

Introduction

This catalogue has been developed to assist forms users to identify titles and numbers when ordering forms; its functional presentation is also intended to enable managers to ascertain whether a useable or related form exists when creation of a new form is being considered. (When it is determined that a new form is required the procedure in Chapter 2 of the Manual of Procedures is to be followed).

Each official External Affairs form bears a number prefixed by "EXT". These forms have been listed alphabetically by title in 36 functional categories, e.g. the "Visa Control Sheet - EXT 882" is listed within the functional category "Consular".

This edition of the catalogue lists only EXT forms. It is planned to include other forms in use by this Department in a future edition, e.g., OGDs (Other Government Departments) and the CGSB (Canadian Government Specifications Board). The latter are standard forms in use throughout the Public Service. A biannual amendment service is planned.

Divisions and posts are invited to review this functional listing against their forms inventory and advise AFSA by memorandum or letter of any form in use that has not been listed, attaching a sample of such form(s).

43-237-519 / 43-256-212.