaid at another Office, the Forward Postmaster will not, of course, enter this Prepaid Postage in his Bill, such Letters should be tied together apart, to keep them separate from any other Prepaid Letters in the Mail which may have originated at the Forward Office.

Forward Money Letters.

57. A Record must be kept of all Forward Money Letters passing through a Forward Office, shewing the Office from whence received and the Office to which re-mailed, with the dates of receipt and despatch.

PART IV.

POSTAGE RATES ON LETTERS.

58. On Letters not exceeding $\frac{1}{2}$ oz. in weight, *Postage on Letters in B. N. America.*
between any place in Canada and any other place in British North America, including Canada, New Brunswick, Nova Scotia, Prince Edward Island, and Cape Breton, the rate is a uniform charge of 3d.

For every additional weight of half an oz., or any fractional excess of less than half an oz., there shall be charged an additional rate of 3d., thus—

	s.	d.
On a Letter weighing more than $\frac{1}{2}$ oz., and not exceeding 1 oz., 2 rates or . . .	0	6
On a Letter weighing more than 1 oz., and not exceeding $1\frac{1}{2}$ oz.—3 rates, or . . .	0	9
On a Letter weighing more than $1\frac{1}{2}$ oz., and not exceeding 2 oz.—4 rates, or . . .	1	0
On a Letter weighing more than 2 oz., and not exceeding $2\frac{1}{2}$ oz.—5 rates, or . . .	1	3
and so on.		

59. On Letters deposited at an Office for delivery in the same place, called Drop or Box Letters, the rate is One half-penny each, to be brought to account by Postmasters. *Postage on Drop or Box Letters.*

60. On Letters between any place in Canada and any part of Great Britain or Ireland, if conveyed by the Weekly closed Mails through the United States, the rate is a uniform charge of 1s. 2d. sterling, equal to 1s. 4d. currency, on a Letter not exceeding $\frac{1}{2}$ oz. in weight; and on Letters of greater weight, as follows :— *Rate on Letters for Great Britain or Ireland.*

	Sterling.		Currency.	
	s.	d.	s.	d.
On a Letter weighing more than $\frac{1}{2}$ oz., and not exceeding 1 oz.	2	4	equal to	2 8
On a Letter weighing more than 1 oz., and not exceeding 2 oz.	4	8	"	5 4
On a Letter weighing more than 2 oz., and not exceeding 3 oz.	7	0	"	8 0

and so on, increasing two rates, or 2s. 4d. sterling, for every ounce or fraction of a ounce after the first ounce.

Letters for U. Kingdom—how to be rated.

61. In rating Paid Letters for Great Britain or Ireland, both the sterling and currency rates, must be written in red ink, thus, "1s. 2d. = 1s. 4d." On Unpaid Letters the sterling rate only, in black ink, thus, "1s. 2d."

Letters for U. Kingdom via Halifax

62. On Letters between Canada and the United Kingdom, conveyed by the semi-monthly Mails by way of Quebec, New Brunswick and Halifax, the rate is—

	Sterling.		Currency.	
	s.	d.	s.	d.
On a Letter not exceeding $\frac{1}{2}$ oz.	1	0	equal to	1 1 $\frac{1}{2}$
On a Letter exceeding $\frac{1}{2}$ oz. and not over 1 oz.	2	0	"	2 3
On a Letter exceeding 1 oz. and not over 2 oz.	4	0	"	4 6

must be specially addressed.

and so on, increasing two rates or 2s. sterling, for every ounce or fraction of an ounce. These Mails are made up at the Quebec Post Office, and Letters to go by them must be specially addressed "*Via Quebec and Halifax.*"

Rate on Letters to United States.

63. On Letters between any place in Canada and any part of the United States, except California and Oregon, the rate is a uniform charge of 6d., equal to 10 cents per $\frac{1}{2}$ oz. weight.

64. On Letters to California and Oregon, the rate is 9d., equal to 15 cents per $\frac{1}{2}$ oz. *Rate to California and Oregon.*

65. Letters to any place in British North America, to the United Kingdom, or to the United States, California and Oregon, may be sent at the above rates, Paid or Unpaid at the option of the sender. *Above Rates may be paid or not.*

66. On Letters for the United States or California, or Oregon, the full rate must be paid or not at all. If only a portion of the rate is paid, it must be cancelled, and the Letter treated as *Unpaid*. *Letters for U. States if paid, must be paid in full.*

67. Letters to Newfoundland may be sent via Quebec and Halifax at a Postage rate of $7\frac{1}{2}$ d. per $\frac{1}{2}$ oz. Pre-payment optional. *Rate to Newfoundland.*

68. Letters to the British West India Islands, via Quebec, Halifax and Bermuda, will be charged the Canada rate of 3d., and in addition the Packet rate for sea conveyance between Halifax and Bermuda of $4\frac{1}{2}$ d. currency,—making on a Letter not weighing more than $\frac{1}{2}$ oz. a rate of $7\frac{1}{2}$ d.; the Pre-payment of which will be optional. *Rate to West Indies via Halifax.*

69. Letters may also be sent from Canada to the British West Indies and the Havannah by the ordinary United States Mails to New York, and from thence by British Steam Packet to destination, on Pre-payment in Canada of 9d., equal to 15 cents per $\frac{1}{2}$ oz. Letters to go by this route must be specially so addressed. *Rate to W. Indies via New York*
must be specially addressed.

70. Mails are made up at Montreal every fortnight for Halifax, Nova Scotia, and despatched for conveyance to Halifax with the Mails by the Royal Mail Steamers from Boston to Halifax and Liverpool, by which Letters may be sent to the following places at the rates mentioned :— *Letters for Nova Scotia through U. States.*

<i>Rates on Letters so sent.</i>	Letters to Halifax and Nova Scotia	7½d. currency.
	Letters to Newfoundland	1s. “
	Letters to Bermuda and British West Indies	1s. “
	Pre-payment of these rates will be optional.	

Rate to British Colonies through England. 71. Letters for the East Indies, Australia and New Zealand, Van Dieman's Land, the Cape of Good Hope, Mauritius, St. Helena or Sierra Leone, may be sent on Pre-payment of 2s. 5d. currency, on a Letter not weighing more than ½ oz.

	s. d.
If exceeding ½ oz. and not weighing more than 1 oz.	4 10 Cy.
If exceeding 1 oz. and not weighing more than 2 oz.	9 8 Cy.

And so on, adding 2 rates for every additional oz. or fraction of the oz.

Rate to France. 72. Letters for France may be sent Paid or Unpaid, and the rate will be,

	s. d. cy.
On a letter not exceeding ¼ oz. in weight	2 8½
On a letter weighing more than ¼ oz. and not exceeding ½ oz.	3 2
On a letter weighing ½ oz. and under ¾ oz.	5 10
On a letter weighing more than ¾ oz. and under 1 oz.	6 4
Exceeding 1 oz. and under 1¼ oz.	11 3

Rates to foreign countries. 73. The rates upon Letters for other Foreign Countries and parts abroad will be found in the Tables appended to these Regulations at the end of the Book, and alterations in them must be carefully made, when officially informed to that effect.

PART V.

POSTAGE STAMPS.

74. The Postage Stamps issued by the Department in Canada, are of three kinds, one representing the Beaver, of the value of three pence, the second bearing the head of Prince Albert, and of the value of six pence, and the third, the head of Her Majesty, and of the value of one shilling. These Stamps will be kept for sale to the Public by the Postmasters of all the Cities and principal Post Offices in the Province—and will further be supplied where necessary, to other Postmasters upon application to the Department.

Three kinds of Postage Stamps.

75. A Postmaster receiving Stamps from the Department will, by next Mail, acknowledge the receipt of the amount and at the expiration of each quarter he will render an account of Stamps with the Quarterly Account Current, charging himself in the Stamp Account with any amount of Stamps which remained on hand at the close of the preceding Quarter, and with the amounts received from the Department during the Quarter just ended and crediting himself with the amount then remaining on hand. The balance of the account so stated, representing the amount of Stamps he has sold or disposed of, the Postmaster will charge himself with in his Account Current.

How to account for Postage Stamps.

76. Any Letter or Packet with one or more Stamps affixed equal in amount to the Postage properly chargeable thereon, is to be mailed and forwarded from any Office as a Pre-paid Letter.

Letters pre-paid by Postage Stamps.

If Stamps are not sufficient on Letters for U. Kingdom

77. If the Stamps affixed to a Letter addressed to any place in British North America or to the United Kingdom be not adequate to the proper Postage, the Postmaster will rate it with the amount deficient in addition and send it forward taxed with that amount as an Unpaid Rate.

if for United States.

78. On Letters for the United States when Stamps are affixed representing less than the amount of Postage to which the Letters are liable, the Stamps are to be cancelled and the Letters rated with the full rate as Unpaid.

All Stamps to be obliterated.

79. All Stamps affixed on Letters must be cancelled or obliterated immediately upon the deposit of the Letters in a Post Office, this is to be done with an Instrument furnished by the Department for the purpose—and where this has not been supplied the Stamps must be cancelled by making a cross thus × on each Stamp with a pen.

Neglect of doing so to be reported.

80. If the cancelling has been omitted on the mailing of the Letter, the Postmaster delivering it, will cancel the Stamp in the manner directed and immediately report to the Department the Postmaster who may have failed in this duty.

Postage by Stamps how to be entered in Bill.

81. Letters and Packets pre-paid by Stamps must be entered in the Letter Bill separately from other pre-paid Letters as provided for in the form of Letter Bill.

What Stamps from other places to be recognized.

82. Stamps affixed to Letters coming from either of the British North American Provinces, from the United Kingdom or from the United States and recognized as equivalent to pre-payment at the Office where the Letter has been posted—are to be allowed

in Canada as evidence of pre-payment accordingly,
on the Letters to which they are affixed.

83. No other Stamps than those issued by the *Canada Stamps only*
Canada Post Office Department are to be taken in *to be used in Province.*
this Province in pre-payment of Letters posted
within the same.

84. Postage Stamps must be taken when offered. *Stamps to be taken in*
in payment of postage on delivery of Unpaid Letters. *payment of Postage.*

PART VI.

WAY LETTERS.

