

MADRAS RECORD OFFICE.

Government of Madras.

Marine DEPARTMENT.

G.O. No. 592

Press
Mis.

Dated

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Not to be folded or roughly handled

*Proceedings of the Madras Government, Marine Department,
for the month of November 1859.*

No. 9. Read the following letter from J. J. FRANKLIN, Esq., Superintendent of Marine; to T. PYCROFT, Esq., Chief Secretary to Government, Fort Saint George, dated 14th November 1859, No. 4554.

In acknowledging receipt of the Proceedings of Government marginally noted, in the second paragraph of the Order of which I am directed to draw up from the instructions of the Board of Trade succinct and plain rules applicable to the cases of distressed Seamen, I have the honor to forward that Board's instructions, containing full information on the subject, and respectfully to submit for the consideration of Government whether it would not be advisable to retain it in its present shape. There is so much information in it which is necessary to be known to Masters Attendant, Shipping Masters, or other Officers having relations with Seamen, that it should always be an appendage to their Offices; and as it comprises the rules and forms to be observed in regard to distressed Seamen, it appears to me advisable that the pamphlet should be retained in its full integrity, in which case additional rules would not be required.

2. This publication was sent to all Marine Officers at out-ports in 1855, but from references lately made it is found that it has in most cases been mislaid or otherwise lost. Others are now being supplied and the addition to paragraphs 21 and 22, which accompanied the proceedings under reply, will likewise be forwarded to all concerned.

3. Should the Government acquiesce in my suggestion, I would solicit that 50 copies of the Board of Trade's Circular, No. 42, be struck off of the same size as the original instructions for the convenience of being stitched together.

No. 10. ORDER THEREON, 23rd November 1859, No. 592.

Government acquiesce in the remarks of Mr. Franklin.

The 50 copies of the Board of Trade's Circular, ordered to be struck off on the 22nd Instant, will be printed on sheets of the same size as the original copy.

(Signed) T. PYCROFT,
Chief Secretary.

Judicial
Marine Dept.

INSTRUCTIONS TO OFFICERS
IN THE
BRITISH POSSESSIONS ABROAD,
CONCERNING THEIR DUTIES
WITH RESPECT
TO THE MASTERS AND CREWS OF BRITISH
MERCHANT SHIPS,
UNDER
"THE MERCHANT SHIPPING ACT, 1854."

PREPARED AND ISSUED BY THE BOARD OF TRADE.



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1855.

INSTRUCTIONS

TO

OFFICERS IN THE BRITISH POSSESSIONS ABROAD, CONCERNING THEIR DUTIES WITH RESPECT TO THE MASTERS AND CREWS OF BRITISH MERCHANT SHIPS.

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INSTRUCTIONS

TO

OFFICERS IN THE BRITISH POSSESSIONS ABROAD,
CONCERNING THEIR DUTIES WITH RESPECT TO
THE MASTERS AND CREWS OF BRITISH MER-
CHANT SHIPS.

PRELIMINARY.

1. By the Merchant Shipping Act 1854, Officers of Customs or other Officers appointed for the purpose in the British Possessions abroad, are required to exercise certain functions in respect of the Masters and Crews of Merchant Ships. It is presumed that the Officers in question will be furnished with a copy of the Act, and for their better guidance in carrying its provisions into effect the following Instructions are issued. They will remember, however, that though these Instructions are founded on the Act, the sections of the Act which are referred to in the margin must themselves be perused and consulted.

Object of in-
structions.

2. The Officers appointed to perform the duties in question are not the same in all the British Possessions abroad; and it is not intended by these Instructions to interfere with any local appointments or arrangements, which may be made to suit the convenience of any particular Colony or Possession, so long as such appointments are duly and lawfully made. These Instructions must therefore be construed as applying to the several Officers to whom the functions in question are committed.

Officers to
whom duties
are committed.

3. It is however very desirable, that in matters affecting British Ships there should, where circumstances permit, be a certain uniformity of practice throughout the Empire; and it is most important in all matters where the receipt and payment of money is concerned, that one Officer should be responsible, and should render the necessary accounts in the prescribed manner. In order to facilitate the rendering of the accounts, certain Forms are given in the Appendix, which should be strictly adhered to.

Uniformity of
practice, espe-
cially in matters
of account.

4. Throughout these instructions the word "Seaman" is used to denote every person engaged to serve in any capacity on board ship excepting Masters and Pilots,

"Seaman,"
meaning of.

General Cognizance of Masters and Crews.

Cognizance of Masters and Crews.

5. The Masters and Crews of British ships arriving at the port will, in most cases, even if the masters do not for other reasons wait upon the Officer appointed for the purpose, be brought under his cognizance by some one of the following provisions:—

Documents to be delivered to duly appointed Officer.
S. 279.

6. All ships which arrive at his port, and remain there for 48 hours, are bound within that time to deliver to him the agreement with the crew, and the indentures and assignments of the apprentices on board. These he is to keep during the ship's stay in port, to make upon the agreement the indorsements mentioned in paragraphs 10, 11, 16, 20, 42, 48, 50, 53, below, and if there has been any neglect of the law, an indorsement containing a statement thereof. At a reasonable time before the departure of the ship, he is to add a certificate stating when the documents were delivered to and returned by him, and stating also the time at which the ship first entered the port, and to return the documents to the Master. These several indorsements may be included in one statement. If he becomes aware of any transgression of the law by the Master, or if in any case the above documents are not duly delivered to him, he is, by the first opportunity, to report the facts to the Registrar of Seamen, London.

Officer to be careful in making indorsements.

7. The Officer, in making the indorsements above mentioned, will remember that he is responsible for the correctness of the statements they contain, and is bound to satisfy himself by inquiry of their truth.

Power of seamen to complain of provisions and water.
S. 221.

