

If you hold a Quebec driver's licence, and your licence is due for renewal while you are living abroad, an application for renewal should be made two months prior to expiry by writing a letter explaining your situation to: La Régie de l'Assurance automobile du Québec, Service des permis de conduire, C.P. 19600, Québec (Québec) G1K 8J1.

1. Non-privileged Missions (Post Office Box 489)

Revenue Canada has ruled that interest on dividend payments made to any foreign address, regardless of the recipient's taxation status, is subject to Foreign Resident Withholding Tax. (Since foreign service employees are deemed to be "residents" of Canada, they would eventually receive a refund of any such tax.) In order to avoid delays and complications of claiming refunds or obtaining exemption for tax withheld at source, the Department has rented P.O. Box 489.

ADDRESS: YOUR FULL NAME
P.O. Box 489 (mission acronym)
OTTAWA Ontario
K1N 8V5

This post office box number is to be used exclusively for mail from financial institutions and other agencies responsible for the following:

- bank statements
- drivers' licences
- legal documents
- insurance papers
- realty papers
- income tax documents

When returning correspondence to the above-noted addressees you must use local postal facilities, and not the diplomatic bags.

2. Privileged Missions (Post Office Box 500)

All employees posted to privileged missions (see Figure 2) have the use of P.O. Box 500 for their personal mail. This amenity has been established to assist employees who are posted to countries where the local postal facilities are inadequate.

ADDRESS: YOUR FULL NAME
P.O. Box 500 (mission acronym)
Station D
OTTAWA Ontario K1N 8T7

Additional benefits under P.O. Box 500 are:

Voice Tapes

The exchange of voice tapes between family, friends and other members of the foreign service is permitted. This does not include video tapes, for example, VHS or BETA reels; or floppy disks. Envelopes should be clearly labelled "Voice tapes" and must not contain any other enclosures.

Film For Processing

Employees at privileged missions may use departmental facilities to dispatch and receive processed slides and prints. The processor should be instructed to use the P.O. Box 500 address.