



THE UNIVERSITY OF MELBOURNE ARCHIVES

NAME OF COLLECTION	National Mutual Life Association of Australasia Western Australian Letter Books
ACCESSION NO	2012.0033
CATEGORY	Business, organisations
ACTIVITY	Insurance, superannuation, funds management and income protection
DATE RANGE	1888-1973
SIZE OF COLLECTION	38 boxes
HISTORICAL NOTE	<p>The company began in 1869 in Melbourne, Australia. During this time it was known as the National Mutual Life Association of Australasia. National Mutual expanded across Australia throughout the early 1900's and amalgamated with many smaller mutual societies. By 1983 National Mutual merged with a large well known insurance company called T & G Mutual Life Society. After this significant merger the company expanded throughout the Asia Pacific region acquiring companies within Singapore, Thailand and the Philippines. In 1999 the company changed its name to AXA Asia Pacific Holdings. It specialises in life insurance, superannuation, funds management and income protection. The multiple businesses that were operating collectively with National Mutual at the time also altered their company names to incorporate the AXA brand.</p>
DATE OF TRANSFER	November 2007
ACCESS CONDITIONS	
DESCRIPTION	Correspondence, volumes, ledgers,

<p>NOTE ON COLLECTIONS</p>	<p>Original control number: NMLS 5. This series of bound volumes contains copies of non confidential letters between the Association's Head Office and its West Australian Branch. Subjects covered included investments, funds, income tax, building societies, Branch returns, accounts returns, staff, freehold property, home purchase loans, loans on mortgage, loan on reversionary interest and loan on life interest, land tax, fire insurance, actuarial matters, group assurance schemes, underwriting -special enquiries, proposals, war risks, annual meetings and miscellaneous subjects. Until 1st January 1939 the volumes also included copies of letters on departmental and routine matters as acknowledgements of memoranda, advice of the despatch of returns and other routine documents to Head Office and other matters of a similar nature. The difference between letters and routine memoranda was implemented in all branches with the exception of the England, South Africa and Ceylon Branches which continued the previous practice for some time. There are various systems of arrangement discernible within the series. Initially until 1914, letters 'to' and 'from' Head Office were held in separate sequences and a volume might contain correspondence covering a period greater than a year. From 1914 the practices of having more than one year's correspondence in a volume and having separate sequence of inwards and outwards letters were discontinued. From 1914 until 1939 the inwards and outwards letters were held in yearly volumes, one for inwards and one for outwards, and placed next to each other; these volumes were differentiated by an 'I' for inwards and 'O' for outwards on the spine. In 1939 the change of subject matter of the correspondence in the volumes, which was described above, took place. With this change letters in the volumes were grouped by the subjects with which they dealt. This practice meant that inwards and outwards letters on the same subject were interfiled. At the start of each volume two indexes were constructed one for inwards and the other for outwards. These indexes gave details of letter number, subject and file number. The file number referred to a number either written or stamped on the top right hand corner of an item of correspondence. The contents of the volume were then arranged in the file number order. Thus, letter L39/1 to a Branch would not necessarily be the first folio in the volume but may appear at, say, file 137. This may be followed by several letters to and from the Branch on the subject each of which belongs to the same file. This system continued until 1956 when inwards and outwards letters were again filed chronologically and the subject grouping abandoned.</p>
<p>NOTE ON LISTING</p>	<p>When requesting records from this finding aid quote the 'UMA box no.' and 'item no'</p> <p>Relates to James McCleve Duncan Collection</p>
<p>LISTED BY</p>	<p>Christine Kousidis & Melinda Barrie</p>
<p>DATE</p>	<p>9/01/2013</p>

		<p>Western Australia Letter Books</p> <p>This series comprises Western Australia letter books dating from 1888 to 1973.</p> <p>The volumes contain correspondence between National Mutual's head office in Melbourne and their branch in Perth.</p> <p>Volumes have been placed in groups of 10 – 15.</p> <p>The spine title varies throughout the series, however the content remains consistent, comprising inwards and outwards correspondence. A group title has been imposed on the title proper to create consistency within the series.</p>	1888 – 1973
Box no.	Item no.		Date
1-3	5/1 – 5/10	[WA Letters Inwards/Outwards], Comprises 10 Volumes	1888 – 1897
3– 6	5/11 – 5/21	[WA Letters Inwards/Outwards], Comprises 11 Volumes	1896 – 1905
7– 9	5/22 – 5/32	[WA Letters Inwards/Outwards], Comprises 11 Volumes	1906 – 1913
10-13	5/33 – 5/42	[WA Letters Inwards/Outwards], Comprises 10 Volumes	1914 – 1918
13-16	4/43 – 5/52	[WA Letters Inwards/Outwards], Comprises 10 Volumes	1919 – 1923
17– 19	5/53 – 5/62	[WA Letters Inwards/Outwards], Comprises 10 Volumes	1924 – 1928
19– 22	5/63 – 5/72	[WA Letters Inwards/Outwards], Comprises 10 Volumes	1929 – 1933
22– 25	5/73 – 5/82	[WA Letters Inwards/Outwards], Comprises 10 Volumes	1934 – 1938
25– 27	5/83 – 5/92	[WA Letters Inwards/Outwards], Comprises 10 Volumes	1939 – 1948
27– 29	5/93 – 5/102	[WA Letters Inwards/Outwards], Comprises 10 Volumes	1949 – 1958
30– 32	5/103– 5/112	[WA Letters Inwards/Outwards], Comprises 10 Volumes	1959 – 1967
33– 38	5/113– 5/127	[WA Letters Inwards/Outwards], Comprises 15 Volumes	1968 – 1973
		End	