Letters termed "Way Letters"

85. Couriers are bound to receive Letters offered to them whilst on the road between one Post Office and another, provided that when a Letter is so offered, the distance from the nearest Office exceeds one mile—such Letters are termed Way Letters and are to be given by the Courier to the Postmaster at the first Office arrived at after their receipt. Way Letters are to be immediately stamped and rated by the Postmaster with the ordinary rate of Letter Postage—marking them also with the word "Way" in red ink, and if for the delivery of his own Office, he will bring the amount of this Way Postage to account in the place in the Quarterly Account Current appropriated for the purpose.

To be mailed.

86. If the Way Letters are for the delivery of another Office the Postmaster will mail them to their destination in the ordinary manner.

Paid Letters may be delivered by Courier.

87. Letters left at an Office to be delivered by the Courier to persons living on the Route between that and the next Office, may be forwarded, provided that they are pre-paid the usual rate of 3d. per $\frac{1}{2}$ oz.—such paid postage is to be brought to account with the other Way Letter Postage.

PART VII.

SOLDIERS' AND SEAMEN'S LETTERS.

88. Non-Commissioned Officers, Embodied Pensioners, Seamen and Soldiers, while they are employed in Her Majesty's Service, can send and receive Letters at the rate of 1d. each, under the following Regulations:—

Privileged persons.

1st. The Penny must be paid at the time the Letter is posted.

Regulations under which the privilege is enjoyed.

2nd. The name of the Soldier or Sailor, his class or description, and the name of the Ship, Regiment, Corps or Detachment, to which he belongs, must be specified in the direction of the Letter; and, in the case of Letters *sent* by Soldiers or Seamen, the Officer in command must sign his name and specify his rank and the name of the Ship or Regiment, Corps or Detachment, which he commands.

3rd. The Letter must *not exceed half an ounce in weight.*

4th. The Letter must refer solely to the *Private Affairs of the Soldier or Seaman.*

89. All the foregoing descriptions must be fully written in the address in the following form; the Initials of the name of any Ships or Regiments being insufficient.

Form of address.

SEAMAN.	SOLDIER.
From A. B., "Seaman of H. M. S. _____" (Here the direction of the Letter to be inserted.)	From A. B., Serjeant. " _____ Regt. _____" (Here the direction of the Letter to be inserted.)
C. D., Captain, (or other Commanding Officer.) H. M. S. _____"	C. D., Colonel, (or other Commanding Officer.) " _____ Regt. _____"
To A. B., " Seaman H. M. S. _____" (Here the direction to be finished.)	To A. B., Private (Serjeant or Corporal.) " _____ Regt. _____" (Here the direction to be finished.)

To or through a Foreign Country.

90. Letters for Soldiers or Seamen may be forwarded at the above Rate, to or through any Country requiring the payment of any *Foreign* or *transit* Postage, but *subject* to the *payment of such Foreign or transit* Rate as may be chargeable thereon.

Not chargeable on re-direction.

91. Soldiers' and Seamen's Letters are *not* liable to any *additional* Rate of Postage on re-direction.

They are sent via Halifax.

92. All Soldiers' and Seamen's Letters forwarded to or *via* England are sent by the Quebec, New Brunswick, and Halifax Route.

Class excluded from the privilege.

93. Letters sent to, or by, Commissioned or Warrant Officers, Midshipmen, or Masters' Mates, Engineers in the Navy, Captains' Clerks or Schoolmasters, or Commissioned or Warrant Officers in the Army, are not included in the Privilege attached to Letters of Soldiers and Seamen, but are chargeable with the *same Rates as Ordinary Letters*.

Letters to be strictly examined.

94. Postmasters are required to examine carefully every Letter purporting to be a Soldier's or Sea-

man's Letter, to see that the above Regulations have been complied with,—and when such a Letter, addressed to the United Kingdom, is posted in Canada without the pre-payment of the penny—the Letter is to be rated 4d. sterling, unpaid;—

If Penny is not Pre-paid.

In all other cases where the Regulations have not been observed, the Letter is to be rated with full Postage, writing in Red Ink on the face the reason for such charge.

If other Regulations are not complied with.



PART VIII.

POSTAGE RATES ON PRINTED PAPERS,
CIRCULARS, PRICES CURRENT, PAM-
PHLETS, PERIODICALS, BOOKS, &c.

*Postage on Printed
Circulars, Hand Bills,
&c.*

95. Upon each Printed Circular, Price Current or Hand Bill, and other printed matter of a like description when unconnected with any manuscript or written communication whatever, passing between any Post Office in Canada and any place in British North America, or the United States or the British West Indies, is to be charged a rate of one penny per ounce or fraction of an ounce.

*On Pamphlets, Maga-
zines, &c.*

96. Upon each Pamphlet, Periodical, Magazine or Book bound or unbound passing as above, is to be charged a rate of one half-penny per ounce.

*Payment when optio-
nal*

97. Pre-payment of these rates will be optional, except when the printed matter is addressed to the United States or British West Indies, and in such cases the charge must invariably be pre-paid—and on all printed matter received by Mail from the United States and British West Indies, the above Canada rates will always remain to be collected on delivery in this Province.

*to be collected on those
received from other
places.*

*Printed Papers to E-
ditors pass free.*

98. Printed Documents addressed to the Publishers of Newspapers in Canada are to pass free through the Post if inclosed in covers open at the ends, and unaccompanied by any written communication.

*Regulations under
which to be forwarded.*

99. Circulars and other Printed Papers must be sent Unsealed, and Pamphlets, Periodicals, Magazines, Books, &c., must be put up in Covers open at the ends or sides to pass at the above rates, and if these

Regulations are not strictly complied with, or if any such Printed Paper, Pamphlet, Periodical, Magazine or Book be found to contain any writing other than the Address, the said Printed Paper, Pamphlet, Book, &c., is to be rated with full Letter Postage.

100. No Book, Packet of Periodicals, Magazines, &c., can be forwarded through the Post if exceeding the weight of forty-eight ounces.

Limit of weight.

101. Printed Prices Current, and Commercial Lists may be sent to the United Kingdom at a charge of one penny each, provided that the Regulations in force in England with regard to them are strictly observed, namely—such papers are to contain merely the names and prices of articles, (if the names of parties dealing in such articles are given, the Prices Current, &c., will be liable to full Letter Postage)—each copy must be made up in the same form as a Newspaper, with the covers open at the end—the word “Price Current” must be written or printed immediately above the Address, and any writing, or mark of reference, or initial on such papers, or their covers, beyond the address and the designation Price Current, will subject them to full rates of Letter Postage.

*Prices Current for U.
Kingdom.*

102. Prices Current or Commercial Lists may be sent *through the United Kingdom* to any other British Colony beyond sea, or to any Foreign Country at a rate of 2½d. each, observing strictly the above conditions.

*For other places
through U. Kingdom.*

PART IX.

BOOK POST WITH ENGLAND.

Rates on Books to or from U. Kingdom.

103. Printed Books, Magazines, Reviews, or Pamphlets, whether British, Colonial, or Foreign, may be sent through the Post, between Canada and the United Kingdom, at the following rates of Postage:—

	Sterling.	Currency.
For a single volume, <i>i. e.</i> , Book, Magazine, Review, or Pamphlet, not exceeding half lb. in weight,	6d.	Equal to 7½d.
For a single volume, &c., exceeding half lb., and not exceeding one lb.	1s.	“ 1s. 3d.
For a single volume, &c., exceeding one lb., and not exceeding two lbs.	2s.	“ 2s. 6d.
For a single volume, &c., exceeding two lbs., and not exceeding three lbs.	3s.	“ 3s. 9d.
And so on, increasing 1s. Sterling, equal to 1s. 3d. Currency, for every additional lb., or fraction of a lb.		

Caution as to mode of rating.

Observe that the rate is *one shilling per lb.* weight—not 6d. per ½lb.—and that when a book weighs over *one pound*, it is to be rated one shilling the pound.

Rate must be prepaid and in money.

104. The above charge must always be pre-paid on Printed Books, &c., &c., sent to the United Kingdom under this Regulation at the time of posting in Canada; and the pre-payment must be made in money, and cannot be taken in Canada Postage Stamps.

How to be rated.

105. Postmasters, as with Pre-paid Letters for England, must rate the Books, &c., posted under this Regulation, in *red ink*, with both the sterling rate and its equivalent, in currency, charging themselves

in their ordinary Letter Bills and Accounts, with the currency amounts—thus, a Book, &c., weighing $3\frac{1}{2}$ pounds, will be rated—

“Paid 4s. sterling—equal to 5s. currency.”

106. The following conditions must be strictly observed:—

Conditions to be observed.

The Books, &c., must be sent in covers, open at the sides.

There must be no word or communication printed on the Book, Pamphlet, Magazine, &c., after its publication, or upon the cover thereof, nor any writing or marks upon it, or upon the cover of it, except the name and address of the person to whom sent.

There shall be no paper or thing enclosed in or with such Book, Pamphlet, &c.

107. Postmasters will forward Packets of Books, &c., intended for the United Kingdom upon the Quebec Post Office, where the Book Post Mail is made up.

Books to be forwarded to Quebec.

PART X.

VOTES AND PROCEEDINGS OF
PARLIAMENT.

Printed Votes, &c.,

108. Votes and Proceedings of the Imperial Parliament, or of any Colonial Legislature in British North America, or the British West Indies are liable to a charge as follows—

Rates of Postage,

	If not exceeding 4 oz. in weight,	1d. cy.
	Ditto 8 oz.	“ 2d. “
	Ditto 12 oz.	“ 3d. “
	Ditto 16 oz.	“ 4d. “

and so on, adding one penny currency for every additional four ounces.

*to places in B. N. A.
and to U. Kingdom,*

109. Such Votes and Proceedings, whether Paid or Unpaid, pass at these rates between any places in British North America, and to or from the United Kingdom and British West Indies by Packet.

to U. States.

110. Such Votes and Proceedings may be posted in Canada to be forwarded to the United States on Pre-payment of the rate of one penny per 4 oz.

PART XI.

RATES ON NEWSPAPERS.

111. A Newspaper is defined to be any printed Publication, issued in numbers, and published at stated intervals of not more than a month, conveying intelligence of passing events.

