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**CHAPTER 303.**

**STAMP DUTIES (MANAGEMENT).**

**RULES**

Rules 31st  
March, 1914

**for the guidance of the Commissioners of Stamps**  
*made by the Governor in Council under section 3 on the*  
*31st March, 1914.*

1. Each Commissioner shall have in his custody and possession a key of a stamp chest in which shall be deposited for safe keeping the keys of all other stamp chests, safes and presses, in which stamps, registration envelopes, newspaper wrappers, postcards, etc., are kept, and no such chest, safe or press shall be opened except by, or in the presence of, the Commissioners who shall all be present while such chest, safe or press is open, and shall be responsible for seeing that it is properly locked. In the event of either of the Commissioners being unable to attend at the Treasury for the purpose of receiving or issuing stamps, his key shall be temporarily handed over to such other officer as the Chief Secretary may approve.

2. Unopened cases of stamps shall be kept in the Treasury vault, the keys of which shall be held by the Financial Secretary and the next two senior officers of his department. In the event of either of these officers being temporarily absent from duty, his key will be handed over to the next senior Treasury officer.

3. Stamps received from the Crown Agents will be taken into stock by the Financial Secretary and the two officers of his department holding the keys of the Treasury vault, who will be responsible for seeing the marks on the cases received correspond with the marks on the invoices, and that the correct number of cases is received.

4. Cases of stamps, etc., shall not be opened except in the presence of the Commissioners who will verify their contents with the invoices and give receipts therefor in the Financial Secretary's stock book of unopened cases.

5. All stamps, postcards, etc., shall be issued to the Postmaster General by the Commissioners who will be held responsible for the correctness of each issue.

6. The impression of stamps shall be carried out under the supervision of the Financial Secretary. The Stamp Commissioners' clerk and one other clerk of the Treasury shall be present while the stamping is being done, and the senior clerk in the department will certify as to the number and value of stamps impressed.

7. The stamp dies shall be kept locked up in a three-keyed safe, the keys of which shall be held by the Financial Secretary and the two senior officers of his department. In the event of either of these officers being absent from duty when the dies are required, his key shall be handed over to the next senior officer in the department.

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