



FOREIGN AND COMMONWEALTH OFFICE

COLONIAL REGULATIONS

PART II. PUBLIC BUSINESS

LONDON

HER MAJESTY'S STATIONERY OFFICE

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* Not reproduced.

COLONIAL REGULATIONS

PART II. PUBLIC BUSINESS

CHAPTER IV. APPLICATION OF REGULATIONS

101. These Regulations are directions to Governors for general guidance given by the Crown through the Secretary of State for Foreign and Commonwealth Affairs. This part of the Regulations applies to the following territories:

- Anguilla*
- Belize
- Bermuda
- British Antarctic Territory
- British Indian Ocean Territory
- British Virgin Islands
- Cayman Islands
- Falkland Islands and Dependencies
(South Georgia and South Sandwich Islands)
- Gibraltar
- Gilbert Islands
- Hong Kong
- Montserrat
- New Hebrides
- Pitcairn Islands Group
- St. Helena and Dependencies
(Ascension and Tristan da Cunha)
- Solomon Islands
- Turks and Caicos Islands
- Tuvalu

In the following Regulations the term "Territory" is used for convenience to include any territory to which the Regulations are applied. These Regulations apply to each territory in so far as consistent with the Constitution of the territory, and subject to such modifications of the application of particular Regulations to particular territories as may from time to time be sanctioned by the Secretary of State.

* Anguilla was formally a part of the Associated State of St. Kitts-Nevis-Anguilla but has a separate Constitution and Ministerial form of government under HM Commissioner as provided for in the Anguilla (Constitution) Order 1976 (SI 1976 No. 50). So long as this Constitution is in force, the provisions of these Regulations shall apply to Anguilla.

CHAPTER V. OFFICE OF GOVERNOR

102. The officer appointed by the Crown to administer the Government is styled either:

Governor and Commander-in-Chief, Governor,
High Commissioner, or Commissioner.

In these Regulations the term "Governor" is used for convenience to include all officers appointed to administer Governments, however styled, and, so far as may be applicable, the Resident Commissioner, New Hebrides.

103. The officer so appointed receives a Commission under the Royal Sign Manual and Signet, and his powers are conferred and his duties are defined by Her Majesty's Commission and the Instructions with which he is furnished and in the Constitution of the Territory.

104. During a vacancy in the office of Governor, or, if through absence or otherwise the Governor should become incapable of acting, the administration of government devolves on such officer or person as may have been designated for that purpose by Commission or in the Letters Patent or Order in Council constituting the office.

105. The Governor is the single and supreme authority responsible to, and representative of, Her Majesty. He is, by virtue of his Commission and the Letters Patent or Order in Council constituting his office, entitled to the obedience, aid, and assistance of all military, air force, and civil officers; but although bearing the title of Commander-in-Chief, and although he may be a military or air force officer senior in rank to the officer commanding the troops or air force, he is not, except on special appointment from Her Majesty, invested with the command of Her Majesty's Regular Forces in the Territory. He is therefore not entitled to receive the allowances annexed to that command nor to take the immediate direction of any military or air operations, nor except in cases of urgent necessity, to communicate officially with subordinate military or air force officers without the concurrence of the officer in command of the forces, to whom any such exceptional communication must be immediately notified.

106. The Governor, as the Queen's representative, is entitled to give the "word" (parole) in all places within his Government.

107. The officer commanding the troops or air force shall render to the Governor such returns as he may require relating to the strength and condition of the forces, or to the military or air defences of the Territory.

108. On receipt of a notification that the Army and Air Force (Annual) Act has received the Royal Assent the officer commanding the troops or air force shall communicate to the Governor the "General Orders" in which it may be promulgated.

109. Where several territories are comprised in one military or air force command, the officer in command of the whole may transfer forces from one

Territory to another on the application of the Governor of the Territory to which the forces are to be sent. This application should when practicable contain the written expression of opinion of the military or air force officer, if any, there in command; but the officer in command must in all cases consult with the Governor of the Territory from which the forces are sent, and will incur a special responsibility if he sends them away without the Governor's consent, except under special instructions from Her Majesty's Government.

110. The Governor has no authority over the movements of Her Majesty's ships, and is not entitled to issue orders to officers of the Royal Navy. But, it being a general obligation on all Her Majesty's civil and military officers to afford mutual assistance to each other in cases affecting the Queen's service, the Commander-in-Chief of a station or the senior officer present at a port is instructed in the Queen's Regulations for the Navy to pay due regard to such requisitions as he may receive from the Governor, having for their object the protection of Her Majesty's possessions, the benefit of the trade of her subjects, or the general good of her service. Any action by a Governor under this Regulation should be immediately reported to the Secretary of State with an explanation of the circumstance.

111. In urgent cases, when the requisitions may conflict with the instructions from the superior naval authority under which he is acting and when reference by telegraph or otherwise to such superior authority is impracticable, a naval officer is instructed to consider the relative importance and urgency of the required service as compared with his instructions, whether general or special; and he is to decide as in his judgment may seem best for Her Majesty's service. In so doing he is instructed to bear in mind the grave responsibility that would rest on him if the circumstances were not such as fully to warrant the postponement of the instructions from his naval superior to the more pressing requisition from the Governor.

112. In cases where high political considerations demand the decision of Her Majesty's Government in respect of the action to be taken, the Governor should communicate his opinion that the presence of one of Her Majesty's ships is necessary direct to the Secretary of State, instead of direct to the commanding officer of Her Majesty's ship, unless there is such imminent peril to lives and property as to demand immediate action.

CHAPTER VI. CEREMONIES

A. Precedence

113. The precedence of persons in territories is determined by local enactments, by Royal Charters, by Instructions either under the Royal Sign Manual and Signet or through the Secretary of State, or by authoritative local usage.

114. In the absence of any special authority Governors shall guide themselves by the following general table of precedence in territories:—

The Governor or officer administering the Government.

The officer in command of the Naval Forces on the Station in which the Territory is included if holding rank equivalent or superior to that of Rear-Admiral, the officer in command of the land forces in the Territory if holding rank equivalent or superior to that of Major-General, and the officer in command of the air forces in the Territory if holding rank equivalent or superior to that of Air Vice-Marshal, their own relative rank and precedence being determined by the Queen's Regulations on that subject.

The Chief Justice.

The Speaker.

The officer in command of the Naval Forces on the Station in which the Territory is included if of the rank of Commodore, the officer in command of the land forces in the Territory if of the rank of Brigadier, and the officer in command of the air forces in the Territory if of the rank of Air Commodore, their own relative rank and precedence being determined by the Queen's Regulations on that subject.

The Deputy Governor (if any), or,

Chief Secretary.

The Chief Minister (if any).

The other Ministers (if any) and other Members of the Executive Council.

The officer in command of the Naval Forces on the Station in which the Territory is included if of the rank of Captain or Commander, the officer in command of the land forces in the Territory if of the rank of Colonel or Lieutenant-Colonel, and the officer in command of the air forces in the Territory if of the rank of Group Captain or Wing-Commander, their own relative rank and precedence being determined by the Queen's Regulations on that subject.

The Puisne Judges.

The Members of the Legislative Council.

The principal officers of Government in such order as shall be specially assigned.

The officer in command of the Naval Forces on the Station in which the Territory is included if below the rank of Commander, the officer in command of the land forces in the Territory if below the rank of Lieutenant-Colonel, and the officer in command of the air forces in the Territory if below the rank of Wing-Commander, their own relative rank and precedence being determined by the Queen's Regulations on that subject.

115. When two or more territories are comprised within one naval, military, or air force command, then in the table in the preceding regulation :

(i) the term " officer in command of the Naval Forces on the Station " shall include the senior officer of two or more of Her Majesty's ships, or the senior officer of a Division of Her Majesty's ships, present in the waters

of the Territory and belonging to the Station in which the Territory is included, and shall also include a Resident Naval Officer at a naval base, who in the absence of the Commander-in-Chief of the Station in which the Territory is included is normally the senior officer at that base and is thus in command of any ships present;

(ii) the term "land forces in the Territory" shall include any permanent military force maintained by the Government in any territory where there are no regular troops, but shall not include voluntary or auxiliary forces, and the term "officer in command of the land forces in the Territory" shall include the military officer holding the command in the Territory in the absence of the superior commanding officer; and

(iii) the term "officer in command of the air forces in the Territory" shall include the Air Force officer holding the command in the Territory in the absence of the superior commanding officer.

Any officer falling within the above definitions shall retain the precedence to which he is entitled under the preceding regulation, notwithstanding the presence in the Territory of the superior officer of the whole naval, military, or air force command. No naval, military, or air force officers other than those included in the general table of precedence, as above defined, have any place at all in that table, and the places accorded therein to the senior officers of the three services have no connexion, except as between those officers, with the regulations governing the precedence of officers of Her Majesty's forces.

116. When a naval officer is a member of a Court of Inquiry into the circumstances attending the loss of a merchant ship but does not preside over the Court he should sit at the right hand of, and so next in seniority to, the President.

117. Members of the Royal Family take precedence in a territory next after the Governor.

Except as provided in the following paragraph, British subjects who enjoy in the United Kingdom precedence by right of birth or by dignity conferred by the Crown do not lose such precedence while either temporarily or permanently residing in any territory.

In the absence of special instructions from the Queen and subject to any specific provision in the authorised local tables, the precedence within a territory of all persons holding office or discharging official duties, whether naval, military, air force, or civil, within that territory is determined solely by official rank, and the wives of such persons, even though they enjoy precedence in the United Kingdom by right of birth, take their place according to the precedence of their husbands.

Persons entitled to official precedence in the United Kingdom, in foreign countries, or in any particular part of Her Majesty's dominions, are not entitled as of right to the same precedence elsewhere. In the absence of any special instructions from the Queen, the precedence of such persons will be determined by the Governor.

