



THE UNIVERSITY OF MELBOURNE ARCHIVES

| | |
|---------------------------|--|
| NAME OF COLLECTION | National Mutual Life Association of Australasia Ceylon Letter Books |
| ACCESSION NO | 2012.0037 |
| CATEGORY | Business, organisations |
| ACTIVITY | Insurance, superannuation, funds management and income protection |
| DATE RANGE | 1905-1978 |
| SIZE OF COLLECTION | 26 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 9. This series of bound volumes contains copies of non-confidential letters between the Association's Head Office and its Ceylon 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, land tax, fire insurance, actuarial matters, group assurance schemes, underwriting-special enquiries, proposals, war rises, annual meetings and miscellaneous subjects. Until 1 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.</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>India/Ceylon Letter Books</p> <p>This series comprises India/Ceylon letter books dating from 1905 to 1979.</p> <p>The volumes contain correspondence between National Mutual's Head Office in Melbourne and their branch in Sri Lanka (formerly Ceylon), Colombo. Throughout the series India and Ceylon are interchanged on the spine title. As such India/Ceylon has been imposed as the consistent title to minimise confusion.</p> <p>Volumes have been placed in groups of 8 – 10. Items 9/100 – 9/107 are memorandums relating to Ceylon as well as other parts of India including Bombay & New Delhi. These volumes have been included into series 9 due to their content.</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> | 1905 – 1979 |
| Box no. | Item no. | | Date |
| 1– 4 | 9/1 – 9/10 | [India/Ceylon Letters Inwards/Outwards], Comprises 10 Volumes | 1905 – 1914 |
| 4– 6 | 9/11 – 9/20 | [India/Ceylon Letters Inwards/Outwards], Comprises 10 Volumes | 1915 – 1919 |
| 6– 8 | 9/21 – 9/29 | [India/Ceylon Letters Inwards/Outwards], Comprises 9 Volumes (9/21 – 9/29) 9/27 (1923),(Outwards Vol needs to be located) | 1920 – 1924 |
| 9– 10 | 9/30 – 9/39 | [India/Ceylon Letters Inwards/Outwards], Comprises 10 Volumes | 1925 – 1929 |
| 11– 14 | 9/40 – 9/49 | [India/Ceylon Letters Inwards/Outwards], Comprises 10 Volumes | 1930 – 1934 |
| 14– 17 | 9/50 – 9/59 | [India/Ceylon Letters Inwards/Outwards], Comprises 10 Volumes | 1935 – 1939 |
| 18– 20 | 9/60 – 9/69 | [India/Ceylon Letters Inwards/Outwards], Comprises 10 Volumes | 1940 – 1944 |
| 20– 21 | 9/70 – 9/79 | [India/Ceylon Letters Inwards/Outwards], Comprises 10 Volumes | 1945 – 1949 |
| 21– 22 | 9/80 – 9/89 | [India/Ceylon Letters Inwards/Outwards], Comprises 10 Volumes | 1950 – 1954 |
| 22– 24 | 9/90 – 9/99 | [India/Ceylon Letters Inwards/Outwards], Comprises 10 Volumes | 1955 – 1968 |

| | | | |
|---------------|-----------------|---|-------------|
| 24- 26 | 9/100- 9/108 | [India/Ceylon Letters/Memos Inwards/Outwards], Comprises 9 Volumes (9/100 – 9/108) | 1969 – 1978 |
|---------------|-----------------|---|-------------|