

**Appendix 10**

**INFORMATION QUESTIONNAIRE FOR THE ESTABLISHMENT OF A CONSULAR POST WHICH  
WILL BE HEADED BY AN HONORARY CONSULAR OFFICER**

The Department of Foreign Affairs and Trade requires the following information to assess justification for establishment, or need for continuation, of a consular post headed by an honorary consular officer.

1. (a) Where is the consular office to be located?
  - (b) Where will the honorary consular officer reside?
  - (c) What is the proposed consular district for this consulate?
  - (d) What rank or level of consulate is proposed?  
(Consulate-General, Consulate, Vice Consulate)
2. (a) Are there any existing consulates in the same city or state?
  - (b) To whom will the consulate report or be responsible?
3. Provide details of expected consular workload as follows:
  - (a) approximate number of passports, visas and notarial acts expected to be processed
  - (b) describe any social, cultural, scientific and/or economic links that exist in the consular district
  - (c) approximate number of sending State's nationals among the community within the consular district
4. Will the honorary consular officer:
  - (a) collect fees on behalf of the sending State?
  - (b) maintain regular office hours open to the public?
  - (c) receive any compensation or allowances?
5. Proposed length of the consular appointment?
6. Provide a full curriculum vitae of the nominated honorary consular officer including current private and business address and telephone numbers.