

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
	(i) Monthly Register of Passport Services	EXT 765	5th working day of month	10th working day of month	MPD	FM 23.12 CI 5.24.1	
	(j) Passport Inventory and Record of Issue	PPT 034	"	"	MPD	FM 23.6 CI 5.24.2	
	(k) Price Increase Information	Letter EXT 1527	JUN 20	JUN 30	MFR	Circ.	Annual.
	(l) Remittance Statement	EXT 412-1	Once per week or as per diplomatic bag schedule		MFF	FM 23.12.5	Original and cheques/cash to MFF. Copy and official receipts on Mission accounts.
	(m) Telegraphic Input Financial Data	Telegram	As pages of EXT 412-1 completed or once a week		MFFD	CDCS Instr. 30, 15 FEB 88; Tel MIT-4419, 19 MAY 88	All missions except FMOs (Bonn, London, Paris, Tokyo, Washington) (Minimum report once a week) Telegraphic address for report: FMSOTT.
	(n) Verification of Cash Account or Petty Cash Advance	EXT 699	SEP 1 DEC 1 MAR 1 JUN 1	SEP 10 DEC 10 MAR 10 JUN 10	MFFT	FM 23.5.9	Quarterly and whenever holder changes.
22.	Fire Safety						
	(a) Emergency Evaluation Drills and Staff Training		SEP 30 MAR 31		*N/A		*Retained at mission.
	(b) Fire Reports	Priority Telegram			MRPS	PM 17 CD 4/84 3/2/84	Ad Hoc. Priority Telex – detailed report within 7 days.
	(c) Inspection	EXT 881	OCT 15 MAY 15		*N/A		*Retained at mission.