

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
56.	Passport						
	(a) Identification Label Summary	PPT 336					Not required for NIL report.
	(b) Monthly Register of Passport services	EXT 765	5th working day of following month	10th working day of month	MPD/MFFP	FM 23.12 CI-5.24.2	Original to MPD, attach copy to Mission Financial Return.
	(c) Passport Inventory and Record of Issues	PPT 034	5th working day of following month	10th working day of month	MPD/MFFP	FM 23.12 CI-5.24.2	Original to MPD, attach copy to Mission Financial Return.
	(d) Passport Issue Report	Printout	5th working day of following month	10th working day of following month	MPD	M.R.P. Implementation Package	For automated missions only.
	(e) Accountability Report	Printout	5th working day of following month	10th working day of following month	MPD	M.R.P. Implementation Package	For automated missions only.
	(f) Bad Record Report	Printout	5th working day of following month	10th working day of following month	MPD	M.R.P. Implementation Package	For automated missions only.
57.	Petty Cash	EXT 290					See item 23(h)(xii).
58.	Press						
	(a) Analysis of Reports	Letter			Prog. Div	PA 3.9	Ad Hoc. Copy to BFE/BCM/BTC.
	(b) Assistance to Canadian News Media Representatives	Letter or Telegram			BCM/BFC	Letter or Telegram	Ad Hoc. Copy to area div.
	(c) Press Report	Telegram	10 working days prior to month's end	1st working day of month	Prog. Div	TEL FIA 16 FEB 25, 77	Monthly - Washington, Paris, London, Brussels, The Hague, Rome, Bonn, Tokyo, Canberra only. Copy BFE, BCM.
59.	Price Increase Information						See item 23(d).