



THE UNIVERSITY OF MELBOURNE ARCHIVES

NAME OF COLLECTION	National Mutual Life Association of Australasia Letter Books of all Branches
ACCESSION NO	2012.0045
CATEGORY	Business, organisations
ACTIVITY	Insurance, superannuation, funds management and income protection
DATE RANGE	1974-1980
SIZE OF COLLECTION	79 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,

NOTE ON COLLECTIONS	Original control number: NMLS 17. This series of bound volumes contains copies of non-confidential letters between the Association's Head Office and Branches in Victoria, South Australia, New South Wales, Tasmania, Queensland, Western Australia, New Zealand, South Africa and United Kingdom. Subjects covered include life insurance, types of policies, new products, LOA matters, loans on reversionary interest, interest rates on loans, bonuses, investments, superannuation, building societies, income tax, Branch returns, accounting procedures and returns, staff administration, properties and property maintenance, home purchase loans, loans on mortgage, land tax, fire insurance, casualty insurance, actuarial matters, group assurance, underwriting, proposals, annual meetings, annual reports, public relations and advertising, office instructions, technical information bulletins, payroll systems, payroll tax, stamp duty, commission accounting, field staff, field staff training, conservation, long service leave, sick leave, annual leave, examination results, terminal system matters, microfilming, conferences, board submissions, postal voting, Branch activities, map of world calendars, field staff superannuation, staff (indoor) superannuation, staff discounts, staff housing loans, management by objectives (MBO) and some miscellaneous subjects. System Of Arrangement and Control: 'Inwards' and 'outwards' letters are filed numerically and in separate volumes. An index is provided in each volume. This practice was discontinued from 1975. Prior to 1974 all letter book volumes were filed in Branch Order by years. From 1974 however, letter volumes are filed in year order by Branches ie: Vic, SA, NSW, Tas, Qld, WA, NZ, S AF, UK. Letters were numbered in top right hand corner ie: L74/286 indicating the year and number of letter from a Branch in respect of INCOMING letters or from Head Office in respect of OUTGOING letters. INCOMING letters also show the Head Office reply letter number in red or NA if no answer required. Related series: NMLS 1-10
NOTE ON LISTING	When requesting records from this finding aid quote the 'UMA box no.' and 'item no' Relates to James McCleve Duncan Collection
LISTED BY	Christine Kousidis & Melinda Barrie
DATE	10/01/2013

		<p>Letter Books of all Branches</p> <p>This series comprises letter books from across all branches dating from 1974 to 1980. The volumes contain correspondence between National Mutual' Head Office in Melbourne and the various Branches located across Australia and Internationally. Branches include Victoria, South Australia, New South Wales, Tasmania, Queensland, Western Australia, New Zealand, South Africa and the United Kingdom.</p> <p>Volumes have been placed in groups of 9 – 17.</p> <p>Further detailed description of the series can be located in the hardcopy index created by the previous National Mutual archivist</p>	<p>1974 – 1980</p>
Box no.	Item no.		Date
1– 4	17/1 – 17/10	[All Branch Letters Inwards/Outwards] Comprises 10 Volumes. Vic, NSW, Tas	1974
4– 6	17/11– 17/20	[All Branch Letters Inwards/Outwards] Comprises 10 Volumes. South Africa, U.K, N.Z	1974
7– 9	17/21– 17/28	[All Branch Letters Inwards/Outwards] Comprises 10 Volumes. N.Z, Qld	1974
9– 13	17/29– 17/42	[All Branch Letters Inwards/Outwards] Comprises 14 Volumes. W.A, Tas, N.Z	1974 – 1975
13– 16	17/43– 17/53	[All Branch Letters Inwards/Outwards] Comprises 11 Volumes. Qld & Nsw	1975
16– 19	17/54– 17/64	[All Branch Letters Inwards/Outwards] Comprises 11 Volumes. W.A & South Aust.	1975
19– 21	17/65– 17/73	[All Branch Letters Inwards/Outwards] Comprises 9 Volumes. Uk, South Africa, Vic	1975
21– 25	17/74– 17/86	[All Branch Letters Inwards/Outwards] Comprises 13 Volumes NSW, South Aust.	1976
25– 28	17/87– 17/98	[All Branch Letters Inwards/Outwards] Comprises 12 Volumes UK, South Africa, Queensland	1976
28– 31	17/99– 17/108	[All Branch Letters Inwards/Outwards] Comprises 10 Volumes W.A, NZ	1976
31– 34	17/109 – 17/117	[All Branch Letters Inwards/Outwards] Comprises 9 Volumes. Vic, Tas	1976
34– 36	17/118 – 17/126	[All Branch Letters Inwards/Outwards] Comprises 9 Volumes Tas, NZ	1977
36– 39	17/127 – 17/136	[All Branch Letters Inwards/Outwards] Comprises 10 Volumes NSW, South Aust.	1977

39– 41	17/137 – 17/146	[All Branch Letters Inwards/Outwards] Comprises 10 Volumes. QLD, South Africa, UK.	1977
42– 44	17/147 – 17/155	[All Branch Letters Inwards/Outwards] Comprises 9 Volumes. W.A, VIC	1977
44– 47	17/156- 17/166	[All Branch Letters Inwards/Outwards] Comprises 11 Volumes. W.A, VIC	1978
47– 49	17/167 – 17/177	[All Branch Letters Inwards/Outwards] Comprises 11 Volumes. South Aust & QLD.	1978
50– 52	17/178 – 17/186	[All Branch Letters Inwards/Outwards] Comprises 9 Volumes. NZ, South Africa & United Kingdom.	1978
52– 54	17/187 – 17/195	[All Branch Letters Inwards/Outwards] Comprises 9 Volumes. Tas & NSW	1978
55– 58	17/196 – 17/207	[All Branch Letters Inwards/Outwards] Comprises 12 Volumes. NSW S.A	1979
58– 61	17/208 – 17/219	[All Branch Letters Inwards/Outwards] Comprises 12 Volumes. QLD, Vic.	1979
61– 62	17/220 – 17/228	[All Branch Letters Inwards/Outwards] Comprises 9 Volumes. W.A	1979
63– 66	17/229 – 17/242	[All Branch Letters Inwards/Outwards] Comprises 14 Volumes. South Africa, United Kingdom, Tasmania & New Zealand.	1979
66– 68	17/243 – 17/252	[All Branch Letters Inwards/Outwards] Comprises 10 Volumes VIC, United kingdom	1980
69– 72	17/253 – 17/264	[All Branch Letters Inwards/Outwards] Comprises 12 Volumes South Australia, Tas.	1980
72– 74	17/265 – 17/274	[All Branch Letters Inwards/Outwards] Comprises 10 Volumes QLD, South Africa	1980
74– 79	17/275 – 17/291	[All Branch Letters Inwards/Outwards] Comprises 17 Volumes NSW, Western Aust, NZ. [N.Z Dec month volume has not been located, may turn up at a later date]	1980
		End	