B. Medals and Decorations

118. All medals and decorations emanate from the Sovereign and no decoration or medal may be issued without Her Majesty's approval having been first obtained. The Queen's Regulations respecting Foreign Orders and Medals are inserted in Appendix 3.

C. Salutes

119. The salutes to which Governors are entitled are shown in the Table in Appendix 4.

120. An officer acting temporarily in any of the offices specified in Appendix 4 is entitled during his temporary tenure to all the honours or salutes that may appertain to such office.

121. Governors are authorised to sanction such salutes as may have been customary, also such as they may deem right and proper at religious ceremonies, and further to cause the usual salutes to be fired at the opening and closing of the Legislature; but these salutes are in no cases to exceed nineteen guns.

122. A Governor absent from his Territory on leave, or otherwise than on a special mission expressly authorised by Her Majesty's Government, is not entitled to receive any salute, or to fly any flag, as these privileges are only permitted when he is actually representing the Sovereign. A Governor so absent should decline all salutes or other official recognitions of a royal character from any foreign ship or troops.

D. Flags

123. The Union Flag, with the approved Arms or Badge of the Territory emblazoned in the centre thereof on a white ground surrounded by a green garland (as shown in the drawing* in Appendix 5), shall be flown on Government House from sunrise to sunset when the Governor is in residence, and shall be used by the Governor or other officer administering a government when absent on land from Government House or when embarked in a boat or other vessel.

The Union Flag shall be flown at Government House from sunrise to sunset when the Governor is not in residence.

The approval of the Secretary of State is required for the use, in special local circumstances, of some other flag as the flag of the territory.

124. The British Blue Ensign with the arms or badge of the Territory emblazoned in the centre of the flag, i.e., in the centre of that part between the Union and the end of the flag, shall be worn at the stern and a blue pendant at the masthead by all armed vessels which belong to or are in the service of the Government of a Territory. (*See drawing in Appendix 6.*) Such vessels

* Not reproduced.

when not armed shall wear at the stern the blue ensign with the badge of the Territory emblazoned as aforesaid but shall not fly a pendant.

125. All other vessels registered as belonging to Her Majesty's subjects in Her Majesty's Territories shall fly the red ensign without any badge unless otherwise authorised by warrant from Her Majesty or from the Admiralty. Dependent Territory merchant vessels may carry distinguishing flags with the badge of the Territory thereon, in addition to the red ensign, provided that such flags do not infringe Section 73 (2) of the Merchant Shipping Act, 1894.

126. Whenever a requisition is received by any officer in command of one of Her Majesty's ships for the embarkation or conveyance of a Governor or other officer administering a government, the senior naval officer present may direct the flag which such official is entitled to use to be hoisted at the foretop-gallant masthead of the ship in which he is embarked; provided that after consultation with, and on requisition from that official, the senior naval officer considers it for the benefit of the service about to be performed that such flag should be hoisted, and provided that it is only hoisted or carried within the limits of the Government.

127. If the senior officer considers it, in any circumstances, undesirable to hoist the flag, he will inform the Governor or other official concerned, of his reasons and will at once report the same to the Admiralty.

128. In the event of a Governor or officer administering the government of a territory being detached on a foreign mission in his official capacity, special instructions will be issued in each case as to the flag which should be carried by the man-of-war in which he may be embarked. In the absence of such instructions the senior naval officer present will exercise his discretion in consultation with the officer proceeding on the mission.

E. Visits

129. Official visits between naval, military and air force officers and the Governor or Administrator of a territory shall be exchanged on the following occasions:

(a) on the arrival of one or more of Her Majesty's ships at a port at which the Governor or Administrator is present, between such officer and the senior officer in command of the squadron or ship;

(b) when any Flag Officer or Commodore flying his broad pendant first arrives at such a port since taking up his appointment, between that officer and the Governor or Administrator;

(c) on the first arrival of an officer in command of the land or of the air forces in the Territory at a place at which the Governor or Administrator is present, between the latter and the newly-arrived military or air force officer;

(d) on a Governor or Administrator newly appointed assuming office, between him and all Flag Officers and Commodores flying their broad

pendants, and the officers in command of the land and of the air forces in the Territory.

These visits need not be exchanged more than once during the respective tenure of office of the Queen's Representative and the naval, military and air force officers mentioned above.

130. In exchanging visits,

(a) a Governor will always receive the first visit from the senior officer in command of the squadron or ship, and from the officers in command of the land and of the air forces in the Territory;

(b) an Administrator shall pay the first visit to all Flag Officers or Commodores flying their broad pendants, and to an officer in command of the land or of the air forces in the Territory, if of the rank of Brigadier or Air Commodore or above but will receive the first visit in all other cases.

131. Return visits must be paid within twenty-four hours.

(a) A Governor shall return visits in person to all Flag Officers and Commodores flying their broad pendants, and to the officers in command of the land and of the air forces in the Territory, if of the rank of Brigadier or Air Commodore or above.

(b) An Administrator shall do so in person to all naval Captains and to the officers in command of the land or of the air forces in the Territory if of the rank of Colonel or Group Captain.

(c) A Flag Officer or Commodore flying his broad pendant, and the officer in command of the land and of the air forces in the Territory will do so in person to an Administrator.

(d) In all other cases the return visit shall be paid by an Aide-de-Camp or other officer deputed.

132. Should the Governor or Administrator find that from indisposition or pressure of important business he is unable to return or pay a visit in person he shall depute his Aide-de-Camp, or some other officer, to do so. In like manner should a Flag Officer or Commodore flying his broad pendant, or an officer in command of the land or of the air forces in a territory, from indisposition or pressing occupation be precluded from paying or returning a visit, he will depute his Flag Lieutenant or other officer not below that rank, or officer or equivalent rank in the land or air forces, to do so. In each case the officer failing to pay the required visit in person will report the circumstance, and the reasons which led to the omission, to the Department under which he is acting.

133. Officers acting temporarily in higher civil offices or commands shall in respect of these visits, be upon the same footing as if they were confirmed in such offices or commands.

134. The senior naval officer present will arrange, when necessary, to provide suitable boats to enable Governors or Administrators to pay official visits afloat on their notifying their wishes to that effect.

135. For the purpose of Regulations 129-134,

(a) the term "Administrator" means the Administrator or Commissioner of a Territory acting in subordination to a Governor;

(b) the term "land forces in the Territory" includes any permanent military forces maintained by the Government in any territory where there are no regular troops but does not include voluntary or auxiliary forces, and the term "officer in command of the land forces in the Territory" includes a military officer holding the command in the Territory in the absence of the superior commanding officer; and

(c) the term "officer in command of the air forces in the Territory" includes the air force officer holding the command in the Territory in the absence of the superior commanding officer.

F. Uniforms

136. Governors, unless at the time of their appointment they hold the rank of Admiral in the Royal Navy or of General in the Army or of Air Chief Marshal in the Royal Air Force (in which case they will during their tenure of office continue to wear their naval, military, or air force uniform), shall wear the special uniform prescribed for them, subject to such conditions as may be conveyed to them on first appointment.

137. The class of the Civil Uniform which may be worn by officers under the rank of Governor is regulated in each territory by the Uniform List for that Territory which has received Her Majesty's approval.

138. No person is entitled without the consent of the Queen to wear the uniform attached to any office after he has ceased to hold that office. Such consent can only be obtained on the recommendation of the Governor made through the Secretary of State, and only in cases where an officer has actually worn the uniform during his tenure of the office to which it is attached. No retired officer will be allowed to wear any other uniform than that which was attached to his office during his tenure of it.

139. A white uniform has been approved for use in tropical countries in place of the blue civil uniform. Its adoption in any territory is left to the discretion of the Governor. At outdoor functions in the day-time officers wearing the blue uniform are at liberty to wear with it the white helmet worn with the white uniform.

140. Only Governors may wear the first class of the white uniform, and they may wear with it, if they so desire, the cape forming part of the Governor's special uniform and a helmet bearing a plume similar to that of the cocked hat worn with the Governor's special uniform. On special occasions, how-

ever, such as the celebration of the Sovereign's Birthday or the opening or closing of the Legislature, Governors shall wear the special uniform.

The other classes of white uniform shall be worn by persons who are entitled, or have received permission, to wear the corresponding class of the ordinary civil uniform.

141. (deleted).

CHAPTER VII. OFFICIAL CORRESPONDENCE

A. Foreign and Commonwealth Office

142. In all matters of correspondence with Her Majesty's Government in the United Kingdom, Governors shall address the Secretary of State for the Foreign and Commonwealth Office unless communication to another address is required by other Regulations, or by arrangements concerning the Ministry of Overseas Development.

143. Correspondence with the Secretary of State, whether by mail or telegraph, is divided into the following categories:

- (1) Unclassified;
- (2) Restricted;
- (3) Confidential;
- (4) Secret;
- (5) Top Secret.

The extent to which such correspondence may be circulated is detailed in the following regulation.

144. (1) Unclassified correspondence may be communicated to any person by the Governor at his discretion and may be published unless express directions to the contrary are given. This is subject to the proviso that any enclosures consisting of correspondence with a Government Department in the United Kingdom shall not be published without prior reference to the Secretary of State.

(2) Restricted correspondence may be communicated for official purposes to any person by the Governor at his discretion but shall not be published without the permission of the Secretary of State.

(3) Confidential correspondence may only be communicated by the Governor at his discretion and under the obligation of confidence to the Executive Council or to officers of Her Majesty's Services. The same restriction regarding publication applies as in the case of restricted correspondence.

(4) Secret and Top Secret shall not, without the express authority of the Secretary of State, be communicated to any person other than such members of Her Majesty's Service as the Governor considers it essential in the public interest, to consult or inform.

