

## INTRODUCTION

This catalogue has been developed to assist forms users to identify titles and numbers when ordering forms.

Part 1 of this catalogue lists the official External Affairs forms, each of which bears a number prefixed by "EXT". These forms have been listed alphabetically by title in functional categories, e.g. the "Inventory of Personal Effects - EXT 378" is listed within the functional category "Travel and Removal". This functional presentation (see Table of Contents - Part 1) is also intended to enable managers to ascertain whether a useable or related form exists when creation of new forms is being considered.

Part 2 of the catalogue is a numerical listing, which should prove useful when a reference gives only the form number.

43.263.3 X5  
A "where stocked" column has been included in this edition. In this column: "1" indicates the forms stocked in SSC (the SSC catalogue number is included for direct ordering); "2" indicates the form is stocked by MRM (missions should order these forms through MRM), and "3" indicates the form is stocked in the originating division. When ordering forms from the Department, please indicate whether the number 2 or 3 applies.

Users should be aware that when it is determined that a new form is required, the procedure in Chapter 2 of the Manual of Procedures is to be followed.

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Dept. of External Affairs  
Min. des Affaires extérieures

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