

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	NOTES
	CONSULAR AFFAIRS						
	Consular						
B	(a) Consular Management Information Program - Monthly Report	COSMOS or EXT 1064 (97/12)	5th working day of each month		JPDS	COMIP user guide; JPDC 0541 memo dated DEC. 18/97	Form has been designed to match electronic format of COMIP (Consular Operations Management Information Program) in COSMOS. SIGNET missions will input data directly into COMIP to produce monthly reports. Non-SIGNET missions will continue to provide manual reports to their supervising mission which, in turn, will enter data directly into COMIP to produce monthly reports for these missions.
B	(b) Consular Services Assessments	EXT 1701	APR 14	MAY 15	JPDP	CI 7.7 CI 7F	Annually; signed by HOM (covers FY period).
B	(c) Financial Assistance	EXT 1703 (98/01)			SBRM JWD JPDO	CI 2.6	Form EXT 1703 replaces EXT 35 and EXT 454. This new form includes both application and receipt and promise to repay sections. SIGNET missions will complete this form electronically using the CAMANT program of COSMOS and follow-up with signed hard copies with monthly financial reports. Non-SIGNET missions will complete form EXT 1703 and forward to HQ with monthly financial reports.
B	(d) Registration of Canadians Abroad (ROCA)	COSMOS or EXT 217 (97/09)			JPDE	CI 8.5	Form EXT 217 has been redesigned to match ROCA program of COSMOS. SIGNET missions will input data directly in COSMOS as registrations are received. Non-SIGNET missions will send forms to HQ or supervising mission monthly or more frequently as required for input into ROCA.

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