145. Official papers are Government property. The Governor shall cause them to be kept in such safe custody as is appropriate to their classification. This and the following Regulation are to be read as subject to such laws as may from time to time be in force in each territory regarding the custody and use of official records and other historical archives in public hands.

146. The Governor shall cause the records of the Territory to be reviewed from time to time with a view to the downgrading of correspondence for which the existing grading is no longer justifiable, and the destruction of those documents which are of no permanent value.

The concurrence of the Secretary of State is required for the downgrading of correspondence received from him.

147. (1) The Governor's communications to the Secretary of State, if in the form of telegram, shall each be numbered in succession recommencing annually with a new series. No enclosures or annexes may be attached to saving telegrams. Any accompanying material should be transmitted under a semi-official letter or sent separately to the appropriate Foreign and Commonwealth Office department under a complimentary slip.

(2) The Governor's despatches shall be signed by the Governor or an officer deputed by him on his behalf.

(3) Telegrams, including those classified but excluding private and personal messages, shall be numbered in succession recommencing annually with a new series.

148. Each communication shall be confined as much as possible to a single subject.

149. (1) Every enactment shall be accompanied by a statement from a Law Officer to the effect that, in his opinion, the Governor's assent may or may not be properly given thereto.

(2) Every enactment, and every draft of an enactment, shall be accompanied by a report from the Governor or a Law Officer. The report shall explain all legal and political questions which it may involve, reference being made to every provision contained in the enactment which may be regarded as important, of doubtful desirability, contrary to general principles, or otherwise unusual. This paragraph does not apply in the case of an enactment which follows the terms (a) of a draft which has already been fully reported on and approved by the Secretary of State, or (b) of a model Ordinance; but in the latter case, if the model Ordinance is not intended for universal enactment, a report must be furnished explaining the legal and political reasons for its adoption.

(3) If the enactment or draft is based upon existing legislation or upon a model Ordinance, or upon a draft approved by the Secretary of State,

(a) reference to that legislation or model or draft shall be given, and

(b) in the case of (i) draft legislation, (ii) Bills reserved for Her Majesty's pleasure, (iii) enactments the operation of which is suspended until after signification of Her Majesty's pleasure, and (iv) legislation following a model Ordinance or approved draft, all modifications of the original shall be conspicuously shown (*e.g.*, in red ink) on a spare copy of the enactment or of the original; a comparative table shall be given unless the origin of each section is apparent from such spare copy or from the report; and the reason for any important modification shall be stated.

(c) In the case of an enactment based upon a draft approved by the Secretary of State, the report shall state how far suggestions made by him have been met and, where any such suggestions have not been adopted, reasons shall be given.

(4) In this Regulation, the term "enactment" includes Regulations, Rules of Court and other subsidiary legislation which require the approval of the Secretary of State, or which Her Majesty or the Secretary of State is empowered to disallow.

150. The Secretary of State will not certify signatures other than those of the Governor, the Deputy Governor or Chief Secretary.

B. Returns

151. The Governor shall transmit to the Secretary of State the requisite number of laws, publications, reports, returns, etc. as directed in the Royal Instructions or as directed by the Secretary of State from time to time including:

- (a) Laws and subsidiary legislation as soon as published;
- (b) Annual volumes of laws and subsidiary legislation;
- (c) New compilations or corrected editions of laws and subsidiary legislation;
- (d) Government Gazettes.

In addition the Governor shall send copies of laws, publications, etc., to libraries, government departments in the United Kingdom, international organisations and learned and other bodies as notified by the Secretary of State from time to time.

152. (deleted).

153. Governors should arrange for the interchange of reports on subjects of common interest.

C. Military and Air Forces

154. When a Governor who is not actually in command of Her Majesty's forces shall have occasion to report upon, or bring under the consideration of the Secretary of State, matters which involve military or air force as well as civil considerations, or which require the concurrence or decision of the

Ministry of Defence, he shall if there is an officer commanding military or air forces in the Territory, first communicate with that officer respecting the matters in question, and having obtained that officer's opinion or observations thereon, he shall transmit the same, with his own report, to the Secretary of State, and shall in every case, furnish the officer commanding with a copy of any report he may make involving military or air force considerations. If the officer commanding considers that these reports require the consideration of the Ministry of Defence, he will forward the duplicates with his observations by the same mail which conveys the original report to the Secretary of State.

155. Similarly, under the Queen's Regulations, when the officer commanding the troops or air force in a Territory desires to bring to the notice of his military or air force superiors any matter which may involve civil as well as military or air force considerations, he will first communicate with the Governor with a view to obtaining his opinion thereon. He will transmit with his own report any opinion or observations he may thus obtain; and will in every case furnish the Governor with a copy of any reports he may make on subjects other than military or air force discipline and routine. If the Governor considers that these reports require the consideration of the Secretary of State, he shall forward the duplicates with his observations by the same mail which conveys the original report to the Ministry of Defence.

D. Navy

156. The Governor or, in his absence, the Governor's Deputy, if one has been appointed, shall write in his own name to any senior naval officer (that is to say, the senior officer then within his immediate reach), holding the rank of Flag Officer or Captain, but shall communicate with any senior officer of lower rank through his private secretary. The Governor, with the concurrence of the Commander-in-Chief of the Station in which the Territory is situate, may, however, authorize exceptions to this rule, as well as direct communication between other officers or Departments of the Government and particular naval authorities, concerning such matters (other than questions of policy or matters involving major expenditure) as seem to him appropriate.

157. Any notice or direction which the Governor may have occasion to convey to the commander of any foreign vessel in the waters of the Territory shall be transmitted through the officers of the Government and not through the officers of Her Majesty's Navy, whose intervention should not be applied for unless the directions forwarded through the ordinary channel should fail to produce their effect.

E. Shipping

158. Under the United Kingdom Acts relating to merchant shipping certain duties in relation to merchant shipping are imposed on Governors. Detailed instructions with regard to general duties in connection with merchant ships and seamen are contained in the "Instructions to Officers in British Dominions and Possessions (Merchant Shipping and Seamen, 1927)"

issued by the Ministry of Transport; and instructions on matters relating to the registry of ships are contained in the "Instructions to Registrars of British Ships under the Merchant Shipping Acts" issued by Order of the Commissioners of Her Majesty's Customs and Excise with the consent of the Ministry of Transport.

159. At the end of each year the officer performing the duties of Registrar of Shipping shall prepare and transmit to the Registrar-General of Shipping and Seamen, Llantrisant Road, Llandaff, Cardiff, S. Wales, an account made up to the 31st December showing:

(a) the names and particulars of all ships on the register of the port on the previous 1st January, and

(b) the names and particulars of all ships registered at the port during the year and of those whose register has been closed. In the latter case, the cause of closing the register should be stated. At the end of the list an abstract should be given of the number, tonnage and crews of vessels belonging to the port on 31st December. It is important that this list should be transmitted as early as possible in the month of January.

160. Notice of any new lighthouses, buoys, beacons, or radio beacons placed or erected on the shores of the Territory, and of any alterations in those already existing, shall be forwarded as early as possible by the Governor to the Hydrographic Department of the Admiralty.

These notices should be given in the form shown in Appendix 7, which in the case of buoys or beacons should be amended as necessary.

161. Any information of interest to navigators, such as the information or discovery of new reefs, shoals, or currents, shall also be forwarded as early as possible by the Governor to the Hydrographic Department of the Admiralty.

162. For the purposes of the Wreck Abstract which is presented annually to Parliament, particulars of every casualty to shipping on the shores of any British possession, or to any British shipping at sea concerning which information can be obtained, shall be forwarded by the proper officer in the Territory to the Assistant Secretary, Marine Safety Division, Ministry of Transport, as soon as possible after the occurrence.

Forms for the purpose of making such returns will be supplied by the Ministry of Transport on application.

F. Governments of Commonwealth or Foreign Countries

163. Communications to the Governments of members of the Commonwealth or foreign governments on matters of a routine nature (e.g. visa applications) shall be addressed to the Ministry of External Affairs (or equivalent) in the capital of the country concerned, or else to the Consulate or Commission of that country in the territory if such exists.

164. Communications on matters involving issues of substance, particularly those involving political considerations, and communications on matters involving United Kingdom interests shall be addressed to the Secretary of State for Foreign and Commonwealth Affairs, or to the British Embassy or British High Commission in the capital of the country concerned; in the latter case a copy should be sent to the Secretary of State.

165. There shall be no direct communication with the authorities in Rhodesia. All communications from Governments relating to Rhodesia shall be sent to the Secretary of State for Foreign and Commonwealth Affairs, as should any communications received by Governments from the illegal authorities in Rhodesia.

G. Consulates

166. Correspondence of a routine nature from a Government to a British Consular Officer may be signed by the appropriate responsible officer. Communications on important matters of policy shall be signed by the Governor, if the addressee is a British Consul-General, or the Chief Secretary, if the addressee is a British Consul.

167. Correspondence from a Government to a foreign Consular Officer shall be signed by the Chief Secretary unless the subject matter is of a routine nature in which case the appropriate responsible officer may sign on his behalf.

H. Individuals

168. Any person in a territory has the right to make representations to the Governor on matters of a public or private nature, and in exercising this right shall address the Governor through the Chief Secretary. The duty of the Governor is to consider and act upon each such representation as public expediency or justice to the individual may appear to require, with the assistance in certain cases of his Executive Council; and if he doubts what steps to take thereupon, or if public advantage may appear to require it, he shall refer the matter to the Secretary of State.

169. Any person in a territory has the right to address the Secretary of State, if he thinks proper; in which case he shall transmit his communication, unsealed and in triplicate, to the Governor, requesting him to forward it in due course to the Secretary of State. Every letter, memorial, or other document which may be received by the Secretary of State from a Territory otherwise than through the Governor will be referred back to the Governor for his report or return to the sender.