Definition of a Newspaper.

112. The Postage rate on a Newspaper conveyed through the Post in Canada is, with the following exceptions, One half-penny.

Rate on Newspapers in Canada,

First.—One copy of each Newspaper published in Canada may be sent free of Postage to any Publisher of another Newspaper in the Province.

Exceptions,

Second.—Newspapers printed by Publishers in the Province, and addressed to Subscribers in the United States, pass free of Postage to the Province Line.

Third.—Newspapers between Canada and New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland are free from charge.

Fourth.—Newspapers posted for transmission to the United Kingdom are not liable to any charge or rate at the time of Posting—such, however, as are sent in the Weekly closed Mails through the United States will be liable to a charge of 1d. each on delivery in the United Kingdom, and must be rated 1d. unpaid accordingly.

Exceptions continued.

* This rate cannot be pre-paid in U. Kingdom.

Fifth.—Newspapers received from the United Kingdom, if brought by the semi-Monthly Mails, via Halifax and Quebec, will be delivered free of any charge—but if received in this Province by the Weekly closed Mails, via the United States, will be liable to a rate of 1d. each on delivery in Canada.*

Sixth.—Newspaper Publishers may send and receive their Exchange Newspapers to and from the United States, free of charge.

Seventh.—Newspapers for the

British West Indies,
Australia,
East Indies,
New Zealand,
Van Dieman's Land,
Gibraltar,
Malta,
Ionian Islands,

may be forwarded from Canada, via Quebec and Halifax, without charge.

Newspapers for Foreign Countries.

113. Newspapers for Foreign Countries and parts abroad are liable to the rates stated in the Tables appended to these Regulations.

An "Extra" or Supplement chargeable.

114. An extra Newspaper, or a Supplement to a Newspaper, is to be deemed a distinct Newspaper, and charged accordingly.

Regulations as to Newspapers.

115. A Newspaper, when posted, must be so enveloped or folded that it can be distinctly seen to

be such, and also that it contains no writing, marks, or signs to serve the purpose of written communications; and, if these conditions are not complied with, the Paper is to be charged as a Letter with Letter Postage by weight, and the reason for the charge stated on the cover of the Paper, which should then be fastened to the Paper with the Office Seal.

116. In Towns where Newspapers are published, the Printers and Publishers should be required to send them for transmission put up in a manner to admit of their being readily counted, and, if necessary, withdrawn from the covers for examination.

How to be put up by Publishers.

117. When the numbers of a Newspaper published in Canada, or in either of the other British North American Provinces, or in the United States, and issued *daily*, have remained in a Post Office in this Province uncalled for during two weeks—of a Newspaper issued semi- or tri-weekly during three weeks—of a Newspaper issued weekly during one Month—and of a Monthly Periodical during two Months—or when such Newspapers or Periodicals shall have been refused to be taken by the party to whom the same shall be addressed, the Postmaster will forthwith address to the respective Publishers one of the Editors' Notices, furnished by the Department for the purpose—such Notices, are to be sent and delivered by Postmasters free of charge. If the Newspaper or Periodical continues to arrive after this Notice has been sent, Postmasters should address the Editor a second time, calling his attention to the first Notice given.

Notice to be given when undelivered.

118. Undelivered Newspapers, &c., are to be returned in the same manner as Undelivered Letters

Undelivered Newspapers to be returned.

to the Post Office Department, and any Postage upon them charged against the Postmaster is to be taken credit for by him, in the same manner as with Dead Letter Postage.

Rates when re-posted. 119. Newspapers Re-posted in this Province, whether British, Provincial or United States will be liable to the ordinary rates on transmission.

PART XII.

MONEY LETTERS.

120. The addresses of all Letters containing Money or marked as containing Money, are to be carefully entered in the Letter Bill which accompanies the Mail in which they are sent, and also in the Book or Register of Mails Sent in the proper column.

Addresses of Money Letters

121. When a letter is posted which is stated by the party posting the same to contain Money, or which is noted in the address as a Money Letter, it is the duty of the Postmaster to mark the Letter conspicuously on the face with the words "Money Letter" in red ink either with a Stamp, if provided with one, or in the absence of a Stamp with a pen and ink.

To be marked "Money Letter,"

122. Postmasters receiving Money Letters for delivery must be careful to deliver them only to the individuals to whom the Letters are directed or to their order—and a Receipt is to be taken for the delivering of each Money Letter, which should be carefully preserved by the Postmaster—printed Forms are supplied for this purpose by the Department.

Receipts to be taken on delivery,

123. Postmasters who receive Money Letters in their Mails, either to be delivered or forwarded on to another Office, will carefully enter the addresses in the Book of Mails Received.

Addresses of those received by Mail,

124. When a Money Letter is sent as forward, although the postage if unpaid will not be included in the Letter Bill, the address must nevertheless be entered thereon, and a record kept of the address and of the amount of postage rated upon it, and also of the forward Town to which it is sent and of the date of despatch.

When forwarded,

Neglect of these Regulations.

125. Any neglect of the Regulations which shall involve the loss of a Money Letter will render the party in default liable to be called on to make good the amount of the loss.

Missing Money Letter to be immediately reported,

126. Any complaint of the loss or supposed mis-carriage of a Money Letter must be immediately reported to the Postmaster General with all the particulars of the case, such as the name of the writer of the Missing Letter, whether posted by him or by another person, the Office in which the letter was mailed and the date of posting, the amount and description of the contents, the postage paid, if any, the address of the letter, and the reason for supposing it to be lost.

with particulars.

Omitted addresses to be entered.

127. Should a Postmaster receive a Money Letter, the address of which has not been entered on the Letter Bill by the Postmaster despatching the same, he will carefully enter the address himself on the Bill and report the circumstance to the Head of the Department.



PART XIII.

MISSENT AND RE-DIRECTED LETTERS.

128. When Letters, Newspapers, &c., intended for another place are missent to a Post Office, the Postmaster will write the words "Missent to." in red ink on the front of each, and affix his Office Stamp immediately after, and such Letters, Newspapers, &c., must then be forwarded on to their destination by the first post. *Missent Letters, &c.,*

129. No additional rate for re-mailing is to be charged on Missent Letters or Newspapers. *Not to be re-charged.*

130. A Postmaster will re-direct and forward a Letter addressed to and lying in his Office, to any other Office at the request of the writer thereof or of the person addressed and without any additional charge for re-direction to any place in Canada or British North America; but Letters re-directed from an Office in Canada to Great Britain or Ireland, or to the United States, will be liable to additional charge on re-direction of the ordinary Postage rate to the place of destination. *No charge for Re-direction,*
Except to places out of the Province.

131. Orders or requests to forward or re-direct Letters as above should be in writing and must be filed by Postmasters—but Postmasters may re-direct Letters to the *known* places of residence of the persons addressed, after allowing a short time to elapse. *Requests to re-direct should be written.*

132. If such Missent and Re-directed Letters are for the delivery of a corresponding office, the total postage to be collected thereon is to be charged in the unpaid column of the Letter Bill, and the Postmaster will take credit in the column entitled "*amount of* *If for Corresponding Office.*"

claim for such missent and re-directed postage, &c.," for such of the postage as may have been charged against him.

If beyond Corresponding Office.

133. If the said Letters are for places beyond the delivery of any corresponding Office, they are to be sent as "*forward,*" and the Postmaster will enter upon the Letter Bill only the amount of his claim for the Unpaid Postage originally charged against him in the column of claims for Missent and Re-directed Postages.

Re-directed Letters for Officers.

134. When Letters addressed to a Commissioned Officer of the Army or Navy arrive at an Office in Canada after the removal of the Officer to some other place, such letters are to be re-directed to the said place without additional charge for re-direction, whether the re-direction is to another place in Canada or British North America, to any other British Colony or to the United Kingdom.

PART XIV.

UNDELIVERED AND DEAD LETTERS AND NEWSPAPERS.

135. On the first day of each Month, every Postmaster will make out a List of all Undelivered Letters remaining in his Office, and post it upon the Office door, or some other conspicuous place, for the information of the Public—the Letters themselves, however, are not to be exposed.

List of Undelivered Letters

136. If a Newspaper is published in the immediate vicinity of a Post Office, the Postmaster may publish therein his Monthly List of Unclaimed Letters, provided that the Publisher will agree to insert the same in three separate issues or publications of his Newspaper for a price not exceeding three farthings for each Unclaimed Letter—a Letter is not, however, to be advertised in more than one Monthly List during the period it remains in an Office; and each Monthly List will, therefore, consist of such Letters only as have reached the Office since the Advertisement of the preceding Month.

To be advertised Monthly.

137. Post Offices in Canada are divided into three Classes, as respects the frequency of their Dead Letter transmissions to the Department, as follows:—

Dead Letters are sent in,

CLASS I. Postmasters in the Cities and large Towns are required to transmit their Dead Letters to the Post Office Department, with a Form No. 4, or Dead Letter and Overcharge Bill, twice-a-Month, viz., on the 5th and 20th of each Month.

Twice in each Month,

Once a Month,

and

Once a Quarter.

CLASS II. Postmasters at certain other Offices will make their Dead Letter Returns Monthly, on the 5th of each Month.

CLASS III. Postmasters at all Offices where but a limited amount of business is transacted are required to make the Dead Letter Return, with a Form No. 4, Quarterly, only on the 20th of the last Month of each Quarter, that is—on the 20th March, 20th June, 20th September, and 20th December in each year.

Form No. 4 to be sent at dates prescribed.

138. The Form No. 4, or Dead Letter and Overcharge Bill, is to be transmitted by a Postmaster at the dates prescribed for his Class of Office, whether he has Dead Letters or overcharge claims to send or not—should he have no Dead Letters to send, nor claims to make, he will state the fact on the Form No. 4, sign, date, and transmit it. Such Postmasters as are required to transmit their Dead Letters more frequently than once a Quarter will receive a specific notification from the Department to that effect.

Refused Letters, &c.

139. Letters and Papers refused by the persons addressed, or addressed to persons Deceased, are to be sent in to the Department with the first Dead Letter Returns made.

Letters, &c., after remaining 3 Months.

