

5th February 1993

Mary Rioux
Imasco Limited
600 Boulevard de Maisonneuve West
20th Floor
Montreal
Quebec, HA3 3K7
CANADA

Dear Mary,

IFB Monthly Reports

As you are aware, I recently sent you the Monthly IFB Schedule for January 1993.

To avoid sending these schedules to you each month I am enclosing them for the rest of the year, covering the months of February through to December. Would you please keep them in a safe place, and use them when you complete your monthly reports.

You will notice there are two changes : Firstly, there is a "1993 Latest Annual Estimate" column which you should complete whenever your estimates are revised. Secondly, would you always include a Total of your IFB sales at the bottom of the page. This helps us considerably when checking the data and comparing it with other reports.

In order to ensure continuity, could you please make sure that the schedules are made available to your deputy should you be absent from the office when the report is due, or that they are passed on to a successor, should the responsibility for reporting to Millbank change.

As with last year there are tight deadlines for this report. A list of these was recently sent by Mr T.R.Bates to Mr R.Bexon. Could you please ensure that the deadlines are met, inserting your best estimates where necessary. If you do provide estimates could you please indicate that this is what you have done.

Please acknowledge receipt and let me know if you have any questions.

Yours sincerely,

Mr M.J.Stephen

Statistics Officer

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