

| TYPE | REPORT/SUBMISSION | FORMAT | SUBMISSION DATE (MISSION) | DATE DUE IN OTTAWA | TO: HQ DIVISION | REFERENCES | REMARKS |
|------|--|--------------------------|---------------------------------------|--|-----------------------|------------------|--|
| | (g) FI | EXT 1097 | APR 15 | MAY 31 | Pers Div | Annual Letter | To personnel management division. |
| | (h) FS | EXT 743 | JUN 15 | AUG 31 | Pers Div | Annual CD | To stream management division. |
| | (i) GS-MES | EXT 1097 | NOV 15 | JAN 31 | Pers Div | Annual Letter | To personnel management division. |
| | (j) GS-PRC | EXT 581 | AUG 15 | OCT 31 | Pers Div | Annual CD | To personnel management division. |
| | (k) PE | EXT 1097 | MAR 31 | MAY 15 | Pers Div | Annual Letter | To personnel management division. |
| | (l) ST-SCY | EXT 269 | AUG 15 | OCT 31 | Pers Div | Annual CD | To personnel management division. |
| | Arrival and Departure of Employees and Dependants | | | | | | |
| A | a) Date of occupancy and departure from permanent or temporary SQ | Telegram | | | Pers Div MRSM/ABPF | FSD 55 FSD 25 | Ad Hoc. To stream management division, ABP and MRSM. |
| A | b) All temporary absences from Mission (If shelter cost affected included) | Telegram | | | MRSM/ABPF | FSD 58 FSD 25 | |
| A | Compassionate Travel – HOM only | Telegram | | | ABMA | FSD 54 | |
| | Conflict of Interest | | | | | | |
| B | Report on acceptance of transportation and accommodation benefits | Letter | 5th working day of OCT, JAN, APR, JUL | 15th working day of OCT, JAN, APR, JUL | ABDE | HR 2.10.12 | Quarterly – Nil reports should not be sent |
| | Currency Conversion | | | | | | |
| B | (a) Annual Currency Conversion Report | Pro forma | NOV 1 | NOV 15 | ABDE | HR 2.17.3 | |
| B | (b) Exchange Rate Summary Report by HOM (Monthly) | FA 55-1 TBC 330-35 | 1st working day of month | 5th working day of month | See remarks | HR 2.17.3 | Monthly to Stats. Canada – Govt. Allowances Indexes Section. |

A = As required reports B = Reports which ALL missions must provide on a regular basis C = Reports which small missions are NOT expected to complete