

- 1.16)
- 1.17) - Spares
- 1.18)
- 1.19)

Official Seal

1.20. The Official Seal is ordinarily impressed on all documents (other than despatches or ordinary letters) to which consular officers have occasion to affix their signatures in their official capacity. When not in use, the Seal should be kept under lock and key.

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- 1.22) - Spares
- 1.23)
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Procedure for Appointment of Consular Officers

1.25 a. As soon as it has been decided by the Department to appoint a consul a request is made to the Foreign Government for the granting of provisional recognition to the Consular Officer. When this provisional recognition has been obtained a Commission of Appointment is prepared in Ottawa.

b. The Commission of Appointment is forwarded to the consular officer for submission to the Foreign Office of the country to which he is to be appointed. The Foreign Office will then either grant an exequatur or a visa or other form of acknowledgment according to the custom of the particular country concerned.

c. As soon as provisional recognition has been given, the consular officer may enter upon his duties.

Duties on Appointment

1.26 Upon recognition the consular officer shall make it his duty to pay formal visits to the local authorities and to his consular colleagues.

- 1.27)
- 1.28) - Spares
- 1.29)
- 1.30)

Hours

1.31 a. The hours during which a consular office is open for the transaction of business will usually depend upon the local circumstances of the post, e.g., practice of other consular offices, hours of local government, banking and commercial offices.

b. Upon the opening of a post the consular officer will report the hours decided upon and any change made subsequently is to be reported together with a short statement of the reasons for the change.