

| TYPE | REPORT/SUBMISSION | FORMAT | SUBMISSION DATE (MISSION) | DATE DUE IN OTTAWA | TO: HQ DIVISION | REFERENCES | REMARKS |
|------|-------------------------------------|----------------------|---------------------------|--------------------|-----------------|------------|--|
| B | (k) Works of Art Inventory | Art Inventory Form | MAY 16 | MAY 31 | MRMZ | MM 13.8 | Annual update by mission of art inventory. |
| C | Library Subscriptions | BMS List | AUG 22 | SEP 1 | BMS | | Annual. |
| | Materiel | | | | | | |
| C | (a) Disposal | EXT 369 | | | N/A | | Retained at mission. For motor vehicle, see Motor vehicle (b). |
| C | (b) Distribution Accounts | | | | | | |
| | i) Chancery | EXT 337 | | | MRMD | MM 3 | Once every 3 years, or at change of HOM. |
| | ii) Staff Quarter | EXT 179 | | | N/A | | Once every 3 years, or at change of occupant. Retained at mission. |
| | iii) Official residence | EXT 343 | | | MRMD | MM 3 | Once every 3 years, or at change of occupant. |
| A | (c) Loan to Staff Card | EXT 385 | | | N/A | MM 3 & 14 | Retained at mission. |
| A | (d) Message Demand | Telegram | | | MRMP | MM 5 | As required. |
| A | (e) Requisition of Stationery | EXT 115 | | | MRMP | MM 12 | As required. |
| A | (f) Status/Receipt of Shipment | Telegram | | | MRMS | MM 6 | On receipt of goods. |
| A | (g) Theft or Loss over \$1,000 Cdn. | Letter | | | MRMC | MM 3 & 7 | Ad Hoc. |
| A | (h) Transfer and Adjustment Voucher | EXT 182 | | | N/A | MM 3 | Retained at mission. |
| | Motor Vehicles | | | | | | |
| A | (a) Accident Report | Telegram/ EXT 253 | | | MRMP | MM 9 | As required. |
| A | (b) Disposal | EXT 369 | | | MRMC | MM 8 & 9 | As required. |
| A | (c) Local Insurance Confirmation | Telegram | | | MRMP | MM 9 | Annual. |

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