8. Any three or more of the crew of a British ship may complain to any Shipping Master or Chief Officer of Customs that the provisions or water for the use of the Crew are of bad quality, unfit for use, or deficient in quantity. Upon any such complaint being made, such Officer will, unless he is satisfied that it is frivolous or vexatious, have the provisions or water examined. If the result of the examination is such as to satisfy him that the complaint is well-founded, he will cause a notice in writing under the hand of the person making the examination to be given to the master of the ship, specifying the particulars in which the provisions or water are found to be bad, unfit, or deficient, and requiring the Master to provide proper provisions or water, or to make up the quantity, as the case may require, and giving him notice that if he fails to do so, he will be liable to a penalty of 20*l*. If, on the other hand, the result of the examination shows that there was no reasonable ground for the complaint, each of the parties complaining will be liable to forfeit to the Owner one week's wages, and of this the Officer should apprise the complainants when the complaint is first made. Whenever any such examina-

S. 222.

tion as aforesaid has been made, the result of the examination must be entered in the Official Log-book, and a report sent to the Board of Trade containing the names of the complainants, the particulars of the complaint, an account of the examination, and of the result thereof, and of the steps, if any, thereupon taken by the Master; such entry must be made and such report signed by the Officer who conducted the examination. Great care and accuracy in framing this report are highly necessary, as it may be produced in evidence in subsequent legal proceedings instituted either against the Master for the penalty, or for the allowances mentioned in the 223rd section of the Act, or upon a question as to forfeiture of wages under the 222nd section.

9. In any case where the Chief Officer of Customs or a duly appointed Shipping Master has reason to suspect that any provisions of the Merchant Shipping Act, 1854, or any law concerning seamen or navigation, are not complied with, he may require the Owner, Master, or any of the Crew of any British ship, to produce any Official Log-books or other documents relating to the Crew; he may call for a list of the Crew; he may take copies of the documents; he may muster the Crew; and he may require the Master to give any explanation concerning the documents; and any person disobeying is liable to a penalty not exceeding 20*l*.

Powers of inquiry.
S. 13.

Agreements with Seamen.

10. Whenever a seaman is engaged at any port in a British Possession to serve in a ship registered either in the United Kingdom or in a ship registered in some other British Possession, such seaman must be engaged before an Officer of Customs, or before some person duly appointed to perform the duty of Shipping Master at such port; and it will be the duty of such Officer to cause the agreement to be read over and explained to the seaman, or otherwise ascertain that the seaman understands it before he signs it. The seaman must then sign it in the presence of the officer, and the Officer must attest the signature and indorse on the agreement a statement in the form (CC 1.) in the Appendix.

Agreements with seamen.
S. 159.

11. In cases where an agreement has been made with seamen, and the parties to it desire to make an alteration in it while at a port in a British Possession abroad, all persons interested in the alteration must appear before some Justice, Officer of Customs, duly appointed Shipping Master, or other public functionary, and signify their consent, and such Officer should indorse upon the agreement an attestation that the alteration has been made with such consent in the form (CC 2.) in the Appendix.

CC 1, App.

Alterations in agreements.
S. 163.

CC 2, App.

Seamen discharged or left Abroad.

Leaving seamen abroad.

12. As great evils have arisen from British seamen being left destitute in foreign ports, and as great expense is incurred by the Government in relieving them and sending them home, very stringent provisions are made to prevent their being so left, except in cases of necessity, and also unless due precautions are taken for their return to their native country. The degree of stringency with which certain of these provisions should be enforced, must depend in some degree upon the circumstances of the case. Thus in a Colony where the demand for labour is great, their is comparatively little fear that able-bodied seamen, if left behind, will become destitute, and the reason for objecting to their discharge will not apply to the same extent, as in countries where they will probably become a burden on the public resources. While therefore the provisions of the Act must be obeyed in all cases, it must rest with the local authorities to determine the mode and extent in and to which the powers given by the Act are to be exercised.

Forcing men ashore, &c. S. 206.

13. Any Master or Mate, or other person belonging to any British ship, who wrongfully forces any seaman on shore and leaves him behind, or who otherwise wrongfully and wilfully leaves behind any person belonging to his ship at any place in foreign parts, is guilty of a misdemeanor, and it will be the duty of the Officer, when necessary, to warn Masters of this enactment, and to report to the Board of Trade any cases which fall within its provisions.

In all cases application to be made to officer. S. 207.

14. Whenever the Master of any British ship discharges or leaves behind at any place in any Colony or British Possession abroad, except that in which he was shipped, any person belonging to his ship, he must apply to the Officer appointed for the purpose. The Officer will then examine into the grounds of the proposed discharge, or into the grounds on which the man is to be left behind, and may, if he thinks it necessary, administer oaths for that purpose.

Sanction how to be granted in case of discharge. S. 207.

15. The steps to be taken in cases of desertion are mentioned below (paragraph 48). In all other cases in which men are left behind, the sanction of the Officer must be obtained before the discharge can be effected. In considering the propriety of granting or withholding this sanction, the Officer will be guided by the rules of law by which the relations between Masters and seamen are governed, and if questions of difficulty arise, they may be determined by an appeal to the Courts of Law.

Certificate to be indorsed on agreement. CC 3, App.

16. If the Officer is satisfied that the discharge ought to be sanctioned, he will indorse upon the agreement a certificate in the form (CC 3.) in the Appendix.

17. Masters and Owners being subject to heavy penalties and liabilities if men are left behind without such certificate, and the burthen of proving such certificate being thrown by the Act upon them, it is important that the Officer appointed for the purpose should be careful that it is properly granted or withheld, and that he should satisfy himself of the correctness of the statements it contains by proper evidence. The mere report of the Master, unsupported by other testimony, ought in no case to be deemed sufficient.

Penalties accruing in default of sanction. S. 208.

18. Whenever any seaman or apprentice is discharged or left behind on any ground except desertion, the Officer will see that the Master gives him a Certificate of Discharge in the form (CC5.) in the Appendix. Printed Forms are issued for this purpose in the Shipping Offices in the United Kingdom, and it is expected that Masters will generally take with them as many as they consider necessary. If the person discharged was possessed of a Certificate of competency or service as Master or Mate, and it is held by the Master, it should be restored.

Certificate of discharge, &c., to be given. S. 205.

CC 5, App.

19. In all cases in which seamen are discharged and left behind, their wages are to be paid, and, subject to an appeal to Courts of Law, where necessary, the Officer above mentioned should see that this is properly done. It is to be observed that by the present Act the Law is altered so as materially to affect the amount of wages which will be payable in certain cases which will come under notice. The old rule that "freight is the mother of wages" is entirely abolished, and consequently, in cases of wreck, the seaman will be entitled to wages for all the time prior to the date at which he quits the service of the ship, unless it is shown that he has not exerted himself to the utmost to save ship, cargo, and stores. The law is further altered by making the right to wages in cases of wreck, and in cases of discharge on account of illness, to terminate with the termination of the service, so that in no case can a Seaman, whose services is terminated by those causes, claim wages for the remainder of the voyage.