140. Letters and Papers which have remained three Months in an Office, without being called for, are to be sent in with the first Return made up after the expiration of that period, counting from the date of the Receipt of the Letter or Newspaper at the Office.

141. Before sending Undelivered Letters and Papers to the Post Office Department, the Postmaster is to write on the face of each, with red ink, the reason for non-delivery—either *Refused*, *Deceased*, or *Advertised and not called for*, as the case may be—he is then to stamp them with his Office Stamp, and enter the total number of both the Dead Letters and Newspapers sent, and also the amount of Unpaid Postage thereon for which he claims credit, in the Form No. 4, or Dead Letter Bill.

Reason for Letters, &c., not being delivered.

142. The Form No. 4 is also intended to include any claim a Postmaster may have to make for Overcharges, as explained in the Overcharge Section of these Instructions.

Form No. 4 includes Overcharges.

143. A copy should be kept of each Form No. 4 despatched, to enable the Postmaster to include the amounts when making up his Quarterly Accounts with the Department.

Copy to be kept.

144. Refused Letters are not to be advertised in a Newspaper, nor those which the Postmaster expects will be immediately taken from the Office, nor are Box or Drop Letters to be so advertised.

Refused and Box Letters not to be Advertised.



PART XV.

ABATING AND REFUNDING OVER-CHARGED POSTAGE.

Returning Postage.

145. When application is made for the return of Postage on a Letter, stated to have been charged as weighing more than the just weight, the Postmaster may, after satisfying himself that the demand is just, refund to the Applicant the amount overcharged upon the Letter, he will obtain the cover of the Letter, if it can be spared, mark upon it the actual weight of the Letter, and the amount refunded, and procure on it the signature of the person to whom the Letter is addressed in receipt for the said amount—if the cover cannot be spared, the Postmaster will correct the charge in red ink, and obtain the signature of the person to whom the Postage has been refunded upon the regular printed Overcharge Receipt.

Amount to be entered in Form No. 4.

146. The amount of the sums thus refunded the Postmaster will enter in the first Form No. 4, or Dead Letter and Overcharge Bill, transmitted to the Post Office Department, and the covers or receipts must be sent therewith, as Vouchers to support the claim.

Postage on Letters to Postmasters on official business.

147. Postmasters may claim as overcharged the Postage which may have been paid by them on Letters addressed to them on official business, sending in the covers of such Letters with the Form No. 4 on which credit is claimed for the amount.

On Papers, &c., addressed to Publishers.

148. Postmasters are authorised to remit the Postage incorrectly charged on Editors' Notices, Printed Documents addressed to Publishers or Edi-

tors, Editors' Exchange Papers, &c., which should legally pass without Postage charge; and, in claiming credit for the amounts so remitted, the covers of the charged Papers or Packets, with the receipt of the Publisher or Editor for the amount remitted, must accompany the Form No. 4, in which the credit is claimed.

149. A Postmaster is only permitted to refund or abate Postage where error has manifestly been committed in calculating the weight of a Letter or Packet, or in the cases above mentioned, all other claims for return or abatement of Postage are to be specially referred to the Postmaster General for his decision, with the Letter or Packet on which the return of Postage is claimed.

*In cases of doubt,
Claims to be referred
to Postmaster General.*

PART XVI.

EMOLUMENTS OF POSTMASTERS.

Postmasters paid by Commission

150. Except at the five Cities of Quebec, Montreal, Kingston, Toronto, and Hamilton, Postmasters are paid by a Commission charge on the net amount arising at their Offices, as follows:—

Of 25 per cent., under £50,

Upon any sum not exceeding £50 collected at an Office in a Quarter, the Postmaster will be entitled to charge 25 per cent., or one fourth of the amount.

Of 20 per cent., over £50 collected,

At Offices collecting more than £50 net in a Quarter, the Postmaster will receive a Commission of 20 per cent. on the amount collected over and above £50.

And of 33½ per cent., where Mails pass by night.

151. At Offices where the Mails arrive or are despatched between the hours of 9 P. M. and 5 A. M., the Postmasters will be allowed to charge 33½ per cent., or one-third, as their Commission, instead of 25 per cent., on the first £50 collected in a Quarter, or upon any smaller sum.

Commission on Postage paid by Stamps.

152. Postmasters will be allowed to charge Commission on the Letters sent from their Offices Prepaid by Stamps.

Forward Offices receiving Extra Compensation.

153. Forward Offices, where the duties of Forwarding and Re-mailing Letters for other Offices, and similar extra duties are performed to an extent, meriting, in the judgment of the Postmaster General, extra compensation, in addition to the above Commission, are divided into eight classes, and receive compensation accordingly, as follows:—

	If the Forward Duty is performed by day.	If by night.
Class No. 1, in addition to the ordinary Commission	£ 4 per Annum.	£ 6 per Annum.
Class No. 2, in addition to the ordinary Commission	£ 8 " "	£12 " "
Class No. 3, in addition to the ordinary Commission	£12 " "	£18 " "
Class No. 4, in addition to the ordinary Commission	£15 " "	£22 " "
Class No. 5, in addition to the ordinary Commission	£18 " "	£27 " "
Class No. 6, in addition to the ordinary Commission	£24 " "	£36 " "
Class No. 7, in addition to the ordinary Commission	£32 " "	£50 " "
Class No. 8, in addition to the ordinary Commission	£40 " "	£60 " "

Classes.

No such extra compensation will be given unless the extra duties are of a commensurate extent.

154. A Postmaster performing Forward Duty for a short route served but once a week, or for a single Office served but twice a week, will not be considered as entitled to put forward a claim for compensation for extra duty of so light a nature. And in all cases, Postmasters are not to charge in their accounts any extra allowance or compensation, nor to advance upon allowances already granted without the special authority of the Postmaster General.

Exceptions.

Extra allowances require special authority.

155. A moderate allowance is granted to Postmasters for the necessary provision of wrapping paper, scaling wax, twine, ink, &c, for the use of their Offices, in proportion to the extent of business transacted and the consequent consumption of such articles; the amount of this allowance will be from time to time regulated and fixed for each Office by the Postmaster General, and is not to be exceeded by the Postmaster without special authority first obtained.

Stationery allowance.

PART XVII.

QUARTERLY ACCOUNTS AND OTHER PERIODICAL RETURNS.

Accounts and Returns.

156. The following are the Accounts and Returns to be transmitted by Postmasters to the Post Office Department at the dates specified :—

Monthly Sheet.

1st. The Monthly Sheet or Account of Mails Sent and Received being a copy or transcript of the Books of Mails Sent and Received, and dating from the 6th of one Month to the 5th of the next Month, both dates inclusive, are to be transmitted, enclosed in a proper cover, with the Letter Bills in which the amount of Postage stated to have been sent differs from the amount received, within Six days after the 5th of each Month.

Form No. 4.

2nd. The Form No. 4, or Dead Letter and Overcharge Bill, at the dates mentioned in the Dead Letter Instructions.

Quarterly Accounts.

3d. The General Quarterly Account, accompanied by the Quarterly Dead Letter and Overcharge Return, by a Way Letter Account, if Way Letters have been received during the Quarter, and by Receipts for such payments as Postmasters may have been authorised to make to Couriers, for the conveyance of the Mail, or for other Official Disbursements. The Quarterly Account is to be made up to the 5th January, 5th April, 5th July, and 5th October in each year, and is to be transmitted to the Postmaster General, with the balance which may appear to be due to the Department thereon, within 25 days after the above Quarterly periods.

157. The Monthly Sheet or Account contains a set of Unpaid, Paid in Money, and Missent and Re-directed Columns for each of the Offices with which a Postmaster corresponds or exchanges Letter Bills, the names of which are to be filled in alphabetically at the heads of the Columns, in the spaces provided for the purpose, and there is a line or space for an entry on each day of the Month, so that, when filled up, the Sheet will offer on the Received Side a copy of all the Letter Bills or Mails the Postmaster has received from his Corresponding Offices during the Month, and, on the Sent Side, a copy of all the Letter Bills sent by him to the same.

*Explanation of
Monthly Sheet.*

158. When making out the Monthly Sheet, the Postmaster will copy the entries for the Month in the Book of Mails Sent upon the Sent Side of the Monthly Sheet, which he will find to be printed in red, and the entries of the Mails Received Book on the Received Side, printed in black, taking care to place the entries on both sides of the Sheet against the proper dates, and under the Column appropriated to the Corresponding Office to which the Mail has been sent, or from which the Mail has been received—in transferring the entries of the Mails Received to the Monthly Sheet, the dates of the despatch of the Mails as marked by the sending Postmasters on the Letter Bills should be taken, not the dates at which the Mails have been received at the Office.

How to be filled up,

159. After completing the transfer of the entries for the Month, the Postmaster will add up each Column of the Mails Sent side, and carry the totals of the Columns of “Paid in Money” and of “Missent and Re-directed,” and also the totals of Prepaid by Stamps to the proper places in the margin of the

and otherwise prepared.

Sheet, he will then add up the Columns on the Received Side of the Sheet, and carry to the margins the totals of the Columns of "*Unpaid*," and then bring over from the Sent Side the aggregate totals of the Sent Paid in Money Columns, and add together the total of the Unpaid Received and Sent Paid in Money.

Totals carried to Received Side.

160. The Postmaster will then bring forward from the Sent Side to the proper place in the margin of the Received Side the totals of the Sent, Missent and Re-directed, and the totals also of the Received Paid by Stamps, and of the Sent Paid by Stamps are to be entered on the margin of the Received Side.

Amount of Postage paid by Stamps.

161. The Monthly Sheet does not provide Columns for the daily entries of the amounts Sent and Received Prepaid by Stamps, but the Postmaster will fill up from his Mail Books the total amounts so Sent and Received during the Month to and from each Corresponding Office in the spaces provided in the Sheet for those totals. Entries of the total amount of each Month's *Unpaid Received, Paid Sent in Money*, of the *Sent, Missent and Re-directed*, and of the *Sent Pre-paid by Stamps*, as shown by the Monthly Sheets, should be kept in the Book of Mails Sent from which to make up the General Quarterly Accounts when the proper time arrives.

Totals in M. Sheet should be entered in Mail Book.

