

A SMALL PORT  
GUIDE

WILLIAM GEORGE THOMSON

# A SMALL PORT GUIDE

by

William George Thomson

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## INTRODUCTION.

The writer has been prompted to produce this guide as a result of the difficulty experienced on first taking up appointment at a Small Port. It was found that most of the work was of a kind seldom met with in general Customs stations, and that a good deal of it is performed on behalf of other departments. There are instructions on Mercantile Marine, Wreck, Royal Naval Reserve, and Registry of Shipping, none of which come into the hands of the general Customs Officer. The Board of Customs and Excise cannot be expected to issue these books broadcast, and, owing to the time which it takes to get a working knowledge of them, it will be appreciated that there are difficulties in the way of giving adequate training to new Small Port Officers. An officer appointed or sent on relieving duty, to a Small Port is therefore more or less left to his own devices. This often proves an uncomfortable experience during the first few months.

Having this in mind, this book is an attempt to get the salient features of these instructions under one cover, to serve as a guide only. It is not intended to be a substitute for the instructions, nor is it to be regarded as a complete abstract of them. The regulations governing Small Port work must always be consulted to obtain precise and detailed information.

## REGISTRY OF SHIPPING

Many of the older small ports are ports of registry, and the officer in charge is Registrar of Shipping. Registry work is perhaps the most difficult duty an officer is called upon to perform at a small port. It requires a great deal of careful study, and special care in execution. In fact, a wrong entry on the "statutory" side of the Register can only be altered in a Court of Law, whilst a mistake beyond anything trivial on the "summary" side of the Register must not be altered without official sanction. It will be seen, then, that an officer must always proceed warily in dealing with registry work.

The Merchant Shipping Acts, 1894 to 1921, contain provisions relating to the registering of ships, but the principal Act is the Merchant Shipping Act of 1894.

Although every ship must, according to Sect. 2 of the M.S. Act, 1894, be registered, there are certain exceptions provided for in Sect. 3. The exceptions may be taken to include lighters, barges and similar vessels used exclusively in non-tidal waters, and ships not exceeding fifteen tons burden employed solely in navigation on the rivers or coasts of the United Kingdom.

There is no fine imposed by the Act for non-registration of vessels, but the inducements to register are so strong that it becomes practically essential to do so. It will be sufficient to mention that a ship may be detained until the master produces the Certificate of Registry of the ship, or that Customs' Clearance or Transire is never granted to an unregistered ship.

British ships can only be owned by natural-born British subjects; by naturalised British subjects; by corporate bodies established under British law in British Dominions; or by persons made denizens by letters of denization. Owners of British ships must not have taken any oath of allegiance to any foreign power.

### First Registry of Ships.

An application to register a ship must be made by the owner or his agent. If an agent is making the application on behalf of the owner, he must produce a written authority from the owner. This application is filed with the ship's papers.

As the ship must be surveyed by the Board of Trade before registry, the owner makes application for the attendance of a Board of Trade Surveyor. In ports where the Registrar is also Superintendent of Mercantile Marine, the application is made on form Surveys 6 and the fee, which is given on the back of the form, or in greater detail, in the book on Board of Trade fees, is brought to account in Schedule Book 5. A receipt on form F. 24 is given, and the form Surveys 6, after being noted with the amount of fee received, is then forwarded to the District Surveyor of Board of Trade who is usually stationed at a large port.

When the Surveyor has measured the ship he hands to the owner a Certificate of Survey (form Surveys 59). The owner transmits this certificate to the Registrar of Shipping with his application, etc., to register the vessel. The Surveyor forwards to the Registrar the Tonnage Formula (form Surveys 51), a certificate as to crew space, (form Surveys 62), and, if the ship is being re-registered, a Certificate of Seaworthiness.

The name of a vessel must be approved by the Board of Trade before it can be registered. The owner must make application on form G.R. 342 fourteen days before registry is desired. Upon receiving the application, the Registrar will examine the Mercantile Navy List of registered British vessels to see if the name is already registered. If the name already appears, the owner must give special reasons in his form of application as to why a particular name is desired. The application is forwarded to the Registrar General of Shipping and Seamen, Tower Hill, London, E.C.3, who will advise the Registrar in due course whether the name is approved or not. This regulation requiring approval of a ship's name does not apply to fishing vessels being registered under Part IV of the M.S. Act of 1894 (ie., small local fishing craft) or to yachts, the owners of which belong to a recognised yacht club. When the owner of a yacht applies for exemption from marking and approval of name, he must furnish a certificate from the Secretary of a recognised yacht club stating that he is a member. A list of the approved yacht clubs may be found in the Book of Instructions to Registrars. When this certificate is received it is to be forwarded, along with the form 19, to the Registrar General, who will return it for filing with the other registry papers.

The builder of a vessel must furnish a Builder's Certificate for every vessel about to be registered for the first time. The certificate must give a description of the hull and engines of the vessel, and state the names of the purchasers of the vessel and the number of sixty-fourth shares held by each. The certificate must be signed by a partner of the firm of builders, or, if built by a corporate body, it must be signed by the Secretary and bear the Common Seal of the company. If the owner seeking registry is not shown on the Builder's Certificate as the first owner, the transfer of interest from the time the vessel left the builder's hands to the time it came into the possession of the present owner must be covered by documents of transfer. These documents need not be in the form of Bills of Sale as prescribed by the Commissioners of Customs and Excise, but care is to be taken that the ship about to be registered can be sufficiently identified in the documents, and that the title of each owner is clear. Bills of Sale prior to registry are retained by the Registrar and filed with the registry papers.

In cases where the owner is not able to produce documentary evidence of ownership right up to the time the vessel left the

builder, the Commissioners of Customs and Excise will consider applications for registry when evidence of ownership for several years is produced—usually, continuous documentary evidence covering the last six years is required.

Every owner of a British ship must make a Declaration of Ownership on the prescribed form, stating that he is a British subject, and owns a certain number of sixty-fourth shares in the ship, and giving his description and residence. The declaration must be made before a Registrar of Shipping, a Justice of the Peace, a Commissioner for Oaths, or a British Consular Officer, who will sign the document in the place provided. This document is filed with the ship's registry papers.

When the Registrar receives the documents essential to first registry, i.e., Certificates of Survey, Builder's Certificate, documents of transfer prior to registry, approval of name and Declaration of Ownership, he may, if the documents are in order, proceed to enter the vessel in the register as soon as the appropriate fee is paid. A number, called the official number, is given to the vessel from the Official Number Appropriation Book, which is kept by the Registrar. Each port is allotted a series of numbers by the Registrar General to whom application for fresh numbers should be made. This number, the net register of the vessel, and the port of registry, are then entered on a "Carving Note" (form 342) and given to the owner or builder who must have the official number and tonnage permanently cut in the main beam of the vessel.

Upon receipt of the fee, with the complete documents, the Registrar prepares and issues a receipt from the Registry Fees Receipt Book. The amount is brought to account as an appropriation in aid of vote, and R.O.D. (registry) entries are prepared and forwarded to the District Collector at the end of the week with the weekly account current. The name of the vessel, the date, hour, and minute the completed documents and fee were received, and the title of documents issued or returned to the owner, are all entered in the "Deeds" Book. In ports where no registry fees receipt book is kept, the number of the receipt and amount of fee are also entered in the "Deeds" Book, under the remarks column, which should be ruled for the purpose. As none of the documents in first registry are returned to the owner, it will be sufficient to enter under the column "kind of document," the words "initial registry." The date of issue of the Certificate of Registry will also follow as an entry. The time of receipt shown in the "Deeds" Book should be shown in the register as the date and hour of registry.

In entering the particulars of a vessel in the register, great care is to be exercised, and it is a good plan to pencil in the particulars first and check them. In any case, officers new to registry work should, before making an entry in the register, prepare a draft of the particulars on form 19 and form 20, and submit them

to the Registrar or Collector at the head port. If the copy is approved, entry in the register can then be made with confidence. On first registry, a copy of the particulars in the register is made on form 19, which is sent to the Registrar General of Shipping and Seamen. A copy of the particulars appearing in column 14, appointment of Managing Owner, etc., is made on form 20 and sent to the Registrar General. A form 19A is also headed and sent to the Registrar General. The ship's Certificate of Registry is then prepared, and the particulars copied from the register book. This certificate must not be handed to the owner until the "carving note" has been returned and the particulars of it cut in the main beam of the vessel, and a receipt for the certificate is to be obtained in the "Deeds" Book.

When registry is completed, the registered owner is to be handed a form of memorandum (347), upon which he appoints some individual (the appointment of a firm is unacceptable) who will act as Managing Owner, Manager, or Ship's Husband. If the vessel is registered as owned by a corporate body, the appointment must be signed by the Secretary of the company and the Common Seal affixed. The name of this person, and his address are then entered in column 14 of the register, and the Registrar General advised on form 20. Care must be taken that the date entered in column 14 is not before the date of registry. The form Surveys 51 (tonnage formula) is, after registry, sent to the Principal Surveyor for Tonnage, Board of Trade, 20, Great Smith Street, S.W.1, the date of registry, official number, and port of registry having been endorsed thereon and signed by the Registrar. The remainder of the documents are then filed. The name of the vessel is entered in the alphabetical index of ships registered, which is a book showing all the ships in the registers.

### **Transactions subsequent to registry.**

The life of a ship from its birth to its death is chronicled in the register. Every change of owner, every transfer of shares, and every structural alteration involving change of tonnage or means of propulsion is recorded in the register. Apart from changes in the structure of a ship, the chief transactions are those in connection with the sale, transmission, or mortgaging of a vessel or parts of a vessel. It should be explained here that every ship is divided into sixty-four shares. One share may be owned by several persons, but not more than five persons may be registered as joint owners of one share or shares. A company may be registered in its corporate name as owners of one or more shares, but no person, or corporate body, may be registered as owning a fractional part of a share. It will be seen that any transfer or mortgage of shares must be in complete sixty-fourth shares only. A private firm, composed of partners associated under a deed of partnership, cannot be registered as such, but any

number of the partners, not exceeding five, can be registered as joint owners of shares.

Any shares registered under joint ownership cannot be recorded as transferred unless the joinder of all the registered owners is obtained. For instance, if a husband and wife are registered as joint owners of shares, the husband cannot register the disposal of any of the shares unless a Bill of Sale is produced bearing the signature of the husband and wife. Again, if one of a number of joint owners dies, his interest in the ship does not go to his next of kin, but to the other joint owners. This is an important point to remember when any executors or administrators seek to register the transmission of interest.

Before accepting any documents such as Bills of Sale, Mortgages, Declarations of Ownership, etc., Registrars should carefully scrutinise them to see that they are properly executed. Full christian names and surnames; complete addresses with county of residence; and the description of the person, i.e., gentleman, merchant, engineer, etc., should be given on documents. The dates of the documents should also be examined to see that they are in proper sequence. For instance, a Declaration of Ownership dated before the owner became legally possessed of the vessel, as shown in a Bill of Sale, must not be accepted. Similarly, a Declaration of the Managing Owner dated before the registry of the vessel would be wrong.

Although there is no legal compulsion to register Deeds, the Registrar should impress upon persons buying shares in ships the advisability of having their titles recorded. Notice of each transaction entered in the register should be sent to the Local Inspector of Taxes on form 48 S.

### **Bills of Sale.**

The transfer of ownership of a ship or shares in a ship must be effected by Bill of Sale. The form used is prescribed by the Commissioners of Customs and Excise (a copy of which may be found in the Book of Instructions to Registrars) and, excepting in the case of transfers prior to first registry, no other form is to be accepted without official sanction. The form must be accurately filled in, and the signature of the transferee duly witnessed and sealed. The transferor, when he presents the Bill of Sale, must also provide a Declaration of Ownership showing his right to own a British Ship. This document must be completed and signed before a Justice of Peace, Registrar of Shipping, etc. If both these documents are in order, the fee may be accepted, and the transaction registered. At this stage it might simplify the explanation if an ordinary case of transfer is described.

John Brown, registered owner of ten sixty-fourth shares in the S.V. Mary, wishes to transfer his interest in the vessel to

his son, Harry Brown. The Bill of Sale and Declaration of Ownership are presented by Harry Brown for registration. The Registrar carefully scans the documents, and witnesses the signature of Harry Brown on the Declaration of Ownership. The fee is then demanded and is computed by consulting the tonnage scale given in the Book of Registry Fees. The proportion of shares transferred to the gross tonnage, is the tonnage taken for assessment of the fee. In this case, the vessel is one of 640 tons gross, and, as only ten shares are being transferred, the fee is chargeable on  $10/64 \times 640/1 = 100$  tons, and would amount to £1. A receipt from the Registry Fees Receipt Book is given for this amount. The transaction is then entered in the Deeds Book showing the exact day, hour and minute of acceptance of the Bill of Sale and the amount of fee received. The transaction is then entered in the Register, and signed by the Registrar under columns six and seven. The summary of ownership is then completed in consequence of the change, and shows the re-allocation of the sixty-fourth shares in the ship. The reference columns Nos. 1, 8, and 9 of the Register should be completed where necessary. The Bill of Sale is endorsed with the date and hour of registry, stamped, signed, and returned to Harry Brown, who will sign for it in the Deeds Book. The Certificate of Registry of the ship is endorsed with the name of the new owner, giving his address and description and the number of sixty-fourth shares in the ship held by him. The Registrar certifies the endorsement in the prescribed manner and returns the Certificate of Registry to Harry Brown. The Declaration of Ownership is retained, and filed with the ship's papers. A transcript of the Register is made on form 20 and sent to the Registrar General.

A ship may be sold by an Order of Court, and Registrars are to accept any Bill of Sale for registration which is drawn up in proper order by a person nominated by an Order of Court. An official copy of the Order of Court must be produced as evidence of the authority of the person transferring the ship or shares.

### **Certificate of Sale.**

A Certificate of Sale is a statutory power of attorney enabling owners to effect the sale of a ship in a country other than that of the port of registry. The form of certificate used must be as prescribed, and duly filled in when presented to the Registrar. The certificate must be signed by all the owners, or, if the ship is owned by a Body Corporate, the Common Seal of the company must be affixed. The certificate can only be granted for the sale of a whole ship in some specified place, or anywhere subject to the provisions of Section 40 of the M.S. Act, 1894, and must specify a limit of time within which the power may be exercised. If a Registrar is satisfied that the above provisions are specified in the Certificate of Sale and that it is in order he will, if he is satisfied as to the authenticity of the signatures of the owners, sign

the certificate at the foot of the form and obtain a receipt for it in the Deeds Book. No fee is charged for signing Certificates of Sale.

When the ship has been sold, the Registrar receives an advice from a British Registrar or Consular Officer, accompanied by the Certificate of Sale and the Certificate of Registry. The Registrar, if he is satisfied that these documents have been endorsed to the effect that the vessel has been registered anew, or sold to foreigners, will then proceed to close his Register. The Ship's Certificate of Registry is cancelled and a copy of the closing entry in the register written across its face. It is then forwarded to the Registrar General.

There are several other interesting transactions connected with Certificates of Sale, but as such transfers are rare in Small Ports, this outline of their purpose should prove sufficient in most cases.

### **Mortgages.**

There are certain points of the law relating to mortgages with which every Registrar must make himself familiar. Mortgages rank in priority according to the date and time they are accepted by the Registrar as complete instruments for registry, and not according to the dates of the Mortgage Deeds themselves. For this reason, care must be taken that the exact minute of receipt of a complete deed (i.e., one in correct order presented with the fee) is immediately entered in the Deeds Book.

The first mortgage of a ship is entered in the Register as mortgage A, the second as B, and so on. A mortgagee (the person who lends money on the security of the ship) has absolute power to sell the ship or shares in the ship which he holds, unless there is a prior mortgagee whose agreement he must obtain before selling. A mortgagee cannot record the sale of a portion of the mortgage interest he holds—he must only deal with it in its entirety as registered. When a first mortgagee sells his registered interest, he conveys the ship or shares free from incumbrances. The effect of this can best be seen in an example. The owner of a ship mortgages the whole of the ship with two separate people. The first person to register his mortgage on the ship has his deed registered as mortgage A. If the second person came in five minutes afterwards to register his mortgage on the whole ship, his would be mortgage B. Now, A can sell the whole ship without consulting the original owner, or the owner of Mortgage B, and the ship would be conveyed to the new owner as free from incumbrances, but B cannot sell without the concurrence of A.

There is no limit to the number of persons who may be registered as joint mortgagees of a ship, or shares in a ship, nor is there any condition as to the nationality of mortgagees. This is quite distinct from the conditions imposed upon the ownership of registered British vessels. The same conditions as to the registration

of joint ownerships, under which joint owners cannot dispose of shares in a ship without the concurrence of all the joint owners, applies to mortgages jointly held. A Body Corporate can be registered as mortgagee, but a firm cannot be registered as such. Partners in a firm must be registered in their own names as joint mortgagees.

Deeds of mortgage must be in the form prescribed by the Commissioners of Customs and Excise, and it may be accepted as a general rule that no transaction with regard to registry is to be recorded unless the forms are as prescribed, or the prior sanction of the Commissioners is obtained. The Book of Instructions to Registrars contains specimens of the various forms, and these should be referred to whenever a document of registry is presented.

When a Mortgage Deed is presented for registration, the Registrar must see that it is properly executed on the prescribed form. He must be careful to note that no notice of a Trust or other objectionable clauses are introduced. The form itself contains notes as to filling it in, and these should be carefully followed. If the Deed is in order, the fee, which is calculated in the same manner and on the same scale as for Bills of Sale, is taken, and a Registry Fees' Receipt issued. The minute of acceptance is carefully entered in the Deeds Book. The entry is then made in the Register and preceded by the letter A, B, C, etc., of its order of acceptance. The Mortgage Deed is then endorsed with the letter of the mortgage, the date and minute of entry (which is that shown in the Deeds Book), and signed by the Registrar. The document is then handed back to the person presenting it, and his receipt obtained for it in the Deeds Book. A transcript of the entry is made on form 20, and sent to the Registrar General.

When a mortgage is discharged, and the deed is presented for registration of discharge, the Registrar must be careful to observe that the mortgage is properly discharged by a duly signed and attested receipt for the money endorsed on the deed. There is no fee for the registration of discharged mortgages. The transaction is, however, entered in the Deeds Book, and a copy of the entry in the Register is made on form 20, and sent to the Registrar General. Provided there are no other outstanding mortgages, the shares in the ship automatically revert in the original owner when the mortgage is discharged.

A mortgage may be indirectly discharged when the mortgagee buys the mortgaged shares from the original owner or mortgagor. If there are no other mortgages affecting the particular shares, a Bill of Sale would be recorded in the register, and the shares would then appear in the name of a new owner. The mortgage would be automatically discharged, and need no longer be brought forward in summaries. When, however, there are other mortgages registered against the shares in question, the mortgage may remain on the Register until it is discharged in the proper manner.

If a mortgagee executes a transfer in favour of the mortgagor, such cases should be reported to the Chief Registrar, Custom House, London, for instructions.

A registered mortgage may be transferred to another person. When a Deed of Mortgage is presented in order that a transfer may be registered, the Registrar is to note that the mortgagee has properly completed the endorsement of such transfer on the Deed of Mortgage. If this is in order, and on payment of the fee (which is calculated on the proportion of the gross tonnage effected, as in the case of registering mortgages), the Registrar enters the date and time in the Deeds Book, and the transfer in the Register. The Deed of Mortgage is endorsed with the date and time of recording the transfer, and a receipt obtained for it in the Deeds Book before handing back to the person registering the transaction. A transcript of the entry is sent to the Registrar General on form 20.

When a first mortgagee exercises his power of selling a ship, the purchaser registering his title presents to the Registrar the Deed of Mortgage, a Bill of Sale, and a Declaration of Ownership. Only the Bill of Sale is registered, and the Registrar must be careful to distinguish in columns 2 and 6 of the Register the letter of the mortgage, so as to show that the sale was under the mortgage. It is not essential to produce the Mortgage Deed, but if it is presented with the Bill of Sale, it is endorsed with the time and date, and the words "sold by mortgagee to . . . ." The Bill of Sale is, as usual, endorsed with the time and date of registry, and the Declaration of Ownership is filed. It should be carefully noted that only the Bill of Sale is entered in the Register in this transaction. To enter a discharge of mortgage, and then enter a Bill of Sale under it would be one of those errors which only a Court of Law can rectify.

### **Certificates of Mortgage.**

A Certificate of Mortgage is a statutory power of attorney just like a Certificate of Sale. Under it an owner can raise a loan on his ship abroad. The main difference between the two certificates is that a Certificate of Sale can only be granted for a whole ship, whereas a Certificate of Mortgage may be granted for a number of shares in a ship. A master of a ship, armed with power of attorney under a Certificate of Mortgage, can raise a loan for his owner abroad. Mortgages raised under a Certificate of Mortgage take priority from the date of the Certificate of Mortgage. There is no fee charged for granting a Certificate of Mortgage.

When a mortgage is raised under the Certificate of Mortgage, the Registrar, or British Consular Officer abroad, registers the mortgage on the Certificate of Mortgage, and notes the Mortgage Deed accordingly. The Certificate of Mortgage is then forwarded to the Registrar at the home port, who, after receiving the fee for

registering the mortgage made under it, cancels the certificate, and files it. Mortgages thus registered are lettered A1, B1, etc., in order to indicate their priority under that letter. A record of the issue and cancellation of Certificates of Mortgage is made in the Certificates of Sale and Mortgage Book.

### **Transmission on Death.**

When a registered owner or mortgagee dies, his legal representative is, after producing satisfactory evidence of his powers, entitled to be registered instead of the late owner, and to deal with the ship or shares affected. Before registering such claims, the Registrar must be furnished with (i) a declaration of transmission on the prescribed form (ii) the instrument of representation, or an official extract therefrom, showing that the person wishing to effect the registry has been duly granted probate as executor, administrator, or representative of the deceased person (iii) a Declaration of Ownership and (iv) the appropriate fee for registering the transaction. In cases where the whole estate is less than £100, the production of probate, or letters of administration, may be dispensed with provided a statutory declaration proving applicants title is made by disinterested persons. Such cases are, however, to be submitted to the Chief Registrar before registry is made.

