

pursuance of "The Naval Savings Bank Act, 1866," and Order in Council of the 2nd March, 1881.

The Cashier is regarded as the Manager of the Bank, and its general supervision is to be vested in the Superintendent.

Hours of Business.

2. The Bank is to be open for the receipt and withdrawal of deposits every day between the hours of 10 A.M. and 3 P.M., except on Saturdays, when it will close at noon. It will be closed on Sundays and public holidays, and on days when the yard is closed.

Minimum Deposit.

3. No sum less than one shilling is to be received, nor any fractional part of a shilling. Subject to this the Cashier is to receive from any person, other than a marine, entitled under the Act to be a depositor in a Naval Savings Bank, any sum of money tendered or remitted for deposit.

Depositor's Certificate. Form 573.

4. Every Depositor is to be furnished with an acknowledgment of his having opened an account, and this should be produced whenever he appears personally at the Bank, and previously to any withdrawals under Article 8. If the account is opened by cash personally tendered, the acknowledgment is to be handed to him by the Cashier; if by means of allotment or remittance, it is to be transmitted to him through the Commanding Officer of his Ship. Deposits personally tendered and payments to the depositors direct from the Bank are to be entered on the Form of Acknowledgment, and such entries are to be verified by the initials of the Cashier.

Bank Ledgers. Form 584.

5. For each depositor an account is to be opened in the bank ledgers, in which all deposits and withdrawals are to be entered at the time of receipt or payment, and verified by the initials of the Cashier.

The ledgers are to be kept under lock and key in the custody of the Cashier.

Depositors may be allowed to inspect, and, should they request it, be furnished with statements of, their accounts.

Deposits, Allotments, and Remittances.

6. A seaman afloat may remit sums of not less than one pound through the paymaster of his ship for deposit in a Yard Bank. He may also make an allotment of his pay for investment in a Yard Bank. Where a deposit is made by allotment the requisite authority will be issued by the Accountant-General of the Navy.

The amounts allotted or remitted are to be regarded as transfer transactions only, to be taken credit for by the Cashier in his cash account as payments on account of allotments or remittances, and debited as receipts on account of Naval Savings Banks.

List of Allotments. Form 575.

The total amount credited in the depositors' accounts each month on account of allotments is to be brought to account in one sum in the cash account, and the amount reported to the Accountant-General of the Navy on the prescribed form. A detailed list of the deposits made by allotment is to be transmitted quarterly to the Accountant-General of the Navy, showing the allotment number and the monthly credits in the depositor's account in respect of each allotment.

List of Deposits. Form 574.

7. The Cashier is to forward to the Accountant-General of the Navy, a list of amounts deposited each day in cash or by remittance, certifying that they have been credited in the depositor's accounts and debited in his cash account.

Withdrawals.

8. A depositor on applying at the bank within the prescribed hours, and producing the acknowledgment referred to in Article 4, and other evidence of his identity if deemed necessary, may withdraw the whole or any part of his deposits.

Depositors Afloat. Form S. 495.

A depositor may, while serving afloat and absent from the port, withdraw the whole or any part of his money on forwarding to the Cashier a request for the same, certified by the Commanding Officer of the ship in which he is serving (see Article 9); or payment of the whole or any portion of his money may be made to another person on the depositor's order, certified by his Commanding Officer.

Payment to Nominee. Form S. 494.

In the latter case the order for payment is to be prepared on board the depositor's ship in duplicate, one copy to be forwarded to the Cashier, and the other to the payee.

Depositors on Leave. Form 576.

If a Depositor who is on leave at a distance from the port wishes to be paid the whole or a portion of his money, the Cashier is to forward to him a form of request for his signature before a magistrate, or other competent authority. On its return duly signed and attested, accompanied by the acknowledgment referred to in Article 4, the Cashier will remit the money. If, however, the Cashier should entertain any doubt of the applicant's title he is to make such further inquiry, and obtain such further evidence as he may deem requisite.

Re-Investment.

A Depositor withdrawing any sum cannot be permitted to re-invest it, or any part of it the same day.

Interest.

Accruing interest is only payable when the total amount deposited is withdrawn.

No fractional part of a shilling may be withdrawn, except when a depositor's account is closed, and the interest is paid. In the latter case no fractional part of a penny is to be paid.

Withdrawal List. Form 577.

At the close of each day upon which withdrawals take place, the Cashier is to total the withdrawal list, and take credit for the total amount withdrawn in his cash account. The list is to be duly certified by himself, and forwarded to the Accountant-General of the Navy. The signatures on the list are to be attested by a witness. The authorities under which payments are made to Depositors or to other persons by their order are to be appended to the list as vouchers.

Transfer of Account to Ship. Form S. 496.

Transfer List. Form 578.

9. A Depositor may have his money transferred to the ship to which he belongs for investment in the ship bank, or he may have the whole or a portion of his money transferred for payment on board. In either case the Cashier, on receipt of a request from the Depositor, duly certified by the Commanding Officer of his ship,