

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			MRPR	PM 10	As required.
(ii)	Capital Alterations and Renovations (CAR) (Projects costing between \$5,000 and \$250,000)	Letter			MRPS	PM 10	As required.