A person's title to be registered in place of a deceased owner or mortgagee must be in the form of a probate of the will granted in a District Probate Court; or in the form of Letters of Administration; or in the form of a Will duly "confirmed" in Scotland. If joint executors, etc., are named in the probate of the Will, etc., they must be registered as joint owners, or joint mortgagees. The entry in column 6 of the Register will show the date of death; the date of the will; the names of the persons to whom probate was granted; and the name of the District Registry Office and date. Column 7 will show the name and description of the executors who have acquired the title to ownership of the shares or ship. A copy of the entry in the Register is made on form 20, and sent to the Registrar General.

The amount of the fee, which is calculated as in the case of Bills of Sale or Mortgages, is entered in the "Deeds Book" against the entry of the declaration of transmission. The declaration of transmission, and the declarations of ownership, are filed with the ship's papers.

### **Transmission by Marriage.**

Transactions under this head are now very rare, and seldom met with at small ports. The only cases are those where a woman, who was married before the passing of the Married Women's Property Act, 1882, and was registered owner of shares in a ship before the passing of the Act, dies, and, provided there is no marriage settlement to the contrary, the husband claims to have

the shares transferred from his wife's name to his own. The Act of Scotland was passed in 1881, but the effect of it is practically the same.

Except for the rare case mentioned, the only duties of a Registrar are (i) amending the name of a registered woman owner or mortgagee upon her marriage, and (ii) closing the registry of a ship when a woman owning a ship marries an Alien. In the first case, the Registrar will require the production of the marriage certificate and a statutory declaration of identity on the approved form. The declaration is detained, and filed with the ship's papers. No fee is charged in this case, but a copy of the additions in columns 8 and 14 of the Register is made on form 20 and sent to the Registrar General. In the second case, when a woman marries an Alien, she assumes the nationality of her husband, and is no longer entitled to own a British ship, or shares in the ship. This would, if the woman owned all the shares, involve the closing of the Registry, but cases where only a part of the shares are involved should be referred to the Chief Registrar for instructions.

### **Transmission on Bankruptcy.**

Whenever a registered owner or mortgagee becomes bankrupt, his shares in the ship are transferred to the appointed Trustee. In order to register the transfer, the Registrar requires evidence to show that the person named as Trustee has been appointed by a Bankruptcy Court. This evidence may take the form of an Order in Bankruptcy signed by the Registrar or Judge of the Court, or production of a copy of the *London Gazette* publishing the appointment of a Trustee in Bankruptcy. It should be noted that an Order in Bankruptcy cannot be registered until it has been recorded in the Proper Court of the country in which the Port of Registry is situated. An Order from a Scottish Court is not to be recognised until it has been recorded in England, or an English Order recognised in Scotland, until it has been recorded. The same applies to Orders made in, or received in, Northern Ireland.

The Trustee must also make a Declaration of Transmission in the approved form, and a Declaration of Ownership showing his right to own a British ship.

If the evidence is satisfactory, and the declarations in order, the Registrar accepts the fee (which is calculated as in Bills of Sale, etc.), and records the exact time of receipt and nature of transaction in the Deeds Book. The entry is then made in the Register, and a copy on form 20 sent to the Registrar General.

If a registered company is in liquidation, the person appointed Liquidator under the hand of the Chairman of the meeting, confirming the Resolution, has power to sell registered shares, or ships, of the company, in the name of and under the Common Seal of the company. A copy of the *London Gazette*, giving notice

of the liquidation, and appointment of a Liquidator, can also be accepted as evidence of the Liquidator's power to sell registered shares in ships of the company. When a Bill of Sale is presented, the above evidence of a Liquidator's power to sell the registered shares in a ship is required by the Registrar. In entering the Bill of Sale in the Register, the Registrar will insert, after the name of the company in column 3, the words "in liquidation." If the liquidation is made by Order of a Court, the Registrar will, on production of an official copy of the order, or a copy of the *London Gazette* publishing the appointment of a Liquidator, record the Liquidator's appointment in column 14 of the Register, just as the appointment of a Managing Owner is recorded. No fee is charged for recording the appointment of Liquidators in column 14, but a notice on form 20 must be sent to the Registrar General.

### **Transfer of Registry.**

Whenever a transfer of a vessel from one port to another is desired, the Registrar at the home port must be furnished with a formal application signed by all persons interested in the ship. The declaration that transfer of registry is required must name all the persons, owners, as well as mortgagees, who have a registered interest in the vessel, and must be signed by them all before a Registrar of Shipping, Justice of the Peace, British Consular Officer or Commissioner for Oaths. A specimen of the form is given in the Book of Instructions to Registrars of Shipping.

If the form is in order, the fee, which is charged on the gross tonnage of the vessel according to the scale laid down, may be accepted. The date and time of receipt, the particulars of the declaration, and the amount of fee, are then entered in the Deeds Book. The Registrar will then ask for the ship's Certificate of Registry. The transfer is then recorded in the Register (usually in red ink) showing the date of transfer, the port to which to transfer is made, and whether or not the Certificate of Registry is delivered up. The Registrar will then prepare a transcript of the Register, on form 19, showing all the particulars of the ship, the existing ownership or title to the ship, and whether the Certificate of Registry has been delivered up. This transcript, along with form 338, advising the transfer and whether the Certificate of Registry is enclosed or has not been delivered up, and whether the fees have been paid, is then forwarded to the Registrar of the port to which the vessel is being transferred. A copy of the entry in the Register is made on form 20 and forwarded to the Registrar General.

Upon receipt of the transcript, the Registrar at the other port will enter the transaction in his Deeds Book, and carefully copy the particulars, from form 19, into his Register. When the old Certificate of Registry is delivered up to him, he will cancel it, send it to the Registrar General, and advise the Registrar of

the previous port of its cancellation. A fresh Certificate of Registry may then be issued upon receipt of the fee of 1/-. A copy of the entry in the Register is then made, on form 19, and sent to the Registrar General.

In the case of a transfer to a colonial port, the applicants for transfer should be advised to retain the Certificate of Registry and deliver it, in exchange for a fresh certificate, at the new port of registry. On transfer from a port outside Great Britain, care should be taken to note if the fees have been paid, and, although entry in the Register is not to be delayed, delivery of the Certificate of Registry is not to be made until the fees are received at the new port of registry. Signal letters should be included in all transcripts of registry.

### **Registry Anew.**

When a ship undergoes material alteration, such as change of her hull dimensions or means of propulsion, she must be registered anew. A vessel is also registered anew when she is sold under a Certificate of Sale, as previously mentioned. The new owner of a vessel may, if he makes application and pays the requisite fees, have a vessel registered anew.

The Registrar is given discretionary powers as to whether he will insist on registry anew and, as a general rule, he will only require registry anew when a registered ship is so altered as not to correspond with the principal registered particulars of the vessel. Whenever the dimensions of the hull of a vessel are altered, or the means of propulsion changed from dumb to sail, or, dumb or sail, to motor or steam, or vice versa, the vessel must be registered anew. Small alterations such as adding or removing deck houses, altering cabin spaces, or changing a vessel from motor to steam, or the reverse, do not entail registry anew, and the existing Register may be amended accordingly upon receipt of a Certificate of Survey.

Upon receipt of a Certificate of Survey, which so amends the tonnage or description of a registered vessel that the vessel must be registered anew, the Registrar will require the production of the Certificate of Registry, Declarations of Ownership, and the fees in accordance with the scale. If no carving note is received with the Certificate of Survey, the Registrar will issue one showing the amended tonnage to be carved on the main beam of the ship. When the carving note has been certified by an established officer, registry of the transaction may be proceeded with. The first duty of the Registrar is to record in his Deeds Book the closing of the old registry, the opening of the new registry, and the amount of fee received.

The old registry is closed by writing across it "Registry closed this . . . day of . . . Vessel registered anew on installation of a motor (or in consequence of material alteration of length,

etc.). Certificate delivered up and cancelled (or not delivered up and cause of non-delivery)." The Certificate of Registry is cancelled and endorsed in the same manner, and forwarded to the Registrar General. If the certificate is not delivered, a form 20 is headed and a copy of the closing entry (which would state the cause of non-delivery) made upon it and forwarded to the Registrar General. The closing of the Registry should not be delayed because of the non-delivery of the certificate, but the Registrar is to make every endeavour to see that the certificate is delivered up, and forwarded to the Registrar General after cancellation. Having done this, the Registrar will then open a new registry, bringing forward any outstanding encumbrances from the old registry. The vessel will retain its original official number, but the port number will be the next in rotation. The Register will also show, in the place provided, the particulars of previous registry, giving the port, port number, year of previous registry, and the reason for registry anew. A new certificate is then prepared and issued to the owner, who is to be charged 1/- for it. A copy of the new entry, on form 19 and 19A, is then prepared and forwarded to the Registrar General.

When the alteration takes place at a port other than the port of registry, the Registrar at the port of alteration will, if he is satisfied it is a case for registry anew and the Certificate of Survey and the Carving Note are presented, issue a provisional Certificate of Registry or amend the old one. The Certificate of Survey and the Carving Note are then forwarded with an advice, on form 339, to the Registrar at the port of registry of the ship. Here the Registrar will require the production of Declarations of Ownership, and the fees, before registering anew. When the ship arrives home, the provisional, or amended Certificate of Registry, is delivered up, and a new one issued.

If the ownership of a vessel is changed, the new owner may, upon application, have his vessel registered anew. The new owner will make written application and, provided his title to ownership is previously recorded in the Register, the Registrar will require from him a fresh Declaration of Ownership, the fees, and the old Certificate of Registry. The procedure is then the same as in the penultimate paragraph.

#### **Alteration of a ship's tonnage, etc., without registry anew.**

Upon receipt of Certificates of Survey not requiring registry anew, the Registrar will issue a Carving Note if the alteration is one affecting the tonnage of a vessel. It is only after the Carving Note, duly certified, has been returned that the Registrar will proceed to enter in the Deeds Book the time of receipt of the Certificate of Registry requiring amendment. The Certificate of Registry will then be amended, in red ink, according to the Certificate of Survey, and the Register itself will be amended in the same

coloured ink. The Certificate of Registry, and the Register, are then noted, in the same coloured ink, with the date, the colour of the ink used in the amendments, and the date of port of the Certificate of Survey authorising the amendments. The note is to be made along the sides or on the top of the Certificate of Registry, and in column 14 in the Register. The certificate is then handed back to the owner, whose receipt for it must be obtained in the Deeds Book, and a copy of the entry, on form 19, is made and forwarded to the Registrar General. The Registrar can, at his discretion, issue a new Certificate of Registry, charging 1/- for it. Each subsequent amendment must be carried out in a different coloured ink.

### **Powers of Attorney.**

A registered owner or mortgagee of a ship can delegate his power of transfer to another person. This is done by lawfully appointing an Attorney to execute a Bill of Sale, Mortgage, or transfer or discharge of a mortgage. The Registrar must be careful to see that the power of attorney is properly prepared, and covers the transaction being dealt with. It must be produced on each occasion, and its production noted on the Bill of Sale, Mortgage Deed, etc. Declarations to be made by an individual, such as a Declaration of Ownership or Transmission, cannot be made by an Attorney. Unless specially granted for Registry of Shipping, all powers of attorney must bear a 10/- stamp.

### **Inspection of Registry Books and Certified Extracts.**

Registry records are often required in Courts of Law, especially with regard to collision cases, etc., and a Registrar is to allow inspection of the Register, or provide certified extracts therefrom on payment of the relative fee. No fee is to be charged for inspections of the register by H.M. Inspectors of Taxes who may require to do so in addition to the advice of each transaction forwarded to him on form 48S by the Registrar. The fee for inspecting a Register Book is 2/-. For a certified extract from the Register Book, giving the particulars of the ship and the ownership at the time being, the fee is 5/-. Unless only a particular part of the Registry is desired, the full particulars of the ship, and the full names and addresses of the owners and particulars of mortgages and other encumbrances, at the time, are to be given. If any other certified extract is required, a fee of 1/- for every ninety words (not including printed words or the Registrar's certificate) is charged. This fee of 1/- per ninety words would be charged in addition to the 5/- charged for giving the particulars or details of the ship forming the preamble to the extract required. For a certified copy of any document or declaration, such as a Declaration of Ownership, admissible as evidence under

Section 64 of the Merchant Shipping Act, 1894, a fee of 5/- is charged.

When the fee is paid a Registry Fee Receipt is issued, and the particulars entered in the Deeds Book. Extracts from the Register are given on form 19, or 19 and 20 used together, while certified extracts of documents are given on similar forms to the document itself. The Registrar, after completing the extract, will certify, in the space immediately following, that the foregoing particulars are true extracts from the Register of British ships kept by him showing the ownership or interest in the vessel. This certificate must be in the form given in the Book of Instructions to Registrars. When two or more forms are prepared, they, and the certificate, are taped and sealed together, the certificate stating the number of forms annexed.

### **Lost Certificates of Registry.**

A declaration of the circumstances of the loss of a certificate must be made by the master or other person competent to make the same before the Registrar in writing. If satisfied, the Registrar may grant a new Certificate of Registry and charge 1/- for it, noting the transaction in the Deeds Book and obtaining a receipt therein. A statutory declaration of the loss before a Commissioner of Oaths may be accepted, but any doubtful cases are to be submitted to the Chief Registrar.

### **Closing of Registry.**

Whenever a Registrar receives notice that a vessel registered at his port has been lost, or constructively lost, broken up, or sold to foreigners, he will take steps to close the Registry. "Constructively lost" means, when a ship has been lost and her recovery is highly improbable, or too expensive, and the owner has abandoned her and there is no likelihood of the vessel being salvaged for reconditioning. Constructive loss is not to be assumed and registry closed without reference to the Chief Registrar, unless the Registrar is satisfied that the underwriters of the vessel have actually accepted her as a loss.

The Registrar may be advised of the loss of a vessel by the Registered owner, or by a Receiver of Wreck at another port, whose duty it is to report such cases when they come to his notice. If it comes to the Registrar's notice that a vessel has been lost he should, after a reasonable time has elapsed, enquire for a proper notice of loss and forward form 341 to the owner. If notice is received that a vessel is being broken up the Registrar should, before closing the Registry, be satisfied that the breaking up of the vessel has advanced to such a stage as to render the vessel unfit for further navigation. If the vessel is being broken up at a place other than the port of registry, an advice from the

local officer of Customs and Excise should be obtained, and, if the Certificate of Registry has not been surrendered, he should be requested to make enquiries with a view to obtaining it.

When the Registrar has sufficient evidence to close a registry he does so by writing across the register (i) the date of closing the registry, (ii) the cause of closing the registry, (iii) the source of the advice and (iv) whether the Certificate of Registry has been delivered up or not, and the cause of non-delivery. Numerous examples of closing entries will be found in the book of instruction to Registrars. When any Mortgage or Certificate of Mortgage is still outstanding on the vessel the closing entry should state that the registry of the ship is closed except in so far as relates to Mortgages A, B, C (as the case may be). It is therefore necessary that, before making the closing entry, Registrars should go carefully through all the transactions against a ship in the register to see that no unsatisfied mortgage is outstanding. When a vessel is condemned by a competent court and the closing of the registry results, or when the first mortgagee sells the ship to foreigners, thereby causing the closing of the registry, all the other mortgages are automatically extinguished, and no reference to them need be made in the closing entry.

The Certificate of Registry is cancelled, and the same words as in the closing entry in the register, are written across the face of it in red ink. The cancelled certificate is forwarded to the Registrar General, or, if no certificate is delivered, a form 20 is headed and a copy of the closing entry written across it, and forwarded instead. The vessel's name is also ruled out in the alphabetical index of registered ships and the words " registry closed " and date written against it.

## LIGHT DUES

The collection of light dues forms part of the work at every small port. This task is performed on behalf of Trinity House, which is the general lighting authority for the British Coasts, and on behalf of the Board of Trade in the case of the Basses and Minicoy Lights (these are lights in the Indian Ocean which are maintained by the British Government).

The scale of light dues chargeable, and the rules governing exemption from payment, are laid down in the Second Schedule to the Merchant Shipping (Mercantile Marine Fund) Act of 1898, and are given in the Customs and Excise revised instructions on miscellaneous accounts (Light Dues).

In the first place, only vessels carrying cargo or otherwise earning profit on a voyage are charged light dues. Sailing vessels of less than one hundred tons (registered tons); all ships, except pleasure yachts, of less than twenty tons; fishing vessels fishing for profit; vessels putting into port for bunkers or repairs or stress of weather, etc; vessels navigating waters in which no lighthouse, etc., is maintained by the general lighting authority; and yachts and pleasure boats of less than five tons register, do not pay light dues.

Yachts and pleasure boats of five tons or over, except foreign yachts visiting British waters for racing purposes, pay an annual sum of one shilling per registered ton (plus the percentage from time to time in force by Order in Council). A yacht of five tons or over which will be laid up all the year is not required to pay light dues, and the owner must make a declaration on the approved form (CA 24) if he claims exemption from payment. Demands for annual payments on yachts and pleasure boats are sent out from the ports where the vessels are registered, and payment may be made at any Custom House.

By the Act, no steamship shall pay more than 1s. 4½d. per ton, and no sailing vessel more than 1s. 1½d. per ton at the basic rate in any one year. The "lights" year is from the first of April to the thirty-first of March. Steamships pay 1½d. per registered ton for a home-trade voyage (i.e., a voyage on the British Coast or to or from ports on the Continent between the River Elbe and Brest) and 2¼d. per ton for a foreign voyage. Sailing vessels of over one hundred tons pay 1d. per ton per voyage for home-trade voyages, and 2¼d. per ton for foreign voyages. No vessel shall be required to pay for more than three voyages per month, or more than ten voyages per year, when voyaging in the home trade. No vessel in the foreign trade shall pay for more than six voyages. When a vessel is engaged in the home and foreign trades each foreign voyage is to be counted as one and a half home trade voyages, and in no case shall a vessel pay for more than ten voyages computed on this basis.

Deck cargo carried in unregistered spaces on a voyage to or from foreign (i.e., outside Home-Trade limits) is added to the registered tonnage of a ship when assessing the amount of light dues payable. When a vessel has made the full number of voyages, as outlined in the preceding paragraph, light dues are not payable upon the additional deck cargo tonnage. This exemption has often confused officers into thinking that, when a vessel has made her complement of voyages for the year, and is therefore exempt from any further payment of light dues, there is no need to measure the space occupied by deck cargo. The limitation of the number of voyages on which light dues are paid should not be confused with a Customs Officer's obligation to measure the space occupied by deck cargo on vessels arriving from places outside the Home Trade limits.

Under Section 85 of the M.S. Act, 1894, officers of Customs are appointed to measure the capacity of spaces occupied by deck cargo carried in unregistered places on a ship. Having declared the tonnage of such spaces on form 104, the officer, on the same form, adds the ship's registered tonnage, and the total is the registered tonnage of the vessel for that particular voyage. In reality, the officer is "surveying" the additional spaces, and adding them to the constant given on the ship's certificate of registry. The dues, whether they are light dues or harbour dues, are then paid on the registered tonnage, as declared by the officer, for the particular voyage in question.

It is an extremely rare occasion when a small port officer has to collect Basses or Minicoy light dues. Details of the conditions which render a vessel liable to these dues, and the rates in force, will be found in the revised instruction on light dues. There is just the point to remember that these dues are collected for the Board of Trade, and have special receipt forms. The money collected is a Board of Trade receipt, and is brought to account in schedule 45.

A point which has presented difficulty to some officers is that of the collection of light dues from vessels trading to the Irish Free State. Vessels trading to the Irish Free State are in the Home Trade, and the charges, and number of voyages, are reckoned in every case. A vessel to or from the Irish Free State with cargo will pay on each voyage, and light dues receipts issued by the Irish Free State authorities have the same value, and are to be counted in the same way, as receipts issued in Great Britain or Northern Ireland.

The pitfalls the student often falls into with regard to Light Dues are: (1) measuring deck cargoes on vessels from ports between the River Elbe and Brest; (2) charging Light Dues on vessels in ballast; and (3) charging Light Dues on sailing vessels of less than one hundred tons register with or without cargo.

When light dues are received a Trinity House receipt is issued, except in the case of Basses and Minicoy dues, which must bear the number of voyages the vessel has made, including the one in question, for the month and for the year. By this means a check is made to see that no vessel pays for more than three voyages a month, or for more than ten voyages in a year. The last Light Bill must always be produced, and its number noted at the foot of the new one being issued. The counterfoil of the receipt is retained, and attached to the form of statement which is forwarded to the district Collector at the end of every month. The amount is shown in the cash book under the Board of Trade column.

## MERCANTILE MARINE

The work which a small port officer performs as Superintendent of Mercantile Marine for the Board of Trade covers a very wide field, and, at most small ports, it forms the bulk of the work. The duties under this head vary considerably at different ports, and it is proposed to confine the text to matter which, whilst proving of general interest, will also fairly reflect the work performed at the average small port.

The authority under Parliament for the performance of this work is contained in the various Merchant Shipping Acts, but the principal of these is the Merchant Shipping Act of 1894. It is under this Act that the Board of Trade obtains most of its mercantile marine powers, and it is remarkable for the protection and assistance it generally provides for the British Mercantile Marine. Perhaps the most striking part of it is the great care and benefits it gives to seamen. Under the supervision of the Board of Trade it provides for the regulation of conditions of employment at sea; the quality and quantity of food to be supplied; the standard of accommodation for the crew; the preparation of and careful checking of agreements as to service; and for supervision of the payment of wages with simple facilities for seamen to save or transmit them. Right through the Act one reads of the careful thought its promoters had for the welfare of British seamen, and it is largely with conditions of employment and payments of seamen's wages that a superintendent of Mercantile Marine is concerned.

### Engagement of Crews and Agreements.

The crews of all foreign-going ships\* must be engaged before a superintendent of Mercantile Marine. The Master notifies his intention to engage a crew at the Mercantile Marine office, and the Superintendent thereupon posts up a notice of the time when "signing-on" will take place. The Superintendent at the same time notifies the Board of Trade Inspector of Ships' Provisions, on form P.W. 14, in order that the provisions to be used on the voyage may be inspected as required by Section 206 of the Merchant Shipping Act, 1894, and Section 26 of the M.S. Act, 1906. As all small ports are grouped under a district for this purpose, the notice must be sent to the head port at which an inspector is stationed. A list of the districts will be found in the book of instructions to superintendents.

