

TELEGRAPH MONEY ORDERS.

PROPOSED AMENDED RULES (SUBMITTED BY MR. DOAK) FOR THE TRANSACTION OF TELEGRAPHIC MONEY ORDER BUSINESS.

(For guidance of Postmasters, &c.)

1. Orders may be transmitted by telegraph to all Money Order Offices in New South Wales, and also to all offices in the Colonies of Queensland, South Australia, Tasmania, Victoria, and Western Australia, with which there is telegraphic communication. (Money Orders must not be forwarded to or from offices connected by telephone only.)
2. The charge for a Telegraph Money Order is double the ordinary rate of commission, and in addition a charge at the ordinary minimum rate for the telegram advising the paying office.
3. As the issuing office only communicates with office of payment, the remitter should be directed to inform by wire the person who is to receive payment.
4. Telegraph Money Orders are not negotiable through banks.
5. Telegraph Money Orders may be issued during the ordinary Money Order Office hours, but if a Telegraph Order is applied for so near the hour of closing for the office of issue as to make it doubtful whether the telegram of advice will reach the office of payment before such closing hour, the remitter should be warned that there may be some risk of the order not being paid the same day.
6. Should several Telegraph Orders be applied for on a small country office on any one day, the remitter should be informed that there may be some delay in effecting payment as sufficient funds may not be in hand.
7. When a Telegraph Order is applied for, the remitter must be requested to fill up the ordinary Money Order Requisition Form, and to write across it the words "By telegraph."
8. Having ascertained that the amount of cash received for the order, the commission, and the telegraph charges are correct, the Postmaster will prepare and hand to the remitter a receipt on T. M. O. Receipt Form, No. 12. When two or more Telegraph Orders are issued to the same remitter in favour of same payee, one receipt will do, but the first and last numbers of the orders with the word "inclusive" should be entered thereon, the total amounts of the orders and the charges respectively being entered in proper places.
9. The Postmaster will then fill in the particulars on the ordinary Money Order Form next in numerical order for issue in the usual way, and then cancel it by writing legibly and boldly across the face of it "Telegraph Money Order." This cancelled form must be attached to the issue side of the Daily Money Order Account and sent forward to chief office.
10. The Postmaster must then prepare a telegram of advice to the officer of payment on Telegraph Message Form, stating in figures the number of the order, and in words the names of payee and remitter, and the amount and code word for same. In the case of several orders being sent at the same time from the same remitter to the same payee, commission at the full rate for each order must be charged (*see* Rule 2), but only one telegram of advice will be necessary, and the telegraphic charge would be for one telegram only at a rate and a half. It will not be necessary to give the number of each order, the first and last numbers being sufficient, but it must be distinctly understood that the full amount must be written in words and code for same. The Postmaster must see that this telegram of advice is forwarded immediately after the order is issued.
11. In event of a telegram of advice not reaching the office of payment, the Postmaster may, at the request of the person requiring payment, send to the alleged office of issue a telegram inquiring whether the order has been issued. The cost of this telegram, with the reply, must be paid for by the person making the application, but should there appear to have been an error on the part of the officer of the department, the amount so paid will be refunded to payee of the order on application to the Superintendent of Telegraphs.
12. The letters T.O. must be inserted against the entry in the Money Order Journal and Daily Account.
13. On the receipt of a telegram of advice at the paying office, the Postmaster must carefully compare the amount and code, and, if correct, he must verify the same by affixing his initials and date stamp to the telegram of advice; but if the advice be incorrect in any particular the Postmaster must at once send a telegram to the issuing office, and ask for explanation. He must then prepare a receipt from the payee on T.M.O. Form, No. 13.
14. The applicant for payment of a Telegraph Order must furnish the name of the remitter, and give satisfactory evidence that he is the person entitled to receive payment, before the order can be paid, and the Postmaster must, at the time of payment, initial the voucher and obtain the signature of a responsible witness to it.
15. The payee's receipt must be entered on the credit side of the Daily Money Order Account, and in every other respect treated in the same way as an ordinary paid Order. The letters T.O. should, however, be written against the entries in the accounts.
16. Should repayment of a Telegraph Money Order be required, application must be made to the Superintendent of the Money Order Office, Sydney, enclosing with such application the receipt form obtained by the remitter.
- Should transfer of payment be required from one office to another, application must be made in the usual way to the Superintendent.
- No repayment or transfer can be made by telegraph without authority from Superintendent.
17. In all other respects Telegraph Money Orders are subject to the ordinary Money Order Regulations.