M. Sheet forwarded in proper cover.

162. The Monthly Sheet should then be enclosed in the proper printed cover, and forwarded to the Post Office Department.

Corresponding Offices arranged alphabetically.

163. Postmasters corresponding with Offices situated on different Mail Routes will find those Offices arranged in alphabetical sets or branches—each Route or set of Corresponding Offices having a se-

parate Monthly Sheet appropriated to it—when such is the case, the Postmaster will carefully preserve this arrangement in making out his Monthly Sheets, and will carry the totals of the other Sheets to the margin of the Received Side of the principal Sheet, so as to form an aggregate of each item as above,—of Unpaid Received, Paid Sent in Money, &c., and enter these aggregates in the Book of Mails Sent, for the purpose of afterwards transferring them to the Quarterly Accounts.

Separate Sheet for each Route.

164. Under this system of Account, the Unpaid Sent Columns of one Postmaster will be a check upon the Unpaid Received Columns of his corresponding Postmasters, and, in like manner, the Paid Received Columns of one Postmaster upon the Paid Sent Columns of his Corresponding Postmasters—and, as the Monthly Sheets will be strictly compared with each other when they reach the Post Office Department, the greatest care must be exercised by Postmasters in making their entries in the Letter Bills, Mail Books, and Monthly Sheets.

Explanation of System of Monthly Sheets.

165. The General Quarterly Account is to be made out on the printed Form of Account Current furnished for the purpose, and signed by the Postmaster:—should an Assistant sign it, the reason for his doing so must be stated.

Account Current,

166. When making out the Account Current, the Postmaster will first fill up the name of his Office, and the Quarterly Period, in the blank space of the Heading left for this purpose, he will then charge himself on the left hand, or Debtor Side of the Account, with the amount of Unpaid Postage on Letters remaining on hand, and taken credit for as such in the previous Quarter's Accounts, he will then enter opposite the proper items on the same side the amounts of Received Unpaid Postage, and Sent

How to be filled up.

Paid in Money during the Quarter, taken from the Monthly Sheets, and also the amounts of Way Letter and Box Letter Postage, if any sums under these heads have been collected in the Quarter, and also the amount of surcharges—that is to say, errors against the Postmaster, discovered on the cross-examination of the Monthly Sheets—the Postmaster will then take credit on the other side of the Account Current for the amount of Postage Unpaid on Letters remaining on hand at the date or Quarter day to which the account is made up, he will then enter to his credit the amount of his claims in the Forms No. 4, or Dead Letter and Overcharge Bills, sent in during the Quarter for Unpaid Postage and Dead Letters, and for Overcharged Postage, refunded or allowed.

To take credit for Missent Claims.

167. The Postmaster will then take credit for the Monthly totals of his claims for Missent and Re-directed Postage, as entered upon the Sent Side of his Monthly Sheets.

Commission, how calculated.

168. Having completed these entries, the Postmaster will proceed to calculate his Commission, and, for this purpose, must add together the Debit items of "*Letters remaining on hand last Quarter,*" of Postage on "*Letters Sent Paid in Money,*" and "*Unpaid Received,*" of Established Surcharges, of Postage on Way and Box Letters, and the amount of Letters Sent Prepaid by Stamps during the Quarter—and from the total is to deduct the items on the Credit Side of the Account Current, of Postage of "*Letters Remaining in Office this Quarter,*" of "*Missent and Re-directed Postage,*" and of "*Dead Letters and Overcharges,*" and the difference or remainder will be the net amount of collection during the Quarter on which the Postmaster is en-

titled to charge his Commission, at the rate authorised by the Regulations under this head.

169. The Postmaster will then enter any amount he may have been authorised to claim for the performance of extra duties, or for the incidental expenditure of his Office in the purchase of Stationery, &c.

Claims for allowances

170. Any claims for payment of Couriers' Wages or other disbursements on account of the Department, such as for advertising Dead Letters, &c., are next to be entered, supported by proper receipts from the parties to whom such payments have been made.

for Couriers' Wages; &c.

171. The Postmaster will then enter on the Credit or Debit side, as the case may be, any amount of errors discovered on the examination of his previous accounts of which he may have received notice from the Department.

Errors in previous Accounts.

172. The balance of the Account Current should then be struck, which shews how much the Postmaster is indebted to the Department; and, if the balance is against the Postmaster, he will transmit the amount with the accounts under the proper printed cover to the Postmaster General, accompanied by a Letter of Advice, stating the day on which the accounts are mailed, and the amount and description of the remittance.

Account Current to be balanced.

173. Where it can conveniently be done, Postmasters will pay their Quarterly Balances into some one of the Chartered Banks of this Province or their Agencies to the credit of the Postmaster General, and transmit with the Account Current the Bank

Quarterly Balances to be deposited to credit of Postmaster General.

Certificate or Receipt for the sum so deposited with the Bank. No charge should be made by the Bank or Bank Agency on such a transaction.

Remittances in Cash to Postmaster General

174. Should a Postmaster be unable from the position of his Office to lodge his Quarterly Balance in a Bank, he will remit the amount to the Postmaster General in cash, sending only notes from the Chartered Banks of this Province and current Provincial coin; and he must be careful so to put up his remittance that no part of it can escape from the packet, which he will mark as a Money Letter, and forward recorded in the usual way on the Letter Bill, to the Office on which he forwards Letters intended for the Post Office Department.

to be carefully registered.

If remittance remain unacknowledged by Department.

175. If a Letter from the Department, acknowledging the receipt of the Quarterly Accounts and Balance transmitted by a Postmaster or of any other Remittance on account of Post Office Revenue, is not received by him within a reasonable time after the despatch of the packet containing it, the Postmaster will apprise the Postmaster General of the circumstance by Letter, stating the amount and description of the unacknowledged remittance, the day on which it was mailed and the Office on which it was forwarded, with a copy of the Letter Bill which accompanied it.

Accounts and Balances to be addressed to Postmaster General.

176. Postmasters must be careful to address their Quarterly Accounts and Balances, and all Remittances, to the "*Postmaster General*," or in the printed covers so addressed, furnished by the Department, and not to the Accountant or Accountant's Office, which is the address given to the Monthly Sheet and Dead Letter covers, and intended to be strictly confined to those branches of the business.

PART XVIII.

CONVEYANCE OF THE MAILS, COURIERS MAIL BAGS, LOCKS, KEYS, &c.

177. It is expected that a Postmaster will keep a vigilant eye upon the manner in which the Mails are carried to and from his Office—he will observe whether due provision is made for the protection of the Mail Bags from the weather, and for their safety whilst on the road.

Supervision of Mail service by Postmaster.

178. On a Route where a Time Bill is in use, each Postmaster on the Route is required to sign the Bill, and make the proper entries as to the hour of the arrival and despatch of the Mail as it passes his Office, and the Postmaster at the end of the Route will, on the arrival of the Mail, carefully check the number of Mail Bags in charge of the Courier, as noted in the Time Bill by the Postmaster despatching the Bags.

Time Bill.

179. Any delay in the arrival of the Mail, or irregularity in the performance of the Mail Service, should be noted on the Time Bill, stating the cause from which it has arisen, and if the Contractor or his Servants are in fault, the circumstance should be immediately reported to the Post Office Inspector of the District in which the Office is situated.

Delays, &c., to be noted on Time Bill.

180. Should the Mail be stopped at an Office in consequence of the neglect of the Contractor to provide means for its conveyance, or should the Courier in charge of the Mail arrive at an Office intoxicated, the Postmaster will immediately hire some trustworthy person to take the Mail forward, and report the circumstance to the Post Office Inspector.

Postmasters' duty in certain emergencies.

Should the Mail Bag arrive without a Lock, or with the Lock broken, the Postmaster, if he has no spare Lock to replace the one lost or damaged, should secure the Bag in the best manner in his power by tying and sealing it, reporting the circumstance to the Post Office Inspector.

Time allowed for change of Mails not to be exceeded.

181. A Postmaster is not to stop the despatch of a Mail, nor to detain the Mail Courier beyond the time allowed for stoppage at his Office, without special authority for that purpose—he should always have his packages made up, ready to put into the Bag before the arrival of the Courier, unless his Office is a Forward Office, at which Letters passing along the Route are Re-mailed, when a special allowance of time will be made for the performance of that duty.

Mail stopping over night.

182. When the Mail stops over night where there is a Post Office, the Mail Bags must be kept in the Office.

Contractor bound to forward entire Mail.

183. Mail Contractors are required in all cases to provide for the conveyance of the entire Mail, of whatever it may consist.

Bags to be carefully exchanged,

and locked and labelled.

184. The Postmaster is held responsible for the correct exchange of Mail Bags with the different Mail Couriers, and must take great care that the Locks or Seals and Labels of all Bags are carefully examined by him before they are delivered out of his Office to the Couriers, and also when received from them.

Mail Courier to take Oath of Office.

185. Every Courier should, before he is entrusted with a Mail, take and sign before a Magistrate the Oath prescribed for all persons employed in the Post Office Service, of which a Form is given at the end

of this Book—this Oath, or a Certificate from the Postmaster at the end of the Route—that the Courier has been duly sworn, he should shew to each Postmaster on first passing over his Route—and a Postmaster will report to the Post Office Inspector whenever the Mail is brought to his Office by a Courier whom he has reason to believe is unsworn.

186. It is the duty of a Courier to deliver the Mail Bag or Bags into a Post Office, and to take the Bag or Bags from the Post Office when ready to be despatched, and when carried in a Stage or other vehicle, the Mail Driver should never be permitted to throw the Mail Bag on the ground on arriving at the door of an Office.

Duty of Courier as regards Mail Bags.

187. Every Courier should carry a Post Horn and sound the same distinctly two or three times on approaching and leaving a Post Office.

Courier to carry Post Horn.

188. Couriers are strictly forbidden to carry Letters sealed or unsealed, printed or written, out of the Mails, except Way Letters to be delivered to the Postmaster at the next Office—or Letters received from a Postmaster for delivery between his Office and the next.

Courier not to carry any Letters,

except Way Letters.

189. Contractors and Mail Carriers are not permitted to carry Newspapers or other printed matter out of the Mails, unless authorised to do so by the Postmaster General.