Wages to be settled. S. 205, 209.

S. 185.

S. 185.

20. In every case in which a seaman belonging to any ship is left behind, except it be on the ground of desertion, the Officer will indorse on the agreement of the ship (see paragraph 6) a Certificate in the form (CC3.) in the Appendix, or to the same effect.

Certificate to be indorsed on agreement. S. 205, 209. CC 3, App.

21. In cases in which no expences are incurred by or on account of the Government for a seaman left behind, or if all the expenses incurred are such as the Master or Owner of the ship is bound to pay, the wages will be paid to the seaman, and an account will be rendered to him by the Master, and the Officer will not be required to notice it in his accounts. But in cases in which any expenses are to be incurred by or on account of the Government

Money received as wages, &c., how to be accounted for and paid. S. 209, 210.

CC 6, App.

CC 18, App.

CC 7, App.

When wages,
&c., are paid
by Bill.
S. 209.

CC 10, App.

CC 18, App.

CC 7, App.

(other than such as the Master and Owners are liable for), either in maintaining the seaman or in sending him home, the wages are not to be paid to him, but to the Officer appointed for the purpose, to be appropriated to the payment of such expenses; and an account must be rendered by the Master to such Officer in duplicate, in form (CC6.) in the Appendix; one copy is to be signed by the Officer and returned to the Master, the other is to be retained by the Officer and transmitted with his account to the Board of Trade. The amount so received must be brought into the quarterly account current with the Board of Trade, mentioned below (paragraph 59) and in the Appendix (form CC18.) When the seaman recovers or gets employment, or otherwise ceases to be in charge of the Government, the expenses incurred on behalf of the Government must be deducted from the money received, and the balance only (if any) must be paid to the seaman. On making this payment, an account of the sums received and expended on behalf of the seaman must be delivered to him in the form marked (CC7.) in the Appendix, a copy of which, with the seaman's receipt for the balance, must be transmitted to the Board of Trade, as a voucher for the payment, which is to be charged in the quarterly account current (CC18), under the head of "Wages paid to seamen."

22. In all cases it would be better that the payment of wages should be made in money; but when the payment is by bill, and expenses have been incurred on behalf of the Government, the seaman should endorse the bill and the Officer should certify on it that it is drawn on account of seamen's wages and send it to the Board of Trade, to be recovered from the Owners. The amount of the bill so remitted is to be entered in the column for that purpose on the Subsistence List (CC10.) in the Appendix, and an entry is to be made in the Account Current under the proper head in the column "Bills drawn on the Owners," see Form (CC18.) in the Appendix. Where expenses have been incurred by the Government on behalf of the seaman, and his wages have been paid by bill, the seaman is not to be paid the balance, if any appears to be due to him, but he is to be referred to the Board of Trade for settlement; and the Board of Trade, upon receiving a copy of the account (Form CC7.), with an explanatory statement from the Officer, will, if any balance is due to the seaman, pay it to him upon his return to this country. Should the seaman die, the account is to be rendered as in the case of wages and effects of deceased seamen. (See paragraphs 49 to 58 below).

Relief of Distressed British Seamen.

Cases in which

23. Powers are given by the Act to relieve and send home

British seamen found in distress, either in the Ports of foreign nations or in Ports situate in British possessions abroad. As regards the latter, this power has hitherto been sparingly exercised, and it is obviously undesirable to extend it. In cases, therefore, where there is no difficulty of obtaining employment, or where the men can be otherwise provided for on the spot, or where for other reasons it has not hitherto been found necessary to exercise it, it should not be exercised without special reasons. The following instructions on the subject must, therefore, be considered not as extending to all places, but as applying to those cases only in which there is a clear necessity for the exercise of the power.

24. The functions of the Government under this head, hitherto performed by the Admiralty, are, from the 1st of April 1855, transferred to the Board of Trade. The persons to be relieved under the direction of the Board of Trade are seafaring persons, being British subjects, who having been engaged either in merchant ships, or in H. M. ships, or in ships belonging to any foreign power, or to any foreigner, are shipwrecked, discharged, or left behind, and are found in distress in foreign ports. No relief is, therefore, to be extended to foreigners, although they may have served in British ships, unless they have become domiciled in the British Empire, or have served so long under the British flag as to have become virtually, if not legally, naturalized. The Board of Trade must not be charged with expenses incurred on account of any person whatever, not coming within the description above given, nor must a passage for them to this country be ordered, nor must relief be given to any persons, except such as are destitute and without any money or other means of subsistence.

25. Men falling or being sick while their ships are in port are not to be considered as on that account entitled to relief, but are to be cured as far as practicable by the means with which, under the 224th section of the Act, every ship must be provided. The Officer appointed for the purpose may, however, take charge of any such sick seaman, if for the purpose of preventing infection, or otherwise for the convenience of the ship, it is considered desirable that he should be temporarily removed from the ship. Should the seaman subsequently return to his duty, the expense of removal and of providing the necessary advice and medicine, and of his subsistence while away from the ship, must be paid by the Master. If, however, the man should continue ill to the time of the vessel sailing, and it appears that he is unable to proceed to sea in the vessel, he may be treated as a person who is left behind on the ground of inability to proceed on the voyage.

26. For any expense the Officer may incur in respect of men and boys injured in the service of the ship, whether for medical

relief is given
not to be ex-
tended.

Persons to be
relieved.
S. 211.

Men falling
sick.
S. 224.

S. 228.

Men injured in
service of ship.
S. 228.

advice, subsistence, or burial, the Masters and Owners are liable. If such expense is not repaid on the spot by the Master, the expense may be entered in the accounts, but separate vouchers are to be rendered with the quarterly account, and an account in the form (CC 9.) in the Appendix, is to be transmitted to the Board of Trade, in order that the amount may be recovered from the Owner.

27. In cases of shipwreck of British ships, where the Master or Crew apply for assistance while engaged in remaining by the wreck for the preservation of the property or for the collection and disposal of the materials and stores, they are, while so employed, *not* to be considered as distressed mariners to be relieved at the public expense, but as seamen entitled to wages and maintenance. When the service is concluded, they will be treated as seamen discharged abroad, and their wages must be paid and provision made for their return home accordingly.

