

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
A	(g) Status/Receipt of Shipment	E-mail			SRMS SRMG SRMR SRMA	MM 6	On receipt of goods.
A	(h) Theft or Loss over CAN\$1,000	Letter			SRMI	MM 3 & 7	Ad hoc.
A	(i) Transfer and Adjustment Voucher	EXT 182			N/A	MM 3	Retained at mission.
A	(j) Transfer and Receipt Voucher - Communications materiel	EXT 606	As required		Resp. Centre/SXT		On transfer of accountable communications materiel.
Motor Vehicles							
A	(a) Accident Report	E-mail EXT 253			SRMP	MM 9	As required when damages exceed \$1,000.
A	(b) Disposal	EXT 369			SRMC	MM 8 & 9	As required.
A	(c) Local Insurance Confirmation	E-mail			SRMT	MM 9	Annual.
A	(d) Receipt by Mission	E-mail			SRMT	MM 9	On receipt of vehicle at mission.
B	(e) Register of Gas Coupons		Monthly. Every 3 months at small missions		N/A		For mission records.
A	(f) Registration Confirmation	E-mail			SRMT	MM 9	When licence issued by host country.
B	(g) Vehicle Logs		Daily		N/A	MM 9	To be retained at mission for audit purposes.
RECORDS MANAGEMENT							
A	Records, Disposal of Obsolete	Letter	APR 18	MAY 1	SXCI	CC 39.4 CDs	Annual.

Types of reports: **A** = As required reports
C = Reports that small missions are **NOT** expected to complete

B = Reports that **ALL** missions must provide on a regular basis
D = Reports to be completed by the Hub