170. The preceding rule requiring transmission of correspondence with the Secretary of State through the Governor is based on the strongest grounds of public convenience, in order that all communications may be duly verified, as well as reported on, before they reach the Secretary of State. It extends therefore to communications relating to public affairs as well as to the concerns of the writer, and to those from public bodies.

171. Petitions addressed to the Queen, or petitions addressed to the Queen in Council (other than petitions of appeal or petitions for special leave to appeal from decrees, orders, sentences or decisions of courts, judges, or judicial officers), and memorials to public officers or departments of Her Majesty's Government in the United Kingdom, shall be in like manner sent to the Governor for transmission to the Secretary of State.

172. The Governor shall transmit to the Secretary of State with all reasonable despatch every communication received by him in accordance with Regulations 169 to 171, accompanied by such report as its contents may appear to him to require. This instruction does not apply to second or subsequent communications where the petition or other document contains no new matter relating to the appeal.

173. There is no right to petition any member of the Royal Family other than the Queen, and it is inappropriate to send them memorials requesting intervention in matters of Government. The Governor shall return any Memorial of this kind to the sender informing him of the correct method of petitioning the Crown.

I. Dependent Territories

174. Correspondence between Deputy Governor or Dependent Governments may be conducted between Governors direct, between Territory Chief Secretaries or between such other officers as may be approved by the Governors concerned.

CHAPTER VIII. FINANCE

A. Accounting Officers

175. (1) Subject to these Regulations and to such instructions as may, with the authority of the Secretary of State, be approved by the Governor, the accounting operations of the Government are under the general management and supervision of the Accountant General; but it is also the duty of the Chief Secretary, the Financial Secretary, the Director of Audit, the sub-accountants and all other accounting officers to take care that these Regulations are duly observed.

(2) The term Accountant General means any officer, however styled, who is appointed to be in charge of the Treasury; and the term Director of Audit means any officer, however styled, who is responsible for the audit of the accounts of the Territory.

(3) The term sub-accountant means an officer who is entrusted with the receipt, custody, and disbursement of public money and who is required to keep one of the recognised cash books, the transactions in which are accounted for to the Accountant General and subsequently embodied in the final accounts of the Territory.

(4) The term accounting officer means any head of department, imprest holder, collector of revenue or other officer whose duties involve responsibility in connection with public moneys; and for the purpose of these regulations includes a sub-accountant.

176. It is the duty of the Accountant General in his capacity as chief accounting officer:

(i) To see that the proper system of account is established in every department, including self-accounting departments, of the Governments;

(ii) To exercise supervision over the receipts of public revenue and as far as possible to secure its punctual collection;

(iii) To bring promptly to account, under the proper heads and items, all money, whether revenue or other receipts, paid into the Treasury or accounted for to him;

(iv) To see that proper provision is made for the safe keeping of all public moneys, stamps, securities and valuable documents;

(v) To exercise supervision over all the officers of his department entrusted with the receipt or expenditure of public money, and over the sub-accountants, and to take precautions, by the maintenance of efficient checks, including surprise inspections, against the occurrence of fraud, embezzlement, or carelessness;

(vi) To supervise the expenditure and other disbursements of the Government; to take care that no payment is made which is not covered by proper authority, expressed or referred to on the voucher relating to it; and, in case of any apparent extravagance or of any apparent defect in the provision for a charge owing to the exhaustion or absence of a vote, to call the attention of Government in writing to the matter;

(vii) Promptly to charge in his accounts under the proper heads and items all disbursements of the Government, whether expenditure or other payments;

(viii) To render the accounts for audit and to prepare the Financial Statements and Returns.

177. The Accountant General shall report to Government any material irregularity connected with the public accounts that may have been brought to his notice.

178. Where any department has been constituted a self-accounting department (*i.e.* a department rendering accounts to the Accountant General, without vouchers) the senior accounting officer of that department shall be charged, in relation to his department, with the responsibilities of the Accountant General as laid upon the latter in this Chapter. The senior accounting officer of a self-accounting department shall, however, be subject to the general supervision of the Accountant General.

179. All accounting officers are personally responsible for the due performance of the financial duties of their departments or officers, for the proper collection and custody of all public money receivable by them, and for the accuracy of the accounts rendered by them or under their authority. No officer will be relieved from any portion of his responsibility should he depute to his subordinates the performance of duties which he should have performed himself.

The responsibility of the Director of Audit for checking and reporting any shortcomings in connection with the public accounts or finances does not absolve any officer from his responsibility for complying, or securing compliance, with instructions within the scope of his own authority.

180. The Director of Audit or any officer deputed by him is at all times entitled to have access to all books, records, or returns relating to accounts, and all accounting officers shall give him every facility for inspecting such documents. He shall also have authority to carry out surveys of cash, stamps and stores.

181. It is the duty of all accounting officers to reply promptly to any enquiries addressed to them by the Director of Audit, giving fully the particulars or information desired.

B. The Estimates

182. (1) The Governor shall give such directions to his officers as shall ensure that the Annual Estimates of the revenue and expenditure of the Territory shall be submitted by the Government to the Legislature so as to allow reasonable time for their consideration and approval before the beginning of the year to which the Estimates relate.

(2) The Governor shall transmit as early as may be to the Secretary of State, with such explanation and information as the circumstances may require:

- (a) the Estimates presented to the Legislature, and
- (b) the Estimates as finally approved by the Legislature.

183. The Estimates shall show against each item of revenue or expenditure the amount estimated for the coming year and the amount of the approved Estimate of the current year. Where the expenditure of a department is provided partly by annual votes and partly by a civil list or other special law, the amount provided by law shall appear in an inner column, the total of which shall be added to that of the items not so provided. The Estimates will thus show under each head every item which is expected to come in course of payment during the year of estimate, including not only those which are submitted to the Legislature for discussion and appropriation but also those which, being already provided, are included in the Estimates for information only. The law authorising the provided expenditure shall be named in each case.

184. The Estimates of Revenue and the Estimates of Expenditure shall be preceded by abstracts showing the totals of all the heads in the Estimates. The abstracts shall show in separate columns:

- (a) the actual revenue and expenditure of the last completed year,
- (b) the approved Estimates for the current year,
- (c) (in the case of the revenue Estimates only) the revised Estimates, and
- (d) the estimated revenue and expenditure for the coming year.

185. The Estimates of Revenue shall include the gross receipts of the Government, except repayments of advances, proceeds of loans appropriated by law for special works, receipts from sales of investments, deposits, and remittances. They shall include all fees, dues, fines, and rents payable into the Treasury, any amounts payable to officers in respect of such receipts being provided for in the Estimates of Expenditure under the sub-divisions entitled "Personal Emoluments".

186. The revenue shall be arranged under comprehensive heads. It falls generally into four broad classes:

- (1) Duties, taxes, licences, etc.
- (2) Receipts for, or in aid of, specific Government services—such as fees or hospital receipts;
- (3) Receipts on account of undertakings of a commercial character; and
- (4) Revenue from Government property, such as land, houses and investments.

It will be convenient to have several heads for each of these classes, but care should be taken that no head comprises items coming under different classes, and that revenue derived from taxation is easily distinguishable from revenue not so derived.

187. The proceeds of the sale of Government lands and premiums on leases should be kept distinct in the Estimates from the revenue from other sources.

188. In territories where a grant or loan in aid of administration is received from United Kingdom funds, the estimate of the amount to be so received shall appear under a separate head of revenue following and distinct from the total revenue receipt from other sources; and in the case of such loans any anticipated repayments shall similarly appear under a separate head of expenditure.

189. If the Territory is receiving a grant or loan from United Kingdom funds to meet certain specific expenditure, the estimate of the grant or loan shall in like manner be shown under a distinct head of revenue, and the expenditure in respect of which it is made shall be shown also, if possible, under a separate head of expenditure below the total ordinary expenditure of the Territory.

190. The Estimates of Expenditure shall be framed so as to show as nearly as possible the amounts which it is expected will actually be spent during

the year. Every head of expenditure shall include, as far as possible, all the items relating to that particular service so as to show clearly the total estimated cost of that service during the year.

191. Each head of department is responsible that all services that can be reasonably foreseen are included in his departmental estimate and that no unauthorised increase of salary is inserted therein.

192. Under the heading for each department there shall be two sub-divisions—"Personal Emoluments" and "Other Charges".

193. All items whatsoever of personal emoluments to public officers shall appear under "Personal Emoluments", which will, therefore, include (besides salaries) personal, duty, entertainment, cost of living, acting, expatriation, and house allowances, allowances in lieu of quarters, fuel, and light, clothing allowances paid in money, fees and percentages or commissions. Travelling and transport allowances are granted in consideration of expenditure incurred on public service and are not therefore items of personal emoluments. Pensionable emoluments should be distinguished from those not pensionable by a star or other indication.

194. Where an officer receives emoluments under more than one head the fact will be indicated by cross references or explanatory footnotes. Any pension or compensation allowance, or other emolument in respect of public service, including the provision of an official residence, shall be similarly shown.

195. The sub-division "Other Charges" shall include all services other than personal emoluments which can be properly apportioned to the particular department. Items of expenditure which are not annually recurrent shall be shown separately.

196. Each head of expenditure shall be divided into such sub-heads as may be decided in the case of each Territory. The total personal emoluments of each department will make up one sub-head and small items under "Other Charges" not of a distinctive character may be grouped under a sub-head of "Incidental Expenses". Items not so grouped shall be shown as separate sub-heads. No provision is to be made for "Unforeseen Expenditure".

197. No items of receipt or expenditure shall be included under the head "Miscellaneous" which can appropriately be placed under any other head, and, if necessary, new sub-heads shall be opened for any such items.

198. New heads or sub-heads shall be opened for items of receipt or expenditure not properly falling within any of those already appearing in the Estimates.

