

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
	CONSULAR AFFAIRS						
	Consular						
B	(a) Consular Report (COMIS)	EXT 1064	5th working day of each month		JPDC	CI 5.9 CD 02/87 5 JAN 87	Form being revised to match new electronic format (Consular Operations Management Information Program – COMIP) in COSMOS. SIGNET missions will input directly and non-SIGNET missions will continue to provide manual reports.
B	(b) Consular Services Assessment	EXT 1701	APR 14	MAY 15	JPP	CI 7.7 CI 7F	Annually; signed by HOM (covers FY period).
B	(c) Financial assistance	EXT 1703			SBRM JWD JPDA	CI 2.6	Ad hoc. Form EXT 1703 replaces EXT 35 and EXT 454, and will be available in the COSMOS CAMANT Program in autumn 1997. New form includes application and receipt and promise to repay portions. SIGNET missions will electronically transmit completed form in COSMOS and follow-up with signed hard copies with monthly financial reports. Non-SIGNET missions will complete form EXT 1703 and forward to HQ with monthly financial reports.
B	(d) Registration of Canadians (ROCA)	COSMOS or EXT 217			JPO	CI 8.5	Every 2 months or more frequently as required. Form EXT 217 has been redesigned to match ROCA screen in COSMOS. SIGNET missions to input directly and non-SIGNET missions to send Registration Cards to HQ or supervising mission for input into ROCA.

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