When the Master attends at the Mercantile Marine office he should be asked to produce the ship's Certificate of Registry in

\*"Home Trade ships" are those engaged in the Coasting Trade of Great Britain and Northern Ireland, and those trading between Great Britain and Northern Ireland, the Irish Free State, and that part of the Continent between the River Elbe and Brest. "Foreign-going ships" are those engaged in trade outside the "Home Trade."

order to see if his name is endorsed thereon according to the Act. If the Master's name is not endorsed on the Certificate he should be informed that Customs clearance outwards cannot be granted until this is done. The Endorsement of the Certificate may be done by any Registrar of Shipping, who will notify the Registrar General of Shipping and seamen of the change. In many cases the Superintendent at a small port is also Registrar of Shipping, so that any difficulty in this respect may be overcome if the Master is able to produce his Certificate of Competency (Master's ticket) and appointment as Master by the owners.

The Superintendent should ask for the surrender of any terminated agreement of the previous voyage, or the Certificate B.B. in evidence of surrender, or, if the vessel has been in the Home Trade, the last Eng. 6 or D. and 07 should be obtained, or the Certificate C.C.

The Merchant Shipping Act provides that members of crews and owners must enter into agreement whilst engaged in the "foreign-going" or "home" trades. The agreement for foreign-going vessels must be made before a superintendent of Mercantile Marine, but the agreement for home trade vessels need not be made before a superintendent. Crews of vessels engaged in the foreign-going trade enter into agreement for the duration of the voyage, or portion of the voyage, as described in the agreement, but agreements for vessels in the home trade cover a period of six months in that trade. Vessels making short and frequent foreign-going voyages may also trade under a "running" agreement, which, like a home-trade agreement, expires every six months, but the crew, and any subsequent additions to the crew, must be "signed" before a superintendent. Coasting vessels of less than 80 tons are not required by law to enter into agreements, but they should prepare the list of crew on form D. and 07.

A foreign-going agreement is made on form Eng. 1. The agreement must be made in duplicate, and a copy of the agreement, on form U—for posting up on board ship where it is accessible for the crew's inspection—is also made. The three copies must correspond with each other. One copy of the agreement is retained by the Superintendent, whilst the ship's copy and form U are handed to the Master. The Superintendent must exercise particular care in seeing that agreements are drawn up in strict accordance with the provisions of the Merchant Shipping Acts. It must be remembered that agreements containing ambiguous clauses, or incomplete provisions, will often lead to disputes during the voyage, and it is the duty of the Superintendent to object to any clauses which are not clear, or which are contrary to the M.S. Acts. The voyage of the vessel should be clearly defined, and there should be no doubt as to whether the agreement is for a single voyage, or a number of voyages. If the vessel is being chartered, the name and address of the charterers, or hirers,

should be inserted in the agreement. The Superintendent should also see that the number of sailors to be carried on deck is inserted in the space provided in the agreement, and that the number is not less than the minimum as laid down by Board of Trade regulations, which stipulate the manning of a ship according to her gross tonnage or length. This scale may be found in the book of instructions to superintendents.

Before the agreement for a foreign-going ship is signed, the Superintendent must satisfy himself that the provisions of Section 92 of the Merchant Shipping Act, 1894, and of Section 56 of the M.S. Act, of 1906, have been complied with in regard to carrying a duly-certificated Master and officers. The Master of every foreign-going ship must hold a Master's Certificate. Vessels of over 100 registered tons must also carry an officer who holds not less than a Mate's Ticket, except in the case of sailing vessels of not more than 200 registered tons, when the officer may hold a Second-Mate's Ticket. Again, foreign-going steam vessels of over 100 nominal horse power must carry a certificated first-class engineer, and also an engineer whose certificate is not lower than that of a second-class engineer. In vessels of less than 100 N.H.P. the engineer must not be lower than a certificated second-class engineer. The Superintendent should examine all the certificates of competency held by the officers of the vessel and see that the numbers of them are entered against the relative names in the agreement. Seamen must not be signed as A.B. unless they can prove it by production of a discharge book, or a certificate from the Registrar General that they have served three years before the mast. Approved service in decked fishing-boats registered under Part I of the M.S. Acts shall only be counted as sea service up to two years, and a year's service on a foreign-going ship must be served in addition before appointment to an A.B. rating is acknowledged.

The discharge books of all seamen must be produced to the Superintendent when the crew are "signing-on," in order that the particulars of the engagement may be entered. The numbers of the discharge books are then entered against the men's names in the agreement. If a man fails to produce his discharge book, the fact should be noted in the agreement against his name. The books are then handed to the Master of the vessel—if he is willing to take charge of them during the voyage—and a note of the delivery of them to the Master, and of the number delivered to him, is made on the "Certificate" page of the agreement.

Foreign seamen should be submitted to a language test by the Superintendent before signing on in order to find out if they have a sufficient knowledge of English to understand any orders the men may receive from the ship's officers. A record of the number of seamen so tested is to be kept by the Superintendent, and a return, on form Eng. 14, is to be sent to the Mercantile

Marine Department of the Board of Trade at the end of every quarter.

When the agreement is completed, the Superintendent will enquire of the crew assembled if they understand the terms of it, and if there is any doubt expressed the agreement is to be read over to them. The Master, and each member of the crew, will then sign each copy of the agreement. After the signing, the crew are to be informed of the time they must report for duty on board the ship.

The Superintendent is to enquire if any of the seamen desire to have an allotment note for wages prepared. Seamen can, by means of allotment notes, assign portions of their wages to some person. Allotments are payable monthly, and should not be for more than one-half of monthly wages, unless the Master will, by agreement, extend these conditions. If any allotment notes are required, the Superintendent will enter the particulars of them in the agreement, before handing them to the seamen.

When the agreement has been settled, and all formalities complied with, the Superintendent then signs and hands to the Master, a certificate to that effect on form A.A. This form must be produced by the Master at the Custom House before outward clearance is granted. Although the Superintendent is also the Customs Clearing Officer at most small ports, the Certificate A.A. must be prepared in every case, as it is required by the Master when he attends before a British Consul abroad. A good plan is to gum it on to the front page of the ship's copy of the agreement before handing it to the Master.

### **Running Agreements.**

In order to relieve masters of vessels in the foreign-going trade, which make short and frequent voyages, from the necessity of discharging and re-engaging the same crew before a Superintendent on each occasion the vessel returns to the U.K., the Board of Trade have devised the system of running agreements. The first engagement of the crew is made before a Superintendent and an agreement, on form Eng. 1, is signed in the usual way after the conditions of engagement, as previously outlined; have been complied with. The Running Agreement covers voyages in the period between the date it is made, and the date of the first return to the United Kingdom following the next 30th June or 31st December.

Whenever the ship returns to the United Kingdom, the Master must produce the agreement at a Mercantile Marine office. Any additions to or discharges from the crew must be made before a superintendent in the usual way. If no alteration in the crew is made the Master must endorse and sign the agreement to the effect that no men have been discharged or engaged, or are intended to be discharged or engaged, before the vessel sails

again. If alterations in the crew do take place, the Master must endorse and sign the agreement certifying that all men have been discharged or engaged before the Superintendent. When these endorsements are made on the agreement, the Superintendent will also endorse it to the effect that the law has been complied with, and sign and stamp it. A form B.B. or A.A. is then prepared and handed to the Master along with the agreement.

On the first arrival of a vessel in the United Kingdom on a date following the 30th June or 31st December, the half-yearly agreement automatically expires, and the whole crew must be discharged before a Superintendent, and the agreement surrendered. The crew may then be re-engaged on a new form of agreement for the following half-year. If a Master wishes to draw up an agreement in May or June, to expire on the 31st December, the Superintendent should raise no objection, but should point out that the crew may claim to be discharged on the 30th June. When the agreement is delivered up, and found in order, the Certificate B.B. is issued to the Master. The agreement, after removing the blue paper covers, is forwarded to the Registrar-General of Shipping and Seamen.

### **Discharge of Crews.**

The Master of a ship from foreign, i.e., outside the home trade limits, is required to give the Superintendent of Mercantile Marine twenty-four hours' notice of his intention to pay off his crew, and must deposit his official log book and agreement within forty-eight hours of the vessel's arrival.

The Superintendent must carefully examine the agreement and official log book to see that they are complete, and contain an account of all the crew since the vessel's last departure from the United Kingdom. All the entries should be checked, and statements referring to deceased seamen's wages and effects; wages and effects of seamen left behind; discharges and desertions; and fines and forfeitures should be verified. Notes should also be made of any entry with regard to the misconduct or incompetence of members of the crew holding certificates, with a view to holding subsequent enquiry into such matter, and reporting on form P.R.1. It is a good plan to note on a piece of paper any entries which require to be verified subsequently, so that they may not be forgotten in the pressure of work attending paying off. The Superintendent should also note if any seamen have been irregularly engaged or discharged at a foreign port; whether the draught of water of the vessel has been entered in the place provided in the log, on each occasion the vessel entered and left a port during the voyage; whether entries have been made with regard to boat drill and inspection of life-saving appliances; and whether any births or deaths during the voyage have been duly recorded.

If as a result of the Superintendent's scrutiny and questioning, or upon any afterthought of the Master, it is desired to alter an entry in the official log book after it has been delivered, the Master should not be allowed to alter the log book, but he may be allowed to make the correct entry on a sheet of paper, sign it, and hand the paper to the Superintendent to be attached to the official log. If the Master omits to enter offences in the log book during the voyage he may have difficulty in proceeding to enforce punishment for such offences upon his return. If he omits to enter in his Master's book (F.1) any deductions from a seaman's wages, such as advances at foreign ports or slop chest supplies, at the times they occur, the deductions may not be admitted by the seamen when they come to pay off, or by representatives of deceased seamen.

After examining the agreement and log book deposited with him, the next duty of the Superintendent is to witness the signing off of the crew. The Master and crew will attend at an appointed time, and, before signing off begins, the Master will hand in all the discharge books of the crew and answer any questions which the Superintendent may ask as a result of the examination of the agreement and log book. At least twenty-four hours before attending to pay off, the Master must provide each member of his crew with an account of wages. This account forms the counterfoil of the Master's book (F.1), showing the gross earnings, deductions, and net amount payable, and is torn off and handed to the seaman in sufficient time for him to check, and, if necessary, question it. As each seaman presents himself before the Superintendent he hands to the Superintendent his account of wages. The Superintendent checks the amount with that shown in the agreement and then witnesses the Master or owner pay the balance of wages due. The seaman then "signs off" in the agreement, and the Superintendent initials the agreement as witness. The seaman should be given to understand that, in "signing off" he agrees to release the Master and owner from any further liability for wages during the voyage. If he wishes to except any claim from the release, he is not to sign the agreement, but to sign form M., and the subject of the claim is to be noted on the back of the form. A note that form M. has been signed is to be made in the place where the seaman would have signed the agreement. The account of wages is handed back to the seaman.

The discharge books, or certified extracts from list of crew and official log book, are then stamped with the exact character given in the log book signed by the Master, and by the Superintendent, and handed to the members of the crew. The Superintendent should see that the entry in the discharge book is correct and signed by the Master before stamping and signing it.

The book should also be stamped with the port and date after the Superintendent's signature.

A seaman has the option of (i) having his character stamped in his discharge book (Dis. A), (ii) having a copy of his character on a separate form (Dis. B), or (iii) of refusing to have a copy of his character in any form. A seaman who has a character less than "very good" should be informed of the character given in the log book and asked whether he desires to have a copy inserted in his discharge book. If the seaman objects to having a copy of the report of character shown in his discharge book, he should be informed that the space in the book will not be left blank, but will be filled up with the words "endorsement not required." Whenever the character given is bad, or the Master writes "decline to report" in the log book, the Superintendent should, if appealed to in writing by the seaman concerned at the time of paying-off, use his influence to see that the character is justly given. On the other hand, if a seaman has been logged for serious offences, and is given a good character without justification, the Superintendent should point the matter out to the Master. In cases where the Superintendent thinks a wrong character has been given, he should suggest the alteration of the report, and if the Master declines, a report of the enquiry should be made in triplicate on form Dis. F, one form being handed to the Master, one to the seaman, and one attached to the log book. Whenever a book is stamped with a character less than "Very good" the Superintendent should sign across the character columns in order to prevent alteration of the entry. The log book should also be initialled against the relative entry, and, if it is a case of "endorsement not required," the letters E.N.R. should be added after the initials. Whenever a seaman about to be discharged has no discharge book, and the Superintendent has reason to believe that the man has had a book before, the particulars of enquiry should be sent to the Registrar General on form Dis. H. The books of seamen who fail to turn up for discharge should not be stamped, unless the character is "Very good" for ability and conduct, but the character shown in the log should be pencilled in the discharge book until the seaman expresses his wish as to endorsement. Unclaimed discharge books should be sent to the Registrar General along with the official log book.

If any member of the crew is unable to produce a discharge book, the Superintendent should enquire whether the seaman has had a book before. If the seaman has lost his book, he should complete form Dis. H, which is forwarded to the Registrar General who will return the form stating if the book has been found or not and whether a new book, bearing the old one's number, should be issued. If the seaman has not had a book before, and the Superintendent is satisfied, the card C.R.1 should

be completed, and a fee of 2s. 6d. collected before a new book is issued. The number of the new book issued is entered in column 20 of the agreement, the card C.R.1 is stamped and sent to the Registrar General, and the fee of 2s. 6d. is brought to account in Schedule 43. It should be noted that discharge books are only issued at the time of discharge, and any application for a new book after the log has been sent to the Registrar General should be made on form G.R.396, and form C.R.1, and sent to the Registrar General. When the Registrar General sends a new book the fee of 2s. 6d. is credited in Schedule 55, and not in Schedule 43, as in other cases.

In cases where seamen proceed home without waiting to be discharged before the Superintendent, the balance of wages may be received from the master and brought to account in Schedule 37. An advice on form Dis. 12, along with the seaman's discharge book, account of wages and form M., is then sent to the Mercantile Marine Office nearest the man's home. The Superintendent at the home port then pays the balance of wages, advised on form Dis. 12, to the seaman when he applies for the same. The payment of the money is shown in Schedule book 40, and the seaman's signature is obtained in the Schedule book 40, and on form M. The account of wages, discharge book and other cards are handed to the seaman. The form Dis. 12 is stamped and signed, and returned to the port of issue, whilst the form M. is signed and forwarded to the Registrar General. In making these payments Superintendents must be careful to see if the seaman compares with the description given in the discharge book and whether the signature in the discharge book compares with that on Schedule 40 and form M. When a seaman lives in an inland town the balance of wages is paid through the Post Office. Either the master or the Superintendent purchases a money order for the amount. If purchased by the Superintendent the poundage of the money order must be charged against the seaman in his account of wages. Form Dis. 7 and the money order are sent to the seaman, the money order being stamped at the bottom with the words "Before payment refer to letter from (office stamp)." Form Dis. 8 and the seaman's discharge book, account of wages, etc., and form M. are then sent to the Post Office at the town of the man's residence. The postmaster returns the form Dis. 8 and form M. in the envelope provided. The Dis. 8 is attached to Schedule 40, in the signature column of which is written "Dis. 8." The form M. is sent to the Registrar General. The receipt of the amount is brought to account in Schedule 37 and the payment of the sum, including poundage, is shown in Schedule 40. The usual fee charged for engaging or discharging men on board ship is also charged in cases of transmission under these schemes. A list of fees will be found in the Board of Trade list. It should be

noted that no fee is charged for engaging or discharging crews during office hours at the Mercantile Marine Office. X

The master of a vessel must deliver to the Superintendent the wages and effects of deceased seaman or seamen left behind before a certificate B.B. is granted. The Superintendent may allow deductions from a seaman's wages for certain offences, provided the deductions are shown in the master's book (F.1). In cases where deductions are disputed, the Superintendent should refer to the instructions given in the Book of Instructions to Superintendents.

When the business of discharging the crew is completed to the satisfaction of the Superintendent, a certificate B.B. is issued to the master. This certificate must be produced to the Customs Officer before clearance of the ship inwards is granted. In certain cases the Superintendent may issue a provisional B.B. on which a Custom's Officer may grant inward clearance.

The official log book of the vessel, and any other documents relative thereto, is transmitted to the Registrar General of Shipping and Seamen after the Superintendent has removed the blue covers and blank pages, and written the following certificate after the last entry :—

“ I certify that I have carefully examined this official log book and find that no entries have been made on the pages subsequent to this certificate.—(Signed) Supt.”

### **Wages and effects of deceased seamen.**

The Superintendent is to enquire from the master whether any member of the crew, or any seaman carried as a distressed or sick seaman, has died during the voyage. The agreement and the official log book is to be examined to this end. The log book will contain an entry of any death signed by the master, mate, and one of the crew, whilst the colonial or consular officer abroad will endorse the agreement as to whether any sick or distressed seamen have been sent home by the vessel. The same enquiry is to be made when the master of a home trade vessel hands in his half-yearly agreement.

The master must in every case render an account, on form W. and E.1, and deliver up to the Superintendent, the money and effects of any seaman who has died during the voyage. Even when there are no wages or effects belonging to the deceased seaman the master must still render the account on W. and E.1. If the wages and effects have been delivered to a colonial or consular officer abroad, the W. and E.1 is to be prepared, and the receipt for the effects from such officer is to be produced. The fact that payment has been made to a colonial or consular officer abroad is to be noted by the Superintendent on the form W. and E.1

When the form W. and E.1 has been signed by the master the Superintendent will check the account of wages, and any deductions

therefrom, with vouchers and entries in the log book and master's book (F.1). If an allotment note is produced as a voucher for a deduction the Superintendent will note on the W. and E.1 the name and address and relationship of the person in whose favour the allotment note is made. Deductions for hospital or funeral expenses should be examined to see if they are reasonable and fair, and such deductions should not be allowed if incurred abroad and the seaman's death was not due to his own wilful act. Expenses so incurred in the United Kingdom may be allowed to be deducted if the Superintendent thinks they are reasonable. After checking the form W. and E.1, initialling all satisfactory deductions, and striking out any item to which he cannot certify, the Superintendent signs the form and forwards it to the Registrar General along with the ship's log book. A receipt on F.24 is given for the money of a deceased seaman, the amount is entered in a special book (Wages and Effects of Deceased Seamen)—and brought to account in Schedule 23.

A list of the effects left by the deceased seaman must be given on the back of the form W. and E.1, or on a list attached thereto, and also a description of the packages in which the effects are contained. After checking the items the Superintendent will seal the packages in the presence of the person who delivered the effects. Any valuables should be sealed in a separate package and kept in the office safe. The effects must be kept in the Mercantile Marine Office until any claim to them has been acknowledged as correct by the Finance Dept., and instructions for their delivery given. When effects remain unclaimed after twelve months, the instructions of the Board of Trade should be sought with a view to sale by public auction.

Claims to the wages and effects of deceased seamen should be made on forms W. and E.3, W. and E.4 or W. and E.5. Form W. and E.3 is used in cases where the deceased left no will; form W. and E.5 where a will has been made; and form W. and E.4 is prepared by a person who is a creditor of the deceased. The claim forms require that the declarations of the claimant shall be made before a magistrate or minister of the parish, and that two householders shall testify as to the identity of the claimant. The Superintendent should satisfy himself that the form of claim is complete and that the householders named are respectable householders and resident in the district. Any documents, such as marriage certificates or wills in support of the claim, must be checked, noted on the claim, and attached to it. The Superintendent will then sign the claim form and forward it to the Finance Dept. of the Board of Trade.

The claims will be examined at the Finance Dept. and, if admitted, an order to deliver the wages and effects will be given on form W. and E.6. If the effects are lying at a Mercantile Marine Office other than the office of payment the Superintendent

should obtain from the claimant written instructions as to which route the goods are to be sent by, because such goods are always forwarded at the owner's expense and risk. Upon receiving instructions as to forwarding effects from another Mercantile Marine Office, the Superintendent who has custody of the effects, will prepare a form W and E8 and forward it to the Superintendent at the office of payment, and also send the goods, carriage forward, to the address given. If any previous carriage costs have been incurred, form W. and E.6 will state the amount to be collected. A receipt for the wages and effects is obtained from the claimant on form W. and E.6. The money paid under the order is charged to Schedule 28, whilst any money received for carriage of effects is brought to account in Schedule 23. The form W. and E.8 is receipted by the Superintendent and sent to the office of origin, and form W. and E.6 is returned to the Finance Department, via the Collector, with the relative Schedules at the end of the month.

### **Wages and Effects of Seamen left Abroad.**

The master must render account, on form L.A.1, of the wages and effects of seamen who have deserted or failed to join the ship whilst abroad. The conditions under which a master is exempted from giving account will be found in Section 28 of the M.S. Act 1906. If more than one seaman has left the ship abroad, the master may deal with the accounts individually, or collectively. The accounts of each individual are given on form L.A.1, and a summary of them, if the master deals with the cases collectively, is given on form L.A.2. The form L.A.1 is divided into two accounts:—the delivery account, and the re-imbusement account. The delivery side is an account of wages due to the seamen and deductions on account of advances, allotments, fines, slops etc., whilst the re-imbusement side shows the expenses claimed by the owners on account of the seamen's absence from duty without leave. The summary on form L.A.2 shows the amounts due to seamen on one side, and the amounts due to the owner on the other side.

When the master has rendered and signed the accounts, the Superintendent should carefully examine the items and check them with entries in the master's book, and with the relative vouchers. The official log book should also be examined to see if the master has entered therein the amount due to a seaman at the time he left the ship, and the effects which he left behind. The amounts entered on form L.A.1, and the effects entered on the back of the form, should be compared with the log book entries. The initials of the Superintendent should be placed against each item of deduction shown on form L.A.1 which he has checked. The re-imbusement side of the form L.A.1 should also be checked. The expenses arising through a seaman's absence may be allowed when

due to head tax (tax by a foreign government on a ship for each deserter) fee for reporting desertion, cost of warrant for arrest, or for cabling stopping allotments, but expenses incurred through the employment of a substitute should only be allowed in so far as they exceed the wages which would have been paid to the deserting seaman during the time his substitute is employed. Any money received after the settlement of claims on form L.A.1, should be credited in Schedule 11 and a receipt on form F.24 given. Any payment which the Board of Trade may authorise should be charged in Schedule 18. When the accounts have been checked the Superintendent should endorse the ship's agreement, as outlined in the penultimate page, and sign it.

### **Deaths.**

The Superintendent at the port where the ship's crew is discharged should enquire into any death which occurs on board a British foreign-going ship. If inquiry has already been held by a Consul, or in a British Possession abroad, or if a certificate of death is given by a duly qualified medical practitioner, the enquiry need not be a full one and the Superintendent will probably be satisfied with questioning the master, steward and ship's doctor in order that he may certify to the entry of the death in the log book.