199. If the total estimated expenditure of the year is expected to exceed the total estimated revenue a footnote should explain in what manner it is to be met, and in the Appropriation Law the expenditure for the year shall be made a charge on the revenue of the year "and other funds of the Territory".

200. There shall be two heads for public works in addition to that for the establishment of the Public Works Department. All annually recurrent services shall be placed under the first of these heads: and other works under the second. There will thus be three heads of expenditure administered by the Public Works Department, viz:—"Public Works Department", "Public Works Annually Recurrent", and "Public Works Non-recurrent".

201. In the case of works not annually recurrent which will extend over more than one year, there shall be shown not only the estimate for the year, but also the original estimate for the whole work, the revised estimate (if any), and the total amount likely to have been expended on the work up to the beginning of the year of estimate.

202. The Estimates shall be accompanied by explanations respecting every item of an unusual nature therein comprised and of any important difference under each item between the proposed expenditure or anticipated revenue, and the approved estimate for the preceding year, as shown in the parallel columns.

203. The Estimates shall be accompanied by a statement of the assets and liabilities of the Territory at the close of the last completed year of account, and a statement showing the estimated financial position of the Territory at the beginning of the year to which the Estimates relate.

204. The Appropriation Law shall not include sums specifically provided by law, but only such sums as require to be voted by the Legislature for the service of the year, and shall appropriate these sums under each head of expenditure in the Estimates. In cases of expenditure in excess of these sums, only the net excess on each head will require supplementary appropriation.

205. All receipt entries in the accounts shall be vouched for on the form prescribed by law or regulation.

C. Receipts

206. All regular collectors of revenue, other than the Accountant General and the sub-accountants, who receive any duties, taxes, licences, fees, rents, or other public money whether forming a portion of the revenue or not, shall pay the whole amount of such money, daily or at the earliest opportunity, either into a bank authorised by the Accountant General, or into the Treasury, or to a sub-accountant, obtaining a receipt for the money so paid in.

207. Whenever a public officer, not being a regular collector of revenue, comes into receipt of public money, he shall pay it to the Accountant General or to a sub-accountant without delay, obtaining a receipt for the amount so paid in.

208. In all cases the gross amounts received shall be paid into, or accounted for to, the Treasury. All charges upon the revenue received will require authority, and should appear as expenditure, supported by proper vouchers.

209. Between the time of receipt and the time of payment into the bank or Treasury, or to a sub-accountant, no public money shall be made use of in any way whatsoever; nor shall any officer advance or lend any sum for which he is answerable to the Government.

210. If at any time the public revenue sustains a loss by reason of the neglect or fault of any officer, he will be liable to be surcharged with the amount.

211. The Accountant General shall report to the Government any failure on the part of an accounting officer to receive and duly account for any sums receivable by him. He shall also report any case in which he may have reason to think that the revenue is falling unduly into arrear. The Director of Audit shall similarly report in like circumstances. Heads of departments shall also report in like circumstances to the Accountant General, forwarding a copy of the report to the Director of Audit.

212. All officers charged with the supervision of the collection of revenue or other moneys due to the Government, shall furnish to the Accountant General for transmission to the Director of Audit periodical returns showing the state of the arrears in the collection of such sums. In the event of there being no such arrears a nil return shall be furnished.

D. Payments

213. (1) All disbursements of public money in the Territory shall be made under authority from the Governor by the Accountant General, or by the senior accounting officer of a self accounting department, either personally or by officers acting on their instructions.

(2) Disbursements in England shall be made by the Crown Agents.

(3) Any officer making, allowing or directing any disbursement without proper authority will be held personally responsible for the amount, and any officer whose duties require him to render accounts will similarly be held responsible for any inaccuracies in those accounts.

214. (1) The authority requisite for expenditure out of public funds is a vote or enactment of the Legislature and the sanction of the Secretary of State.

(2) The authority to incur expenditure is vested in the Governor, and the Accountant General shall not make any payments nor accept any charge in his accounts (notwithstanding that the services to which they relate may be duly provided for in the Estimates or Appropriation Law), unless authorised to do so by General Warrant, Requisition or Special Warrant, signed by the Governor or by the Chief Secretary or Financial Secretary signing "by Command".

(3) The Director of Audit shall be furnished with signed or certified copies of the documents referred to in sub-paragraph (2) of this regulation.

(4) The General Warrant will cover services for which provision is made in the Estimates, but over which the Government does not desire to reserve special control.

(5) A Requisition is used for expenditure on a service for which provision is made in the Estimates but which has been excluded from the General Warrant.

(6) A Special Warrant is required for:

(i) all payments on account of services for which provision is not made in the Estimates, even though provided by law;

(ii) all payments in excess of the amounts provided in the Estimates;

(iii) additions to the rates of personal emoluments or to the number of posts authorised in the Estimates, even though the expenditure on the sub-head is not thereby increased.

215. The authority of the Governor is required for expenditure from Renewals and similar funds. The Accountant General shall not make any payments nor accept any charge in his accounts in respect of such funds unless authorised to do so by the Governor, or the Chief Secretary or the Financial Secretary signing "by Command". An estimate of the expenditure from each fund during the year shall be included as an appendix to the Annual Estimates of the Territory for the information of the Legislative Council.

216. In any exceptional case where it is manifestly for the benefit of the public service that expenditure should be immediately incurred, and time does not permit of authority being obtained in the usual way, an officer may, on his own responsibility, incur the expenditure; but he will at once take the necessary steps to apply for covering authority explaining the reasons which induced him to depart from the ordinary course. In every such case he will be held personally liable if any of the expenditure proves to be unnecessary or extravagant and it may then be surcharged against him.

217. All payment entries in the accounts shall be vouched for on the prescribed form.

218. All vouchers shall contain full particulars of each service, such as dates, numbers, quantities, distances, and rates, so as to enable them to be checked without reference to any other document.

219. The officer who signs the voucher thereby certifies to the accuracy of every detail therein. He will therefore be held responsible that the services specified have been duly performed, that the prices charged are either according to contracts or approved scales, or fair and reasonable according to current local rates, that authority has been obtained as quoted, that the computations and castings have been verified and are arithmetically correct, that the persons named in the vouchers are those entitled to receive payment and that stores purchased have been duly taken on charge.

220. When supplies are furnished or work done under agreement or contract, there shall be attached to the voucher a certificate that the payments are in accordance with the terms of the contract or agreement, that, as regards supplies, the articles have been received, and, in the case of work, that it has been properly done. In the case of a payment on account no more shall be claimed than the cost of the work certified to have been performed. When a deduction is made from the amount payable on a contract in respect of a penalty or fine, the net sum only shall be paid.

221. In the event of an unauthorised payment being made in consequence of any incorrect certificate on a voucher, the officer who signed the certificate will be held responsible and the amount may be surcharged against him.

222. The Accountant General, before passing any voucher for payment, shall, in addition to the other duties imposed on him under these Regulations, satisfy himself that :

(i) the information furnished on the voucher is correct in all particulars and that the voucher is signed by the proper officer;

(ii) all proper deductions from salaries or pensions on account of contributions, repayment of advances, remittances, or other liabilities have been duly made.

The senior accounting officer of a self accounting department and any sub-accountant making payments shall similarly satisfy themselves on these points so far as they are in a position to do so.

E. Classification and Control

223. (1) When the Annual Estimates have been finally approved and the Appropriation Law allowed by Her Majesty, the expenditure of the year shall be held to be definitely limited and arranged, unless additional provision is required for services which could not have been foreseen, cannot be postponed without detriment to the public service and will cause an excess on or cannot be appropriately charged to an existing sub-head of the Estimates.

(2) The procedure for the sanctioning of additional provision is as follows :

(a) Where the total required under any individual sub-head does not exceed a sum fixed by the Secretary of State and where it is not of such a nature as to raise some question of principle or involve a breach of some regulation, the Governor may sanction additional provision on his own responsibility pending covering approval by the Legislature.

(b) In other cases the Governor shall obtain the prior approval of the Legislature unless it is essential in the public interest that such additional provision should be authorised at once; in the latter case the Governor may sanction the necessary disbursements on his own responsibility and obtain covering approval at the earliest opportunity.

(c) Schedules of additional Provision shall be prepared at quarterly or shorter intervals. These schedules shall contain all items of additional

provision relating to the period irrespective of whether they were dealt with under (a) or (b) above. The Governor shall submit the schedules for the approval of the Legislature, and shall then submit them, together with the Legislature's resolutions thereon, for the approval of the Secretary of State. A supplementary schedule shall be similarly prepared and submitted after the close of the accounts of the year to cover any excesses which were not included in the previous schedules.

224. If the supplementary expenditure causes an excess on a head, such excess should ultimately be covered by a Supplementary Appropriation Law.

225. The Estimates form the basis of the accounts of the year to which they relate, and the classification and sub-division of the accounts of revenue and expenditure must accord with the detail of the Estimates.

226. The authority for expenditure conveyed by an Appropriation Law lapses at the end of the financial year to which it relates, and if further expenditure is necessary for the completion of any service it must be provided for in the Estimates, or in a Schedule of additional provision, of the year in which the sum will actually be expended. The authority conveyed by warrant and requisitions similarly lapses on the last day of the financial year in which they are issued and no payments may be made after that date, except under the authority of Warrants or Requisitions issued for the service of the ensuing financial year.

227. The date of receipt or payment governs the date of the record of the transaction in the accounts. Payments shall not be made before they are due for the purpose of utilising an anticipated saving on a sub-head, nor may the unexpended portion of any sub-head be drawn from the Treasury for the purpose of setting it in reserve to meet impending payments, or to be carried to a deposit or suspense account. On the other hand, expenditure properly chargeable to the account of a given year shall, as far as possible, be met within the year, and shall not be deferred for the purpose of avoiding an excess on the amount provided in the Estimates. Similarly, outstanding items of revenue shall not be carried to a revenue sub-head as a charge against an advance or suspense account pending the collection of the amount. On the other hand revenue collected in any one year shall not be placed on deposit or held in suspense with the object of transferring it to revenue in the following year.