Cannot carry any mailable matter.

190. The Mail Key should be kept with great care, it should never be carried out of the Office, but be secured there under lock and key, and only accessible to the Postmaster and his sworn Assistant—it will be deemed highly reprehensible in any Postmaster to lose the Mail Key.

Mail Key.

Broken Mail Keys.

191. When a Mail Key is lost or broken, the fact should be notified to the next Postmaster, who should be requested to take out the Packet addressed to the Office where the accident has occurred, and place in the Bag those sent from the Office, until a new key be obtained—on no account is the chain of the Bag to be cut or the lock forced when the Key has been lost or broken.

Mail Bags to be repaired.

192. Postmasters at the ends of Routes will see that the Mail Bags in use are kept in an efficient state of repair—Leathern Bags should be frequently oiled to preserve the Leather, and render it to a certain degree impervious to wet.

Requisition for new Mail Bags.

193. When new Mail Bags are required, application must be made to the Department, stating the size and description of Bag required, and the Route for which it is needed.



PART XIX.

GENERAL REGULATIONS.

194. All Letters, &c., to and from the Postmaster General, and all Official Communications to and from the Post Office Department, and the Post Office Inspectors, are to pass free of Postage charge. *Correspondence with P. O. Department.*

195. Postmasters should consider it incumbent on them to report to the Postmaster General any Occurrences of a Public Nature taking place in their neighbourhood—and should invariably send to him a copy of any Newspaper containing articles or observations upon the Department. *Occurrences of a Public nature,*

196. Postmasters will report to the Postmaster General upon all matters which should come to his knowledge, or in which his interference may be necessary, and should be careful in such communications to be as full and explicit as the nature of the case may require. In all cases of robbery, or supposed robbery, of the Mail, a full detail of the occurrence should also be at once sent to the Post Office Inspector. *and P. O. matters to be reported to Postmaster General.*

197. In all Letters and Communications to the Department, the Postmaster should before the date write the name of his Office (as known to the Department) and the County in which it is situated—he should also, when replying to communications from the Department, be careful to return any Papers or Enclosures which may have been sent for his perusal or observation. *Letters from Postmasters.*

198. In the event of the Death, Bankruptcy, or Insolvency of either of his Sureties, a Postmaster must give immediate notice thereof to the Postmaster *Enclosures from P. O. Department.*
Death or Bankruptcy of Postmaster's Sureties.

General, and forward to him the Christian and Surname, Residence and Occupation of a new Surety, with a certificate from a Magistrate, Mayor, or Town Reeve that the Surety proposed is responsible for the amount of the intended Bond.

Postmasters not to give Credit.

199. Postmasters are not authorised to give credit for Postage, and if they do so, it is at their own risk, and cannot be admitted as an excuse for failing to remit the balance of Postage due from an Office at the prescribed periods.

If Credit has been given.

200. If credit has been given by a Postmaster, he cannot detain a Letter or Paper addressed to the person credited which is Free, or Paid, or for which the Postage is tendered to him, because there may be an unsettled Account for Postage due by that person.

Postmasters not bound to give change.

201. A Postmaster is not legally bound to give change, but, if absolutely necessary, may require that the exact amount of Postage on any Letter or Packet be tendered or paid to him in current coin, or in Canada Postage Stamps. In a matter of this kind, however, as in all other intercourse with the Public, a Postmaster is expected to offer every accommodation in his power, and treat every individual having transactions with his Office with the utmost courtesy, and he will strictly enjoin a similar line of conduct upon his Assistants.

The Public to be treated with courtesy.

Exemptions enjoyed by Postmasters.

202. Postmasters and other Officers of the Department are exempt from serving on Juries, or Inquests, or in the Militia.

A mailed Letter the property of the person addressed.

203. A Letter once posted becomes the property of the person to whom it is addressed, and must be forwarded according to its direction—no application,

however urgent, will justify the Postmaster with whom it has been posted in giving it up to the writer or to any other person, on any pretence whatever.

204. A Letter addressed to a Firm may be delivered to any Member of the Firm—if addressed to several persons, it may be delivered to any one of them.

Letter addressed to a Firm.

205. If there be two or more persons of the same name, and a Letter addressed to their name be delivered to the wrong individual, the Postmaster will, if he is fully satisfied that there has been a mistake, instantly reseal the Letter, in the presence of the person who opened it, and request him to write upon it the words "*Opened by me through mistake*" and sign his name; the Postmaster will then refund the Postage paid, and replace the Letter in his Office.

Letter addressed to wrong party.

206. Letters posted at an Office without any direction, or addressed so imperfectly that they cannot be forwarded to their intended destination, and also Unpaid Letters addressed to Countries to which Letters cannot be sent without the Postage is Pre-paid, should be Post-marked, and sent under cover to the Postmaster General by the first Post.

Letters imperfectly or not directed.

207. Where Office Stamps are used having the dates in types and figures, great care must be taken to change the moveable date figure at the commencement of each day, and the Postmaster should every day make a clean impression of such Stamp in a Book kept for the purpose as soon as the date has been changed, that it may afford evidence of the correct discharge of this important duty.

Office Stamp.

To be cleaned.

208. The Office Stamps should occasionally be washed with soap and water to keep them clean, otherwise the impression will not be distinct—common writing ink must never be used as a stamping material, for it would corrode the Stamp—the best composition for the purpose is vermilion or lamp black, mixed with boiled oil—printers' ink may also be used—the stamping material when required for use should be rubbed on a pad or cushion made of pieces of cloth or flannel.

Stamping material.

Blank Forms are supplied half-yearly

209. A supply of Monthly Sheets, Accounts Current, and Official Covers for periodical Returns will be sent half yearly to every Postmaster by the Department, and when a Postmaster requires any other description of Blank Form, he will make his application accordingly to the Department—stating the number and description of Blanks he requires; the application should be sent separately, endorsed “*Requisition for Blanks*”, and not form part of any Letter or communication respecting a different matter, and should be made in due season before the stock on hand is exhausted.

and by special requisition to Department,

and to P. O. Inspector, Toronto.

Postmasters in Division of Western Post Office Inspector will address their requisitions to that Officer at Toronto.

Care to be taken of Newspapers.

210. Postmasters are strictly forbidden to take themselves or lend to others, for the purpose of reading, any Newspaper lying in their Offices for delivery; a Newspaper is to be kept whilst in an Office and delivered with the same care as a Letter, and it is a misdemeanor punishable by law to detain, delay, or misuse a Newspaper.

Letters for warm climates.

211. Postmasters should caution persons posting Letters for the East or West Indies, or other warm

climates, not to seal them with wax—as serious injury might be occasioned to such Letters from the melting of the sealing wax.

212. Whenever a whole Mail is Missent, the Postmaster to whose Office it is Missent will write in legible characters upon the cover of the packet or on the label should the Mail be contained in a bag, the words “*Missent to* _____,” inserting the name of his Office, and it will be his duty further to acquaint the Post Office Inspector of his District of the circumstance, stating the Office from which the Mail was sent, (which he can ascertain by examining the seal), and pointing out, if he can possibly do so, to whose neglect or mismanagement the missending of the said Mail is attributable.

Missent Mails.

213. Postmasters are enjoined not to give information to any other person than the party addressed with respect to Letters passing through their Offices, a Postmaster should consider his situation to be one of trust, and must not abuse the confidence placed in him by disclosing the addresses of Letters passing through his hands.

Confidential nature of a Postmastership.

214. Postmasters whose Assistants are appointed by the Governor General are authorised, in the event of the misbehaviour or insubordination of any Assistant to suspend him from his duties, and report the offender to the Postmaster General, who will communicate the Governor General’s pleasure thereon.

Authority held by certain Postmasters over their Clerks.

215. Under the postal arrangement with the United States, the following are the Exchange Offices, viz :

Exchange Offices with U. States.

<i>In the United States, at</i>	<i>In Canada, at</i>
Sault Ste. Mary,.....Mich.	Sault Ste. Mary,
Port Huron,..... do.	Port Sarnia,
Detroit, do.	Windsor,
Buffalo,.....N. Y.	{ Toronto, } By through bags.
	{ Hamilton, }
	{ Queenston, }
Black Rock,..... do.	Fort Erie,
Lewiston,..... do.	Queenston,
Youngstown,..... do.	Niagara,
Rochester, do.	Cobourg, by steamer in summer.
Cape Vincent,..... do.	Kingston,
Sacketts' Harbor,..... do.	{ Kingston, by steamer in summer.
Oswego, do.	{ Brockville,
Morristown,..... do.	{ Prescott,
Ogsdenburgh, do.	{ Dundee,
Fort Covington,..... do.	{ St. John's,
White Hall,..... do.	{ Clarenceville,
Plattsburgh do.	{ South Potton,
Rouse's Point,..... do.	{ Stanstead,
Burlington, Vt.	{ Phillipsburgh,
Alburgh Springs,..... do.	{ Toronto, } By through bags.
North Troy,..... do.	{ Kingston, }
Derby Line,..... do.	{ Montreal. }
Swanton,..... do.	
Albany,N. Y.	
New York,..... do.	
Boston,.....Mass.	

JAMES MORRIS,
Postmaster General.

POST OFFICE DEPARTMENT,
QUEBEC, April, 1852.

TABLES

OF

RATES OF POSTAGE

TO

FOREIGN COUNTRIES, PARTS ABROAD,

&c. &c. &c.

Table No. 1. . .	Rates for West Indies and Gulf of Mexico <i>viâ</i> Quebec and Halifax.
" No. 2. . .	Names of Places on the W. Coast of S. America served by way of Bermuda, Chagres, and Panama.
" No. 3. . .	Rates on Newspapers for B. Colonies passing through the United Kingdom.
" No. 4. . .	Names of Foreign Countries to which Newspapers may pass free <i>viâ</i> United Kingdom.
" No. 5. . .	Rates to France and Eastern Countries through France.
" No. 6. . .	Rates to certain Mediterranean Ports, India, China, &c., <i>viâ</i> France.
" No. 7. . .	Rates to Foreign Countries and British Colonies and Possessions not sent through France.
" No. 8. . .	Rates on Letters, &c., by ordinary Mails to New York for Mexico and West Indies.