Where friends or relations demand an inquiry into the death, or where there is reason to suspect that the person died either a violent or an unnatural death, the Superintendent is to conduct a formal inquiry. A notice that the inquiry is to be held should be sent to any relative in the district, or, in the case of a foreigner, to the consul of the deceased's country, and such person so invited shall be allowed to question any witness at the inquiry. All witnesses must furnish the Superintendent with sworn statements as to the death, and cause of death if known. Special care must be taken in cases where ill-treatment, or any act of the master or crew, is concerned. The evidence is taken down on form Inq. 6, in the case of foreign-going ships, and forwarded to the Mercantile Marine Department, Board of Trade. If the Superintendent is satisfied the death was not caused by improper means, and that the log book entry is correct, he is to enter in the log book a statement to that effect, and sign it. In the case of a vessel proceeding to and discharging the crew at a Continental or other port outside the United Kingdom, the Superintendent should hold the inquiry, but he must not endorse the official log.

In the case of fishing boats, the same procedure is to be followed except that the skipper must lodge a statement on form Inq. 8. The Superintendent will then complete form Inq. 7. If the Superintendent is satisfied that death was not due to violence or other improper means he will endorse the form Inq. 8 to that effect,

Although the Merchant Shipping Act does not contain any special provisions in regard to deaths on board ships in the Home Trade, the Superintendent may, if he has cause to suspect that death was caused through violence or other improper means, hold an inquiry, but he has no legal power to compel witnesses to make statements or sign them. He should, however, endeavour to obtain all information possible, and report to the Mercantile Marine Department on form Inq. 9. Where a coroner's inquiry is held, the Superintendent should exercise his discretion as to holding an inquiry, but should, in any case, obtain an official report of the coroner's findings from the police, and attach it to a form Inq. 9.

In every case of death on board a British Ship, the Superintendent should forward a report on form B. and D.1 to the Registrar General of Shipping and Seamen.

### **Desertion.**

The action to be taken when the wages and effects of seamen who have deserted abroad are delivered to a Superintendent has been previously detailed under "wages and effects of seamen left abroad," but in view of the large number of desertions from British ships abroad Superintendents should exercise care in examining the agreements and log books of ships to see if any of the crew about to be paid off have deserted from other ships.

The prosecution of deserters is entirely a matter between the shipping company and the seaman, but before paying off a suspected deserter from another ship, the Superintendent should warn the master that the owners of the ship concerned may claim such portion of the seaman's wages as will be sufficient to reimburse them, and that any payment made before the instructions of other owners are received will be at the risk of the master or owner now paying off. The Superintendent should immediately get in touch with the owners of the ship from which desertion is suspected to have taken place, and inquire if they are making a claim against the seaman. If a claim is made, the proper course is for the owners to take the offender before a magistrate, and, when the order of court is presented at the Mercantile Marine Office, such amount may be deducted from the seaman's wages. Any balance of wages may then be paid to the seaman. Cases in which seamen have given the wrong name of the last ship in order to conceal desertion should be reported to the Board of Trade.

### **Failure to Join.**

If a seaman wilfully, or through misconduct, fails to join a ship after signing agreement to do so, the Superintendent should report the case to the Board of Trade (M.M. Dept.) on form P.R.4. The seaman's discharge book should be endorsed with the words "voyage not completed" across the blank spaces on page 6, etc.

All discharge books should then be forwarded, with the report on form P.R.4, to the Mercantile Marine Department.

If, as a result of inquiry, the Superintendent is satisfied that the failure to join was due to sickness or other unavoidable circumstances, a report is not made on P.R.4, and the endorsement in the discharge book is qualified by a brief explanation in red ink. The entry "voyage not completed" should not be made in the discharge book if the agreement is cancelled with the master's consent, but the words "engagement cancelled" should be entered instead.

In cases where a seaman who has failed to join has also cashed an advance note, the Superintendent should inquire of the person who cashed the note if proceedings are likely to be instituted against the seaman and, if so, the report on P.R.4 should be delayed until the result of the case can be included in the report. In every case of failure to join, whether due to the fault of the seaman or not, the local employment exchange should be informed.

### **Distressed Seamen.**

Any British seamen, or seamen shipwrecked or left behind by a British ship, who are in distress, may, under the provisions of Part IV of the Merchant Shipping Act, 1906, be shipped home by the proper authority at the place where the seamen are found. As a rule, the distressed seamen are shipped home by the British Consul or British Dominion Officer at the place abroad, who will prepare a conveyance order specifying the proper return port of the seaman, and hand it to the master of a British ship bound for a home port. In some cases distressed seamen are sent home by foreign ships when a British ship is not available, and the passage may be prepaid by the British Consul, etc. The British Consul, or other authority issuing the conveyance order, will endorse in the agreement of every British ship, the seamen's names and the date of embarkation.

When the vessel arrives at a home port the master will bring the distressed seamen to the Mercantile Marine Office, together with the conveyance order. After the master has signed the declaration on the form, the Superintendent will compare it with the endorsement in the agreement by the British Consul, etc., and also with the outward and homeward list of crew. If he is satisfied, the Superintendent will pay to the master the amounts allowed for the carriage of the seamen (four shillings and sixpence a day for sailors and six shillings a day for officers), and obtain the master's receipt on the form. The Superintendent should also pay to distressed seamen any balance of wages which was due to them, as advised by the authority who issued the conveyance order, and obtain their receipt against the relative amount on the form. Amounts paid on account of distressed seamen should be charged in Schedule 30. In cases where the seaman is being conveyed home

as a result of his own wilful act, the Superintendent may deduct the expenses of his carriage from any balance of wages which may be due to the seaman. If a vessel arrives with distressed seamen, and the Superintendent finds, by examining the agreement, that the ship was short-manned and employed distressed seamen to make up the full complement of crew, he should not pay "conveyance" for those men used to make the crew up.

### **Home Trade Ships.**

The masters of all vessels engaged in the Home Trade, i.e., between the United Kingdom and that part of the Continent between the River Elbe and Brest, must enter into agreement with the crew. Vessels of less than 80 tons register, and employed on the coasts of the United Kingdom only, need not carry agreements, but if they go to the Continent, an agreement must be made.

The masters of home-trade ships are not obliged to enter into agreement before a Superintendent, but they may avail themselves of the Mercantile Marine Office, and sign on before a Superintendent, just as the masters of foreign-going ships do. If masters wish to avail themselves of the M.M.O., the procedure as in the case of foreign-going ships must be followed as far as possible. It should be noted that a Superintendent has no power to settle wages disputes in the case of home-trade vessels, but he should, wherever possible, endeavour to arrange a friendly settlement. Failing this, the disputants should be left to settle their differences in their own way.

Except in the case of vessels trading exclusively between Scottish ports, all vessels employed in the home trade must carry an official log book. Where the master enters into agreement with his crew, the form Eng. 6 may be used as a combined agreement and official log book provided the ship does not go to a Continental port. If there is an agreement on form Eng. 6, and the vessel goes to a Continental port, a separate log book, in the form O.8, must be prepared and delivered up with the agreement at the end of the six-monthly period. Where there is no agreement, as in the case of vessels of less than 80 tons register employed exclusively on the coasts of the United Kingdom, form D. and O.7 may be used as the official log book. If a vessel of less than 80 tons register goes to the Continent, an agreement on form Eng. 6, and a log book on form O.8, must be prepared. All home trade agreements, and log books, must be delivered up to a Superintendent within twenty-one days of the 30th of June or the 31st of December. In cases where several vessels in the home trade belong to one owner a special agreement, on form Eng. 3, may be made with seamen to serve in one or more of the ships of the fleet during a specified time. These agreements need not expire on the 30th June and 31st December, but the master must render a half-yearly account, on form Eng. 5, of the voyages

made and the crews carried. Masters using the forms Eng. 5 and D. and O.7 must be provided with form Eng. 13 which is a return, to be delivered up with the Eng. 5 or D. and O.7, of young persons under the age of 16 who have been employed on the ship during the period.

When the agreements and official log books of home trade vessels are delivered at the end of the six months ended 30th June or the 31st December, the Superintendent should carefully check the entries. The dates of signing on and off agreements should be scrutinised, and questioned if necessary; any omissions to sign off should also be inquired into; and any omission to complete entries as to the load line and draught of water on leaving each port should also be questioned. Masters should not be allowed to alter a home trade agreement or log book once it has been delivered, but the correct entry may be made on a piece of blank paper and attached to the form. If the Superintendent is satisfied, he prepares a form C.C., which is a certificate that the half-yearly agreement and log book have been surrendered, and hands it to the master. This form C.C. must be produced by the master of a vessel in the home trade whenever he applies at any Custom House for a transire or clears outwards. The blue backs of the log books are torn off by the Superintendent, all the relative additional free-board sheets, etc., attached, and the complete documents are then sent to the Registrar General of Shipping and Seamen.

In the home trade, a seaman is not furnished with a Dis. A. (discharge book), but if a seaman possesses one from previous foreign-going service, no objection is to be raised by a Superintendent to the master giving a certificate of discharge in the discharge book of a seaman who is terminating a home trade voyage. A seaman can obtain a certificate of discharge from the master of a home trade vessel on the form E (known as E. sheets). These forms can be sold by a Superintendent to any legitimate home trade seaman and have been designed to furnish a certificate of discharge or service to seamen who were not discharged before a Superintendent at a Mercantile Marine Office.

### **Seamen's Money Orders.**

A system of transmitting money, by means of a seaman's money order, from one port to another, has been established by the Board of Trade for many years. It is worked on much the same system as Post Office money orders, but the use of it is chiefly confined to seamen wishing to send money home to relatives; or other persons, and to owners remitting "allotment money" to seamen's dependants. Seamen's money orders can also be used by skippers of fishing boats in remitting money to their owners, or by Superintendents in forwarding contributions collected in boxes in the M.M.O. for seamen's welfare institutions and similar societies. No money order, or money orders, should be granted

for a larger amount than £300, unless the Superintendent is satisfied that the money is wholly wages earned by the seaman.

The application for a money order should be made on form M.O.1. The Superintendent will then receive the amount of the money order and bring it to account under Schedule 15. The money order is then prepared and handed to the applicant. An advice of the money order is prepared, stamped and signed by the Superintendent, and forwarded to the Mercantile Marine Office at which the order is made payable. This advice should contain one christian name in full.

When the money order is presented for payment at the other office the Superintendent should compare the advice with the money order, noting if the signature of the payee is as advised and if one christian name is signed in full. He should also inquire the name of the person to whom the order is payable, and also the name of the remitter. If satisfied, the Superintendent will pay the amount, after noting if the date of payment is written on the order, and charge Schedule 22. Each money order must be entered in the Schedule book 22, and, at the end of each week, and at the end of the month, the account is totalled and forwarded to the Finance Department of the Board of Trade with the relative orders and advices pinned to it. At the end of the month, and in addition to the weekly account, a summary of all the orders paid during the month is made on a Schedule 22, and forwarded through the District Collector. Seamen's money orders are also issued by British Consuls at foreign ports. These are known as foreign money orders. The advice is sent by the Consul to the port of payment via the Finance Department, and the same procedure as with home money orders is followed, except that the account of them is kept in a book Schedule 22A. The monthly summary of foreign money orders is made on Schedule 22A. Whenever a foreign money order is presented by a bank, payment should not be made until the consent of the Finance Department has been obtained. If the amount is remitted solely to credit a seaman's account, it can be generally assumed that Board of Trade consent will be given.

### **Surveys.**

Applications for the survey of ships, etc., by Board of Trade Surveyors should be made on form Surveys 6, except in the case of an application for a load-line certificate, for which form L.L.8 is used. The list of Board of Trade fees should then be consulted and the applicant informed of the amount required. The amount is entered on the form Surveys 6, which is forwarded to the Principal Officer of the Board of Trade, Surveyor's Branch, at the nearest large port. The amount received is entered in Schedule book 5, and a receipt on F.24 is given to the applicant.

Passenger boat certificates are forwarded to the Superintendent for issue, and if any balance of fee is due, or any refund

of fee authorised, the amount is to be collected, or refunded, before the certificates are issued. A receipt for passenger certificates is to be obtained in the book kept for the purpose (Surveys 13). Any receipts for survey purposes are to be brought to account under Schedule 5, and any repayments are to be charged under Schedule 20. The passenger certificates are accompanied by a Minute from the Board of Trade stating the amounts to be collected or refunded, if any.

### **Foreshore Rents.**

In many places along the coast the foreshore is leased by the Board of Trade to people for various industrial purposes, such as the building of quays and piers, or the mooring of boats, or the removal of sand and gravel. The Superintendent is advised by a Minute from the Board of Trade when such a lease in his district has been granted, and is informed of the terms of the lease and when the yearly rent is due. The Superintendent usually keeps a book containing details of the various leases in his district, and he is to consult this book occasionally in order to keep himself posted as to the date on which rents should be applied for. When the date upon which any rent is due has passed, the Superintendent should send an application to the lessee reminding him that the foreshore rent has not been paid. Cases of delay in payment should be reported to the Finance Department.

When the rent is received, a receipt on form F.24 is given, and the amount is brought to account under Schedule 35. In cases where the lease covers the removal of gravel, sand, etc., a form H.70 is sent to the lessee for completion. On this he declares the amount of sand, etc., removed from the foreshore during twelve months, and declares the tonnage money due to the Board of Trade under the terms of the lease. Superintendents should check these forms and cases of doubt should be inquired into and reported to the Board of Trade. The form H.70 is countersigned by the Superintendent and forwarded with Schedule 35 through the Collector at the end of the month.

### **Discharge Books from other Offices.**

A seaman will often apply for a new discharge book at a Mercantile Marine Office other than the one at which he was last discharged, or he may ask that a new discharge book be forwarded to a port other than the port of discharge. In such cases it should be remembered that discharge books can only be issued to seamen at the port where they were finally discharged as a crew and where the ship's agreement has been lodged with the Superintendent.

If a seaman applies for a new discharge book, the Superintendent should inquire if the seaman has had a book before. If

it is a case of the previous book having been lost, the seaman should complete form H., which is sent to the Registrar General. If, however, the seaman is applying for his first discharge book, form C.R.1 (a pink card) should be completed and sent to the Superintendent of the Mercantile Marine Office at which the seaman was discharged. If the Superintendent still retains the agreement of the ship from which the seaman was discharged, he will forward a new discharge book with a request that the fee of 2s. 6d. be collected. In cases where the ship's agreement has been forwarded to the Registrar General, the Superintendent will forward the card C.R.1 to the Registrar General, who will issue a discharge book and request that the fee of 2s. 6d. be collected.

When books are forwarded for issue from other offices, with a request that the fee of 2s. 6d. be collected, a receipt on F.24 should be given to the seaman for the amount which is to be credited in Schedule 43. Discharge books received direct from the Registrar General will be accompanied by instructions as to the collection of the 2s. 6d. fee, and, in cases where the fee is to be collected, the amount is credited in Schedule 55. In every case where a discharge book is issued, the seaman's description should be compared with that in the book, and his signature obtained in the book before handing it to him. The name of the seaman and the last ship he served in should be entered in a special book kept for the recording of discharge books issued. At the end of each month a return, on form Dis. 13, of all books in stock, and those received and issued during the month, is to be attached to Schedules 43 or 55 and forwarded to the Finance Department via the Collector. The form Dis. 13 is to be sent in every case, but "nil" returns of Schedules 43 or 55 are not required.

### **National Insurance.**

Commencing with the 1st of January, 1929, the old system of using stamps was suspended. Arrangements have now been made for the Superintendent at the port of discharge to collect the amount due from the crew and owners as a combined amount. The arrangement only applies to foreign-going ships on voyage agreements, and the existing practices with regard to home-trade ships will continue in the same way as those in respect of persons in shore employment.

Each seaman will have a "voyage card" in his name, showing his name and address, the number of his discharge book, or if no discharge book the particulars of his approved society, etc., and the number of weeks and the rate per week for the voyage.

The master, at the end of the voyage, will then prepare Schedule form X.701, which is obtainable at any Mercantile Marine Office, showing the total cards for each voyage and the total contributions due. This Schedule X.701, and all the voyage cards,

are to be handed in to the Superintendent at the final British port of discharge.

The Superintendent will check the entries in the Schedule with the number insurable, as shown in the ship's agreement, and see that there are voyage cards for each seaman in classes A.I to A.IV. The number of contribution weeks shown on each voyage card should be checked with the particulars shown in column 21 of the agreement.

If satisfied with the totals shown on Schedule X.701, the Superintendent will collect the amount, issue a receipt on F.24, and bring the money to account under the new Schedule 21. The Insurance Schedule should be stamped and initialled, and forwarded, along with the voyage cards, to the Mercantile Marine Clearing House, Insurance Department, Ministry of Health, 18, Great Smith Street, S.W.1

### **Certificates of Competency.**

Local officers of the Mercantile Marine who have passed their examinations for masters', mates' or engineers' "tickets," will often request that their certificates be forwarded for issue by the local Superintendent. Upon receipt of the Certificate of Competency, and office duplicate, from the Registrar General the Superintendent will hold the same until called for. The person calling for the Certificate must be the person in whose name it is prepared, and he should produce a receipt, form Exn. 16, issued by the Examiner. If the Superintendent is satisfied that the applicant is the person entitled to the Certificate he will obtain the officer's signature on the Certificate, and office copy, stamp and sign both, and hand the Certificate to the officer. The office copy and form Exn. 16 are then forwarded to the Registrar General of Shipping and Seamen. Any unclaimed Certificates are to be sent to the Registrar General at the expiration of one month.

### **Verification of Sea Services.**

An application on form Dis. 03 is to be made and forwarded to the Registrar General. A record of the applicant's sea service is then returned by the Registrar General, who will advise the amount of the fee to be collected. A receipt on F.24 is given for the money which is brought to account in col. 6 of Schedule 55.

# FISHING BOATS

## Registry of Fishing Boats and Exemptions.

Under Part IV of the Merchant Shipping Act, 1894, all British sea fishing boats must be registered, lettered, and numbered. Part IV of the Act does not apply to Scotland unless expressly provided for.

The following boats are exempted from Registry :—

- (a) Yachts and pleasure boats not used for catching fish for profit.
- (b) Pilot boats, also used as fishing boats, marked and numbered as Pilot Boats.
- (c) Open and undecked boats navigated by oars only if such boats are marked according to Sect. 176 of the Customs Consolidation Act, 1876.
- (d) Boats used in fishing and dredging for scientific purposes and exempted by the Board of Trade.

If any other boat, not covered by the above exceptions, is used as a fishing boat, and not registered as required by Sect. 373, Part IV, of the Merchant Shipping Act, 1894, the owner and the skipper are each liable to a fine not exceeding £20.

The coast of Great Britain is divided into a number of areas, usually limited by the Customs Port, each of which is given a combination of distinguishing letters. These letters are, as a rule, formed from the first and one of the following letters in the name of the port or place of registry, such as Fleetwood=F.D., or London=L.O. The Chief Customs Officer of the port or place of registry is usually the Registrar of Fishing Boats of the area.

## Measuring Tonnage of Fishing Boats.

The Registrar, or other Officer of Customs in charge of the nearest station, is authorised to ascertain the tonnage of a fishing boat under Part IV of the Act, but if registration under Part I of the Act is desired, the measurement of the vessel must be performed by a Board of Trade Surveyor. It should be explained here that Part I of the M.S. Act, 1894, refers to trading vessels, yachts, etc., whilst Part IV of the Act refers to fishing boats.

Application to register a sea fishing boat is made on form S.37. Upon receipt of this form the Registrar will grant the boat a port number from his Fishing Boat Register. He will then proceed to measure the fishing boat (or forward form 59B. to the nearest Customs Officer) and enter the measurements on form 59B. The formula for measurement is :—

$$\frac{L \times B \times D \times .45}{100}$$

100 = Register Tonnage.

L=length of vessel from fore part of stem to after part of stern post.

B=breadth at extreme width of the boat from outside planking to outside planking.

D=the depth at amidships from underside of deck to floor timbers at side of keelson.

If there is any Break above the line of the deck, the measurement is obtained by measuring the length, breadth, and height of the structure, and dividing by 100. This tonnage is added to the main tonnage of the vessel.

The form 59B. is returned to the Registrar, who forwards it to the Principal Surveyor for Tonnage, Mercantile Marine Department, Board of Trade, 20, Great Smith Street, S.W.1. The form is checked and registered and returned to the Registrar. Registration can then be proceeded with.

### **Marking of Fishing Boats.**

Every fishing boat must be conspicuously marked with the port letters and port number, such as F.D.68 (Fleetwood 68). In order to ensure that this is done, the Registrar prepares form S.60C. and forwards it to the owner of the fishing boat. On the back of the form instructions are given as to the manner of painting on the sails, hull, etc., the port letters and number, and port of registry of the boat, and the sizes in which the letters are to be painted. The officer who inspects the marking, usually a Coastguard, will then certify his inspection on the form S.60C. and return it to the Registrar.

### **Entry in Register.**

When the measuring is completed, the particulars of the fishing boat are entered in the Fishing Boat Register, and in the book form G.R.215 (yearly return of fishing boats). An advice on form G.R.200, that the entry has been made, is then forwarded to the Registrar General of Shipping and Seamen, and a note of the fact made in the Register. If the marking note (form S.60C.) has been returned, the Registrar can prepare and issue to the owner a Certificate of Registration (form S.36). When issuing the Certificate it is a good plan to underline that part of the directions on the form which refers to the fact that the certificate must be presented at least once every year for endorsement. The need for this will be seen later.

**Change of Ownership.** When a fishing boat changes hands, the new owner must make application, on form S.37, for the registry of the boat, and the previous owner must deliver up the old Certificate of Registry to the Registrar for cancellation. The name and address of the new owner, and the name of the skipper, are then entered in the Register. Form G.R.200 is prepared, and sent to the Registrar General, and a note of the fact made in

the Register. A new Certificate of Registry is issued to the new owner, and the old Certificate is cancelled and filed.