228. Where any commercial or industrial enterprise is administered on behalf of Government and separate provision has not been made by law with regard to its financial control and administration, the whole of the receipts and payments of the undertaking shall be accounted for to the Accountant General and included in his monthly and annual accounts. Normally the receipts and payments shall be accounted for under sub-heads of revenue and expenditure, but in special cases they may, with the approval of the Legislature and the Secretary of State, be accounted for through a suspense account.

229. When a personal advance in anticipation of salary is allowed, it shall be debited as an advance to the recipient and not to the vote for his salary. Any advance made to an officer is to be notified to the head of his department, who shall take care that proper arrangements are made for repayment and that no salary is subsequently paid unless such arrangements have been made and are complied with.

230. At the close of each financial year, each of the securities held on account of the Government shall be valued at the current middle market price in London on the last working day of the year, and the value assigned to each security in the accounts shall be adjusted so as to correspond with that price. The amount by which the new value exceeds or falls short of the old value shall be carried to the credit or debit of the general revenue balance account.

Where securities are held on behalf of a fund, so that they belong to the fund and not to the Government, a similar procedure shall be followed, but the gain or loss shall accrue to the fund and not to the Government.

231. When a grant or loan from United Kingdom funds is received by a territory to meet certain specific expenditure it shall be credited in the first instance to a suspense account. Transfers from the suspense account to revenue shall take place monthly to balance the actual expenditure incurred on the service in question. When a general grant or loan in aid of administration is received, however, it should be credited in total direct to a head of revenue as provided in Regulation 188 above.

232. Any necessary expenditure on services of a confidential nature, the purpose and particulars of which cannot be made public, shall be specially reported to the Secretary of State and shall be supported in the accounts by the Governor's certificate of payment and declaration that he has satisfied himself that the money has been properly expended.

233. The authority of the Secretary of State is required for the writing off of any loss of public money or stamps where the amount in any one case exceeds £250, unless some other limit has been fixed for any particular Territory. When the amount does not exceed £250 or such other limit as may have been fixed, the authority of the Governor only is required, and he may delegate this authority to the Chief Secretary or the Financial Secretary for use in minor cases.

234. It is the duty of a head of a department to watch the expenditure of his department with reference to the amounts provided in the Estimates, and to report at once through the Accountant General to the Chief Secretary or Financial Secretary whenever it may appear that the amounts provided will prove insufficient for the service of the year. Whenever the Accountant General makes any charge against a vote by transfer from the Crown Agents' account or the account of another department, he shall immediately notify the head of the department responsible for the vote, who shall post his vote account accordingly.

235. If charges are made against a head which, although apparently chargeable to that head, do not clearly come within the meaning of any of the sub-heads, they shall be brought by the Accountant General to the notice of the head of the department concerned and of the Chief Secretary or Financial Secretary, with a view to the insertion of an additional sub-head in the accounts.

236. Every head of a department shall keep a Departmental Vote Account in such form as will clearly show at any time in respect of each vote for his department:

- (a) the total amount of expenditure sanctioned for the service of the year,
- (b) the amount of expenditure charged, and
- (c) any further known liabilities in respect of the service of the year.

F. Loan Expenditure

237. The authority requisite for expenditure which is to be met by loan consists of an enactment of the Legislature and the sanction of the Secretary of State. Where the law authorising the raising of the loan does not specifically authorise the execution of the particular works contemplated, and the amount to be expended upon each, those amounts require the specific sanction of the Legislature and the Secretary of State.

238. In cases where sufficient loan funds are not immediately available and the expenditure must therefore be met in whole or in part out of current revenue, surplus balances or short term borrowing, subject to reimbursement when the contemplated loan has been raised, such expenditure shall be charged as an advance pending reimbursement. The amount to be advanced in any year will require the sanction of the Legislature and the Secretary of State.

239. The estimated loan expenditure during the year shall not appear in the body of the Estimates but a full statement of such expenditure, including a schedule showing the salaries of any staff specially engaged, shall be appended to the general Estimates of the Territory, and receive the approval of the Legislature and the sanction of the Secretary of State. In the case of expenditure on a public work, the particulars mentioned in Colonial Regulation 201 shall also be given.

240. When the statement referred to in the preceding Regulation has been approved by the Legislature and sanctioned by the Secretary of State, the loan expenditure of the year shall be held to be definitely limited and arranged. Should any further disbursements during the year be required, the approval of the Legislature and the sanction of the Secretary of State will be necessary.

241. The authority to incur loan expenditure is vested in the Governor, and the Accountant General shall not make any payments nor accept any charge in his accounts unless authorised to do so by a Loan Warrant signed by the Governor or by the Chief Secretary or the Financial Secretary signing "by Command".

G. Remittances and Imprests

242. All payments due by a Government to public departments or other creditors in the United Kingdom, and unless otherwise authorised, all payments due to other Governments, shall be made through the Crown Agents for Overseas Governments and Administrations.

243. The Crown Agents shall be kept continuously in funds by the Accountant General whose duty it is to watch the account of the Territory with the Crown Agents, to be prepared to meet their current requirements and to notify them in good time if local circumstances make it necessary to arrange for temporary accommodation in aid of the Government's account with them.

244. If it is necessary for any officer other than a sub-accountant to have at his disposal, for disbursement on the public service, money for which vouchers cannot conveniently be presented direct to the Accountant General or a sub-accountant for payment, he will receive an imprest.

245. The Accountant General is responsible that no imprest is made without the Governor's sanction conveyed by Imprest Warrant and he is also responsible that all imprests are duly accounted for in accordance with the terms of the relative warrant. The warrant may be either a general Imprest Warrant authorising the Accountant General to make imprests as necessary for any duly authorised service or it may be a warrant for a specific imprest.

H. Custody of Public Money

246. Subject to any instructions from the Secretary of State the Governor shall, whenever possible, employ one or more of the banks in the Territory for the custody of the public money retained in the Territory.

247. Strong rooms or safes shall be provided for the custody of public money in all offices where it is necessary to keep public money overnight. Strong rooms shall be fitted with two or more different locks, the keys of which shall be held by different officers.

248. Officers authorised to operate on Government bank accounts or use strong rooms will keep in their immediate charge only such sums of money as may be necessary to meet current cash requirements.

249. All cash received by public officers shall be deposited as soon as possible in the safe or strong room provided for the purpose, or paid into a bank. The officer concerned will be held personally responsible for any loss arising from negligence in this respect. No officer shall keep or allow to be kept in any Government safe or strong room under his charge any money except public money or such as by virtue of his office he is bound to receive and account for; nor may private money be included in any Government banking account.

250. Government banking accounts shall not be overdrawn, nor any temporary advance obtained from the bank, without the special sanction of the Governor.

251. The main stock of stamps, both postage and revenue, shall be kept in the safe or strong room appointed for that purpose.

252. Boards of Survey, to be held after the close of business on the last business day of each year, or before the commencement of business on the first day of the new year, shall be appointed by the Governor to examine the Treasury cash bank balances, and stamps, both at headquarters and as far as practicable at the out-stations. Boards shall also be appointed from time to time to hold surprise surveys of the cash and stamps in the custody of the Accountant General, and his sub-accountants.

J. Accounts and Book-keeping

253. Full accounts shall be kept by the Accountant General in accordance with instructions published on the authority of the Governor. The instructions shall provide for:

- (1) the books of accounts to be kept by the Accountant General;
- (2) the rendering of accounts for audit;
- (3) the minimum period for which account books and records shall be kept, and the authority under which they shall be destroyed; and
- (4) such other matters as the Governor may decide to include.

K. Audit

254. The Accountant General shall render his accounts for audit monthly, in the prescribed form, as soon as possible after the close of the month to which they relate.

255. Copies of the reports of all Boards of Survey on the various Treasury Chests, together with a certificate, signed by the manager of the bank, of the bank balance at the time of the survey, shall be forwarded to the Director of Audit.

256. As soon as possible after the expiration of each financial year, the Accountant General shall furnish the following statements for audit:

(a) An Annual Abstract Account of receipts and payments showing under the several heads the totals of the receipts and payments in the year, together with the balances at the beginning and end of the period. The Abstract Account shall include only sums which have actually been received or paid within the period of the account.

(b) A Statement of the Assets and Liabilities of the Territory at the close of the year.

All copies of these statements shall be signed by the Accountant General and they will be accompanied by the other annual returns listed in Regulation 285.

257. The Director of Audit is responsible for the audit and inspection of all public accounts of the Government, whether such accounts be of general revenue and expenditure, or accounts of special funds or departmental accounts.

258. The Director of Audit is not responsible for the accuracy of the books of account so as to relieve the Accountant General, heads of departments, or other accounting officers of the responsibility therefor, which primarily rests with them. He shall nevertheless apply such an examination as will enable him to ascertain that the accounts are kept on a correct system, that they are punctually and properly posted, and that the checks against irregularity and fraud are adequate and effective.

259. He shall satisfy himself that the laws of the Territory, the Colonial Regulations, and the instructions of the Governor in all matters of finance and account are strictly observed, and shall bring to the notice of the Governor any failure in their observance.

260. The Director of Audit shall not undertake any examination of accounts, partaking of the nature of pre-audit, which involves the acceptance by him of a responsibility which would preclude him from full criticism of any accounting transactions after they have been duly recorded in the account books of the Territory.

261. The Director of Audit shall not be required to undertake any duties outside those appertaining to his post without the special authority of the Secretary of State.