TABLE No. 1.

RATES OF POSTAGE

On Letters and Newspapers for British Colonies and Foreign Places in the West Indies, the Gulf of Mexico, &c., *vid* Quebec and Halifax.

NAMES OF PLACES.	Single Rate of Postage for a Letter not exceeding half an oz.		RATE ON EACH NEWSPAPER.		
	Currency		Currency		
	s.	d.	s.	d.	
<i>British Colonies.</i>					
Antigua,					
Barbadoes,					
Belize, (Honduras)					
Berbice,					
Bermuda,					
Carriacou,					
Demerara,					
Dominica,					
Grenada,					
Jamaica,	0	7½			
Montserrat,					
Nassau, (Bahamas)					
Nevis,					
Newfoundland,					
St. Kitts,					
St. Lucia,					
St. Vincent,					
Tobago,					
Tortola,					
Trinidad,					
				Free.	
<i>Foreign Places.</i>					
Buenaventura, } <i>New</i>	0	7½	{ To be paid } { in advance }	0	0½
Carthagena, } <i>Granada.</i>					
Chagres,					
Fayal, (<i>Azores</i>)	1	4½	ditto	0	3
Guadaloupe,	0	7½	ditto		
Havana,	1	4½	ditto		
La Guayra, (<i>Venezuela</i>)	0	7½	ditto	0	0½
Martinique,				0	3
Panama, (<i>New Granada</i>)					
Puerto Cabello, (<i>Venezuela</i> ,	0	7½	ditto	0	0½
Puerto Rico,	1	4½	ditto	0	3
Santa Cruz,					
Santa Martha, (<i>New Granada</i>)	0	7½	ditto	0	0½
St. Domingo,					
St. Jago de Cuba,					
St. Juan de Nicaragua					
St. Thomas,	1	4½	ditto	0	3
Tampico,					
Vera Cruz,					
				To be paid in advance.	

TABLE No. 2.

NAMES of PLACES on the Western Coast of America, served by way of Bermuda, Chagres, and Panama.

Arequipa.	Payta.
Arica.	Pisco.
Cali.	Pinra.
Callao.	Popayan.
Casma.	Puno.
Chuquisaca.	Quito.
Cobija.	Santa.
Copiapo.	St. Jago de Chili.
Coquimbo.	Tacna.
Cuença.	Tarapaca.
Guyaquil.	Truxillo.
Huanchacho.	Valparaiso.
Huacho.	Y-quiue.
Huasco.	
Islay.	AND ALL OTHER PLACES IN THE
Lambayeque.	STATES OF
La Paz.	<i>Bolivia,</i>
La Serena.	<i>Chili,</i>
Lima.	<i>Ecuador, and</i>
Pasco.	<i>Peru.</i>

THE RATE OF POSTAGE

On Letters to all the above places is 1s. 4d. Sterling, or 1s. 6d. Currency, the half ounce; and these Rates must be paid in advance, in addition to the Inland Rate of 3d. Currency to Halifax, making a total of 1s. 9d. Currency.

On Newspapers 5d. Currency each to be paid in advance.

TABLE No. 3.

RATES of POSTAGE to be taken in Canada, on Newspapers for British Colonies, passing through the United Kingdom.

BRITISH COLONIES.	Routes of Dispatch from the United Kingdom.	Rates on each Newspaper.	
		Currency.	
Colonies in the W. Indies, (vide Table No. 1)	Packet,		Free.
Heligoland,			
Gibraltar,			
Malta,	Packet, <i>via</i> Southampton,		Free.
_____	French do <i>via</i> Marseilles,	3d.	
_____	British do <i>via</i> Marseilles,	4d.	
Ionian Islands,	Packet, <i>via</i> Southampton,		Free.
_____	<i>via</i> France and Trieste,	3d.	
_____	British Pkt., <i>via</i> Marseilles,	4d.	
Aden,	Packet, <i>via</i> Southampton,		Free.
East Indies,			
Ceylon,			
Hong Kong,			
_____	<i>via</i> Marseilles,	4d.	
New South Wales,	Sydney Packet,		Free.
Australia,			
Van Diemen's Land,			
New Zealand,			
_____	Packet,		Free.
_____	<i>via</i> Marseilles and India,	6½d.	
Cape of Good Hope,	Packet,		Free.
Mauritius,	Private Ship,	1d.	
_____	<i>via</i> Southampton and India,	2d.	
_____	<i>via</i> Marseilles and India,	6½d.	
St. Mary's, River Gambia,			
Sierra Leone,	By Packet,		Free.
Ascension,	Private Ship,	1d.	
St. Helena,			

NOTE.—On all Newspapers addressed to *British Colonies* intended to be forwarded from England by *Private Ships*, a rate of 1d. each must be paid in *Canada*, but when sent from *Canada* to England, and from thence by *Packet direct*, they are not liable to any Postage.

TABLE No. 4.

NAMES of FOREIGN COUNTRIES, &c., to which Newspapers may be Forwarded Free of Postage from Canada to the United Kingdom:

Alexandria, *viâ Marseilles*,
 Algeria,
 Austria, *Dominions of*,
 Baden,
 Belgrade, *City of*,
 Belgium,
 Beyrout, *viâ Marseilles*,
 Bremen, *Free City of*,
 Constantinople, *viâ Marseilles*,
 Cracow, *City of*,
 Cuxhaven,
 Dardanelles, *viâ Marseilles*,
 France,
 German States, *served by the Office of Tours and Taxis*,
 Greece, *viâ Marseilles*,
 Hamburg, *Free City of*,
 Holland, ———
 Lubeck, *Free City of*,
 Moldavia,
 Northern States of Europe, *forwarded through the Office of Tour & Taxis*,
 Oldenburgh,
 Prussia,
 Scutari in Asia, *City of*,
 Smyrna, *viâ Marseilles*,
 Switzerland,
 Turkey in Europe,
 Wallachia,
 Wurtemburgh.

* The Names of the Austrian Dominions, of the German States, and of the Northern States, will be found in Table No. 5.

TABLE No. 5.

RATES OF POSTAGE

On Letters from Canada to France and to the undermentioned Countries passing through France.

Letters addressed to those Countries or Towns underlined, may be forwarded *Unpaid*.

DESTINATION.	Limit in which LETTERS may be Paid.	Combined British, Foreign and Canadian Rates.						OBSERVATIONS.
		Weighting under $\frac{1}{4}$ ounce.	Weighting $\frac{1}{4}$ oz. and not exceeding $\frac{1}{2}$ oz.	Exceeding $\frac{1}{4}$ oz. and under $\frac{1}{2}$ oz.	Weighting $\frac{3}{4}$ oz. and not exceeding 1 oz.	Exceeding 1 oz. and under $1\frac{1}{4}$ oz.		
<u>France and Algeria</u> ,	Destination,	s. d.	s. d.	s. d.	s. d.	s. d.	This, and most of the following rates, is made up thus: Per $\frac{1}{4}$ oz. British, 1/8 Per $\frac{1}{4}$ oz. Foreign, 0/5 U. S. 0/2 Per $\frac{1}{4}$ oz. Canadian, 0/2 2/5 stig. or 2/8 $\frac{1}{2}$ cy.	
		Total Sterling, 2 5	2 10	5 3	5 8	10 1		
		" Cy. 2 8 $\frac{1}{2}$	3 2	5 10	6 4	11 3		
Spain,	Thro' France, {	Total Sterling, 2 5	2 10	5 3	5 8	10 1	{ Letters for Portugal and Gibraltar, intended to be sent via France, must be so directed: }	
		" Cy. 2 8 $\frac{1}{2}$	3 2	5 10	6 4	11 3		
Portugal,	Destination, {	Total Sterling, 2 8	3 4	6 0	6 8	11 4		
		" Cy. 3 0	3 8 $\frac{1}{2}$	6 8	7 5	12 7 $\frac{1}{2}$		
<u>Sardinia</u> ,	Destination, {	Total Sterling, 2 8	3 4	6 0	6 8	11 4		
		" Cy. 3 0	3 8 $\frac{1}{2}$	6 8	7 5	12 7 $\frac{1}{2}$		

<p><u>Luxemburg</u>, (Grand Duchy of)</p> <p><u>Baden</u>,</p> <p><u>Holland</u>,</p> <p><u>Prussia</u>,</p> <p><u>Bavaria</u>,</p> <p><u>Wurtemberg</u>,</p> <p><u>Switzerland</u>,</p> <p><u>German States</u>, (See Observations.)</p>	<p>Destination, {</p> <p>Total Sterling, 2 8</p> <p>" Cy. 3 0</p>	<p>3 0</p> <p>5 6</p> <p>6 1½</p> <p>6 8</p> <p>10 6</p> <p>11 8</p>	<p>German States, viz: Hohenzollern, Birkenfeld, Hesse Homberg, Lippe Detmold, Schwartzburg Rudolstadt, Reuss, Anhalt, Nassau Saxe Coburg Gotha, Saxe Meringen, Hildburg Hansen, Hesse (Electoral), Darmstadt, Saxe Weimar Eisenach, Frankfurt on the Maine, Hamburg, Bremen, and Lubeck.</p> <p>Letters for Luxemburg, Holland, Prussia and the German States intended to be sent via France, must be so directed:</p>
<p><u>Tuscany</u>,</p> <p><u>Parma and Modena</u>, Via Austria.</p> <p><u>Papal States</u>, By French Mediterranean Packet.</p> <p><u>Austrian Dominions</u>,</p> <p><u>Greece</u>, By French Packet, via Austria.</p> <p><u>Ionian Islands</u>, Via Austria.</p> <p><u>Northern States of Europe</u>, (See Observations.)</p>	<p>Destination, . . .</p> <p>Thro' Austria, . . .</p> <p>Civita Vecchia, . . .</p> <p>Destination, . . .</p> <p>Trieste,</p> <p>Trieste,</p> <p>Port of Disembarkation, . . .</p>	<p>6 9</p> <p>7 5</p> <p>3 10</p> <p>4 3</p> <p>7 8</p> <p>8 6½</p> <p>12 7</p> <p>14 0</p>	<p>The Austrian Dominions include the following Provinces:</p> <p>Upper and Lower Austria.—Bohemia.—Dalmatia.—Gallicia.—Hungary.—Illyria.—Lombardy and the Venetian Provinces.—Military Frontiers.—Moravia and Silesia.—Styria.—Transylvania.—Northern and Southern Tyrol.</p> <p>Letters for Greece may be forwarded unpaid by French Mediterranean Packet; but must be prepaid if sent via Austria.</p> <p>Letters for Ionian Islands and Northern States, intended to be sent via France, must be so directed.</p> <p>Northern States of Europe, viz: Hanover, Saxony, Mecklenburgh-Schwerin, Mecklenburgh Strelitz, Brunswick, Oldenburg, (except Birkenfeld) Servia, Poland, and Russia.</p>

TABLE No. 5.—(Continued.)