**Transfer of Port of Registry.** The owner may make application to transfer the boat to another Port of Registry. The Registrar will then transmit the application and particulars of the boat to the Registrar of the port where registration is desired. The old Certificate of Registry must be delivered up to and cancelled by the Registrar of the Port of Registry. If the Certificate of Registry cannot be produced for cancellation, the Registrar must satisfy himself of the circumstances before allowing the other Registrar to issue a fresh certificate. The Registrar at the new Port of Registry, will, on receipt of the advice from the Registrar of the old Port of Registry, issue a new Certificate of Registry. Each Registrar will advise the Registrar General of the transfer on form G.R.200. The entry in the Register at the old Port of Registry is cancelled and "transferred to . . . ." written across it. The corresponding entry in book G.R.215 is also cancelled, and the cause of cancellation noted therein.

#### **Registry Fees under Part I M.S. Act.**

In addition to Registry under Part IV of the Act, which is compulsory except in cases previously mentioned, fishing vessels may also be registered under Part I of the M.S. Act, just as other vessels, but it should be noted that if registry is desired under Part IV and Part I, no registry fee under Part I is charged on fishing vessels of a tonnage not exceeding 10 tons gross solely employed in fishing.

**Closing of Registry.** If a fishing boat is lost, or ceases to be a British sea fishing boat, the owner must notify the Registrar, and deliver up the Certificate of Registry for cancellation. The Registrar will then cancel the entry in his Register, and in book G.R.215, and advise the Registrar General on form G.R.200.

**Copies of Certificates of Registry.** If the owner of a fishing boat loses his Certificate of Registry, the Registrar may, if he is satisfied with the circumstances, issue a copy of the certificate on payment of the fee of 1/-. The copy must bear a certificate by the Registrar that it is a true extract from the Register of Fishing Boats, kept by him. The fee is brought to account in Schedule 79 (Special Items).

#### **Yearly Returns of Fishing Boats.**

Once every year the Certificate of Registry of Fishing Boats is to be endorsed, and particulars of the boats' employment obtained. Form G.R.208B. is sent to each owner at the end of

each year, requesting that the Certificate of Registry be delivered at the nearest Custom House, and that the nature of employment of the boat and the number of men employed should be stated on the form. These forms are returned to the Registrar before the end of the year with a note stating the date upon which the Certificate of Registry was endorsed. The date of endorsement is entered in the Register of Fishing Boats. If a motor has been installed in the boat during the year, the Register is noted accordingly, and the Registrar General advised on G.R.200.

The date of endorsement of the Certificate is entered in the yearly return of fishing boats (book G.R.215), also the nature of employment, and the number of boys and men employed. These particulars are obtained from the form G.R.208B. Before the end of January, the yearly return (book G.R.215) must be completed, and summarised at the back, and forwarded to the Registrar General. The summary is made on form G.R.219 before entry in the summary at the back of G.R.215. A return of all the men and boys employed on fishing boats at each creek within the port—showing the men who are regularly employed and those who are occasionally employed, and whether engaged in trawling or other fisheries—is prepared on foolscap, and sent with the book G.R.215 and summary G.R.219. These returns are returned by the Registrar General after registration.

### **Crews of Fishing Boats, etc.**

The remainder of Part IV of the Merchant Shipping Act, 1894, i.e., Sections 376 to 417, relate to Discipline, Deaths, Injuries, Punishments, Disputes, Engagement, Discharge, etc., of fishermen. Sections 376 to 391 and Section 417 apply to all fishing boats, but Sections 392 to 416 apply to steam and motor trawlers of 25 gross tons and upwards, and to sailing trawlers of 50 registered tons and upwards. Sections 81 to 83 of the Merchant Shipping Act, 1906, amend the 1894 Act in its application to Scotland. In addition to the regulations contained in Part IV of the Merchant Shipping Act, 1894, the regulations governing all British ships in relation to the delivery of lists of crew, and the property of deceased seamen, applies to fishing boats employed on the coasts of the United Kingdom.

**Agreements and list of crew.** The skipper or owner of every fishing boat registered under Part I of the M.S. Act, i.e., vessels over 15 tons, must render a list of crew, and the account of wages of deceased seamen, to a Superintendent of Mercantile Marine. Special half-yearly lists (List D. fishing) are to be supplied to masters or owners on application. These lists must contain an account of the fishing, etc., done during each half-year, and of the crew employed, and must be handed in to the Superintendent

within 21 days of the end of each half-year. The lists are examined by him and sent to the Registrar General.

Trawlers of 25 tons and upwards, except sailing trawlers under 50 tons net, must be run under agreements between the skipper or owner and crew. These agreements may be entered into at a Mercantile Marine Office, when a fee of one shilling per man must be charged. As a rule, however, agreements are entered into aboard ship. The agreement is made on form S.9. A copy of the agreement on form S.9 must be prepared and forwarded to the Superintendent of the port before the vessel sails. This copy is retained by the Superintendent until the original agreement is delivered to him. All agreements must be delivered up to a Superintendent of Mercantile Marine on the first arrival of the vessel following the 30th of June or 31st of December, as all agreements, whatever the date, expire on the next following 30th June or 31st December, as the case may be.

If the agreement contains a complete account of the disposal of the crew, and the skipper satisfactorily accounts for any wages and effects of deceased seamen, the Superintendent may, after production of skipper's certificate and that of his second-hand, issue form C.C. Both copies of the agreement, after examination, are forwarded to the Registrar General of Shipping and Seamen. As every trawler of 25 tons and upwards proceeding to sea from a port in the United Kingdom must carry a duly certificated skipper and a duly certificated second-hand the Superintendent should demand the production of these certificates whenever agreements are lodged with him, or at any time he has reason to suspect that the provisions of the Act are not being complied with.

### **Apprentices on Fishing Boats.**

No boy under 14 years of age may be taken to sea, and no boy under 16 years of age may be taken to sea on a sea-fishing trawler unless bound by a proper form of apprenticeship. The Superintendent will supply the proper form of indenture to applicants. The assent of a boy's guardians must be obtained before signing, and the Superintendent must satisfy himself that the boy is fit to go to sea, and that the skipper is a suitable person to have charge of him. In cases where boys have no guardians or near relatives the Superintendent, under Sect. 395 of the Act, must act as guardian. The indentures must be executed in triplicate, and one copy given to the apprentice, one to the skipper or owner, and one sent to the Registrar General.

## WRECK

The whole of the British Coast is divided into stretches known as "Wreck-Areas." These stretches vary in length, and may be anything up to and over fifty miles. For each "Wreck Area" a Receiver of Wreck is appointed by the Board of Trade. In addition to a Receiver of Wreck, the Board of Trade may appoint for the area, or part of the area, an officer who is empowered to hold inquiry into shipping casualties, under Sect. 465 of the Merchant Shipping Act, 1894. As a general rule, however, the Receiver of Wreck is given power to hold inquiries into shipping casualties by virtue of his position as Chief Officer of Customs and Receiver of Wreck. An officer in charge of a small port is usually given a Commission by the Board of Trade appointing him Receiver of Wreck for a defined area, and a further Commission, or authority, empowering him to hold inquiry into shipping casualties under Sect. 465 of the Merchant Shipping Act, 1894.

### **Preliminary Inquiries and Depositions re Shipping Casualties.**

The law to hold these inquiries is contained in Sections 465 and 517 of the Merchant Shipping Act, 1894. Section 465 provides for inquiry, by examination on oath, of witnesses in every case of a shipping casualty as defined by Section 464. This section covers every description of casualty to a British ship at home or abroad, and also to any foreign ship within British jurisdiction. The term "casualty" may be taken to include loss of ship, stranding of ship, material damage to ship or other ship, loss of life through casualty to or on board a ship, etc. Section 517 provides for special examination on oath in respect of ships in distress on the coasts of the United Kingdom. The difference between Sections 465 and 517 should be particularly noted at this stage as fees are chargeable on depositions taken under Section 517, whilst no fees are charged for examinations under Section 465. Section 517, only refers to vessels which have actually been in distress on the coasts of the United Kingdom. The expression "Ship in Distress" generally means *a ship which is in immediate danger and in need of assistance*, or a ship which is wrecked on or near the coasts of the United Kingdom. The Receiver of Wreck must be careful to decide under which section an inquiry should be held before proceeding.

Section 465 and Section 517 cover all casualties to British ships and casualties to foreign ships within British jurisdiction, but examinations and inquiry under these Sections mainly refer to cases of serious loss or damage, and to vessels in distress. When the circumstances of the case are not serious and do not warrant the holding of an examination, with depositions on Inq.1 or W.R.2, the Receiver should report the casualty on form W.R.1.

Form W.R.1 is made up in several forms, from W.R.1(a) to W.R.1(i), to cover every kind of casualty (such as W.R.1(f) for strandings on the British coast). There is no charge for taking reports on W.R.1, which should be sent on the same day to the Mercantile Marine Department, Board of Trade. In making casualty returns on Inq.1 or W.R.2 the Receiver should refer to the list of points to be remembered at examinations as given in the book of Instructions to Receivers of Wreck. If, whilst conducting an inquiry, the Receiver has reason to believe the casualty was due to some defect in the ship, and the ship is likely to proceed to sea in a condition dangerous to human life, he should report the fact to the nearest Board of Trade Surveyor on form W.R.58.

### **Preliminary Inquiries under Section 465.**

This section provides for preliminary inquiry into casualties on British ships wherever occurring, whilst witnesses found in Great Britain or Northern Ireland having knowledge of a casualty to a foreign ship in any place, can also be examined under it.

These inquiries should only be held *in cases of serious loss*, or apprehended loss, of property by shipping casualties not coming within the meaning of Section 517, and in cases where important questions on dangers to navigation arise. The statements are to be taken down on form Inq. 1. If a deposition is taken under Section 517, i.e., vessels in distress, a statement on Inq.1 is not necessary, or, if the casualty is not serious, a casualty return on form W.R.1 will be sufficient.

In order to obtain witnesses at an inquiry under Section 465, the officer conducting the inquiry has power to summon the attendance of witnesses, if necessary. Whenever the officer has reason to believe that it may be necessary to proceed against witnesses for refusing or neglecting to attend, he will serve a summons on them (form Inq. 2), obtaining proof of the service of the summons. The person thus summoned must have his actual expenses tendered in cash, and a receipt for the amount, on form Receipt 16, obtained at the same time as the service of the summons. Amounts so advanced are not charges on the ship, but are charged under Schedule 10, column 11. The receipt must be attached to the Schedule at the end of the month, and forwarded through the District Collector.

The depositions taken on form Inq. 1 should be forwarded to the Mercantile Marine Department, Board of Trade, London, as soon as they are completed. Copies should not be sent to Lloyd's, and all applications for copies should be referred to the Mercantile Marine Department. There is no charge for depositions taken on Inq.1

## Examination under Section 517—Ships in Distress.

Examinations under this section are made on oath, and can only be conducted by Receivers of Wreck appointed as such, Commissioners of Wreck (if any), and Justices of the Peace. These examinations are required whenever a British ship is in distress on the coasts of the United Kingdom, or whenever a foreign ship has been in distress on the coasts of the United Kingdom and a person belonging to the ship, or other person having knowledge of the casualty or ship, is found within the limits of British jurisdiction. "British jurisdiction" may be generally taken as meaning within three nautical miles of the British coast.

The depositions are written down on forms W.R.2, which are so arranged that, with carbons, three copies at once are obtained. The original is retained by the Receiver, one copy is immediately sent to the Board of Trade, and one to the Secretary, Lloyd's, London, E.C.3. These two copies should bear a certificate, signed by the Receiver, that they are true copies of the original retained at the Receiver's Office. This certificate is usually made in the space at the foot of page 3 of the W.R.2. Before despatching a copy to Lloyd's, the Receiver should prepare a form W.R.52, giving particulars of the depositions, and hand it to Lloyd's local agent. A fee of 3d. should be collected from him, a receipt on F.24 being given, and the amount brought to account under Schedule 13. The fee for each deposition taken on W.R.2 is 5s. This amount is a charge on the property or ship, and, after a receipt on F.24 has been given, it is brought to account under Schedule 13. It should be particularly noted that the fees for depositions on W.R.2 are a charge on the vessel in distress only, and not on colliding ships, etc. Particulars of the deposition are entered in the Receiver's Wreck Report Book (W.R.10). The taking of all depositions is recorded on form W.R.5—the particulars being extracted from the Receiver's Report Book (W.R.10)—and the form sent to the Finance Department, Board of Trade, daily. Receivers should state on W.R.5 that the deposition fee with regard to W.R.2 is being collected from the owner or agent of the vessel in distress.

Depositions under Section 517 are not, as a rule, taken on form W.R.2 in the case of fishing vessels and other small pilot or pleasure boats, unless the Receiver thinks someone is seriously in default, or the owners or other interested persons apply for depositions to be taken. Statements on W.R.1 or Inq.1 will usually be sufficient in these cases, unless the distress is caused by collision with a trading vessel.

Copies of depositions on W.R.2 may be supplied to applicants on payment of 3s. 6d. per copy of 250 words or under, and 5s. per copy of over 250 words. Words printed in the form W.R.2 are not to be included when counting up the number of words. These copies are taken from the original retained by the Receiver—and

these original depositions should be carefully filed and recorded—and written on form W.R.2. On each copy the Receiver will certify that it is a true copy of the original deposition made in his office, and stamp and sign it. Fees for copies are receipted on form F.24, and brought to account under Schedule 13. It should be noted that no fee is charged for the copies which are in the first instance sent to the Board of Trade and to Lloyd's. The fees for copies of depositions on W.R.2 are not charges on the wreck, and they must not be entered in the Wreck Report Book, nor advised to the Board of Trade on W.R.5. Each person applying for a copy must pay the fee before it is prepared by the Receiver.

The Receiver has power to summon witnesses for examination under Section 517, into cases of vessels in distress. If a witness refuses to attend a form of summons on W.R.4 should be served on him, his expenses tendered in cash, and a receipt for the amount obtained. Unlike those incurred under Section 465, these expenses are a charge on the ship in distress, and are entered in the Wreck Report Book.

### **Obstruction to navigation, etc.**

When any vessel has been sunk, stranded or abandoned on the coasts of the United Kingdom, or when any sunken or floating obstruction to navigation is reported to the Receiver, it is his duty, apart from any report made on W.R.1 or W.R.2, to report the case to the proper authority.

If a vessel is stranded, sunk, or abandoned, or if there is any accident to any light or buoy, in any harbour under the jurisdiction of a Harbour Authority, he should report the fact as soon as possible to the Harbour Authority, and also to the Mercantile Marine Department, Board of Trade. If a similar case is reported, and the place does not come under a Harbour Authority, the Receiver should report the matter to the General Lighthouse Authority of the district, e.g., to The Secretary, Trinity House, London, for England and Wales. In every case the report to the Board of Trade should be made on form W.R.60, stating the name of the authority to whom the matter has been reported. Floating mines should be reported by telegram to the Hydrographer, Admiralty, and to The Secretary, Lloyd's, London, E.C.3, Wrecked aircraft should be reported by telegram direct to the Air Ministry, but reports on W.R.1 or depositions on W.R.2 are not to be taken with regard to aircraft.

### **Custody of Wreck.**

Under Section 510 of the Merchant Shipping Act, 1894, the term "wreck" includes "jetsam, flotsam, lagan, and derelict found in or on the shores of the sea, or any tidal water." The Receiver should discriminate between genuine wrecked property,

and goods which are only temporarily lost locally. Boats parting from their moorings and washed on the adjacent beach, or timber washed off a local pier, are not considered to be "wreck," neither is a ship or other property if the master or owner is able to keep custody of the property and has provided for salvage service by proper security. If any property is delivered to the Receiver which does not appear to be "wreck" within the meaning of Part IX of the Merchant Shipping Act, he should refuse to take it into custody. If property which has been taken into custody is afterwards proved by the claimant not to be "Wreck" the Receiver should return the property without charging commission, but he should tender an account of expenses to the owner, and, if payment of these is refused, the property is not to be detained, but a report should be sent to the Mercantile Marine Department, Board of Trade.

All "Wreck" must be reported to the Receiver of Wreck for the district, who has, under Section 519 of the Merchant Shipping Act, full power to take possession of it. If the owner of "wreck" takes possession of it, he should report the fact that he has found it to the Receiver, describing the marks by which the same may be recognised. If the person who finds "wreck" is not the owner, he must deliver it into the custody of the Receiver. In cases where vessels or aircraft are sunk off the coast below low-water mark, and are afterwards abandoned by the owners, the Receiver will take possession of it by dropping a lead line at the spot where the vessel is lying, and at the same time declaring that he takes possession of the "wreck" by virtue of the powers vested in him by the Merchant Shipping Act of 1894. The Receiver can delegate this duty to one of his officers, if necessary. The owners, or their agents, who are on the spot when goods owned by them are washed or brought ashore may, if the Receiver is fully satisfied that they are the rightful owners, allow them to take possession of such "wreck" provided there is no question as to salvage or Customs duty. The Receiver in this case will allow persons who have found "wreck" to deliver it to the owners without demanding any fee. If the Receiver suspects that a person claiming to retain "wreck" as owner is not the rightful owner, he should call upon him to complete form W.R.24-25 and produce satisfactory evidence of ownership, and if not fully satisfied, the Receiver should seek instructions from the Mercantile Marine Department.

The Receiver has power under Sections 518 and 537 of the M.S. Act to apply for a warrant, which is given by any Justice of the Peace, to search any place in which it is suspected that "wreck" is concealed, and to seize the same. The Receiver is also empowered to give a reward by way of salvage not exceeding £5, as he may think fit, for any information which leads to a seizure of "wreck" as a result of such search. A report of all such cases should be sent to the Mercantile Marine Department, and no legal

action taken unless on specific instructions from the Board of Trade.

Whenever any "wreck" is reported to the Receiver or taken possession of by him he should, if the articles are easily portable, have them deposited in the Custom House or some other safe place. The Receiver has power to arrange for the deposit of "wreck" in a local warehouse, barn, etc., provided that this is the most economic way of securing the property. All "wreck," or articles of any kind, whether "wreck" or otherwise, which the Receiver takes possession of must be entered in his Wreck Report Book (W.R.10) giving an accurate description of it, and any marks thereon. A receipt for the property is given to the salvor on a Salvor's Warrant, form W.R.10A. If there are several salvors of any particular lot of wreck, one of the salvors may be appointed by them to receive any salvage award on their behalf, and each salvor should sign an authority to the Receiver to that effect. If the local Coastguard takes possession of any "wreck," etc., on behalf of the Receiver, the latter will enter the particulars supplied to him on form W.R.5 in his Wreck Report Book. The full particulars of "wreck" taken into custody are, after entry in the Wreck Report Book, immediately sent to the Mercantile Marine Department, Board of Trade, on form W.R.5. In cases where "wreck" is not reported to the Receiver or Coastguard by the salvor, and the Receiver obtains information of it from another source, he should cause the property to be seized, and the salvor should not be allowed to sign his name on W.R.5. The Coastguard should fill in W.R.5, and state on the form that the property was seized. A notice on form W.R.8 giving particulars of the "wreck" is also posted up in the Custom House. These notices should be posted up within 48 hours, and should be kept posted up for at least 14 days. If the supposed value of the "wreck" taken into possession exceeds £20 in value or exceeds £20 in the aggregate from the same ship, a report on W.R.8 is also sent to the secretary of Lloyd's. A fee of 10s. for the despatch of W.R.8 to Lloyd's is charged against the property. The value of the "wreck" from each ship is shown as a whole on the W.R.8, and each ship reported on a separate form. A weekly return of "wreck" taken into possession is sent to the District Collector on form W.R.7.

Receivers should retain "wreck" or the proceeds of the sale of "wreck" in their custody for one year, except where the value does not exceed £5, or the Board of Trade give authority to sell before a year has elapsed, and except in cases where the owner establishes his right to possession and identifies the property to the Receiver's satisfaction, or where the Board of Trade direct the Receiver to give up possession. In retaining the proceeds of "wreck" for one year the Receiver does not, of course, actually retain the money for that period, but brings it to account in the ordinary manner under Schedule 13. The effect of this rule is that the Receiver does not dispose of any "wreck" over £5 in

value, unless the Board of Trade give him instructions to dispose of it within the year, or the owner fully establishes his claim to it in the meantime. In all cases, however, the Receiver must not give up possession of "wreck," or the proceeds of the sale of "wreck," before he obtains actual payment of all incidental expenses and fees, and also obtains payment or security for salvage.

### **Wreck arrested by Admiralty Court.**

When "wreck" in the custody of the Receiver is arrested by a warrant issued by a court having Admiralty Jurisdiction, the Receiver need not continue to keep a man in charge after receiving official notice of the arrest, as the vessel or property now comes under the custody of the officer of the court. The Receiver should not, however, give up his claim to expenses on the vessel, and to this end he should send an account of his expenses to the person by whom he is dispossessed, and also to the Admiralty Court in which the case is pending, giving notice that the property must not be restored to the owners without due notice to the Receiver, nor until the amount of his claim is paid. In the event of the property being restored without payment of his claim, the Receiver should resume possession and hold the property and at once report the facts to the Mercantile Marine Department, Board of Trade.

### **Sale of Wreck.**

Power is given to the Receiver, under Sections 522, 525 and 553, to sell any "wreck" in his possession when necessary. When the value of the "wreck" is £5 or under, or when the property is perishable or so badly damaged that it will not keep or is of so little value as not to be worth warehousing, *and is not likely to be claimed*, the Receiver should sell it as soon as possible after it comes into his possession.

*When the property exceeds £5 in value under any one reference number, even if made up of several small articles of the same ship or lot, and the property is not claimed, the Receiver should obtain the sanction of the Board of Trade before selling.* Applications for authority to sell should be made on form W.R.61, and forwarded to the Mercantile Marine Department. All the headings on form W.R.61 should be completed.

If the property is claimed, the Receiver should obtain the owner's consent before selling. He should write and seek the owner's advice and directions as soon as possible after the property comes into his possession and name any price which he has received locally. In many cases the owners, or agents acting for owners, will ask the Receiver to dispose of small local lots of wreckage, but the Receiver should first obtain their approval of

the prices offered before selling. It should be noted that the authority of the Board of Trade is not required for the sale of "wreck" which is claimed. When the owner's consent for the sale of "wreck" has been duly obtained, and he agrees to the price offered, the Receiver should dispose of the property as soon as possible.

