

ARRIVALS AND DEPARTURES

I Consuls General, Consuls, Vice-Consuls

Notes (three per month) are received from Missions in Ottawa informing the Department of the arrival or departure of consular officers, the majority of whom are not resident in Ottawa.

1. Note arrives in Registry
2. Mr. Morin updates the lists for the Publications.
3. The reply note is composed as shown under the section on "Exequatur", and reference to this section should be made at this time.
4. These appointments are published in the Canada Gazette. A pre-typed form is used to inform the Queen's Printer together with requisition form number P11-27.

The Q.P. replies after publication giving the date and issue number in which the notice appeared.

The incumbent then informs the mission of these facts by means of a preprinted form note.

5. On departure, the note acknowledging this event is drafted and the publication list is updated. The return of the tax and identity cards is requested.
6. The reply notes are signed by the supervising officer.