

10. When the local Agent has completed the inquiries herein indicated he will sign the application, and transmit it to the office of the Agent-General for New Zealand, 7, Westminster Chambers, London, S.W.

11. The local Agent must distinctly understand that all application forms are to be submitted to the Agent-General for approval; consequently he must on no account promise a passage to any one; but, on the contrary, he must warn applicants that the fact of filling up the forms confers no claim whatever to a passage—that unless, after their papers have been sent to this office, they receive a notice stating that the Agent-General can grant them a passage, and calling upon them to pay the usual deposit, they are on no account to leave any employment they may have, or make any preparation for departure; and that, if they fail to attend to this warning, they must bear any loss and disappointment that may accrue, and will have no claim on the Agent-General.

12. The local Agent will let the emigrants distinctly understand that, when once summoned to embark, unless they attend on the appointed day, or give timely notice (say, at least fourteen days) of their inability (through illness) to do so, they will not again receive a passage, and that the payments they have made will be forfeited.

13. The local Agent must be careful to ascertain, as early as possible, if there are likely to be any defaulters; adopting such steps as he may think necessary for immediately removing any doubts on the subject, and informing the Agent-General without delay if defaulters should arise, in order that their places may be supplied.

14. If the local Agent should have reason to suspect that any parties, whether selected by himself or not, are going out at the public expense who ought not to obtain passages, he will inquire into the circumstances and report them to the Agent-General.

15. In the performance of his duty the local Agent will carefully avoid over-stating the benefits to be expected from emigration; and will impress on all applicants that industry, frugality, and general good conduct are as essential to success in the colonies as at Home.

16. As it would be obviously unjust to use the funds of one colony in providing passages for persons who intend to proceed to another colony, the local Agent must be careful to ascertain beforehand that the applicants intend to settle in New Zealand. The local Agent should also ascertain whether the applicants have been in Australia and New Zealand, as, if such is the case, the applicants are ineligible.

17. In order to prevent any erroneous statements being put forth the local Agent is not permitted to issue any advertisement, placard, or other document without the previous sanction and approval of the Agent-General. The cost of advertisements sanctioned by the Agent-General will be paid by him. The local Agent is recommended to write his name and address at the lower left-hand corner of any forms he may issue to inquirers.

18. No local Agent is to canvass for emigrants in the districts assigned to other Agents.

19. In his correspondence the local Agent should not include in one letter more than a single subject; for example, the forwarding of accounts, or of applications for passages, should each form a separate communication. Each letter should have an inner margin, the different paragraphs should be numbered, and care should be taken to compress into one paragraph all observations relating to the same person or matter.

20. The local Agent must prepay all letters and parcels forwarded by him to the Agent-General.

21. If a local Agent wishes to appoint sub-agents the names, occupations and addresses of the persons proposed must, before they are allowed to act, be submitted to the Agent-General for approval. The sub-agents are not to correspond direct with the Agent-General on the business of the agency, but must make all their communications to the local Agent, who appoints and remunerates them, and who will be held responsible for their acts and defaults.

22. Subject to the conditions herein contained the local Agents will receive for their services, in respect of such persons of their selection as may be approved by the Agent-General, and finally sail in one of his vessels, the following fees, payable at the conclusion of the emigration season, viz:—On each married couple, including children under seventeen years of age, 20s.; on each single man, 7s.; a fee will be allowed on any single man of seventeen years of age or upwards accompanying his parents provided he is eligible as regards health, occupation, &c.; on each single woman, viz.—servants of all-work, dairymaids, cooks, kitchenmaids, housemaids, and nursemaids, above seventeen years of age, 15s.; a fee will be allowed on any single woman of seventeen years of age or upwards accompanying her parents, provided she is eligible as regards health, occupation, &c.

No fees will be payable—1st. Upon daughters and sons under seventeen years of age accompanying their parents; 2nd. Where the persons selected are above forty-five years of age at the time of embarkation; 3rd. Where they may prove at the port of embarkation to be ineligible, and the Agent-General, in order to avoid inflicting hardship, shall allow them to proceed; 4th. Where the applicants do not actually sail in a ship despatched by the Agent-General; 5th. Where the applicants have been nominated for passages in the colony.

The above fees are to be the only remuneration of the local Agent, and are to cover postages, carriage of parcels, and other incidental expenses of the local Agency.

23. Any money which applicants may be called upon by the Agent-General to pay is to be transmitted direct to this office—by the applicants themselves, and not through the local Agent—by means of bank drafts payable at sight, or by Post Office orders enclosed in a letter of advice addressed as directed in clause No. 1 of these instructions.

24. The local Agent is not to receive, under any pretence whatever, any money or other remuneration from applicants or others for any services rendered in his capacity as local Agent.

25. The accounts for local Agency should be forwarded to the Agent-General, for examination and settlement, as soon as practicable after the conclusion of the emigration season in each year. The Agent-General does not undertake to settle accounts during the emigration season.

JULIUS VOGEL,

7, Westminster Chambers, Victoria Street,
Westminster, S.W., 13th March, 1878.

Agent-General for New Zealand.