The Receiver may find it necessary to conduct a sale of "wreck" by auction. Before selling by auction, he should obtain the directions of the Board of Trade. All sales by auction should be advertised in some local paper and notices posted up in the Custom House, and at the place of the sale. Advertisements inserted in newspapers, and posters announcing the sale, should be obtained through the medium of Government Advertising Agents. The cost of the advertisements will be furnished to the Board of Trade by the Stationery Office, and the Receiver should not pay any advertisement charges, but he will make a charge against the "wreck" upon receipt of an advice of the amount from the Board of Trade. The Receiver should fix a reserve price at all sales, and if the articles do not reach that price, they should be retained, and the fact reported to the Board of Trade.

In notices advertising the sale of anchors and chains, the Receiver should always insert a stipulation that no warranty is given or implied as to testing and stamping in accordance with "The Anchor and Chain Cables Act, 1899." If, however, the Receiver is of the opinion that the fact of having anchors and chains tested would considerably increase their sale value, he should apply to the Board of Trade for permission to have them tested.

Whenever "wreck" is sold the Receiver will issue a receipt for the money on form F.24, and the countersignature of the purchaser should be obtained on the receipt. The amount is brought to account in Schedule 13. The counterfoil of receipt F.24 is forwarded with the Schedule 13 at the end of the month (see table on page 85).

### **Salvage.**

Salvage is an award paid to persons who render assistance in the preservation of property, or who help to recover property coming within the definition of "wreck." Each case has its own peculiarities, and the Receiver, in assessing the value of services rendered, must be largely guided by the circumstances, but the Board of Trade have laid down certain guiding principles which are set out in detail in the Receiver's instructions on wreck and salvage.

The Receiver deals with cases as they classify themselves into either claimed or unclaimed property, and whether there is a disagreement on account of salvage or not. Until these points are definitely settled, he must never part with property in his

possession unless security sufficient to cover salvage is given by the owners. Salvage must not be paid until the owner has clearly proved his title to the property, and agrees upon the amount of the reward or, in the case of unclaimed property, until it has been sold and the amount of the proceeds known. In any of these two cases salvage must not be paid until the salvors themselves are in agreement as to the apportionment of the reward, or the Board of Trade, or a court having jurisdiction in salvage cases, has settled the amount of reward to each claimant. The Receiver should always try to arrange the settlement of salvage claims amicably, and to satisfy the salvors themselves in apportioning the award. When the Receiver is unable to get the parties to agree, he should, in the case of unclaimed property, refer the matter to the Mercantile Marine Department of the Board of Trade, giving his opinion on the claims. In the case of a dispute between owners and salvors of property, if the Receiver is unable to get them to agree, the parties may go to law.

It is the duty of the Receiver, in every case where a salvage claim is disputed, to detain the property salvaged until the claim is settled, or proper security given. Foreign government ships, and vessels salvaged by H.M. ships, will not be detained. An application for the detention of a ship or property is made on form W.R.13 by the salvors or their agent, who must make the declaration, and sign it, before a Magistrate or Commissioner for Oaths. The form is then delivered to the Receiver, who will endeavour to settle at once, and amicably, any points in dispute, but if he is unable to effect this, he will take steps to detain the property in dispute under Sect. 552 of the Merchant Shipping Act, 1894, or, if any loss or inconvenience is likely to arise from detention, he will offer to release the property on security of the amount of salvage due. If the vessel has departed, it does not rest with the Receiver to have the vessel detained, and applicants should be referred to the receiver at the port to which the vessel is bound.

Security for the amount of the claim may be lodged with the Receiver in cash, or bond may be given. The form of bond required before property can be released must be executed in the manner shown on form W.R.01, by two sureties, of whose responsibility the Receiver must be satisfied. If the claim does not exceed £200, the Receiver may finally decide upon the amount to be secured by the bond and the sufficiency of the sureties; but if it exceeds that sum, and the owners, or salvors, are not satisfied with the Receiver's decision as to the amount of the bond, they may apply to the Admiralty Courts to have the security settled, and the Receiver will not release the property until the decision of the Courts is known.

If either of the parties apply to the Receiver to determine the value of "wreck," he may employ a valuer. Applications for

valuation must be made on form W.R.14, and witnessed. The party applying for the valuation, whether the "wreck" is in the custody of the Receiver or not, must pay the fee which is, on the vessel alone, £1 up to £1,000, and £2 over £1,000. The fee for valuing cargo is £1 extra, and, in special cases, a further £1 may be charged, but such cases should be reported to the M.M. Department. The valuer, who is appointed by the Receiver, must be fully licensed. Notice of appointment is sent to him on form W.R.15. When the valuation is made, the valuer will certify, on form W.R.16, the value of the ship or cargo as required, and the Receiver will retain the form and forward it as a voucher to the Finance Department at the end of the month. The Receiver will also make, and attest, two copies of the valuation on form W.R.16, and hand one to the salvors or their agent, and one to the owners or their agent. The usual receipt F.24 is given for the fee, which is brought to account in Schedule 13.

### **Payment of Salvage.**

As already mentioned, salvage must not be paid until the owner's claim to the property has been clearly proved, and the amount of the award has been agreed to by them, or, in the case of unclaimed property, until the property has been sold. In the first place, except in cases where the amount of salvage is settled upon mutually, or an Admiralty Court or Arbitrator has settled the reward, the Receiver will give careful consideration of the salvage services rendered before suggesting the total value of such services. He will take into consideration the degree of danger from which the lives or property are rescued; the value of the property saved; the risk incurred by the salvors and the implements they used; and the skill shown by the salvors. Where the service rendered is one of time and labour only, it cannot be called salvage service, and should be paid for as labour only. If the service is rendered by a fishing vessel, the value of the fishing lost should be taken into consideration. As a general rule, the value of salvage services seldom exceeds one half of the value of the property and, except in highly meritorious cases, one half should be regarded as the maximum.

Where the net proceeds of the sale of "wreck" are small, the Receiver will award salvage according to the merits of the case, but the following rates should not be exceeded:—

- (i) When the net proceeds do not exceed £2 10s., a sum not exceeding two-thirds of such proceeds.
- (ii) Exceeding £2 10s., but not exceeding £5, a sum not exceeding one-half of the proceeds.
- (iii) Exceeding £5, a sum not exceeding one-third of the proceeds.

When the Receiver has decided the amount of the salvage, or it has been settled otherwise, he will, except in certain cases

of anchors and chains and special salvage services, obtain the amount of the salvage either from the owners, or out of the proceeds of the sale of the "wreck." When the owner pays the amount of salvage to him, the Receiver will give a receipt on F.24, and also a certificate of payment on form W.R.0. The proceeds of the sale of the "wreck" may be secured through immediate sale when the value is less than £5; through sale by consent of owners; or through sale on Board of Trade authority before the expiration of one year. When satisfied that the amount of salvage has been secured, the Receiver will proceed to apportion the amount amongst the salvors.

The apportionment of a salvage reward is, as a rule, comparatively simple. It will be generally found that the salvors are in agreement on this point. When the service is rendered by fishermen or boatmen, it will be generally found that the recognised share system upon which they work forms a good basis of settlement between them. With beachmen and landsmen, they are generally of the same class and render work of the same nature, and equal distribution amongst them, as a rule, meets with their approval. Salvage awards to the crew and owners of the vessel performing the salvage present greater difficulty, for, in deciding the value of the services performed, the receiver must consider the value of the work and skill of the crew as against the power and service rendered by the owners through the medium of their vessel. The greater the risk to the crew, and the less the risk to the vessel, the greater must be the proportion awarded to the crew as the actual salvors and the less to the owners of the salving vessel. Where the services are chiefly due to the vessel, as in the case of towing a derelict to port under favourable conditions, it is usual to award one half of the salvage reward to the owners, one quarter to one eighth to the master, and the remainder amongst the crew in proportion to their wages. If special difficulty and disputes arise, the Receiver should seek the advice of the Mercantile Marine Department of the Board of Trade. In the case of foreign vessels, the apportionment of salvage should be made according to the laws of the country to which the salving vessel belongs, and in such cases the assistance of the particular Consul or Vice-consul will be found most useful.

Travelling and subsistence claims on account of wreck by Customs Officers, Coastguards, etc., should be made on form W.R.17.18. The Inspecting Officer of Coast Guard or other superior officer will certify to the claim and forward it to the Receiver, who will note it in his Wreck Report Book, and forward it to the Finance Department, Board of Trade, through the Head Receiver (Collector). When the claim is approved by the Board of Trade, it may be paid immediately if money has been received from the owner, or the wreck is still held. If, however, the Receiver

has parted with the property, and does not hold security, he must inform the claimant that payment cannot be enforced and the claim is to be returned to the Finance Department.

In every case where the Receiver pays salvage he will obtain a receipt for the amount, on form F.16, from each salvor. If the amount of the award exceeds £2, the receipt should bear a 2d. stamp. These receipts are attached to Schedule 10, which is the schedule upon which all payments in respect of wreck are entered, and forwarded at the end of the month to the Finance Department. (See table on page .) 90

### **Delivery of Property to Owners.**

When all sums due as charges on the wreck, and all salvage, has been paid, or provided for, the Receiver may deliver up all wreck or property, (and the proceeds of such parts of it as may have been sold), to the rightful owner, or his appointed agent. The owner may request the Receiver to dispose of the property for him and, in such cases, the Receiver will act as previously outlined in "Sale of Wreck." In every case the owner must claim the property on form W.R.24.25, which must be filled in before a Receiver. After the Receiver has examined the claim, and satisfactory proofs of ownership and agency are produced, he may, if the master or owner are known to him, at once hand over the property, and obtain a receipt for it on the form W.R.24.25. If, however, the Receiver has any doubt of the claimants' title to the property, he should obtain and witness the Statutory Declaration outlined on the back of the form W.R.24.25. In the latter case, the declaration would be sent to the Board of Trade, along with any documentary evidence in support of the claim, and their instructions obtained before parting with the property. It should also be noted that in every case where the value of the property claimed exceeds £200, whether the claim is satisfactory or not, the instructions of the Mercantile Marine Department, Board of Trade, should be obtained before delivering up the property.

The claimant must take the whole of the goods embodied in his claim, or make provision for the disposal of such parts as he does not require, before the Receiver will part with the property. For instance, the claimant may wish to remove only sound cargo which has been salvaged, and leave that which is damaged behind, but the Receiver will first obtain the expenses of salvaging, watching and disposing of the bad cargo, before he allows the good cargo to go.

Any claim to wreck, or the proceeds of wreck, which is made after the expiration of twelve months from the date it was taken into the possession of the Receiver, must be referred to the Mercantile Marine Dept. In some cases the applicant would be referred to the Lord of the Manor, or other person with an established right to certain unclaimed wreck, as will be seen in the following paragraphs.

## Rights of Lords of Manors, etc.

In certain cases, the Kings of England have granted the right to unclaimed wreck found on certain stretches of coast to Admirals, Lords of Manors, and other persons. Under Section 524 of the Merchant Shipping Act, every person claiming to have the right to unclaimed wreck must prove, to the satisfaction of the Receiver, the validity of such right. In practice, the Lord of the Manor, or other heritable proprietor, will make a formal claim to any unclaimed wreck found within his area. The Receiver will forward the claim to the Mercantile Marine Department of the Board of Trade. If the Board of Trade admit that the right exists, they will notify the Receiver, who will, from that time on, notify the Lord of the Manor or other person, of any unclaimed wreck found in the area where the right exists.

The Receiver must never admit any right to unclaimed wreck in such cases without the prior advice of the Board of Trade. As a rule, the right to unclaimed wreck is confined to a defined area, and in any case, it only applies to wreck which is found high and dry between high water and low water marks. The Crown claims any wreck found floating, and all stranded wreck not high and dry and lying below low water mark of medium tides. Receivers should carefully note the terms of the notices in which the Board of Trade admit rights to unclaimed wreck—it will be generally found that persons having wreck rights are only entitled to wreck washed ashore.

When a Lord of the Manor is entitled to unclaimed wreck he should be informed at once, on form W.R.12, of any wreck which is *unclaimed and washed ashore* within his area of right. The wreck will remain in the possession of the Receiver for a period of twelve months from the date it was delivered to him. It may, however, be more convenient to allow the Lord of the Manor to have possession of the wreck before the expiration of twelve months. This can only be done in cases where the value of the wreck is *less than £5*. The Lord of the Manor may pay to the Receiver such price as any other person would pay in ordinary sale; or he may give a guarantee, on form W.R.21, that if the property is claimed within twelve months, he will pay the value of it to the Receiver. In the first case, the Receiver would, after the expiration of twelve months, repay the amount, less fees and expenses, to the Lord of the Manor; whilst in the latter case, the Receiver would, before giving possession of the property, obtain payment of fees and salvage expenses.

In every case where there is a dispute in respect of the claims of private persons, the Receiver should communicate with the Board of Trade before committing himself in any way.

Quarterly statements, on form W.R.22, should be sent to the Finance Department of amounts due to Lords of the Manor on

account of unclaimed wreck, and no money should be paid until these accounts have been examined and authority given to pay them.

### **Burial of Carcasses washed Ashore.**

Under Section 46 of the Diseases of Animals Act, 1894, the Receiver of Wreck has power to cause the burial or destruction of carcasses of animals, i.e., cattle, sheep and goats, and all other ruminating animals and swine which are washed ashore. Horses, asses, and mules are also to be buried. After supervising the work, he is empowered to charge the expense of it to the Local Authority in whose district the animal was found and buried. If the Receiver thinks the animal is one which belongs to a local resident, he should ascertain if that person wishes to remove and dispose of the carcass himself, but in any case, no delay should occur in the burial of the carcass. Any carcass which is not wreck should not be interfered with, such as in the case of an animal killed on the beach.

In the case of animals which do not come within the meaning of the Diseases of Animals Act, and in the case of fish which are not "Fishes Royal," the Receiver should notify the Local Sanitary Authority when any carcasses are found washed ashore. No expense should be incurred over the burial of such carcasses, unless the Local Sanitary Authority guarantee that all expenses will be paid by them. All carcasses should be covered with quicklime and buried with a covering of six feet of earth.

When the Receiver causes animals coming within the meaning of the Diseases of Animals Act, or horses, asses, and mules, to be buried, he should pay the expenses, provided they are reasonable, as soon as the work is done satisfactorily. The expenses are charged under Schedule 10, column 3. The expenses should be recovered from the Local Authority within three months and brought to account in column 4 of Schedule 13, a receipt on F.24 being issued.

### **"Fishes Royal."**

"Fishes Royal" consist of sturgeon, porpoises, whales, and any other very large fish, but in practice the Board of Trade only recognise sturgeon, porpoises, whales, and dolphins as "Fishes Royal."

When any of these fish are captured within territorial waters, or stranded within the Receiver's district, they belong to the Crown, and should be dealt with by the Receiver. The Natural History Museum, Cromwell Road, London, S.W.7, should be informed by telegram, whenever a whale, porpoise, or dolphin is captured, or stranded, within the Receiver's district. The expense of informing the Museum Authorities, or of sending them

any small parcels, should not be charged to them except in the case of large parcels, or of duties performed solely at their request. In Scotland the procedure is the same, except that small whales known as " Bottlenose " and " Caaing " whales, or whales or other fish less than 25 feet long, are not " Fishes Royal," and that, in addition to the Natural History Museum, the Royal Scottish Museum, Edinburgh, and the Fishery Board for Scotland, Edinburgh, should be informed of the capture or stranding of all whales, whether " Fishes Royal " or not.

After the Museum authorities have signified their desires, and these have been carried out, if it is found necessary to bury the carcase, the Receiver should arrange to do so. All expenses in this connection are a charge on the Crown, under column 3, Schedule 10, but in any case involving considerable expenditure, such as the burial of a whale, competitive tenders should be obtained and forwarded to the Mercantile Marine Department, Board of Trade, for their instructions. If, however, the carcase of a Royal Fish is stranded within the limits of a manor which carries with it the right to any Royal Fish, the Lord of the Manor should be informed that he is responsible for its disposal.

#### Fees.

(i)* For each deposition on oath under Section 517 of the Act ... ..	5 0
(i.e., depositions made on W.R.2 re vessels in distress).	
(ii)* When more than one deposition is taken, the fee will be 10/-, in addition to the expenses, <i>whatever may be the number taken.</i>	
(iii) For every report of a deposition made on W.R.52 to Lloyds' Agent in connection with a W.R.2 as above ... ..	3
(iv) For each copy of a deposition on W.R.2, supplied to any party applying for them, and except the copies supplied to the Board of Trade and Lloyd's.	
(a) 250 words or under ... ..	3 6
(b) exceeding 250 words ... ..	5 0

NOTE.—The words are counted exclusive of those already printed on W.R.2.

(v)* For each report sent to Lloyd's under Section 520 of the Act ... ..	10 0
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NOTE.—Whenever the supposed value of wreck taken into custody in a receiver's district exceeds £20 in the aggregate from any one vessel, even if made up of many small lots, a report on W.R.8 is sent to the Secretary, Lloyd's.

(vi)* For " wreck " taken into custody of the Receiver—a commission of 5 per cent. of the value thereof.	
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NOTE.—The whole amount of percentage must not exceed £20 in any case. The value is the gross value of the vessel or property in the position in which it lies, and in the condition in which it was taken into custody. The gross value would not include customs duty, but when wreck is sold to a salvor on the basis of a waiver to his claim for salvage, it would normally consist of the price he pays for the wreck plus a fair salvage award. In the case of derelicts, the full commission is not usually charged, and the charge may be limited to the time the Receiver is actually employed on service in connection with the vessel. The fee not exceeding £1 or £2 for the first day, and 10/- or £1 for each subsequent day of actual employment, according to the value of the vessel and cargo. If, however, the charge under this system would exceed the maximum of £20 under the percentage system, the commission of 5 per cent. should be charged.

(vii) When services are rendered by the Receiver in respect of any vessel in distress *not being wreck*, the following fees should be charged, viz. :—

- (a) If the value of the ship and cargo exceeds £600—£2 for the first day and £1 for each subsequent day the Receiver is employed.
- (b) Less than £600—half the above charges.

(viii)\* The fees to be paid to a valuer appointed by the Receiver are :—

Valuation of vessel only under £1,000	1 0 0
Valuation of vessel only above £1,000	2 0 0
Valuation of cargo extra to vessel ...	1 0 0

NOTE.—In special and difficult circumstances the Receiver may pay £2 extra for valuation of cargo. Such cases must be reported to the M.M. Dept.

(ix)\* For the engagement of an interpreter in the taking of depositions. For each deposition ... .. 10 6

NOTE.—The interpreter is to be informed of the amount of the fee before he starts.

(x)\* For nautical assistance in the preparation of depositions on W.R.2, or Inq. 1, when necessary, and in cases where the services of a Coastguard or Board of Trade Surveyor cannot be obtained, for each deposition—7/6, with a maximum of 15/- for each vessel.

The fees marked \* are a charge on the wreck, recoverable from the owners, or retained on the sale of the property for owners. They should be recorded in column 11 of the Wreck Report Book.

### **Miscellaneous Notes.**

1. The term "droit" is given to "wreck," which is, or has been, in custody.

2. Receipts for the payment of salvage should always be obtained on form F.16, and when the amount exceeds £2, a stamp should be affixed.

3. Receivers should notify the Registrar of Shipping at a vessel's port of registry whenever a vessel is sunk or totally wrecked.

4. Only fees and expenses which are a charge on the "wreck" are entered in column 11 of the Wreck Report Book. If some of the fees or expenses are paid before disposal of the property, they should be entered in column 12. Columns 11 and 12 should only be totalled when the droit has been disposed of, and the transaction closed.

5. When all the entries in respect of a "droit," entered in the Wreck Report Book, are closed, and the property or proceeds accounted for, the corner of the page, as indicated in the book, should be cut off. This will enable Receivers to readily recognise transactions which are still outstanding or closed.

## ROYAL NAVAL RESERVE (Men)

The duties of a Registrar of Royal Naval Reserve are generally confined to recruiting and re-enrolling suitable men, recording the movements of and despatching for drill men borne on the local register, and paying annual retainers. Although the regulations governing the R.N.R. are in two volumes, officers and men, Registrars in small ports are seldom called upon to deal with officers, and nearly the whole of their work in this connection is confined to R.N.R. men. In view of this fact, the writer has decided to confine himself to giving an outline of the duties of a Registrar in dealing with R.N.R. men only

### Enrolment.

The Registrar has an important duty in providing suitable recruits to the Royal Naval Reserve. In a small port the Registrar, in his capacity as Superintendent of Mercantile Marine, Customs Officer, and Registrar of Fishing Boats, is constantly in touch with the seafaring and fishermen classes from which the best type of recruit is obtained, and is provided with good opportunities of making known to eligible men the advantages of joining the Reserve. The Registrar should therefore obtain posters to be shown in prominent places about the Custom House, and also pamphlets for distribution. Supplies of these forms may be obtained from the Registrar General of Shipping and Seamen, Tower Hill, London, E.C.8.

When a man makes application to enrol, the Registrar, if satisfied he is a suitable person, will get him to make application on form R.V.1 and explain the conditions of the service to him. The main considerations to be taken into account in assessing a man's suitability are briefly :—(1) Seamen should be able to produce satisfactory evidence of more or less continuous sea or fishing service; (2) Stokers should be able to produce evidence of sea service as a fireman, or shore service as a furnaceman; (3) Engine Room Artificers should be able to produce evidence of employment as engineers, or in a kindred capacity, such as certificates of apprenticeship, etc.; (4) the probability of the applicant being able to continue in these trades whilst in the reserve in order to comply with the conditions in this respect; (5) the candidate's suitability in regard to age (Seamen and Stokers 18-25, Engine Room Artificers 21-30, Engine Men and Second Hands 22-35), height (measurements must be made in bare feet), chest measurement, and general health; (6) he must be a British subject and the son of British-born subjects—coloured men are not accepted.

When the application form is completed it must be signed by the applicant, and his signature witnessed. The man's name, etc., is then entered in the Registrar's Enrolment Book. The applicant is then sent to the R.N.R. Medical Officer, who is usually

a civil practitioner appointed by the Admiralty, and the form R.V.1 must accompany him. After the medical examination, the form R.V.1 is returned to the Registrar who, after noting in his enrolment book whether the man is medically rejected or not and the date of despatch, sends the form to the Registrar General. The Registrar General will notify the Registrar if a candidate is accepted by sending form R.V.1c., and if rejected, by sending form R.V.1b.

