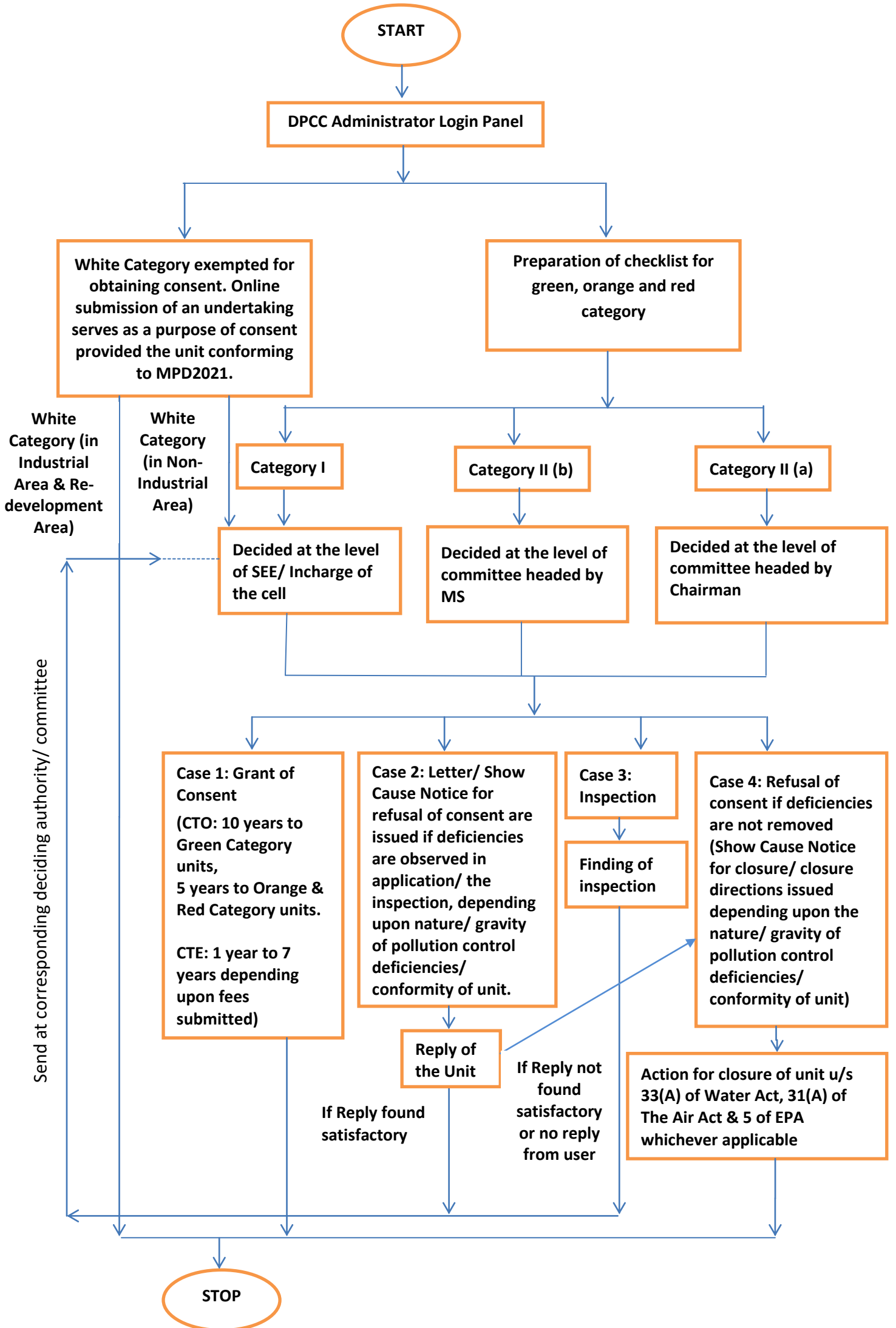


# (I) Internal Departmental Procedure



## (II) Procedure to be followed by users

