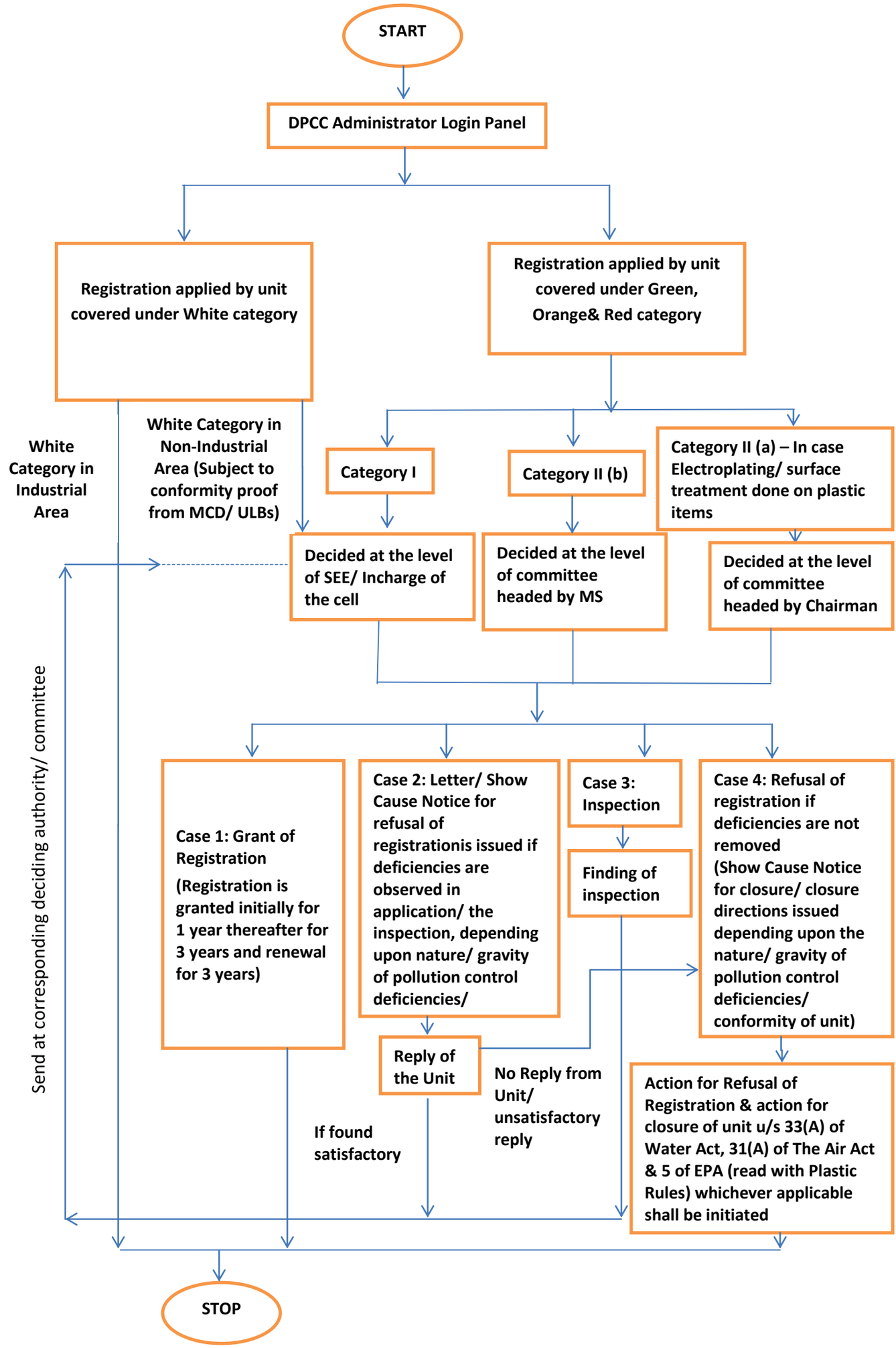
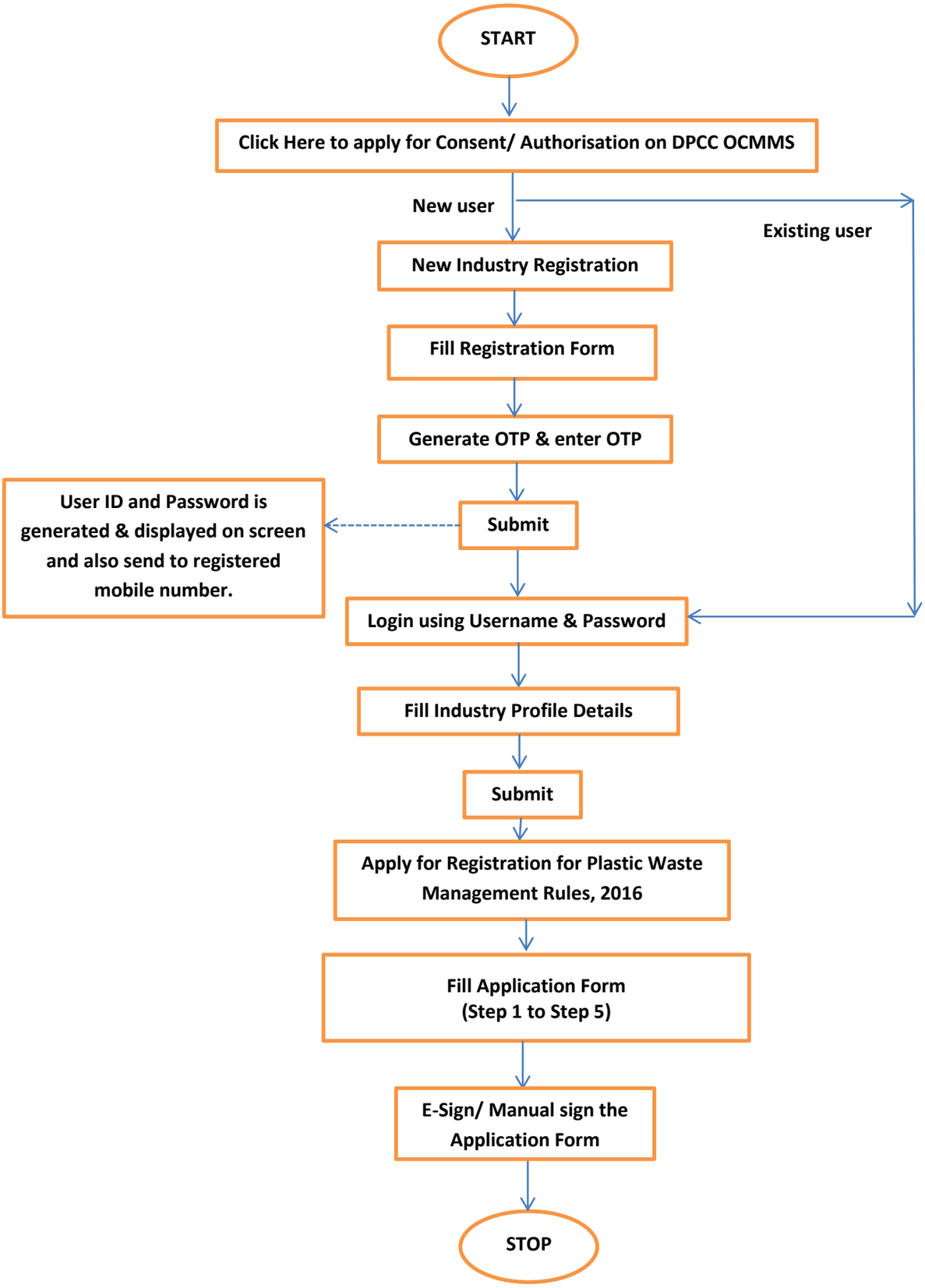
(I) Internal Departmental Procedure



(II) Procedure to be followed by users