When a man is accepted for the Reserve, a certificate book R.V.2 is forwarded, bearing the man's class letter and number. The classes are E.A. for Engine Room artificer, A. for Seaman ratings, S. for Stokers, E.S. for Enginemmen, and S.A. for Second-hands. The Registrar will then prepare a card, R.V.52, and enter thereon the particulars shown in the R.V.2. This card is the local recording instrument of a man's movements, etc., during his period of enrolment. On it are recorded the man's name, address, number, particulars of identity, civil employment, the dates upon which he reports appearance either at home port or some other port, the dates upon which retainer money is paid locally, and the date, and other particulars, of when he is despatched for training. These cards must be carefully preserved as they form the local R.N.R. register. After carefully explaining its uses and importance to him, the certificate book R.V.2 is then handed to the Reservist.

### **Re-enrolment.**

Enrolment is only for complete periods of five years, and at the expiration of each period all men must apply for re-enrolment. No man is, however, permitted to serve for more than a total of 25 years in the Reserve, the last period being for shore and harbour services only. When a Registrar notices from a man's certificate book that a period is about to expire he should, if the man is a desirable reservist, call his attention to the importance of re-enrolment.

Application must be made on form R.V.9 and signed and witnessed. The Registrar should check and verify the record of the man's employment. If, on examining the man's certificate book, it is found that the Naval Officer Commanding the ship on which he last embarked for naval training does not recommend his retention in the Reserve, he is to be informed that his application cannot be accepted, and the certificate book R.V.2 is to be detained, and forwarded, with form R.V.7, to the Registrar General. If the applicant is eligible, he is to be informed of the time he must appear before the local medical officer for examination, and the application form is to be sent to that officer. Upon its return the Registrar completes the form and sends it with the old certificate R.V.2 to the Registrar General.

If the man is accepted again, the Registrar General will forward a new certificate R.V.2 for issue, and its letter and number

are noted on the card R.V.52 kept by the Registrar before being issued to the man. It will be noted that the letters follow a sequence for each period, so that A. becomes B. for Seamen, and S becomes T. for Stokers of the second period, and so on.

### **Discharge.**

When a Reservist wishes to obtain his discharge from the Reserve, he should make application on form R.V.7. The man's R.V.2 should be delivered up and sent with the application to the Registrar General. If it is a case of the man having obtained permanent employment as a ship's officer, his certificate of competency as such, along with a certificate from his employer, should also be forwarded with the application. The Registrar should note on the form whether or not he recommends the application for discharge.

When a Reservist's time of five years has expired, and he does not make application for re-enrolment within three months, he is to be considered as having voluntarily quitted the Reserve and is to be struck off the list, forfeiting all claim to Pension or Gratuity. This does not apply to men known to be absent on a voyage or from the United Kingdom with leave.

The Registrar General will inform the Registrar on the form R.V.7 of his decision on any application for discharge, and if the application is granted, he will forward a certificate of discharge for issue to the man.

### **Civil Employment.**

Men who are in the Reserve must follow certain civil employment during certain periods of enrolment. For instance, Engine Room Artificers will be required, during the first, second, and third periods of enrolment in the Reserve, to be employed as engineers or in a kindred capacity; seaman ratings during their first period of five years' service must serve at sea in a deck capacity and during the second period they may be permitted to be employed on harbour craft, trawlers, etc.; Stokers will be required to serve in their first, second and third periods of five years' service as firemen, etc., aboard ship, or as furnacemen ashore. During their third, fourth, and fifth periods of five years in the Reserve, seaman ratings may serve in any capacity, whilst other ratings will also be allowed to work in any capacity during their fourth and fifth periods.

Failure to comply with these conditions of civil employment renders a man liable to have his retainers forfeited, or suspended, and to be discharged from the Reserve on completion of the period of enrolment. Reservists not suitably employed should not be sent for training, and the Registrar should send form R.V.6 to the Registrar General to obtain his instructions.

## **Periodical Reports of Employment, etc.**

With a view to checking the nature of a man's employment, every Reserve man must report to a Registrar of Royal Naval Reserve at least once in every six months. If the man reports at his home port, the Registrar will enter the particulars of employment, etc., in his book R.V.17, and send the original copy to the Registrar General. He will also make an entry on the man's record card R.V.52, and in his certificate book R.V.2. If the Reservist is registered at another port the Registrar will, in addition to forwarding R.V.17 to the Registrar General, also advise the Registrar at the man's home port on a memorandum (form R.V.57). Upon receipt of this memo., the Registrar will make a note on the man's record card R.V.52, and file it.

When a Naval Reserve man is engaged for, or discharged from, service in a foreign going ship at any port in the United Kingdom, he must produce his certificate book R.V.2, for endorsement of the particulars of the voyage by the Registrar or Superintendent of Mercantile Marine. In the case of an engagement, the number and letter of the man's certificate book should be entered in the Ship's Articles against his name, and an advice sent, on R.V.17, to the Registrar General. An advice on R.V.57 is also sent to the Registrar at the man's home port, where his card R.V.52 will be noted. When a man is about to embark on a voyage in a merchant ship which will exceed six months, he must apply to his Home Registrar for special leave. Provided the leave will not exceed 12 months, and will be spent on the same voyage in the same ship, and that the man is not in arrears with his training and is likely to be back in time for his next training when due, the Home Registrar may grant the application. The man should be warned that if he voluntarily quits his ship during the voyage, he will be liable to forfeit his retainer, and that, in the event of the Reserve being called out, he will be liable to serve on any foreign station when called upon. When an application is granted, the Registrar will note in the Ship's Articles, on R.V.17, and in the man's certificate book R.V.2, the words "with leave." When the application cannot be granted, and the man still insists on going, he should be warned that he will be liable to lose all retainers and benefits of the Reserve, and the Ship's Articles, etc., should be noted "without leave."

In the case where a Reservist wishes to take up employment outside the United Kingdom, application on form R.V.6 should be forwarded to the Registrar General.

When a man reports a change of address, the Home Registrar will note it on his card R.V.52 and also in the man's certificate book R.V.2. In cases where the change of address is from one town to another, or over a distance that would involve additional

travelling charges, a form R.V.17 is to be completed and sent to Registrar General in addition to the above records.

## **TRAINING.**

Before men can be paid retainers, they must undergo training in the Royal Navy. The training of Reservists varies according to rating and to the period of enrolment. The training years will be reckoned from the date of enrolment, as given in certificate book R.V.2.

### *Engine Room Artificers.*

Chief Engine Room Artificers and Engine Room Artificers are required to perform a period of three months' training during each period of enrolment of five years, except in the fifth period. In the case of artificers who have just enrolled, the first period of three months' training must be continuous and must be performed within one year of enrolment. Men entered as confirmed Engine Room Artificers and Engine Room Artificers in their second and subsequent terms of enrolment, except the fifth, must undergo the three months' training within the first three years of enrolment, or re-enrolment, in each period of five years. This training may be continuous for three months, or split up into three periods of one month, but at least one month's training must be performed in the first year of enrolment in each period. Except that at least one month must be served in the first year, and the whole of the three months within the first three years in a period of five, men should be allowed to select their own time for training.

When Engine Room Artificers wish to go for training, they should make application on form R.V.58 (c). The Home Registrar will forward the form to the Registrar General and he in turn will forward it to the Admiral Commanding the Reserve, who will issue instructions when and where the man is to be sent for training. It will be observed that the procedure is different in this case to that of Seamen and Stokers who are sent by the Registrar to the training centre for his own particular district on certain days, without application to the Registrar General.

### *Seamen.*

Provisional Seamen, after being enrolled, will be sent to R.N. Barracks for equipment and training at the first opportunity. On this first training they will receive 28 days drill, followed by 14 days afloat. If satisfactory, they are then confirmed in their rating. Confirmed seamen are required to perform training again in the third year of enrolment, and in each subsequent alternate year, and will serve 7 days in barracks followed by 14 days

afloat. On the 19th and following years of service, no training will be performed. Men who have completed their second course of training may be selected to qualify in gunnery, torpedo, or other services, and in such cases, men who have been selected will go up for the third course of training in the 5th year for a qualifying course of six weeks, instead of ordinary drills, etc. When a man qualifies, his book R.V.2 will be endorsed accordingly by the Registrar General.

#### *Stokers.*

Provisional Stokers, after being enrolled, will be sent to R.N. Barracks for equipment and training at the first opportunity. They will serve 14 days in barracks, followed by 28 days afloat. Subsequent training will be performed every alternate year. In the second and third courses of training, or third and fifth year of service, they will serve 2 days in barracks and 26 days afloat, whilst in the fourth course, or 7th year of service, and up to the 17th year of service, they will serve 3 days in barracks and 18 days afloat. No training will be performed by them on the 19th and following years.

#### *Enginemmen.*

After being enrolled, provisional Enginemmen will be sent for training on the first opportunity. They will serve 14 days in barracks on each alternate year during the whole of their service, with the exception of during the fifth period.

#### **Despatch for Training.**

When a man makes application to be despatched for training, the Registrar should carefully examine his certificate book R.V.2, to see if he is due for training in that year. The certificate R.V.2 will show when the man enrolled, and the date of the last training performed. If for any reason, such as active employment, a man has not performed his training in the scheduled year and he applies to be sent to perform arrears of training, an application on form R.V.6 should be completed by him, and sent to the Registrar General, who will decide whether the man shall be sent or not. Men who, without satisfactory explanation, fail to undergo training within 12 months of the expiration of their training year, are liable to a penalty of £20 and to forfeit all retainers, and such cases should be reported to the Registrar General, the certificate book R.V.2 being detained, and forwarded with the report.

Before despatching men, the Registrar should observe if the applicant is in good health, and be satisfied that the man has been vaccinated within five years. If a man appears to be unhealthy, or requires vaccination, he should be sent to the Reserve

doctor, who will advise the Registrar whether the man is fit for training, and certify to vaccination if necessary. The Reservist will be informed by the Registrar of the day and time he must proceed for training. Each Reserve area of which a Registrar is in charge is districted under Portsmouth, Chatham or Devonport, and men should, except in certain cases, be despatched to the depôt to which the area is affiliated as follows:—

- (a) **All Provisional Seamen and Provisional Second Hands** should be sent to R.N. Barracks, Portsmouth, to reach there on the first, third, or fourth Wednesday in each month.
- (b) **Provisional Stokers** should be sent to R.N. Barracks at the depôt to which the Registrar's area is affiliated, and men should arrive at Portsmouth on the first, Chatham on the third, and Devonport on the fourth Wednesday in each month.
- (c) **Confirmed Stokers** as at (b) above.
- (d) **Confirmed Seamen** as at (b) above.
- (e) **Patrol Service (Stokers)** as at (b) above.
- (f) **Patrol Service (Seamen)** to Portland or R.N. Barracks, Devonport, but the date of joining will be promulgated periodically.
- (g) **Enginemen** to R.N. Barracks, Devonport, but dates of joining will be promulgated periodically.

Men should be despatched to arrive at their destination not later than 7 p.m. on the day they are due and if possible night travelling should be avoided. They should, except in the case of men going up for the first time, travel in their Reserve uniform with full kit.

In despatching men for training, the Registrar will fill in form R.V.58 (and variants), and the man must sign it. In entering the period of training on the form R.V.58, Registrars should be careful to check the man's R.V.2 and ensure that the correct period of training is entered. The form R.V.58 is prepared in triplicate, the original being posted to the Commodore of the depôt to which the man is being despatched (the addresses are given on the back of the form); the duplicate carbon copy is sent to the Registrar General; and the third carbon copy remains in the book. A card, embarkation card, containing an advice that form R.V.58 has been posted, is then prepared and handed to the Reservist for delivery at the R.N. depôt. The man is given a Travelling Warrant (form A.G.800) and a Meal Order, with which, at certain railway stations on the way, he can obtain free meals to the noted value. In cases where the man cannot obtain free meals en route, he should be advanced subsistence at Naval Rates, calculated on the estimated duration of his journey. Particulars of the Travelling Warrant, Meal Orders, subsistence allowances, advances, and the man's nearest known relative, should be

entered in certificate book R.V.2, by the Registrar, and the book handed back to the Reservist. A telegram, advising the despatch of men, should, if possible, be sent by the Registrar to the R.N. dépôt 24 hours before the men will arrive.

### **Retainers.**

When a man has performed his drill according to schedule, the Naval Officer in charge will make an entry in the man's certificate book R.V.2, and he then becomes entitled to be paid retainers. The quarterly instalments payable are £3 for Chief Petty Officers and Petty Officers, £2 10s. for Leading Ratings, and £2 for all other ratings.

When a Reservist asks to be paid his retainer, the Registrar should carefully examine his certificate book R.V.2 and note if the man has performed his training in the scheduled year, and has complied with the conditions of civil employment and periodically reported appearance before a Registrar. The list of "wanted" certificates should also be consulted, to see if the R.V.2 is required, and, if so, the book should be detained and forwarded to the Registrar General, and no retainer paid pending his instructions. The payment of retainers may be made to any Reservist who conforms with the condition of training and appearances, whether the man belongs to the Registrar's District or not. The first quarterly payment will be made on the first quarter day after the man has been enrolled or re-enrolled, provided training has been performed. Where the Registrar finds he is busy on other Board of Trade and Customs' work on the first day of every quarter, as he usually is at a small port, retainers may be paid a few days before due, but never earlier than the 28th of the preceding month. Retainers should only be paid to the Reservist himself.

The amount of the retainer paid, and the quarter up to which payment is made, entered in the man's certificate book R.V.2. The same particulars are entered in the weekly schedule 32, and the Reservist's receipt obtained. The address of the Reservist is also noted in the Schedule Book 32, and it is a good plan to note his district and district number in pencil, because this is required when advising the man's Home Registrar of the transaction on form R.V.57. The Schedule 32 is forwarded to the Registrar General at the end of each week, and usually a form R.V.17 is prepared and forwarded with it. At the end of each month, a summary of payments made under Schedule 32 is made on a monthly summary form, and sent to the Finance Department of the Board of Trade, via the District Collector.

In the event of the death of a Reservist who has arrears of retainers, a form of application R.V.30 should be completed by the man's legal representative, and forwarded with the certificate book R.V.2 to the Finance Department of the Board of Trade.

## **Miscellaneous.**

A report on form R.V.52C. is to be prepared and sent to the Registrar General of all Reservists, of whom no report has been received for six months. These reports, including nil returns, are to be sent at the end of February and August in each year..

Applications for long service and good conduct medals should be made on form R.V.74, and, before forwarding them to the Registrar General, the Registrar should consult the man's record on card R.V.52 to see if he has served the requisite 15 years. Mobilised service in the R.N.R. during the war should be counted as double time.

## CUSTOMS

In dealing with the Customs side of small port work the writer will only deal with that part which is of peculiar interest to small ports, and is seldom performed by officers in large ports. Accordingly, the items which follow must be regarded as additions to work which would normally be performed on general Customs stations.

### **Charges to Merchants—Unapproved Places.**

At places which are not approved for boarding, or discharge and loading, a charge for official attendance is to be raised against the merchant. The merchant should make application for an officer's attendance on form 200A. These unapproved places are divided into two classes (1) Places with "vested rights" and (2) Places with non "vested rights."

### **"Vested Right" Unapproved Places.**

These are places which were in use for foreign cargoes prior to 30th November, 1912, and have maintained, by constant usage since that date, a certain right to the old charges which the Board still recognise. Generally, there is no charge for an officer's attendance between the hours of 6 a.m. and 6 p.m. except (1) where the attendance is made outside the officer's normal spell of duty, but within 6 a.m. and 6 p.m., when the time credited to the officer is to be charged; and (2) any time credited for travelling between 6 a.m. and 6 p.m. for an attendance wholly outside these hours. Between 6 p.m. and 6 a.m., the minimum of four hours, or this minimum reduced by overlapping, is to be charged on all attendance, including travelling time, which is wholly within these hours or overlaps into them, and which is credited to the officer within or without his normal spell of duty.

### **Examples (Waterguard).**

- (a) Normal spell 8 a.m. to 4 p.m. Attendance, including travelling time, 6 p.m. to 8 p.m.  
Charge = the minimum of 4 hours.
- (b) If the normal spell in (a) was 9 a.m. to 5 p.m.  
Charge = 3 hours (5 p.m. to 8 p.m. links' up, and is less than minimum).
- (c) Normal spell 8 a.m. to 4 p.m. Attendance 6 to 8 a.m.  
Charge = 2 hours (time credited to officer).
- (d) Normal spell 8 a.m. to 4 p.m. Attendance midnight to 2 a.m.  
Charge = 4 hours.
- (e) Normal spell 9 a.m. to 5 p.m. Attendance 10 a.m. to noon.  
Charge = nil.

## **" Non-Vested-Right " Places.**

Except in those places where the Board allow first boarding free, there is a charge for attendance at these places at all times, but the charge between 6 a.m. and 6 p.m. is limited to the actual time taken, including travelling time, or such time as is credited to the officer for attendance outside his normal spell of duty, whilst the charge for attendance between 6 p.m. and 6 a.m. is subject to a minimum of 4 hours saving that part of the minimum which overlaps into the period 6 a.m. to 6 p.m.

### **Examples (Waterguard).**

- (a) Normal spell 8 a.m. to 4 p.m. Attendance, including travelling time, 10 a.m. to noon.  
Charge = 2 hours.
- (b) Normal spell 8 a.m. to 4 p.m. Attendance 5 to 6 p.m.  
Charge = 2 hours (time credited to officer).
- (c) Normal spell 8 a.m. to 4 p.m. Attendance 5 to 6 a.m.  
Charge = 3 hours (links up with 8 a.m.).
- (d) Normal spell, 8 a.m. to 4 p.m. Attendance, 4 to 6 a.m.  
Charge = 4 hours.
- (e) Normal spell, 6 a.m. to 2 p.m. Attendance, 3 to 5 a.m.  
Charge = 3 hours. If the normal spell was 8 to 4, the charge would be 4 hours (time credited to officer).

To cover overtime charges, merchants may enter into bond or have a standing deposit, which is supplemented from time to time, or they may pay cash, as each charge is raised. The rates per hour chargeable to the merchant for members of the Waterguard are, at present, Preventive Officers, weekdays, 3/4; Sundays, 5/-; Assistant Preventive Officers and Coast Preventive Men, weekdays, 2/-; Sundays, 3/-. (The term "Sundays" includes Public Holidays.)

When the charge has been calculated it is entered on the form 200A. and on an Overtime Note (form C. and E.166). The Overtime Note is then sent to the merchant, who will remit the amount. This form is not necessary in cases where the merchant attends at the Custom House with the form 200A. and pays the charge immediately. A receipt for the amount is given from the "Receipts other than Duty" receipt book (R.O.D. receipt book) and the merchant's signature obtained on the counterfoil. The transaction is then entered in book 41—"Account of Charges raised against merchants for Attendance of Officers, etc." The money received is entered in the cash book as a miscellaneous receipt, or as an appropriation in aid of vote. The column in the cash book in which it is entered will depend upon whether the form 200A. has been checked and certified by the Chief Preventive Officer or Surveyor. If the Superior Officer has not certified to the form 200A., the amount is entered as a miscellaneous receipt until such time as he does, the amount may then be brought

to account by offsetting the miscellaneous receipt with a similar miscellaneous payment, and making a fresh entry of the same amount as "an appropriation in aid of vote." If the Superior Officer is able to certify the 200A. immediately, the amount can be brought to account as "an appropriation in aid of vote" right away. An entry on form 255 is then prepared, attached to form 200A. and sent to the District Collector with the weekly cash statement. The forms 200A. are then returned from the Collector's office bearing an R.O.D. entry number. This number is noted against the relative item in the cash book, and in the merchant's overtime book. The forms 200A. are then retained until the end of the "period" (i.e., the Saturday before the last Friday in each month). A summary of the 200A's is then made on form C.427 (vessels arriving at or sailing from unapproved places) and the form sent, along with form 201 (Waterguard Employment Record in the case of the Waterguard), to the Chief Preventive Officer, or Surveyor, who will certify it, and forward it to the Accountant and Comptroller General via the Collector. The relative number of the 200A should be noted against the attendance shown on form 201. The R.O.D. entry number should be noted on any travelling claims in respect of attendances at unapproved places.

### **Cash Book.**

Although the columns in this book are headed, and self explanatory, there are a few entries which need explanation. All receipts and payments, whether on behalf of Customs and Excise, Board of Trade, or other departments, are entered in the cash book. With Board of Trade receipts, the relative Schedule number must be shown against the entry, and, in the case of receipts, the number of the receipt F.24 (a receipt from book F.24 is given for all Board of Trade receipts) is also shown. Receipts for Light Dues are entered under the Board of Trade column, and the number of the receipts shown against them.

At the end of each week, on Saturday, and also on the last day of the month, receipts and payments are balanced, and any balance carried forward to the next week, or month. In addition to the balance which is struck at the end of the month for any broken part of a week, a grand balance for the month is shown, giving a summary of all receipts and payments under their respective heads, and showing the balance carried to the next month. When the weekly balance is struck on each Saturday, the items are copied on to a form C.302 (Sub-Accountant's Cash Statement) which is signed by the officer (and countersigned if there is a second officer) and sent, along with any Customs' entries supporting the items, to the District Collector. The entries which usually accompany the cash statement are

R.O.D. receipts (with relative 200A. for overtime), R.O.D. receipts (Registry of Shipping), and Customs and Excise duty entries. Board of Trade weekly schedules such as 22 and 22A. are, with the relative vouchers, sent direct to the Finance Department, Board of Trade, whilst Schedule 32 is sent to the same place via the Registrar General.

An abstract of the monthly grand totals is entered on form C.301A. (Account Current for Districted Ports and Creeks) and this is signed by the officer and the Chief Preventive Officer or Surveyor, and sent to the Accountant and Comptroller General. If the Superior Officer is not able to check the form within the first seven days of the following month, the form should be sent without his certificate, and it will be eventually returned for his check and counter-signature.

### **Customs Sale Forms.**

Supplies of Customs Sale Forms may be had on application to the Superintendent of Stores, 5, Jewry Street, London, E.C.3. Revised lists of Sale Forms will be supplied, without requisition, by the Superintendent of Stores, showing the numbers of the various forms, and the number of forms to the quire. List N or T may also be obtained on requisition, showing the price per quire of each kind of form. Applications must separately state those forms which are for official use, and those which are for sale, and must be sent through the District Collector.

Upon receipt of supplies, the date of receipt, and the number and value of the forms, are entered in the column so headed of book 43 (Account of Sale Forms).

