

| ITEM NO. | REPORT/SUBMISSION | FORMAT | SUBMISSION DATE (MISSION) | DATE DUE IN OTTAWA | TO: HQ AGENCY | REFERENCES | REMARKS |
|----------|---|--------------------|---------------------------|--------------------|---------------|------------------------------|---|
| | (g) Occupancy Agreement | Photocopy | | | MRPL | FSD 25.07c and Appendix 25-1 | Upon occupancy. Original retained at mission. |
| | (h) PHREDS Statements | | | | | | All reports, with exception of (vi), are to be sent by telex/fax using format of EXT form cited. Chanceries and ORS are excluded when specifically requested by HQ. |
| | (i) Real Property Acquisition | Telex/ EXT 1173 | | | MRPO | | After acquisition, by Crown/private lease, of facilities. |
| | (ii) Building Statement | Telex/ EXT 1175 | | | MRPO | | Upon receipt of facility identifiers. |
| | (iii) Facility Statement | Telex/ EXT 1176 | | | MRPO | | Upon receipt of facility identifiers. |
| | (iv) Lease Statement | Telex/ EXT 1178 | | | MRPO | | Upon receipt of facility identifiers; also upon lease renewal or revision due to escalation clause. |
| | (v) Site Statement | Telex/ EXT 1174 | | | MRPO | | Upon receipt of facility identifiers. |
| | (vi) Building System Statement | EXT 1177 | | | MRPO | | Upon receipt of facility identifiers. N.B. use actual form (exclude privately leased facilities). |
| | (i) Private Accommodation – Application for Shelter assistance | EXT 68 | APR 1 | APR 10 | MRPL/MFFP | FSD 25 | On arrival at mission. Annual – update information (do not send new form). |
| | (j) Project Requests | | | | | | |
| | (i) Major Capital Projects (Those costing in excess of \$250,000) | Letter | | | MRPC | PM 10 | As required. |
| | (ii) Capital Alterations and Renovations (CAR) (Projects costing between \$5,000 and \$250,000) | Letter | | | MRPS | PM 10 | As required. |