If it is found needful to advance money for their subsistence before their discharge, it may be done on the Master giving a written undertaking to repay the amount advanced. If the Master does not fulfil this undertaking, the Officer appointed for the purpose is to charge the amount in his general quarterly account with the Board of Trade, and to transmit it, together with a separate account, form (CC 9.) in the Appendix, and vouchers, in order that the sum advanced may be recovered from the Owners.

28. If foreigners are employed in British ships, they are, so long as they are in the service of the ship, to be treated as British seamen, and must not be discharged in Foreign Ports without the sanction of the Officer appointed for the purpose; but if such men are shipwrecked or left behind in distress, they are not to be relieved or sent home at the expense of the British Government.

29. The sum which the Board of Trade have fixed as the limit of the allowance to be given to a distressed seaman is 1s. per day. If a sufficiency of the necessaries of life for a day cannot possibly be obtained for the above allowance, the men are to be maintained upon the most reasonable terms which can be obtained. If, however, a sufficiency of the necessaries of life can be obtained at a less rate, no more than is absolutely requisite to purchase the same is to be allowed, since it is clearly not the intention of the Legislature or of the Government to grant any superfluous allowance to seamen in distress, or to encourage them to idleness by too comfortable a subsistence at the public expense. Relief is only to be given them until an opportunity offers for sending them to some port in the United

CC 9. App.

Men shipwrecked.

CC 9. App.

Foreign seamen in British ships.

One shilling a day the limit of subsistence money. S. 211.

Kingdom, or in the Colony or British possession to which they belong, or of otherwise disposing of them. No higher rate is to be paid for a Master, Mate, or other Officer, than for a seaman.

30. A voucher for all such payments is to be sent with the accounts in the form marked (CC 10.) in the Appendix. If the seaman is too ill to sign the voucher, a certificate to that effect, by some uninterested person, must be added.

31. If it is found more economical that the men should be boarded, than that an allowance in money should be paid, the bills and receipts of the persons with whom they are so boarded must be sent, in addition to the vouchers containing the signatures of the men.

32. Distressed seamen may, if necessary, be supplied with clothing, but particular care must be taken that they are not provided at the public expense with more than is absolutely necessary, and that no superfluous or expensive clothing is on any account allowed: they are not to be provided with boots, but with shoes only; neither are they to be allowed silk handkerchiefs, gloves, mitts, or similar articles, except in cases of pressing necessity, which must be explained. No difference is to be made in the quality of the clothing supplied to Masters, Mates, and common Seamen.

33. No bedding of any description is to be purchased for them, except in cases of extreme necessity, as wherever it is practicable it should be provided for them in the house where they are boarded, and in the vessel in which they are brought to this country. If, however, this is impracticable, and the case imperatively requires it, such articles of bedding as are absolutely necessary may be purchased. In such case they must be accounted for in the same way as clothing.

34. Distressed seamen may also, when necessary, be provided with medical advice and medicines.

35. The officer appointed for the purpose will render the account for supply of clothing in form (CC 11.) and for medical assistance and medicines in form (CC 12.), in the Appendix, and will transmit therewith bills of particulars and receipts from the persons to whom the money is paid, together with the signature or mark of the seamen, in proof that they were supplied with the articles or received the medical attendance charged for; and a certificate from himself (the Officer), that the clothing or medical attendance was absolutely necessary, and could be obtained by the parties in no other way.

36. In any case of unusual expense, or when the Officer considers it absolutely necessary to deviate from his instructions in relieving seamen, he must be very particular in explaining the causes in a letter accompanying his accounts.

Vouchers for payments. CC 10, App.

Boarding distressed seamen allowed.

Clothing may be supplied.

Bedding.

Medical assistance.

Accounts of clothing and medicine. CC. 11, App. CC. 12, App.

Extraordinary expense.

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INSTRUCTIONS TO OFFICERS IN

Should it become necessary to continue men on charge longer than one month, a statement of the fact is to be noted against their names in every subsequent subsistence list. (See paragraph 37.)

If it is necessary to send distressed seamen from one place to another before shipping them for their homes, the expense is to be charged in the form (CC 13.) in the Appendix.

37. The names of seamen to whom the Officer affords relief of any description or through any channel, or in any manner whatever, are to be included in the subsistence list, form (CC 10.) in the Appendix appended hereto, with all the particulars thereby required. This list should always commence with the names of the seamen (if any) who have been continued on the list from the preceding quarter.

38. If British seamen have been saved by any Foreign ship and brought to a port in a British possession abroad, the Officer in question will represent the case to the Board of Trade, or if necessary to the authorities in the Colony, stating the circumstances under which the men were saved, the time for which they have been maintained on board, and any other circumstances, showing to what extent the Foreign ship has been put to expense or inconvenience, in order that steps may be taken, if it is thought to be a case for so doing, to reimburse the foreigners. If the local authorities think that it is a case in which such reimbursement should be made at once, without reference to this country, a full account with a statement of the circumstances should be sent to the Board of Trade.

39. It is also desirable in any case where the lives of British subjects have been saved by foreigners, or where very meritorious services have been rendered by foreigners to British ships or British subjects, that a report of the case should be made to the Home Government, in order that they may have it in their power to consider the propriety of making some acknowledgement or bestowing some reward.

Sending distressed Seamen home.

40. As soon as an opportunity offers, and it can be safely done, the seamen in receipt of relief, if employment cannot be found for them in the Colony or Possession, are to be sent home, either to the United Kingdom, or to the Colony or Possession to which the men belong, as the case may require.

41. For this purpose a British ship wanting men is to be preferred, so that the men may work their passage home. The Officer will ascertain the want of men by reference to the number of her original crew appearing on the agreement. If such a ship can be found, they should, if fit for it, be entered upon the articles

of the ship as part of her crew. If there is no ship wanting men at the place, they are not to be detained for the purpose, but are to be sent as supernumeraries in any other British ship; so, however, that no one ship be required to take more than one supernumerary for every 50 tons of her registered tonnage.

42. The Officer will indorse upon the agreement of the ship in which men are sent home the name of each man and boy put on board, specifying the day they embark; and he will also fill up, sign, and deliver to the Master of the vessel an order in the Form (CC 14.) in the Appendix.

