

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
37.	<b>LES</b>						
	(a) Application for Pension Payment	EXT 394			ABPS		Ad Hoc – 1 month prior to S.O.S. date.
	(b) Appraisal Reports	EXT 122 EXT 123			ABL*	LES 1 & 2, 4.1.8	Annual, to coincide with increments. *Retain on employee's file at mission.
	(c) Compensation Survey	EXT 97 EXT 98			ABL	LES 1 & 2, 2.3	Ad Hoc – at least annually.
	(d) Deduction Sheet for Locally Engaged Canadians	EXT 633	1st working day of OCT, JAN, APR, JUL	10th working day of OCT, JAN, APR, JUL	ABL	LES 1 & 2, 4.1.12	Quarterly.
	(e) Employer's Report of Accident	FORM 7			ABPS	LES 1 & 2, 4.2.12	Ad Hoc.
	(f) Employment and Pay Certificates	EXT 208			ABL	LES 1 & 2, 4.1	Ad Hoc.
	(g) Estimates of Social security contributions	EXT 250		OCT	ABL		
	(h) Oaths and Affirmations				ABL*		Ad Hoc on appointment. *Retain on employee's file at mission.
	(i) Paylists	EXT 201					See item 21 (a)(viii).
38.	Library Subscriptions	BMS List	AUG 20	SEP 1	BMS		Annual.
39.	Long Distance Telephone						See item 21 (a)(v).
40.	<b>Matériel</b>						
	(a) Authority for Expenditure	EXT 116	Various		MRMT		MRMT provides encumbrance by tel. to mission to acquire vehicle.
	(b) Disposal	EXT 369			*N/A		*Retained at mission. For motor vehicle, see 46 (b).