

TYPE	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
	(ii) Staff Quarter	EXT 179			N/A		Once at change of occupant. Retained at mission.
	(iii) Official residence	EXT 343			SRMD	MM 3	Once at change of occupant.
A	(d) Loan to Staff Card	EXT 385			N/A	MM 3 & 14	Retained at mission.
A	(e) Message Demand	Telegram			SRMP	MM 5	As required.
A	(f) Requisition of Stationery	EXT 115			SRMP	MM 12	As required.
A	(g) Status/Receipt of Shipment	Telegram			SRMS	MM 6	On receipt of goods.
A	(h) Theft or Loss over \$1,000 Cdn.	Letter			SRMC	MM 3 & 7	Ad Hoc.
A	(i) Transfer and Adjustment Voucher	EXT 182			N/A	MM 3	Retained at mission.
	Motor Vehicles						
A	(a) Accident Report	Telegram/ EXT 253			SRMP	MM 9	As required when damages exceed \$1,000.
A	(b) Disposal	EXT 369			SRMC	MM 8 & 9	As required.
A	(c) Local Insurance Confirmation	Telegram			SRMP	MM 9	Annual.
A	(d) Receipt by Mission	Telegram			SRMP	MM 9	On receipt of vehicle at mission.
B	(e) Register of Gas Coupons		Monthly. Every 3 months at small missions		N/A		For mission records.
A	(f) Registration Confirmation	Telegram			SRMP	MM 9	When licence issued by host country.
B	(g) Vehicle Logs			Continuous	N/A	MM 9	For mission records.
	RECORDS MANAGEMENT						
A	Records, Disposal of Obsolete	Letter	APR 19	MAY 1	SKR	CC 39.4 CDs	Annual.

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