43. The Officer is not to pay Masters of Merchant Ships taking home distressed seamen, but is to inform them that upon their arrival at any port in the United Kingdom, they are to deliver the aforesaid order to the Shipping Master, having previously filled up and signed the declaration at the foot thereof. The order will be forwarded by the Shipping Master to the Registrar General of Seamen, who will send it to the Board of Trade, and an order for payment will be made to the Master or owner at the rate 1s. a man per day for every man brought home who has not acted during the voyage as one of the crew of the vessel.

When distressed seamen are sent home to any British Possession abroad, by a Colonial or other ship not bound to the United Kingdom, the order is to be delivered by the Master after making the required declaration to the Officer at the port, who will transmit it to the Registrar General of Seamen to be sent to the Board of Trade, and payment will be authorized either in the Colony or in the United Kingdom, as the Master or Owner may by written order direct. The vouchers must state the names of the men, and the number of days maintained on board. Should it however be necessary, the Officer at the port where the seamen are landed may, if satisfied that the documents are genuine, pay their passage money upon the Master of the ship making the required Declaration and giving the proper vouchers. Sums so paid are to be charged in the Account Current (CC 18.) with the Board of Trade, under a separate head.

44. The Officer will point out to the Master of the ship in which seamen are sent home, that he is bound, under a heavy penalty, to provide them with berths effectually protected against sea and weather, and that if this is not done, and if their subsistence and treatment is not what it should be, he will not be entitled to reimbursement. He will also point out that the men sent home are subject to the same rules of discipline as the crew.

45. As no prosecution can be instituted with success against the Masters of merchant ships for refusing to take a seamen on board for a passage to a British port, without proper evidence,

S. 212.

Indorsement
on articles
S. 211, 212.

CC 14, App.

Expense, how
to be paid.
S. 212.

CC 18, App.

Treatment of
men on board.
S. 212.

S. 245.

Steps to be
taken in case of
refusal to take
the men.
S. 212.

CC 13, App.

Subsistence
list,
CC 10, App.Account of ex-
penses incurred
by foreigners
in relieving
British subjects
to be sent.Saving of life,
&c., by foreign-
ers, to be re-
ported.Men in distress
to be sent home
as soon as pos-
sible.
S. 211.Ships to be
chosen for this
purpose,
S. 211.

will examine it by comparing it with the agreement and official log-book, and will allow such deductions from wages only as he is satisfied are just and lawful. The officer will notice and point out, if necessary, the heavy penalties to which Masters are liable should they make default in accounting for the wages, &c., and if default is made, he will report the case to the Board of Trade, and indorse on the articles of the ship a notice thereof.

51. The rules for determining whether expenses attendant on illness or death are to be borne by the Owner or to be deducted from the wages of the seaman will be found in section 228. With regard to burial expenses, it is to be observed that the sum to be deducted must be reasonable. The sums actually charged are often exorbitant, and the Officer will therefore be careful to disallow so much of any such charge as is not reasonable and necessary.

52. A Master has no power at law to detain a deceased seaman's effects in order to cover advances made to him, unless the effects consist of money, or unless the articles for which the advance is charged have been supplied by the Master.

53. Upon receipt of the money and effects, the Officer will indorse upon the agreement of the ship and sign a certificate or receipt, stating the sum of money and articles received by him. The account in the form (CC 15.) in the Appendix he will transmit with his account current (see form CC 18. in the Appendix,) to the Board of Trade. He will also in all cases certify on the agreement of the ship, either that he has or has not demanded and received such wages and effects.

54. In general, it will be desirable that the effects of deceased seamen enumerated in the form (CC 15.) and delivered to the Officer should be sold by him; and when this is done, the proceeds must be added to the amount of wages entered on the Form; there may, however, be special cases, in which it is desirable for the benefit of relatives that certain effects should be sent home, and in such cases the Officer will endeavour to send them free of expense, and with as little delay as possible. They are to be addressed to the Shipping Master at the port in the United Kingdom to which the ship in which they are sent is bound, with an account in the form (CC 16.) in the Appendix filled up and directed to the Shipping Master.

55. When any seaman belonging to any British ship which is to terminate her voyage in the United Kingdom, dies at the port, leaving money or effects on shore, the Officer is to claim and receive such money and effects, and to sell the effects, except in such special cases as are referred to above (paragraph 54), and to transmit full particulars of the sale to the Board of Trade. He will credit the proceeds and the money left (if any) in an account

S. 169.

Expenses attendant on illness or death.
S. 228.

Advance no charge on effects.

Officer to give receipt.
S. 195.

CC 15, App.
CC 18, App.

Effects, how to be dealt with.
CC 15, App.

CC 16, App.

Money and effects of seamen belonging to a British ship dying at the port.
S. 195, 197.

in the form (CC 17.) in the Appendix, and enter the amount in the account current, form (CC 18.) in the Appendix, under the head of *Proceeds of Effects of Seamen dying at the Port*. For every seaman so dying a separate account should be made out in the form (CC 8.) in the Appendix, showing the amount received for wages and effects, and the amount disbursed for expenses (if any). This account must be sent in all cases to the Board of Trade, whether any balance remains due to the estate of the deceased seaman or not.

56. The Officer will observe and point out to parties who are interested, that in order to entitle persons claiming under a seaman's will to demand his effects from the Board of Trade, it must be shown that the will, if executed on board ship, was executed in the presence of and attested by the Master or Mate, and if on shore, in the presence of certain official persons mentioned in the Act.

57. The foregoing instructions relate to all persons employed in the service of any British ships, except *Masters*. Their effects, if they die in foreign ports, are to be treated in the same manner as those of other British subjects. If, however, they have certificates of competency or service, these should be sent to the Registrar-General of Seamen, Custom House, London.

58. If any seaman whose wages and effects are received as above in a British possession abroad is an inhabitant of that possession and has relations there, his wages and effects may be retained and paid over to them according to such laws or regulations as may be there in force.

Accounts.

59. The accounts of disbursements, under the foregoing instructions, are to be kept in the currency of the place, and at the end of each quarter all the receipts and payments are to be brought into a general account current, in the form in the Appendix marked (CC 18.), and converted into sterling as shown on the form.

60. The accounts must be transmitted to the Board of Trade quarterly, to the end of March, June, September, and December respectively. The first account to be rendered to the Board of Trade will be for the quarter ending 30th June 1855. It is most important that the quarterly account should be transmitted immediately after the termination of the quarter.

