

## Privileges Applicable to all Missions

### - Personal Mail

All members of the foreign service and Canada-based personnel abroad may use the diplomatic bags for the exchange of personal mail among themselves. The following conditions apply:

- a) standard-size, lightweight, airmail stationery with no enclosures other than legal or business documents;
- b) letters must be addressed to individuals with the appropriate division or mission;
- c) the envelope should also contain the return address of the sender and be clearly marked "Personal";
- d) correspondence containing reference to classified subjects should bear the appropriate security classification.

### - Specified Health Aids

In the event that health aids, such as prescription drugs, prescription eyeglasses, contact lens, dentures and orthopaedic aids are not available locally, SKRM will arrange for the delivery of these items. You are required to send a numbered letter or telegram signed by the Head of Mission or Senior Officer informing your assignment division, with a copy to SKRM, that these items are required. Your assignment division will make any contact necessary with pharmacies, etc. SKRM will then forward these requirements via diplomatic courier bag if size and weight permit. This does not include toiletries, perfume, hygienic supplies or vitamins.

### - Correspondence Courses

When taking educational courses, arrangements must be made through the Canadian Foreign Service Institute (CFSI) for employees and spouses. Employees arranging correspondence courses for children should contact the Education Counsellor (SERV). SKRM must be notified that these courses have been approved and will arrange for their dispatch.

### - Renewal of Driver's Licence

At the present time, the Department has an agreement with the Ministry of Transportation, Province of Ontario, for the renewal of drivers' licences for former residents of Ontario. No other province has agreed to renew licences to employees temporarily residing outside Canada. When renewing your Ontario licence you must stipulate that you have been posted abroad with the "CANADIAN FOREIGN SERVICE", otherwise they will not issue a driver's licence to a post office box number. The Ministry of Transportation will also issue a licence that is valid without photo until such time as you can have your photo taken. This special status licence is valid for one renewal cycle only. It can be granted more than once, but not for two successive renewal cycles.

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