

## GOVERNMENT NOTIFICATION.—No. 337.

In continuation of Government Notification No. 593 dated 19th December, 1898, Malta, Jamaica, Mauritius, British North Borneo and Labuan have now been added to the Second Schedule of "The Foreign and Colonial Post Warrant 1898" of countries to which penny postage has been extended.

By Command,

J. G. T. BUCKLE,  
*for the Colonial Secretary.*

Colonial Secretary's Office, Hongkong, 14th June, 1899.

## GOVERNMENT NOTIFICATION.—No. 338.

The following Regulations, made by His Excellency the Governor under section 10 of the Post Office Ordinance, 1887, for dealing with unpaid and insufficiently paid Correspondence and Circulars sent unstamped to the Post Office are substituted for those published under Government Notification No. 180 of the 11th May, 1894, which are hereby repealed.

By Command,

J. G. T. BUCKLE,  
*for the Colonial Secretary.*

Colonial Secretary's Office, Hongkong, 14th June, 1899.

## CIRCULARS.

1. Circulars shall be received only at the window indicated by the inscription "Circulars."
2. A book in the form "A" attached, to be called the "Circular" Book, shall be kept at this window, and it shall be the duty of the clerk taking in circulars to enter the necessary particulars in this book, affixing his signature to any entry he may make.
3. The "paid" stamp shall be in the charge of the clerk on duty at the Circular window and shall be kept by him under lock and key.
4. The clerk receiving circulars at the window shall at once take the Circular Book to the senior clerk on duty, and the senior clerk on duty shall sign every entry in the Circular Book.
5. When cash is paid the senior clerk on duty shall see that the money has been handed to the Compradore and the amount entered in the book kept by the Compradore.
6. In the case of circulars posted by a boxholder the senior clerk on duty shall see that the entry in the Circular Book is duly transcribed into the boxholder's book.

## UNPAID OR SHORT-PAID CORRESPONDENCE.

7. All unpaid or short-paid correspondence received shall be handed to the officer whose duty it is to deal with such correspondence, and he shall keep an accurate account of it in books similar to form "B" attached. Two of these books will be kept in use, one for boxholders and one for town.
  8. It shall be the duty of the clerk in charge of unpaid correspondence to debit the boxholders in their books with the respective sums due by them.
  9. In the case of unpaid correspondence for non-boxholders he shall debit the postmen in whose districts the correspondence is to be delivered, making the entries in the large town book first and afterwards transferring the entries to the several postmen's unpaid books.
  10. When unpaid correspondence is kept to be called for a slip in form "C" will be sent to the addressee, the correspondence being placed in the case in the Assistant Postmaster General's room.
  11. A book shall be kept in which all unpaid correspondence kept till called for will be entered.
  12. When such unpaid correspondence is delivered the entry in the book will be signed by the officer delivering, and the money paid will be handed to the Compradore and entered in his book.
  13. When letters are refused by the addressee they must be taken to the Postmaster General or to the Assistant Postmaster General, who will affix his initials in the book in the column provided for the purpose.
  14. It shall be the duty of the Marine Sorter on board the English Mail to keep a book showing accurately all unpaid correspondence for Hongkong.
- Correspondence of this nature for boxholders shall be put up with the other letters, but unpaid correspondence for other persons shall be put in a separate bag and handed to the clerk in charge of unpaid correspondence as soon as the mail arrives. The latter officer will transcribe the entries into his own book.

W. C. H. HASTINGS,  
*Postmaster General.*

General Post Office, Hongkong, 14th June, 1899.