61. A strict adherence to the forms of the accounts referred to in these Instructions is particularly desired. They are not to be departed from, except in case of necessity, and then the circumstances should be fully stated.

62. If any vouchers should be unavoidably taken in a foreign language translations thereof are to be sent with the original documents.

CC 17, App.
CC 18, App.

CC 8, App.

Seamen's wills.
S. 200.

Effects of Masters.

Effects of Seamen domiciled, and having relatives in the Colony.

Accounts, how to be kept.

CC 18, App.
To be transmitted quarterly.

Forms to be adhered to.

Vouchers to be translated;

and to be numbered.

Signs when they cannot be procured.

Bill to be drawn for balance due to Officer.

CC 19, App.

Balance due from Officer to be remitted.

How money is to be remitted where no expenses have been incurred.

CC 15, App.

63. The vouchers are to be numbered progressively, and corresponding numbers are to be given in the respective charges in the account.

64. If it should be impracticable, under particular circumstances, to obtain the vouchers required by the foregoing instructions, a declaration is to be made to that effect; and after specifying as fully as possible the nature of the payments, it is to be stated in the declaration that they were *bonâ fide* made for the public service.

65. The Officer duly appointed is to draw a bill upon the Accountant to the Board of Trade on the last day of the quarter, or as soon afterwards as he can close his account, for the balance in sterling at three days' sight, see form (CC 19.) in the Appendix, transmitting to that officer a letter of advice; and it is most important that the account and vouchers should, if possible, be sent at the same time. If the account and vouchers are regular, the bill will be paid, and the amount allowed at once; but if they are not, the amount will be charged as an imprest against the Officer until sufficient vouchers or a satisfactory explanation are received.

66. If the sums received during the quarter, on account of the Board of Trade, exceed the amount of disbursements, the balance is to be remitted to Her Majesty's Paymaster-General, to be placed to the credit of the account for the relief of distressed British seamen; the advice of such remittance to be sent with his accounts to the Board of Trade.

67. Where no expenses have been incurred, and the receipts have been wholly for wages and effects of deceased seamen, the remittance is to be made to Her Majesty's Paymaster-General, to be placed to the credit of the amount of the wages and effects of deceased seamen, and an account is to be transmitted with the forms (CC 15.) to the Board of Trade.

APPENDIX

TO

INSTRUCTIONS TO OFFICERS IN THE BRITISH POSSESSIONS ABROAD.

CC 1.—See paragraph 10.

SANCTION OF ENGAGEMENT OF SEAMEN.

"I hereby certify, that I have sanctioned the engagement of *A. B.*, *C. D.* &c. [*names of seamen engaged*] upon the terms mentioned in the within-written agreement, that I have ascertained and am satisfied that the said *A. B.*, *C. D.*, &c. fully understand the said agreement, and that they have signed the same in my presence.

"Dated at _____ this _____ day of _____ 18____."

"(Signed) _____"

[here state nature of office.]

CC 2.—See paragraph 11.

ATTESTATION OF ALTERATION OF AGREEMENT.

"I hereby attest, That the erasure, interlineation, or alteration [*as the case may be*] to the effect [*here specify the effect of the alteration*] contained in lines _____ and _____ of the within-written agreement has this _____ day of _____ been consented to in my presence by all the [*or if the alteration affects only some of the parties, name them*] parties to the said agreement.

"Dated at _____ this _____ day of _____ 18____."

"(Signed) _____"

[here state nature of office.]

CC 3.—See paragraphs 16 and 20.

CERTIFICATE TO BE INDORSED ON AGREEMENT IN CASE OF
DISCHARGE.

"I certify, that the within-named *A. B.* has been discharged and left behind at the port of _____, on the alleged ground of [*here state fully and specifically the grounds of his being so discharged and left behind*]; and that I have inquired into the matter, and find that [*here state, as the case may be, either that the allegation is true and the grounds sufficient or not*], and that I have accordingly granted [*or refused*] my sanction to his being so left, and that £____, being wages due to him up to the day of _____, have been duly paid to him [*or me, as the case may be*] in cash [*or by bill on Messrs. _____, as the case may be*], and that his effects consisting of [*here state what effects*] have been delivered to [*him or me, as the case may be*].

"Dated at _____ this _____ day of _____ 18____."
 "(Signed) _____ [*here state nature of office.*]

CC 4.—See paragraph 48.

CERTIFICATE TO BE INDORSED ON AGREEMENT IN CASE OF
DESEPTION.

"I hereby certify that the within-named *A. B., C. D. &c.* have been left behind at this port on the alleged ground of their having deserted, and that I have inquired into the matter, and find that [*here state, as the case may be, either that the allegation is true or not*], and that a proper entry of such desertion in the official log book has been produced to me.

"Dated at _____ this _____ day of _____ 18____."
 "(Signed) _____ [*here state nature of office.*]

CC 5.—See paragraph 18.

CERTIFICATE OF DISCHARGE.

For Seamen discharged before a duly appointed Officer in a British Possession abroad.

Name and Official Number of Ship.	Port of Registry.	Tonnage.	Description of Voyage or Employment.

Name of Seamen.	Place of Birth.	Date of Birth.

Number of Fund Ticket (if any)	Capacity.	Date of Entry.	Date of Discharge.	Place of Discharge.

I certify, That the above particulars are correct, and that the above-named Seaman was discharged accordingly.

Dated this _____ day of _____ 18____.

(Countersigned) _____ Seaman. (Signed) _____ Master.

Dated at _____, and given to the above-named seaman in my presence, this _____ day of _____ 18____.

_____ [*here state nature of Office.*]

CC 8.—See paragraph 55.

ACCOUNT OF RECEIPTS AND DISBURSEMENTS FOR A SEAMAN WHO HAS
DIED WHILE UNDER THE CHARGE OF THE UNDERMENTIONED OFFICER,
AT THE PORT OF _____, IN THE QUARTER ENDING
18__.

Name of Seaman.	Age.	From what Ship.	Date when taken charge of by Officer.	Date of Death.	Cause of Death.	No. in

Married or Single.	If Married, the Name and Residence of his Wife.	If any Children, their Names and Ages.	Name and Residence of Father and Mother, or of the nearest Relation.	If any Will has been made, the Name and Address of Executor.