DESTINATION.	Limit to which LETTERS may be Paid.	Combined British, Foreign and Canadian Rates.						OBSERVATIONS.
		Weighting $\frac{1}{4}$ oz. and not exceeding $\frac{1}{2}$ oz.	Exceeding $\frac{1}{4}$ oz. and not exceeding $\frac{1}{2}$ oz.	Weighting $\frac{3}{4}$ oz. and not exceeding 1 oz.	Exceeding $\frac{3}{4}$ oz. and not exceeding 1 oz.	Weighting $\frac{3}{4}$ oz. and not exceeding 1 oz.	Exceeding 1 oz.	
Two Sicilies, By French Mediterranean Packet.	Calais,	2 0	4 0	4 0	4 0	8 0	Must be prepaid.	
		2 3	4 5 $\frac{1}{2}$	4 5 $\frac{1}{2}$	8 11			
Moldavia,	Destination,	3 5	8 3	9 8	14 9	Letters for these Countries, intended to be sent via France, must be so directed.		
Wallachia,		3 10	9 2	10 9	16 3			
Turkey, in Europe,								

It will be seen that Letters for Portugal, Gibraltar, Luxembourg, Holland, Prussia, the German States, Austria, the Ionian Islands, the Northern States of Europe, Moldavia, Wallachia and Turkey in Europe are not sent through France, unless directed to be forwarded by that Route, and with respect to such Countries, therefore, the foregoing Table of Rates only applies to Letters specially addressed "via France."

TABLE No. 6.

RATES OF POSTAGE on Letters from Canada to certain Mediterranean Ports, India, China, &c., passing through France.
 Letters addressed to these Countries or to any underlined may be forwarded unpaid.

DESTINATION.	Limit to which LETTERS may be Paid.	Combined British, Foreign and Canada Rates.				OBSERVATIONS.
		Weighting under 1 ounce.	Weighting Exceeding 1 oz. and not exceeding 1 1/4 oz.	Weighting 1 oz. and not exceeding 1 1/4 oz.	Weighting Exceeding 1 1/4 oz.	
		s. d.	s. d.	s. d.	s. d.	
By French Packets from Marseilles.						
<u>Beyroul</u>						
<u>Alexandria</u>						
<u>Smyrna</u>	Destination,	2 10	6 6	7 4	12 2	
<u>The Dardanelles</u>	Currency,	3 2	7 2 1/2	8 2	13 6 1/2	
<u>Constantinople</u>						
CROWN MAILS						
By British Packets from Marseilles.						
<u>Malta</u>	Destination,	2 5	5 3	5 8	10 1	
<u>Alexandria</u>	Currency,	2 8 1/2	5 10	6 4	11 3	

The rate 2s. 10d., is made up in this way:

British,	s. d.
Foreign,	1 8
United States Transit,	0 10
Canada,	0 2
	<hr/>
	2 10

TABLE No. 6.—(Continued.)

DESTINATION.	Limit to which LETTERS may be Paid.	Combined British, Foreign and Canada Rates.					OBSERVATIONS.
		Weighing under $\frac{1}{4}$ ounce.	Weighing $\frac{1}{4}$ oz. and not exceeding $\frac{1}{2}$ oz.	Exceeding $\frac{1}{4}$ oz. and under $\frac{1}{2}$ oz.	Weighing $\frac{3}{4}$ oz. and not exceeding 1 oz.	Exceeding 1 oz. and under $1\frac{1}{2}$ oz.	
<i>India</i>	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	
<i>Aden</i>							
<i>Ceylon</i>	Port of arrival,	3 0	3 5	6 5	6 10	12 5	
<i>Hong Kong</i>		3 4	3 10	7 2	7 7 $\frac{1}{2}$	13 10	
<i>China</i>							
<i>Ionian Islands</i>	Destination, ..	Sterling,.... 2 10 Currency.... 3 2	3 3 3 7 $\frac{1}{2}$	6 1 6 8	6 6 7 3	11 9 13 1	
<i>Places Eastward of Calcutta</i> } Sterling,.... } Currency,.... }	3 4 3 8 $\frac{1}{2}$	3 9 4 2	7 1 7 10 $\frac{1}{2}$	7 6 8 4	13 9 15 3 $\frac{1}{2}$	These rates apply to Java and Sumatra, and to { Australia, Van Dieman's Land, New Zealand, Bourbon, Cape of Good Hope, Madagascar, Mauritius. } If specially addressed "via India."

TABLE No. 7.

RATES of POSTAGE on Letters to Foreign Countries, and British Colonies and Possessions, passing through the United Kingdom, and not Forwarded through France.

DESTINATION.	RATE OF POSTAGE.	PORT OF DISPATCH IN ENGLAND.	OBSERVATIONS.
BELGIUM... { Weighing under ½ ounce..... { Weighing ½ oz. and not ex- { ceeding ½ ounce.....	Sterling.....	1 8	These rates must be prepaid.
	Currenty.....	1 10 ¹ / ₂	
	Sterling.....	1 10	
	Currenty.....	2 0 ¹ / ₂	
	Not exceeding ½ ounce.		
	Sterling.	Currenty.	
BREMEN.....	1 10	2 0 ¹ / ₂	
HAMBURGH & CUXHAVEN.....			
BRUNSWICK.....			
OLDENBURGH.....	1 11	2 1 ¹ / ₂	
HANOVER.....			
LUBECK.....			
DENMARK.....	2 0	2 3	London.
HELIGOLAND.....			
MECKLENBURGH SCHWERIN.....	1 8	1 10 ¹ / ₂	
HOLLAND.....	2 2	2 5	
NORWAY.....	2 6	2 10	
SWEDEN.....	2 5	2 8 ¹ / ₂	
RUSSIA.....	4 0	4 5 ¹ / ₂	
MECKLENBURGH STRELTZ.....			
PRUSSIA.....	2 4	2 7 ¹ / ₂	

Letters to Heligoland and Oldenburgh must be prepaid.

Letters to all the other places in this List may be sent unpaid.

TABLE No. 7.—(Continued.)

DESTINATION.	RATE OF POSTAGE.		PORT OF DISPATCH IN ENGLAND.	OBSERVATIONS.
	Not exceeding ½ ounce.			
NEW SOUTH WALES,.....	Sterling.	Currency.	Gravesend.	Letters for Gibraltar, Malta, Ionian Islands, Ceylon, Hong Kong, British W. Indies may be forwarded unpaid. Letters to all other places in this List must be prepaid.
NEW ZEALAND,.....				
GIBRALTAR,.....	2	2	Southampton.	
MALTA,.....		5	Letters intended to be forwarded "via Southampton," must be specially so addressed.	
IONIAN ISLANDS,.....				
ADEN,.....				
CEYLON,.....				
INDIA,.....				
CHINA,.....				
HONG KONG,.....				
THE PHILIPPINES,.....				
BRITISH WEST INDIES,.....				
Sec No 1.				
NEW GRENADA,.....				
VENEZUELA,.....				
CAPE OF GOOD HOPE,.....				
SIERRA LEONE,.....				
MADEIRA,.....	3	0	Falmouth.	Letters for these places must be paid in advance.
BRAZIL,.....	3	9		
BUENOS AYRES,.....	3	7		

<p>PORTUGAL, LISBON, MADEIRA (via LISBON), SPAIN, GREECE, EGYPT, ALEXANDRIA, SYRIA, JAVA, SUMATRA, THE MOLUCCAS, BORNEO, MEXICO, CUBA, GUADALOUPE, MARTINIQUE, PUERTO RICO, SANTA CRUZ, ST. DOMINGO, ST. THOMAS, And other Foreign West India Islands, (Cuba excepted), Western Coast of South America, <i>vide Table ... 2</i> SOUTH AUSTRALIA, &c., ISLANDS OF ASCENSION, MAURITIUS, ST. HELENA, or any ST. MARY'S, RIVER GAMBIA, or any other place to which there is no Packet Conveyance,</p>	<p>2 9 3 4 2 8 2 6 3 3 2 5 3 2 1 10</p>	<p>3 1 } 3 8 } 3 0 2 9 1/2 3 7 1/2 2 8 1/2 3 6 1/2</p>	<p>Southampton. Southampton. Southampton. Southampton. Southampton. Southampton. Southampton.</p>	<p>Letters for these places must be prepaid. Letters for Alexandria may go unpaid. Letters for Greece, Egypt and Syria must be prepaid. Letters for these places must be prepaid. Letters for these places must be prepaid. Letters for these places must be prepaid. Letters for these places must be prepaid. Letters for places on this Coast must be prepaid. Letters sent to these places and to all others, intended to be despatched from England "by Private Ship," must be prepaid. By Private Ships from various Ports, as opportuni- ties offer.</p>
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TABLE No. 8.

RATES of POSTAGE on Letters and Newspapers sent by the ordinary Mails to New-York for despatch to Mexico and the West Indies.

NAMES OF PLACES.	Single rate on a Letter not exceeding $\frac{1}{2}$ an ounce in weight.		Rate on each Newspaper.	
British West India Islands, . .	15 cents equal to 9d.		2d. cy.	
Havana and Cuba,	ditto.		ditto.	
Foreign West India Islands, } Mexico, Ports or points in the } Gulf of Mexico or places } on the Atlantic Coast of } South America not in Bri- } tish possession, }	40 cents equal to 2s. 0d. cy.	To be paid in advance.	3d. cy.	To be paid in advance.