

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
1.	Accommodation						
	(a) Crown Accommodation Statement	EXT 783			MRCL	FSD 25	On arrival at mission. Also annual update information (do not send new form).
	(b) Damage Claim (Negligence)	Letter or Telegram			MRCL	FAA Sec. 91	Report circumstances to HQ for decision. Copies to MFF, JLA, MRPS.
	(c) Deficiency Adjustment						
	(i) Application	EXT 328			MRCL	FSD 25	As required.
	(ii) Review by HOM or Mission Housing Committee	Telegram	APR 1 OCT 1	APR 1 OCT 1	MRCL	Appendix to FSD 25 Para 11	
	(d) Design Information						
	(i) Major Capital Projects (Those costing in excess of \$250,000)	Letter			MRPC	PM 10	As required.
	(ii) Capital Alterations and Renovations (CAR) (Projects costing between \$5,000 and \$250,000)	Letter			MRPS	PM 10	As required.
	(e) Leases						
	(i) Chancery and Official Residence: rec space, garage/storage				MRPA		Original of signed lease.
	(ii) Staff Quarters: garage, storage				MRCS		Original of signed lease.
	(f) List of employees at mission on April 1, of shelter costs to be paid and of occupied SQs	Telegram	APR 1	APR 1	MRCS	Tel announcing revised shelter costs	Annual.
	(g) Occupancy Agreement	Photocopy			MRCS	FSD 25.07c and Appendix 25-1	Upon occupancy. Original retained at mission.