262. The Director of Audit shall examine and check the subsidiary books and the accounts of the authorized imprests and advances; and ascertain whether such imprests and advances are punctually accounted for and repaid. In the event of any imprest having been made to an officer without special authorization, before a previous imprest has been accounted for, he shall report the fact to the Governor. He shall at once report any unauthorized advance to any officer or account or any other unauthorized disbursement appearing in the books. He shall call attention to any apparent neglect in the collection of arrears of revenue.

263. He shall in all cases refer to the authorities regulating the expenditure provided for in the Estimates, and shall see that the expenditure is in accordance therewith. In the case of expenditure which has not been provided for in the Estimates he shall ascertain whether the necessary funds have been voted by the Legislature, and whether the expenditure has been duly sanctioned by the Secretary of State. He shall satisfy himself that in every charge against a head the money expended has been applied to the purpose or purposes for which such head was intended to provide, and that it is charged to the proper sub-head.

264. He shall satisfy himself that adequate regulations exist for the guidance of store accountants and are duly complied with.

265. He shall call upon the accounting officer for explanations of the cause of any undue delay in the rendering of accounts, or in furnishing any statements or returns that he may require, and, if the explanation is not satisfactory, shall report the circumstances to the Governor.

266. If the Director of Audit finds any irregularity in the books, cash, stamps, or stores, for which the head of a department is responsible, he shall at once notify the Governor. Should he find the books of any subordinate officer in an unsatisfactory state or discover any irregularity, he shall at once notify the head of the department and, if the case be serious, report the circumstances to the Governor.

267. As soon as possible after the close of the financial year the Director of Audit shall prepare a report on the revenue and expenditure of the year, in which he shall deal with the collection of the revenue, the state of the arrears, the control of expenditure, the manner in which the accounts of the Territory are kept, the sufficiency of existing checks against fraud, and any special questions arising out of the accounts. He shall address the report to the Chief Secretary for the information of the Governor. The report shall be laid before the Legislature and a copy shall be transmitted by the Governor to the Secretary of State.

The Governor shall not alter the report in any way for presentation to the Legislature without the consent of the Director of Audit or the prior approval of the Secretary of State.

In transmitting a copy to the Secretary of State the Governor shall comment on any matters in the report which he considers can with advantage be dealt with at that stage. A copy of the Governor's despatch shall be laid before the Legislature.

268. The Governor shall report forthwith for the decision of the Secretary of State any case in which he has overruled the maintained opinion of the Director of Audit in any matter relating to the public accounts.

L. Purchase of Stores

269. Local purchases of stores shall be confined to articles produced in the Territory or to articles which, owing to special circumstances, can be purchased as advantageously in the Territory as they can be ordered from abroad.

270. Any stores which may be purchased in the Territory shall unless the estimated cost is less than an amount to be laid down by local regulation, be obtained by contract after public tender. If, however, no tenders are made or the Governor has ground for belief that the tenders sent in are collusive or unreasonable, other arrangements may be made. All tenders shall be submitted to a Board of not less than three persons appointed by the Governor.

271. All requisitions from a territory for stores required from the United Kingdom, or from countries not being adjacent to a particular territory, shall be sent direct in duplicate to the Crown Agents by the Government

272. The Crown Agents, being the agents of the Governments, will comply with all requisitions sent to them which bear the signature of, or are forwarded by, the proper officer of the Government, unless they consider that further particulars are required or consultation is desirable. The officer concerned will be held responsible that no requisitions are sent to the Crown Agents unless the expenditure has been duly authorized.

273. Orders shall in no case be given by the Government directly or through local agents to firms in the United Kingdom or in countries not adjacent to the Territory, although the names of firms whom the Government may for any reason wish to employ may be mentioned in the body of the requisition forwarded to the Crown Agents.

274. Purchases of stores required from an adjacent country shall be confined to articles produced in that country, and shall be procured as far as possible in the manner prescribed by Regulation 270.

M. Custody of Stores

275. Every officer having in his charge any stores or other articles which are public property shall keep a record of their receipt and disposal or consumption in a form acceptable to the Director of Audit.

276. Heads of departments shall satisfy themselves by occasional stock-taking that the balances of stores on charge are actually in stock. In addition all government stores shall be completely verified at least once a year by a duly appointed stock verifier, or by Boards or Survey appointed by the Governor which shall not include the storekeeper or any member of the staff.

277. The authority for the writing off of losses and deficiencies of stores is as follows:

(1) Where the amount exceeds £250 and is caused by the fraud or negligence of an officer the authority of the Secretary of State is required, unless he has fixed some other limit for the Territory concerned.

(2) In other cases the authority of the Governor only is required and he may delegate this authority to the Chief Secretary or the Financial Secretary for use in minor cases.

278. The condemnation of stores or other articles as unserviceable shall not be sanctioned except on the report of a Board of Survey unless the articles in question are of small original value, in which case the Governor may at his discretion dispense with a Board.

279. Unserviceable stores, or stores which though serviceable are not required by the Government shall, if sold, be disposed of by public auction or by tenders after public advertisement, unless the special approval

of the Governor (or of the officer appointed by him for the purpose) is obtained for their being sold otherwise.

280. Serviceable Government stores or property, not exceeding £100 in value and not required for Government purposes, may be given to institutions or organisations in the Territory at the discretion of the Governor. Where the value exceeds £100 the approval of the Legislature will be necessary.

N. Government House

281. The Government House, together with its stables, garages, outbuildings, fences, and other appurtenances, shall be kept in substantial repair throughout at the cost of the Territory. The rooms shall be painted and papered (when necessary) and furnished at the public expense. Plate and table ornaments to a moderate and reasonable amount, together with crockery, glass, cutlery, and kitchen utensils, shall also be provided at the cost of the Territory. Appropriate provision for these services shall be made in the estimates and shall be administered by the Director of Public Works or other officer designated for the purpose.

282. A complete inventory of all furniture and effects provided at the public expense, shall be made and kept by the Director of Public Works, or other officer designated for that purpose, who shall at least once in every two years inspect the furniture and effects and prepare a list of all deficiencies. Any article lost or damaged otherwise than by fair wear and tear during the occupation of Government House by any officer shall be made good at his expense. "Fair wear and tear" may be held to include breakages or deficiencies of crockery or similar small or fragile articles, but a reasonable limit shall be placed upon the amount allowed in this respect.

283. (1) Whenever a Governor vacates his government, a similar inspection shall be made; and if the retiring officer does not cause any deficiencies for which he is responsible to be made good, the inspecting officer shall prepare for immediate transmission to the Secretary of State a statement of the expenses to be incurred for that purpose, in order that the Secretary of State may take steps to recover the amount from the officer responsible.

(2) On assumption of duty a Governor shall decide whether or not to order a further inspection as prescribed in regulation 282; but if such an inspection is not made he will not be entitled to disclaim liability for any losses, other than those caused by fair wear and tear, which may be brought to light at a later date, merely on the ground that such losses may have occurred in the interval between the departure of his predecessor and his own arrival.

284. Expenditure on Government House furniture incurred in the United Kingdom shall only be admitted as a charge against funds when made through the Crown Agents.

O. Returns

285. The Governor shall transmit to the Secretary of State, the following annual returns:

(i) An Abstract Account of receipts and payments showing under the several heads the totals of the receipts and payments in the year, together with the balances at the beginning and end of the period;

(ii) A statement of the assets and liabilities at the close of the year;

(iii) Detailed statements of revenue and expenditure, arranged according to sub-heads, showing the excess or saving on each sub-head and the net excess or saving on each head, and showing also any supplementary votes for expenditure under any sub-head;

(iv) A tabular statement of all special funds, trust funds, unspent loan moneys, etc.;

(v) A statement of balances, excluding the balances of funds, etc., in the hands of the Accountant General shown in (iv) but including all other items in the Statement of Assets and Liabilities;

(vi) A statement of Advances;

(vii) A statement of Deposits;

(viii) A statement of the investments of the Government at the close of the year showing the market value at that date;

(ix) A full statement of the expenditure on works and other payments chargeable to loan accounts;

(x) A statement of the public debt of the Territory, showing the several amounts of the loans issued and of their respective sinking funds;

(xi) A statement of outstanding loans made by the Territory out of its revenue, or public or other loans;

(xii) A statement of the receipts, issues, balances in hand, and the assets and liabilities of the Savings Bank, showing separately the revenue derived from Savings Bank investments, the interest credited to depositors, and the expenses of the management of the institution;

(xiii) A tabular summary of all unallocated stores accounts showing the opening and closing stocks.

Copies of these returns shall be furnished to the Director of Audit and to the Legislature.

286. The Governor shall transmit to the Secretary of State quarterly or at such other intervals, such returns and estimates regarding the financial position as may be laid down by the Secretary of State from time to time.

APPENDIX 3

Regulation 118

A

REGULATIONS CONCERNING THE ACCEPTANCE AND WEARING BY PERSONS IN THE SERVICE OF THE CROWN OF ORDERS, DECORATIONS AND MEDALS CONFERRED BY HEADS OF GOVERNMENTS OF FOREIGN STATES AND BY MEMBERS OF THE COMMONWEALTH OVERSEAS OF WHICH THE QUEEN IS NOT THE HEAD OF STATE

(United Kingdom and Dependent Territories)

Orders and Decorations

1. NO person in the service of the Crown may accept and wear the insignia of any such Order or decoration without Her Majesty's permission.

2. Such permission, if granted, will be either:

- (a) unrestricted, allowing the insignia to be worn on any occasion; or
- (b) restricted, allowing the insignia to be worn only on particular occasions associated with the country concerned.

The grant of both unrestricted and restricted permission will be conveyed by letter from Her Majesty's Private Secretary.

3. Full and unrestricted permission is contemplated in the case of Orders conferred:

- (a) for distinguished services in saving or attempting to save life;
- (b) on any officer in the Royal Navy, Army or Royal Air Force, or any United Kingdom official, in recognition of services (a) while lent to a Commonwealth Government or (b) while lent to a foreign Government provided that he is not in receipt of any emoluments from British public funds during the period of the loan.

