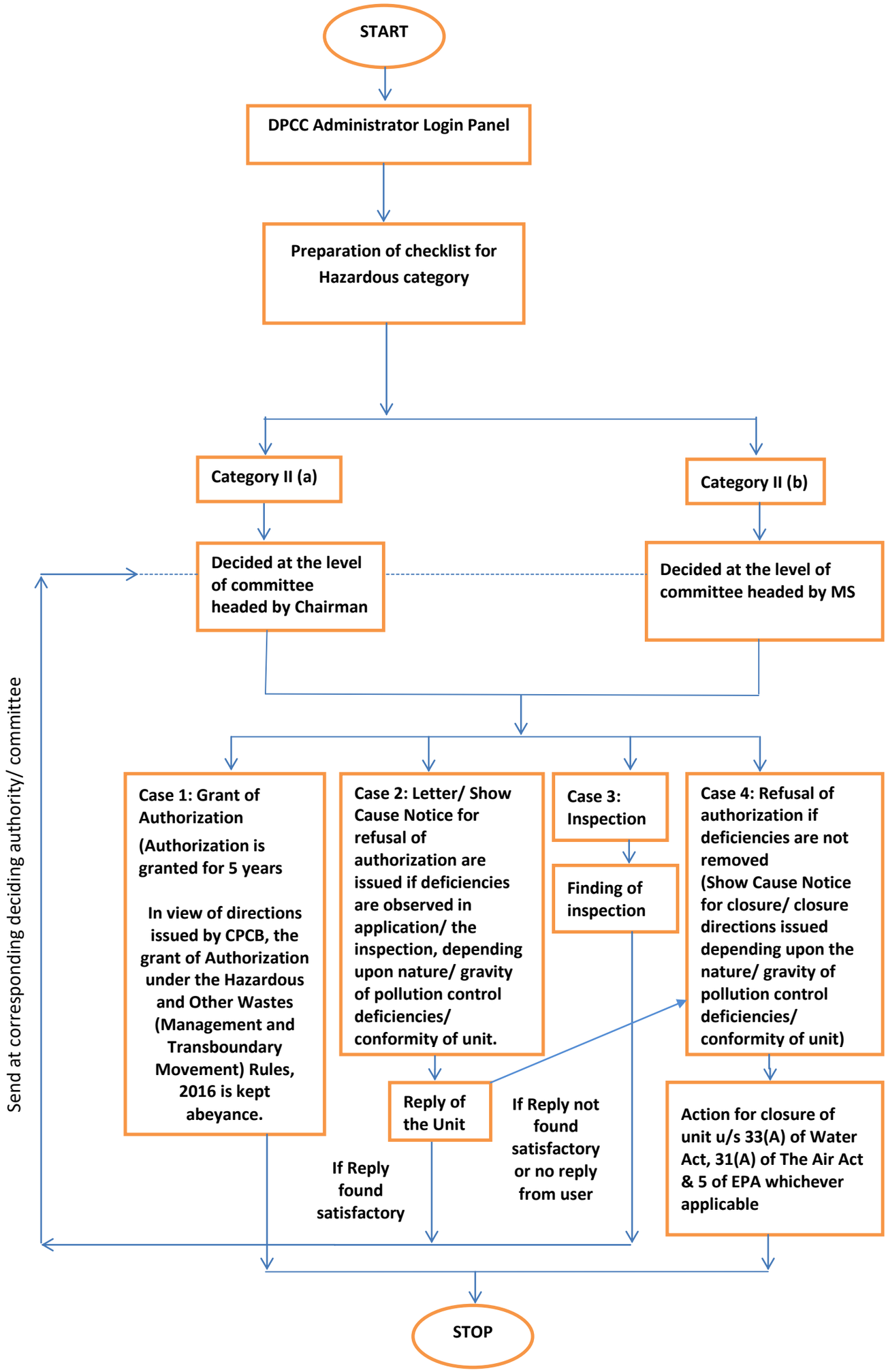
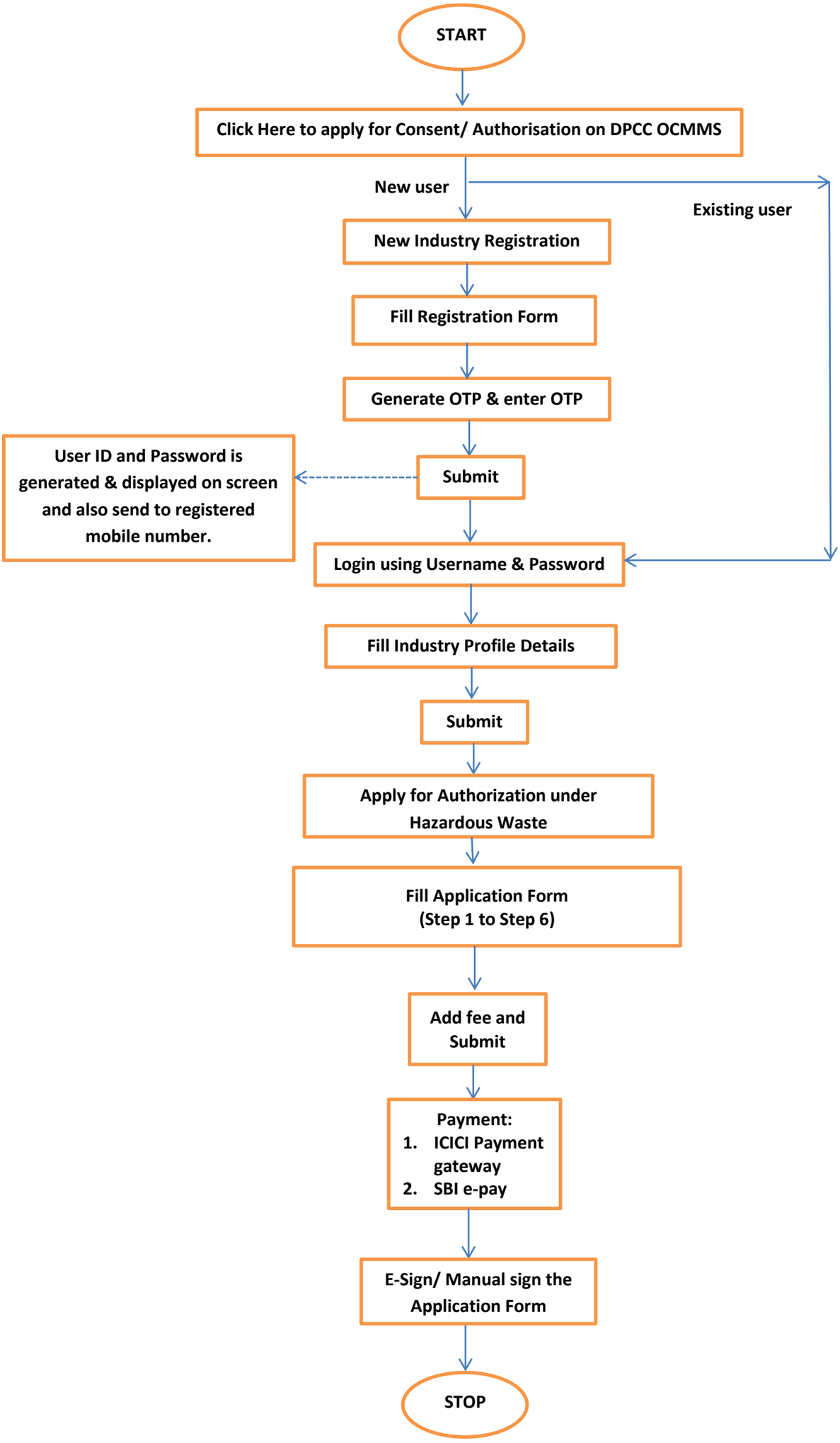
# (I) Internal Departmental Procedure



# (II) Procedure to be followed by users