RECEIPTS.	Currency.			Sterling.		
				£	s.	d.
Amount of the balance due to the deceased for wages received from the master of the vessel, as per annexed account on Form CC. 6.						
Money found in possession of the deceased						
Proceeds of the sale of clothes and effects, as per account sales annexed						
Total receipt						
Deductions (if any) paid by Officer.						
Total payment						
Balance						

N. B.—In all cases of the death of a seaman while in charge of the Officer, this account is to be sent to the Board of Trade, whether or not any balance is due to the estate of the deceased.

CC 9.—See paragraphs 26, 27, and 47.

ACCOUNT OF EXPENSES FOR WHICH THE OWNERS ARE LIABLE, (INCURRED
BY THE UNDERMENTIONED OFFICER) AT THE PORT OF _____

Name of Seaman.	Name and Official Number of Ship and Port of Registry.	Owner's Name and Address.

Date.	Particulars of Expenses incurred.	Currency.			Sterling.		
					£	s.	d.

I hereby certify, That the above expenses were incurred and have been paid by me, and charged in my accounts with the Board of Trade, and that the owners are liable for the amount under the Merchant Shipping Act, 1854, on the ground that

Here state the ground
of liability of the owners.

Dated at _____, this _____ day of _____ 18__.

(Signed)

[here state nature of office.]

10.—See paragraphs 22, 30, and 37.

AN ACCOUNT OF EXPENSES INCURRED IN THE SUBSISTENCE OF DISTRESSED
IN THE QUARTER ENDING 18__ FOR THE
TO THE ACT 17 & 18 VICT. CAP. 104 SEC. 211.

Period during which was given

N.B.—The foregoing Account is to be certified by two or more Merchants.
 _____ subscribed, being Merchants residing at _____ per day
 _____ rate of _____ agency to

N.B.—The foregoing Account is to be certified by two or more Merchants residing at the Port of _____, do hereby certify, That the rate of _____ per day charged for the subsistence of the above men, is not more than a sufficiency to provide the necessaries of life for one day at this time _____ 18 ____ day of _____

for the subsistence of the above man,
the necessaries of life for one day at this time _____ 18 ____

Witness our hands this _____ day of _____

FOR THE PORT OF _____
BRITISH SEAMEN RELIEVED BY THE UNDERSIGNED OFFICER AT _____
PERIODS UNDER-MENTIONED, AT THE RATE OF _____ PER DAY, PURSUANT

in the manner following, and to be signed by the Officer as below.

I certify, That the above account is correct.
Dated at _____ this _____ day of _____ 185 _____

[here state title of Officer.]

CC 14.—continued.

CC 14.—continued.

my full complement of men, exclusive of the aforesaid seamen; and I make this solemn declaration, conscientiously believing the same to be true.

Master's Signature.

Declared before me at _____ 185____
this _____ day of _____

Magistrate's Signature.

Magistrate's Signature.

NOTE.—This form is to be delivered by the master of the vessel (when the declaration has been made) to the Shipping Master at the port where the men are landed, and if he wishes the money to be paid to another person than himself, he is to fill up and sign the following form:—

For the conveyance of the above-named

Pay the amount due for the conveyance of the above-named
seamen to _____
of _____
Master's Signature.

CERTIFICATE OF SHIPPING MASTER THAT THE SEAMEN WERE LANDED.

I hereby certify, That the distressed British seamen within _____ on
were landed at this Port from the ship _____
the _____ day of _____ 18____, _____
_____ the full complement of the crew,
_____ of the said vessel

and that, exclusive of such seamen, the full complement of the crew, according to the number shipped on the agreement of the said vessel when she left the United Kingdom, have returned in her _____ Master.

If the number of the crew is less than on the original agreement, state how many are deficient.

(Signed) _____, *Shipping Master.*
Dated this _____ day of _____ 18____.
_____, *the Shipping Master, and*

Dated this _____ day of _____

N. B.—This certificate must be filed in and signed by the Shipping Master, and forwarded with the documents above to the Registrar General of Seamen.

I hereby certify, That the sum of _____, master of
is due to _____, being for the conveyance
the ship _____, of the above-named seamen and boys, as per account
in the margin.

C 15.—See paragraphs 50, 53, and 54.

Port of

ACCOUNT OF WAGES AND EFFECTS OF A DECEASED SEAMAN, DELIVERED BY THE MASTER OF THE SHIP TO THE UNDERMENTIONED OFFICER, WHEN THE DESTINATION OF THE SHIP, NOT BEING DIRECT FOR THE UNITED KINGDOM, THE PROBABLE LENGTH OF THE VOYAGE WILL RETARD THE SETTLEMENT.

Name of Ship.	Number and Port of Registry.	Name of Master.	Description of voyage or Employment.

Name of Seaman.	Date of Engagement.	Time of Death.	Place of Death.	Cause of Death.

Wages, Money, Clothes, and other Effects.	Amount.	Inventory, copied from the Official Log Book, of Articles sold, and the Sum received for each.	Amount for each Article sold.	DEDUCTIONS.	
				Particulars of Deductions.	Amount.
	£ s. d.		£ s. d.		£ s. d.
Wages at £ per for Money in possession of deceased					
Proceeds of Sale of Clothes and Effects as per account.....					
Total.....					
Deductions as per account.....					
Net amount paid by the Master to officer appointed for the purpose					
				Total..	

INVENTORY, copied from the Official Log Book, of Articles unsold delivered to Officer appointed for the purpose.

CC 15.—continued.

Every Master of a vessel is bound to take charge of the money and effects of a Seaman or apprentice dying on board or during the voyage, and as soon as convenient to cause any perishable effects which he has on board to be sold by auction at the most or other public auction; and to make an entry at the time of such sale in the official log book, stating the date, the money and effects left by the deceased, the articles sold, and the sum received for each, and the wages due to the deceased, with the amount of deductions therefrom, such entry to be attested by a mate or one of the crew. The monies so received and taken charge of, together with any effects that may remain unsold, and the balance of wages due to the deceased, must be delivered by the Master to the Officer, as stated above. Any Master who makes default is liable, in addition to the above payments, to a penalty not exceeding three times the amount unaccounted for, or not exceeding 50l.

Every Master is bound, under like penalties, to deliver an account of such effects, money, and wages, and for this purpose the above-mentioned particulars in this form must be all fully and correctly filled up.