4. Restricted permission is particularly contemplated in the case of Orders or decorations conferred in recognition of personal attention to a Head of State, or a member of the Royal Family of a foreign or Commonwealth country, on the occasion of State or official visits by such personages.

5. Restricted permission will also be given for the wearing of insignia of Orders and decorations conferred:

- (1) on United Kingdom officials in connection with a State visit by Her Majesty The Queen;
- (2) on members of deputations of British regiments to Heads of States;
- (3) on members of Special Missions when The Queen is represented at a Coronation, Wedding, Funeral, or similar occasion; or on any Diplomatic

Representative, when specially accredited to represent Her Majesty on such occasions (but not on the members of his Staff).

Permission will not be given to:

(a) the Heads or other members of Her Majesty's Diplomatic or Consular establishments abroad, when leaving, whether on transfer or on final retirement;

(b) officers of British naval, military or air squadrons or units visiting foreign countries and Member countries of the Commonwealth overseas, except as provided at (2) above.

6. Applications for The Queen's permission, whether full or restricted, will be submitted to Her Majesty by Her Principal Secretary of State for Foreign and Commonwealth Affairs, who however shall be under no obligation to consider them unless, before the bestowal of the Order or decoration, the country concerned has ascertained through the British Diplomatic Representative there or through its Diplomatic Representative at Her Majesty's Court, that having regard to these Regulations the award would not give rise to any objection.

In no case can applications be considered in respect of Orders conferred more than five years previously, or offered in connection with events so long prior to the proposal to award them.

7. Permission will not be granted for the wearing of the insignia of Orders and decorations conferred otherwise than by the Heads of Governments of States recognised by Her Majesty as such.

*Medals**

8. Medals, with the exceptions specified below, and State decorations not indicating membership of an Order of Chivalry, are subject to the Regulations in the same manner as Orders. If granted, unrestricted permission is given by letter; restricted permission is given by certificate.

9. Medals for saving or attempting to save life whether conferred on behalf of the Head or Government of a foreign or Commonwealth State or by private Life-Saving Societies or Institutions, may be accepted and worn, subject only to the restrictions imposed by the Regulations for the Services concerned.

Applications for Her Majesty's permission to wear other medals conferred by Private Societies or Institutions cannot be entertained.

10. Applications for permission to wear medals gained in warlike operations will not be entertained if the grant of such permission would be at variance with considerations of general policy or public interest.

* These Regulations do not relate to awards of campaign or commemorative war medals.

General

11. The wives of persons in the service of the Crown are regarded for the purposes of these Regulations as sharing the disabilities of their husbands concerning the acceptance of foreign or Commonwealth awards.

12. Persons employed in the commissioned or salaried service of the Crown on a temporary basis are subject to these Regulations in the same way as those employed on a permanent and pensionable basis.

13. Members of the various police and constabulary forces maintained in the United Kingdom and Dependent Territories are uniformly regarded as subject to these Regulations, with the exception however of British Transport Commission Police and Dock and Harbour Police Forces established under private Statutes.

14. Persons who have retired from the service of the Crown remain subject to these Regulations in so far as concerns the acceptance of Orders, decorations or medals offered in respect of services rendered before their retirement.

15. The Regulations shall be regarded as applying in the same way as to British subjects, to British-protected persons who are such by virtue of their connection with a Protectorate or Trust Territory administered under the supervision of Her Majesty's Principal Secretary of State for Foreign and Commonwealth Affairs; they may also be regarded as applying in the same manner to British-protected persons who are such by virtue of their connection with a Protected State administered under the supervision of the said Principal Secretary of State, but Orders, decorations and medals conferred upon such British-protected persons by their Rulers are not regarded as falling within the scope of these Regulations.

Foreign and Commonwealth Office, April 1969.

B

REGULATIONS CONCERNING THE ACCEPTANCE AND WEARING BY PERSONS NOT IN THE SERVICE OF THE CROWN OF ORDERS, DECORATIONS AND MEDALS CONFERRED BY HEADS OF GOVERNMENTS OF FOREIGN STATES AND BY MEMBERS OF THE COMMONWEALTH OVERSEAS OF WHICH THE QUEEN IS NOT THE HEAD OF STATE

(United Kingdom and Dependent Territories)

Orders and Decorations

1. It is The Queen's wish that Her Majesty's subjects should not accept and wear the insignia of any such Order or decoration without her Majesty's permission.

2. Permission, if granted, will allow the insignia to be worn on any occasion, and will be conveyed by letter from Her Majesty's Private Secretary.

3. Permission will not be given:

(a) when considerations of general policy or public interest must be held to preclude it;

(b) in respect of Orders relating to services wholly rendered more than five years before the question of eligibility for permission is raised;

(c) unless authoritative evidence of the award is forthcoming, preferably in the form of a notification through one of the channels prescribed in Rule 4.

4. Applications for The Queen's permission will be submitted to Her Majesty by Her Principal Secretary of State for Foreign and Commonwealth Affairs, who however shall be under no obligation to consider them unless, before the bestowal of the Order, the Government of the foreign or Commonwealth country concerned has ascertained, through the British Diplomatic Representative there or through its Diplomatic Representative at Her Majesty's Court, that having regard to these Regulations the award would not give rise to any objection.

5. Permission will not be granted for the wearing of the insignia of Orders and decorations conferred otherwise than by the Heads of Governments of States recognised by Her Majesty as such.

*Medals**

6. Medals, with the exceptions specified below, and State decorations not indicating membership of an Order of Chivalry, are subject to the Regulations in the same manner as Orders. No permission is needed for the acceptance of a foreign or Commonwealth medal if it is not designed to be worn.

7. Medals for saving or attempting to save life, whether awarded by the Head or Government of a foreign or Commonwealth State or by private Life-Saving Societies or Institutions, may be accepted and worn without permission; but such medals, if given by private organisations, should be worn on the right breast and not on the left with State awards, and not more than two awards in all should be worn in relation to one act of bravery.

Applications for Her Majesty's permission to wear other medals conferred by Private Societies or Institutions cannot be entertained.

8. Applications for permission to wear foreign or Commonwealth medals gained in warlike operations will not be entertained if the grant of such permission would be at variance with considerations of general policy or public interest.

General

9. The Regulations shall be regarded as applying, in the same way as to British subjects, to British-protected persons who are such by virtue of their

* These Regulations do not relate to awards of campaign or commemorative war medals.

connection with a Proctorate or Trust Territory administered under the supervision of Her Majesty's Principal Secretary of State for Foreign and Commonwealth Affairs; they may also be regarded as applying in the same manner to British-protected persons who are such by virtue of their connection with a Protected State administered under the supervision of the said Principal Secretary of State, but Orders, decorations and medals conferred upon such British-protected persons by their Rulers are not regarded as falling within the scope of these Regulations.

Foreign and Commonwealth Office, April 1969.

APPENDIX 4

Regulation 119

SALUTES

<i>Officers entitled to Salutes when in their Official Capacities</i>	<i>No. of guns</i>	<i>By Her Majesty's Ships</i>			<i>By the Fort or Battery from which Salutes are usually fired</i>		
		<i>Within what Limits</i>	<i>Occasions</i>	<i>How often by the same Flag. Broad Pendant of Ship</i>	<i>Within what Limits</i>	<i>Occasions</i>	<i>How often</i>
Governor Administrator or Commissioner of a Territory or Dependency, acting in subordination to a Governor.	17 15	Those of his Government.	On landing on first appointment, or on return from leave of absence, at his destination from the United Kingdom, by the ship in which he arrives. When visiting a ship either on going on board or on board or on leaving, by such ship. On finally quitting his Government or on proceeding on leave of absence, by the ship in which he embarks.	As the occasion arises. Once a year and by only one ship on the same day. As the occasion arises.	Those of his Government.	On first landing, on reading of Royal Commission and taking Oaths of Office, or on return from leave of absence exceeding three months. On proceeding on leave of absence or finally quitting his Government. When officially visiting other Dependencies of his Government.	As the occasion arises. As the occasion arises. Once a year only in any one place.
Lieutenant-Governor not administering a Government if holding a Commission direct from The Queen.	15		At the seat of Government only.	On disembarking for the first time from the ship in which he may have arrived and on embarking for his final departure, by the ship in which he arrives or departs.		As the occasion arises.	At the seat of Government only.

The British Resident Commissioner in the New Hebrides is entitled to a salute of eleven guns.

APPENDICES 5 and 6 are not included in this Edition.

APPENDIX 7

Regulation 160

NOTICE OF NEW LIGHT OR ALTERATION OF LIGHT

43

Name of Light	Place	Latitude	Longitude	Number of Lights and Relative Positions	Colour of Lights	Fixed; Fl.; Gp. Fl.; Occ.; Gp. Occ.; Alt.	Period and Phase	Arc of Visibility*	Miles seen in clear weather from a Ship's Deck	Time Harbour Light is shown	Colour or any peculiarity of Lighthouse, including Sectors in Light* (if any)	Height in feet of Centre of Lantern above M.H.W.S.	Height in feet of Building from Base to Vane	When Lighted	Character and Order of Illuminating-Apparatus	Description of Fog Signal (if any)	Remarks

* All bearings are true and when given in degrees are reckoned clockwise from 000° (North) to 359°; those relating to lights are from seaward (*i.e.*, from the ship).

N.B.—In addition to the above Form, information respecting the purpose for which the light is exhibited, the dangers against which it is intended to warn, the position of the lighthouse in respect to some known point, or if possible a tracing from an Admiralty Chart of a small portion of the adjacent coast, with the position of the lighthouse (giving the number of the chart), the position, colour and description of the Keeper's dwelling, and any information that may be of use to the navigator, will be of much service.

The Form should be sent to the Hydrographic Department of the Admiralty.

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