



THE UNIVERSITY OF MELBOURNE ARCHIVES

NAME OF COLLECTION	National Mutual Life Association of Australasia Cape Colony & South Africa Letter Books
ACCESSION NO	2012.0035
CATEGORY	Business, organisations
ACTIVITY	Insurance, superannuation, funds management and income protection
DATE RANGE	1896-1973
SIZE OF COLLECTION	29 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 7. This series of bound volumes contains copies of non-confidential letters between the Association's Head Office and its Branch. Subjects covered included the establishment of the Branch 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, lend tax, fire insurance, actuarial matters, group assurance schemes, underwriting-special enquiries, proposals, war rises, annual meetings and miscellaneous subjects. Until 1st January 1939 the volumes also included copies of letters on departmental and routine matters eg. acknowledgements of memorandam, advice of the dispatch of returns and routine documents to Head Office etc. The difference between letter and routine memorandam was to be observed by all Branches with the exception of the England South Africa and Ceylon Branches which continued the previous practice (until 1954). There are various systems of arrangement discernible within the series. Initially until 1914, letter '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 sequences 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 inward 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 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 in number order. Thus, letter h39/1 to a Branch would not necessarily be the first folio in the volume but may appear, 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. The index was maintained in the outwards volume until 1911 volume and there is evidence of top numbering.</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>10/01/2013</p>

		<p>Cape Town/Cape Colony Letter Books</p> <p>1896 – 1973</p> <p>This series comprises South Africa letter books dating from 1896 to 1973.</p> <p>The volumes contain correspondence between National Mutual's head office in Melbourne and their branch in Cape Town/Cape Colony, South Africa. Throughout the series Cape Colony & Cape Town are interchanged on the spine title. As such Cape Town has been imposed as the consistent title to minimise confusion.</p> <p>[Cape Colony- province of South Africa (Cape town capital) established 1795 & de-established in 1910].</p> <p>Volumes have been placed in groups of 9 – 13. Item 7/48 contains correspondence from Lever Brothers Limited Group Assurance to Head Office Melbourne, Atlas Assurance Company of London and National Mutual's Cape Town office, South Africa.</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>	
Box no.	Item no.		Date
1– 4	7/1 – 7/10	[Cape Town Letters Inwards/Outwards], Comprises 10 Volumes	1896 – 1904
4– 7	7/11 – 7/21	[Cape Town Letters Inwards/Outwards], Comprises 11 Volumes	1905 – 1913
7– 10	7/22 – 7/31	[Cape Town Letters Inwards/Outwards], Comprises 10 Volumes	1914 – 1918
10– 12	7/32 – 7/41	[Cape Town Letters Inwards/Outwards], Comprises 10 Volumes (7/32 – 7/41). Item 7/41 contains 6 photographs associated with the volume (BWP/2751 – BWP/2756)	1919 – 1923
12– 14	7/42 – 7/52	[Cape Town Letters Inwards/Outwards], Comprises 13 Volumes (7/42 – 7/54). Volume 7/48 refer to series report.	1924 – 1929
14– 17	7/55 – 7/64	[Cape Town Letters Inwards/Outwards], Comprises 10 Volumes	1930 – 1934
17– 19	7/65 – 7/74	[Cape Town Letters Inwards/Outwards], Comprises 10 Volumes	1935 – 1939

20– 22	7/75 – 7/84	[Cape Town Letters Inwards/Outwards], Comprises 10 Volumes	1940 – 1944
22– 24	7/85 – 7/94	[Cape Town Letters Inwards/Outwards], Comprises 10 Volumes	1945 – 1949
24– 25	7/95 – 7/104	[Cape Town Letters Inwards/Outwards], Comprises 10 Volumes	1950 – 1954
25– 27	7/105– 7/114	[Cape Town Letters Inwards/Outwards], Comprises 10 Volumes	1955 – 1964
27– 29	7/115– 7/124	[Cape Town Letters Inwards/Outwards], Comprises 10 Volumes	1965 – 1973
		End	