

Registered Mail

When transmission from Ottawa by registered mail is requested, a note signed by the administrative office at the Mission must accompany the envelope explaining the need for registration. Such requests should be the exception rather than the rule.

3. Parcel-Privileged Missions

Employees at certain missions (see Figure 3) are granted the same privileges as privileged missions, plus the additional entitlement of receiving personal parcels from Canada. The rationale for this practice is that many essential day-to-day items are not available locally and postal services are unreliable.

A single employee, a common-law couple, a married couple where one or both are employees, regardless of your family size you are entitled to one annual allotment of 55 kg per full calendar year (January-December).

Prerequisites For Parcel Privileges

First, MIRM must be given names, complete postal addresses and telephone numbers of up to four sources in Canada prior to each posting. Form EXT 637 is used for this purpose and can be obtained from MIRM. All nominees chosen will then be provided with complete instructions.

Secondly, the covers of all parcels must list the contents and the return address of the sender. The combined dimensions of parcels may be no greater than 140 cm with no one dimension being greater than 60 cm.

Thirdly, parcels from unauthorized or unidentified sources, or which are suspected to contain prohibited items, will be examined by MIRM and may be returned to sender.

PARCELS MUST NOT CONTAIN THE FOLLOWING ITEMS:

- LIQUIDS
- AEROSOL CONTAINERS
- PERFUMES
- COMBUSTIBLE MATERIALS
- GUNS (TOY OR GENUINE)
- AMMUNITION
- BATTERIES
- MATCHES

Did you know that...

- Under present regulations, magazines, newspapers, periodicals, bulk or third class mail are prohibited items. However, employees entitled to receive personal parcels may have their parcel nominees include these items in the regular shipments.
- Parcels from nominees may be opened for inspection if suspected to contain prohibited items. Also, when necessary, MIRM will repackage in order to reduce the size.
- As a result of Canada Customs regulations, under no circumstances are departmental facilities to be used to send personal packages or parcels from any mission. This is considered to be an abuse of the system. Improper transmission of personal items may result in disciplinary action. Incidents of abuse will be brought to the attention of responsible officials, for example, the RCMP, Revenue Canada, Customs and Excise and the Head of Mission.

Employees Posted to Countries where Special Security Measures Apply

Employees posted to, or cross-posted from countries where special security measures apply (see ISSN memorandum 002 of 11 March, 1992) are entitled to forward a maximum of 2 kg of personal documents to their next assignment by using the classified diplomatic bag. These packages should be self-addressed and marked "Personal and Protected" and would normally contain their most recent appraisal report and current financial statements.