A Daily Sales Account Book is to be prepared, this may be done with any plain stationery office note book, by ruling columns for those forms which are in most frequent demand, and the sale of forms, showing the number and amount, entered therein. The price will also be given at the foot of each form, and is so arranged that a certain number of each form can be sold for a penny at the same rate as a whole quire. No smaller number of any one form is to be sold than will amount to the sum of one penny, and sales must only be in whole multiples of a penny.

The monthly totals of the Daily Sales Book are carried to the book 43, sufficient space being left between each line to allow for fresh entries of stock in the column ruled for that purpose. The monthly total of receipts is brought to account by R.O.D. entry on the last day of the month, the number and date of the entry being noted against the monthly total in the Daily Sales Account and the total in the cash book.

The stock of forms is to be taken annually on the 30th of September and a return, in the form outlined by G.O. 33/1912, is to be sent to Division V (Stationery) of the Secretaries' Office via the District Collector. Any obsolete or dilapidated forms are to

be placed in an envelope and forwarded with the return to Division V, a note of the number and value of those returned being made in the book 43 (Account of Sale Forms). If the yearly stock shows a surplus of forms, due to merchants failing to take up the full number on purchase, they are to be made up into complete penny-worths and re-entered as stock in Book 43.

### **Reports and Entries.**

The documents required when the Master reports a vessel arriving from foreign are chiefly: (1) Report (in duplicate); (2) Pratique; (3) ship letter declaration; and (4) a request on Form 200A. if the vessel arrives at an unapproved place. If the vessel has cargo, entries will be required later, or they may be immediately accepted. The arrival is recorded in the Report and Entry Book, and the next consecutive rotation number is given to the vessel, and noted on the report and entries. A return of all British ships reporting from foreign (excluding the Irish Free State) is sent to the Registrar General on form 387 on the same day. Separate rotations are given to vessels in ballast, and vessels in cargo. Entries for cargo are passed in duplicate and the second copy is sometimes known as a "warrant." Separate series of numbers are to be used for Free, Prime, and Warehousing Entries; the entries under each class being numbered consecutively as received. Two series of numbers are to be used for free entries, one series for grain, flour, cattle and bullion, and the other for all other free goods. These warrants are entered in the appropriate column of the Report and Entry Book, and sent to their respective destinations on the day of receipt; those for free goods being annexed to Abstract Form C.572 and sent to the Statistical Office (Div. II); those for prime entry bills being annexed to Abstract Form C.258 or C.259 and sent to the Accountant and Comptroller-General (Ex-ship Branch) and those for warehousing entry bills being annexed to Abstract Form C.572 and sent to the Accountant and Comptroller-General (Bonded Imports and Exports Branch).

When the vessel is cleared, all the relative documents, such as the Blue Book, Reports, Entries, Certificates of Landing, copy of Inward Clearance, etc., are made up into a file, which is given the ship's rotation number and date, and filed.

### **Jerquing.**

Apart from any jerquing which a Chief Preventive Officer or Surveyor may do, the Collector will exercise his discretion and select certain files for jerquing. In this respect he is guided by G.O.26/22. When the Collector desires certain files to be jerqued, he sends form C.604 to the officer, giving the rotation number of the files, and the extent to which the jerquing is to be done, and these are forwarded to the Principal, Surveyor's Branch, Chief Inspector's Office, 8, Mint Residences, London, E.1, along with

the form C.604. A note should be made in the Report and Entry Book of the despatch and receipt of files sent to the Surveyor's Branch.

### **Outward Clearance.**

When a Master attends at the Custom House to clear his ship outwards to parts beyond the seas (including the Irish Free State and the Channel Islands), he should produce the following documents : (1) Master's declaration of stores contents, which will be form 7 Sale for Vessels in Ballast, and form 10 Sale for Vessels with cargo ; (2) a victualling bill in duplicate (form 35 Sale) ; (3) an entry outwards (form 25 Sale) ; and (4) if any inward goods reported for export—a copy of the report inwards of the goods. The officer will see that these forms are properly completed, countersign them, and enter the ship in the Oversea Outward Clearance Book, giving each form the next outward rotation number from the book. A return of all British ships clearing outwards for foreign (excluding the Irish Free State) is sent to the Registrar General on form 386 on the same day.

The conditions as to production of the last Light Dues Receipt, form " A.A. " or " C.C.," and if the vessel is a passenger vessel, the passenger certificate, must be observed before clearance is granted. In the case of British ships, the Ship's Certificate of Registry must be inspected to see if the Master's name is endorsed thereon. When a vessel arrives coastwise and clears outwards, care should be taken to see that any cargo remaining on board for export is declared on the entry outwards. Similarly, it should be observed that any coastwise cargo for another port in the United Kingdom is also reported on the entry outwards, and the fact that a transire has been granted for such cargo should be noted on the victualling bill.

If the documents are in order, a clearance card (form 576) is prepared. A copy of the victualling bill is attached to the card by a paper fastener, the points of which are flattened out on the clearance card and covered by a red label seal, and the seal and card are then impressed with the port date stamp. In handing the clearance to the Master, he should be informed of any navigational warnings, etc., to hand. He should also be given copies of list 142, and Board of Trade Notices to Mariners, a receipt for the latter being obtained in the book supplied by the Board of Trade for the purpose.

### **Specifications.**

When goods for which no bond is required are exported, a specification, describing goods according to the Import and Export lists, must be lodged at the Custom House by the exporter or his agent within six days. The specification will be on form 29 (Sale)

except coal, etc., which will be on form 29A. (Sale) Arms, Ammunition, etc. (form 26 Sale), and new unregistered vessels departing on first foreign voyage (form 5 sale). At the foot of the specifications, or separately, the exporter, or agent, should make a declaration to the following effect: "I declare that this specification contains a true account of all the cargo shipped by me in this vessel, for which no bond is required."

The officer should see that goods are described according to the Import and Export list; that the ship and destination are correctly named; that the above declaration is signed; and that the values are given. If satisfied, he should stamp and sign the form at the foot and give it the outward rotation number of the ship. A note of the specifications received is made in the columns provided against the ship in the Oversea Outward Clearance book, and the date on which they are sent to the Statistical Office, is also noted. All specifications are sent to the Statistical Office (Div. 3) daily, and accompanied by form C.572. Separate abstracts on form C572 are to be sent for (a) British and N. Irish Merchandise; (b) Foreign and Colonial Merchandise; (c) Coal; (d) Arms, etc.; and (e) Bullion and Specie. The specifications will be returned from the Statistical Office and, after noting the return in the outward clearance book, they should be filed.

### **Manifests.**

The Statistical Office have power to call for a Manifest of cargo shipped, notwithstanding any previous entry and declaration on the specification. When the Statistical Office calls for a manifest of cargo shipped on a certain voyage a form 77A. is to be prepared and forwarded to the merchant, who shall deliver the manifest within forty-eight hours of such notice. The manifest should contain the name of the ship and destination; the name of the shipper and agents; the marks, numbers, description and weight of the goods; and a reference to the relative Bills of Lading. The manifest should also contain a signed declaration to the following effect: "I declare the above to be a correct account of the cargo, in accordance with the Provisions of 'The Revenue Act, 1884.'" The manifest is then given the same outward rotation number as the ship, and forwarded, with the memorandum and form 77A., to the Specification Division of the Statistical Office, 28, Endell Street, W.C.2.

When goods are shipped to Northern Ireland a manifest is also required. These manifests are entered in a special book, given a rotation number, and forwarded to the Accountant and Comptroller-General (Div. 7), the left-hand corner of the envelope in which they are sent being marked "Irish Traffic."

If specifications or manifests are not delivered within six days, or incomplete or incorrect returns given, the case should be reported to the Controller, Statistical Office, via the District Collector, on form 70 (out of time specifications).

### **Bunker Coal Certificates (Foreign).**

A certificate of the number of tons of bunker coal shipped for the use of a vessel on a voyage overseas (including the Irish Free State) must be furnished by the Master on form 91 at the time he clears the vessel outwards, or within six days. This form is noted in the Oversea Clearance Book, given the outward rotation number, and forwarded on the same day with an abstract on form C.572, to the Statistical Office (Division 8) in envelopes marked "Coal." The forms will be returned, after recording at the Statistical Office, and should be filed.

When a vessel has completed a coasting voyage, and clears out for foreign with a quantity of coastwise bunkers on board, the certificate on form 91 must show the port at which these bunkers were shipped. The certificate is to be forwarded to the port at which the bunkers were shipped, with a note, "Forwarded for adjustment vide Vol. III, Part XIII, Para. 21." The officer at that port will then deduct the amount from his monthly total of coastwise bunker coal, and forward the certificate on to the Statistical Office.

### **Bunker Coal Certificates (Coastwise).**

A certificate (on form 92) of bunker coal shipped on board coasting vessels is to be furnished by the owner or agent as soon as practicable after shipment. The certificate is not required if the quantity of bunker coal shipped is stated at the foot of the outward transire or notice of loading. In the case of regular lines of trawlers and coasting vessels, a monthly return by the owners may be accepted. The bunker certificate for foreign fishing vessels must be delivered within six days of sailing.

A monthly summary of all bunker coal shipped at the port is made and the total entered on form 426.

### **Coal Returns.**

Apart from coal which is shipped as foreign cargo, a monthly return of all coal which is landed or shipped coastwise is to be made on form 426, and sent to the Statistical Office (Division 8) within 10 days of the end of each month.

A weekly return of all coal shipped abroad (including the Irish Free State), whether as cargo or bunkers, is to be sent on Saturdays to the Mines Department, Dean Stanley Street, Millbank, Westminster, S.W.1.

# BOARD OF TRADE

## SCHEDULES AND RETURNS.

### SCHEDULES.

Schedule No.	Receipt or Payment	Purpose.	Forwarded to.	Remarks
1	R	Fees for examinations.	Fin'ce Dept. via Dis. Coll.	
4A.	P	Expenses of Survey Staff and Inspectors of Provisions.	do.	Attach Vouchers
5	R	Fees and expenses of Surveys.	do.	
6	P	B. of T. travelling and incidents.	do.	Attach Vouchers
7	R	Fees for copies of documents.	do.	
9	R	Fees for Medical Inspection of seamen.	do.	
10	P	Payments for Wreck and Salvage.	do.	
11	R	Wages of seamen left abroad.	do.	
12	P	Lifesaving station expenses, rewards, etc.	do.	
13	R	Wreck and Salvage receipts.	do.	
14	P	Expenses of Investigations on B. of T. authority.	do.	Attach Vouchers
15	R	Seamen's Money Orders issued.	Fin'ce Dept.	Weekly
15 Smy.		Summary of above.	Fin'ce Dept. via Dis. Coll.	
16	R	Foreign transmission of seamen's wages.	Fin'ce Dept.	Weekly
16 Smy.	R	Summary of above.	Fin'ce Dept. via Dis. Coll.	
17	R	Seamen's Saving Bank.	Fin'ce Dept.	Daily
17 Smy.	R	Summary of above.	Fin'ce Dept. via Dis. Coll.	
18	P	Wages of seamen left abroad.	Fin'ce Dept. via Dis. Coll.	
20	P	Fees returned re B. of T. deposits, Exam., Survey Fees, etc.	do.	
21	R	National Health Ins. receipts.	do.	
22	P	Seamen's Money Orders paid.	Fin'ce Dept.	Weekly
22 Smy.		Summary of above.	Fin'ce Dept. via Dis. Coll.	
22A.	P	Foreign Seamen's Money Orders paid.	Fin'ce Dept.	Weekly
22A. Smy.		Summary of above.	Fin'ce Dept. via Dis. Coll.	
23	R	Wages and Effects of deceased seamen.	do.	

SCHEDULES—Continued.

Schedule No.	Receipt or Payment	Purpose.	Forwarded to.	Remarks
24	P	Withdrawals, Seamen's Saving Bank.		
24 Smy.		Summary of above.	Fin'ce Dept Fin'ce Dept. via Dis. Coll.	Daily
25	R	Relief of Distressed Br. Seamen.	do.	
27	R	Royal Naval Reserve—overpaid retainers, etc.	Reg. Genl. via Dis. Coll.	
28	P	Wages and Effects of deceased seamen.	Fin'ce Dept. via Dis. Coll.	W. & E.6 to be attached.
29	R	Fines and forfeitures.	do.	
30	P	Relief of Distressed Br. Seamen.	do.	Receipts to be sent daily
32	P	R.N.R. Retainers.	Reg. Genl.	Weekly
32 Smy.		Summary of above.	Reg. Genl. via Dis. Coll.	
33	R	Fees for inspection of Lime Juice.	Fin'ce Dept. via Dis. Coll.	
34	P	R.N.R. Contingencies.	Reg. Genl. via Dis. Coll.	
35	R	Rents on foreshores.	Fin'ce Dept. via Dis. Coll.	Any forms H.70 to be attached.
38	P	Board of Trade Vote Payments.	Fin'ce Dept. via Dis. Coll.	Only on B. of T. authority.
39	R	Preservation of life from shipwreck.	do.	do.
41	R	Costs recovered in B. of T. prosecutions, etc.	do.	
42	P	Eng. and Dis. of crews after office hours. Officers expenses.	do.	
47	R	Receipts of above.	do.	
45	R	Basses and Minicoy Lights.	do.	
		Dues.	do.	
48	P	Re-payments on above.	do.	
51	R	Fees for apprentices.	do.	
55	R	B. of T. Sale Forms.	do.	
79	R	Special item receipts (includes items held in suspense).	do.	A separate schedule form should be used for each class of receipts or payments.
80	P	Special item payments (includes suspense items).	do.	

NOTE.—Unless otherwise stated, all schedules are forwarded at the end of each month. Counterfoils of receipts, F.24, should be attached to receipt schedules and, unless a receipt is obtained on the Board of Trade authority or form itself, receipts on F.16 should be attached to payment schedules.

RETURNS TO BOARD OF TRADE.

Form	Return of	When sent.
Dis. 13	Attendances at Law Courts. Inquiries, etc.	Monthly.
Eng. 14	Stock of Dis. A.'s at end of month.	do.
Exn. 41	Seamen engaged, language test and failures to join.	Quarterly.
	Exam. of Implements.	Half-Yearly.
	Number of seamen paid under Schedule 371, paid out under Schedule 40, or through G.P.O. arrangement.	Annual
	(Page S.197 of reprints of General Minutes.)	(after end of financial year).
C.414	Foreign Arrivals and Sailings. (Sent to Clerk, I/c. of Shipping Statistics, Board of Trade.)	On the 11th, 21st and last day of each month.

RETURNS TO REGISTRAR GENERAL

Form	Purpose.	When sent.
	<b>FOREIGN GOING SHIPS.</b>	
Eng. 1 (Rcd.)	Office copy of agreement.	Daily.
Eng. 2	Changes of crew.	do.
Eng. 1 (Black)	Ship's copy of agreement.	do.
Log. O.	Official Log Books.	do.
W. & E.1.	Wages and Effects of deceased seamen.	Daily.
L.A.I.2.	A/c. of Wages and Effects of seamen left behind.	do.
	<b>HOME TRADE SHIPS.</b>	
Eng. 6	Ordinary agreement.	do.
Eng. 6A.	Agreement of several ships belonging to same owners.	do.
Eng. 5	Special account of crew.	do.
Eng. 3	Agreement.	do.
D. & O.7.	Combined log and list.	do.
W. & E.1.	Wages and Effects of deceased seamen.	do.
L.A.1 & 2.	A/c. of wages and effects of seamen left behind.	do.
Log. O.	Any official log books.	do.
	<b>FISHING BOATS.</b>	
S.9.	Agreement for steam trawlers of 25 gross tons and sailing vessels of 50 gross tons.	do.
List D.	For other fishing boats.	do.

RETURNS TO REGISTRAR GENERAL.

Form	Purpose.	When sent.
	<b>FISHING BOATS (contd.).</b>	
	Account of Wages and Effects of deceased seamen.	Daily.
	Account of Wages and Effects of seamen left behind.	do.
G.R.200.	Registry transactions under Part IV of the M.S. Act, i.e., opening, alterations and closing of registry in Fishing Boat Register.	Daily
G.R.215.	Return of Registered Fishing Boats during previous year with summary, on G.R.219, and a return in manuscript of the number of men employed in fishing at the creeks within the port.	Yearly (in early January).
	<b>INDENTURES AND CERTIFICATES.</b>	
	The counterparts of the indentures of apprentices.	Daily
V.Y.	A weekly account of cancellations of indentures.	Weekly.
V.X.	A weekly account of assignments of indentures.	do.
	The counterparts of all certificates of competency or service issued during the week.	do.
	<b>REGISTRY OF SHIPPING.</b>	
19, 19A, 20. (Customs' Nos. 345, 346, 355.) C.348.	Copies of all entries in the Ship's Registry Book.	Daily.
	Advice of change of name of master.	do.
	Cancelled Certificates of Registry.	do.
C.349-52.	Annual return of vessels added to or removed from the Register.	End of year (before 21st January).
C.353-54.	Quinquennial return of vessels added to or removed from the Register.	Every five years (next return for 5 years ended 1930).
	<b>MISCELLANEOUS.</b>	
G.R.386-7.	Return of all British vessels entered inwards or cleared outwards (except regular traders and vessels to or from I.F.S. See Vol. II, Part I, para 11 and Vol. III, Part IX, para 22).	Daily.

Any other documents transmitted for delivery which have remained unclaimed for upwards of one month.

## CUSTOMS RETURNS

Form	Return of	Where sent.	Remarks.
<b>DAILY.</b>			
102 22 (Sale) (Abs. 258-9)	Prime entries for baggage. Prime entry bills, with abstract, for goods duty paid ex ship. Vol. II, Part II, para. 11.	Dis. Coll.  A. & C.G. via Dis. Coll.	
23, 24 & 28 (Sale) (Abs. 572)	Free entry bills, with abstract. Vol. II, Part II, para. 11.	Statistical Office (Div. II).	
46 (Sale) (Abs. 572)	Warehousing entry bills, with abstract.	A. & C.G. (Bonded Im- ports & Ex- port Br.) via Dis. Coll.	
5 (Sale) (Abs. 572)	Specifications for new unregis- tered vessels with abstract.	Statistical Office (Div. III).	
29 (Sale) (Abs. 572)	Specifications (Br. and Irish Goods) with abstract.	do.	
29A (Sale) (Abs. 572)	Specifications (Coal) with ab- stract.	Statistical Office (Div. 8).	
30 (Sale) (Abs. 572)	Specifications (Foreign and Colonial Goods) with abstract.	do.	
91 (Abs. 572)	Bunker Coal (Foreign) with ab- stract.	do.	
70	Report of out of time specifica- tions.	Statistical Office (Div. 6).	Sent when specifi- cations are ren- dered or incorrect.
Shipping Bills, Des- patches, etc., for stores. 425	Despatches and Shipping Bills are returned to the officer at warehouse or distillery of origin. Drawback bills are sent to the Collector. Dogs landed without licence.	Ministry of Agriculture and Fisheries. Dis. Insp. Home Office	
Aliens	Alien and Passenger returns.		
<b>WEEKLY.</b>			
393	Duty received for which duty slips have been issued.	A. & C.G. (Mondays) via C.P.O. Surveyor	Countersigned by C.P.O. or Sur- veyor.
C.302	Sub-Accountant's Cash State- ment.	Dis. Coll.	
255/6	R.O.D. entries.	do.	Attached to Cash Statement.
424	Dogs landed with licence.	Ministry of Agriculture and Fisheries.	

CUSTOMS' RETURNS—Continued.

Form	Return of	Where sent.	Remarks.
C.414	<b>TRI-MONTHLY.</b> Shipping returns (from ports named in O. Circ. 4885).	The Clerk I/c. Shipping Statistics Board of Trade.	
	<b>MONTHLY.</b>		
170 or 201	Attendance records. do.	Surveyor or C.P.O.	
172 or 202	Account of overtime.	Surveyor or C.P.O.	
192 (Abs. 181)	Extra attendance on account of engagement or discharge of ship's crews or for detention or release of ships on behalf of the Board of Trade.	A. & C.G. (Examiner's Branch) via Dis. Coll.	
230/2	Travelling charges and claims for subsistence.	A. & C.G. via C.P.O. or Surveyor	
233	Petty travelling charges.	Dis. Coll. via Surveyor or C.P.O.	
200 200A. 427	Requests for extra attendance.  Return of vessels loading or discharging at unapproved places.	C.P.O. or Surveyor.  do.	Attach relative 200A.'s.
301A.	Account Current for Districted Ports and Creeks.	A. & C.G. (Account Current Section)	If the C.P.O. or Surveyor cannot check with Cash Book within 7 days of the end of the month, send f o r m without counter-signature. C.P.O. to counter- sign.
399	Monthly return of seizures.	A. & C.G.	
401	do (Waterguard Stations).	do.	
390	Schedule of Goods duty paid ex ship (ports less than 50 entries) See Vol. II, Part II, para 55.	A. & C.G. via Dis. Coll.	
441/2	Passenger returns.	Comptroller- General, Labour Dept., B. of T.	
410/13	Shipping returns of vessels in the Coasting Trade.	The Clerk I/c., Ship- ping Statis- tics, Board of Trade.	These are only made for the Cust- oms port as a whole.
426	Coal shipped and received.	The Statisti- cal Office (Div. 4)	do.

CUSTOMS' RETURNS—Continued.

Form	Return of	Where sent.	Remarks.
429	Sunday discharge of foreign cargo.	Inspt. Gen. Waterguard for free goods.	
651	Stock account of Entertainment. Duty Stamps and Tickets.	Chief Inspector for all other cargoes.	
C.A.7 C.A.9	Light Dues received. Light Dues repaid.	A. & C.G. (Ent. tax Branch) via Dis. Coll. The Secretary, Trinity House, via Dis. Coll.	Attach relative counterfoils.
<b>QUARTERLY.</b>			
Paras. 838-9 Importation Code Circ. 79106/1916 G.O.74/27	Detention of goods.  Money Orders obtained free of poundage. Goods not entered as in transit or for transshipment, but declared to be for re-exportation.	Dis. Coll.  do.  do.	
<b>HALF-YEARLY.</b>			
O. Circ. 3/22	Return of non-confidential waste.	Dis. Coll.	
<b>ANNUAL.</b>			
408	Statement of Trade.	Secretary's Office via Dis. Coll. (Div. I)	Year ended 31st Dec. (within 10 days).
Para. 85	Customs' Sale Forms.	Secretary's Office (Div. V) via Dis. Coll.	Year ended 30th Sept.

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