The particulars in the following columns are to be filled up, if, and so far as, the Master is acquainted with them; and if any Will has been deposited with the Master, it must be given to the Officer, to be by him transmitted with this account to the Board of Trade.

Birth-place.	Age.	If any will has been made, name and address of executor.	Married or single.	If married, the name and residence of his wife.	If any children, their names and ages.	Name and residence of father and mother, or of the nearest known relation.

I declare the above to be a true and just account.

Dated this _____ day of _____ 18__

Signature of the }
Master of the Vessel.

I hereby certify, That I have examined the above Account, and compared the rate of wages and period of service with the agreement, and have also compared the inventory with the entry in the official log book, which is attested by the mate or one of the crew, and that the above account and inventory are correct; and further that the balance of the account, amounting to £ _____, has been paid, and the unsold articles have been delivered to me.

Signature of _____

[here state title of officer.]

If the Master delivers any effects to the Officer and they are sold at the Port, the proceeds are to be added on this form, thus—

Amount received from Master, as above - - - - £
(Here state whether by cash or bill.)
Proceeds of sale of effects by Officer - - - - -
Total - - - - - £

The account of Sales is to be attached to the account and transmitted to the Board of Trade.

CC 16.—See paragraph 54.

FORM TO BE SENT TO THE SHIPPING MASTER WHEN THE EFFECTS OF A DECEASED SEAMAN ARE SENT, BY AN OFFICER IN A BRITISH POSSESSION ABROAD, TO THE UNITED KINGDOM.

Name of Ship to which Seaman belonged.	Number and Port of Registry.	Name of Master.	Description of Voyage.

Name of Seaman.	Time of Death.	Place of Death.	Cause of Death.

To the Shipping Master at the Port of _____

Sir,
I am to inform you that I have shipped on board the _____, Master, bound to your port, the following packages, _____

Here enumerate the packages and contents as far as known.

being the effects of the above-named deceased seaman.

I am, Sir,

Your obedient servant,

(Signed) _____ [here state title of Officer.]

Dated at _____, this _____ day of _____.

Received the above effects.

(Signed) _____, Shipping Master.

Dated at _____ this _____ day of _____.

Note.—The Shipping Master is to enter the particulars in his book of receipts for wages and effects of deceased seamen, and to sign this form and forward it to the Registrar General of Seamen, who will send it to the Board of Trade.

I hereby certify that the above Account is just and true according to the best of my knowledge and belief.

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[here state title of Officer.]

Receipts in support of wages due to deceased seamen.	Currency.	Sterling.	Bills drawn on the Owners.	Payments.				Currency.	Sterling.	Bills drawn on the Owners.
				By account paid for balance of wages due to deceased seamen (CC 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.						

APPENDIX TO INSTRUCTIONS TO OFFICERS

* The Drawer, besides signing his name at the foot of the above Bill, must write at the back of this Bill the Christian and surname of the payee (that is, the person with whom he negotiates it), and also affix his own signature to the endorsement.

Dated at _____ this _____ day of _____ 185 ____.

(Signed) _____ [here state title of Officer.]

MADRAS:
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BOARD OF TRADE.

INSTRUCTIONS

TO

OFFICERS

IN THE

BRITISH POSSESSIONS ABROAD.

Addition to Paragraph 21 and 22.

SEAMEN DISCHARGED OR LEFT ABROAD.

GREAT and unforeseen inconvenience is occasioned to Seamen, to Ship Owners, and to this Office by the operation of those parts of the Instructions which require the Colonial Officer in certain cases to refer Seamen to this Board for a settlement concerning the balance of wages due to them. It is most important that the settlement should, when practicable, be effected on the spot by the Colonial Officer, and with this view the following Rules are to be observed in future :—

Inconvenience of referring Seamen to Board of Trade for settlement of wages.

1. Where the cause of a Seaman's distress is shipwreck, or hurt or injury received in the service of the ship, no deduction is to be made from his wages on account of expense incurred in relieving him or in sending him home. In such cases the Colonial Officer will, if he has received the wages, whether in cash or by bill, pay the cash or deliver the bill to the Seaman himself, without any deduction, on his leaving the port or getting employment.

Seamen shipwrecked, or injured in service of the ship, wages to be paid in full.

Seamen whilst engaged on a wreck are not to be treated as Seamen in distress (see paragraph 27 of original Instructions).

Exception to the above.

2. Where the cause of distress is not shipwreck, or hurt or injury received in the service of the ship, a deduction is to be made from the Seaman's wages of the expenses incurred in relieving him, and if he is sent home at the public expense, of his maintenance, &c.

Seamen distressed from other causes to pay cost of their subsistence, &c.

If wages are paid in cash the Colonial Officer to settle with the Seaman.

In such cases, if the wages are paid in cash, the Colonial Officer will deduct the expenses incurred in relieving him, and if he is sent home at the public expense, the expense of the passage, calculated at 1s. a day for the ordinary length of the passage, from the wages, and pay the balance to the Seaman on his leaving the port or getting employment.

If wages are paid by bill, bill to be sent to Board of Trade immediately.

But if the wages are paid by bill, the bill should be drawn payable at sight, and be sent to the Board of Trade with the Account on Form C. C. 6, by the very earliest opportunity. The Seaman must be referred to the Board of Trade for a settlement.

Exception to the above rule.

If however the bill is drawn on Owners not resident in the United Kingdom, it must be given to the Seaman and not sent to the Board of Trade, unless the amount of expense incurred on account of the Seaman exceeds the amount of the bill.

Colonial Officer not to pay balance of wages on security of bill.

3. Where wages have been paid by bill, the Board of Trade cannot sanction any advance out of public money by the Colonial Officer to the Seaman of the balance of wages due to him on the security of the bill.

Only case in which Seamen are to be referred to Board of Trade.

4. The Colonial Officer will observe that the *only* case in which Seamen will have to come to the Board of Trade for settlement is one in which their distress has arisen from some cause other than shipwreck, or hurt or injury received in the service of the ship, and in which, the wages having been paid by bill, the amount is greater than the amount of expenses incurred.

Form C. C. 7. and full particulars to be sent.

5. Whenever a Seaman is referred to the Board of Trade for settlement, all the particulars of the case, and the Account on Form C. C. 7, must be sent *so that they may reach the Board of Trade before the Seaman. This is most important, as any delay will cause very great inconvenience.*

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