MONA FINANCIAL CONSULTANCY & SECURITIES LTD.

413 & 417, Dhaka Stock Exchange Building
9/F, Motijheel C/A, Dhaka-1000

Control No._____ Code/Account No. [ ]

Name of Account : First Applicant :_____

: Second Applicant :_____

	Name	Specimen Signature	Verified by
First Applicant			
Second Applicant			
Authorised Person			

Special instruction (if any) :_____

Dated : Dhaka :.....

Management :.....

FORM IA

MONA FINANCIAL CONSULTANCY & SECURITIES LTD.

(Corporate Member of DSE & CSE)
413 & 417 Dhaka Stock Exchange Building
9/F, Motijheel C/A, Dhaka-1000, Bangladesh.
Reg. No. : 3.1 / DSE-164 / 2008 / 295
Reg. No. : 3.2 / CSE - 103 / 99-84

Photograph	Photograph

CUSTOMER ACCOUNT INFORAMATION FORM

"শেয়ার বাজারে বিনিয়োগ ঝুঁকিপূর্ণ, জেনে ও বুঝে বিনিয়োগ করুন।"

Customer Code :

Account Type : CASH ( ) Margin ( ) Special Remarks if any :.....

Name of the Customer : First Applicant :.....

Second Applicant :.....

Father's / Husband's Name : First Applicant :.....

Second Applicant :.....

CEO's (in case of firm or company) Name :.....

Age :..... Sex :..... First Applicant :..... Second Applicant :.....

Address:.....

Tel. No.(if any) :..... Nationality :.....

Name, With Address, of the Authorised Person of the Customer, if Applicable :.....

.....

Officer, Director of any Stock Exchange / Listed Company : Yes ( ), No ( )

if yes, Name of the Stock Exchange / Listed Company :.....

Name & Address of the Person Introducing the Customer, (if any) .....

.....

Special Instructions, if any :.....

Signature of the Authorised Person of the Customer (if any) :..... Date :.....

Signature of the Person Introducing the Customer :..... Date :.....

Signature of the Customer : First Applicant :..... Date :.....

: Second Applicant :..... Date :.....

Signature of the Member, Officer or Manager Accepting The Account :..... Date :.....

CDBL Bye Laws

BO Account Opening Form
(Bye Law 7.3.3 (b))

Form 02

"শেয়ারবাজারে বিনিয়োগ ঝুঁকিপূর্ণ, জেনে ও বুঝে বিনিয়োগ করুন।"

Please complete all details in CAPITAL letters. **Please fill all names correctly.** All communication shall be sent only to the first Named Account Holder's correspondence address.

Application No..... Date (DDMMYYYY).....

Please Tick whichever is applicable

BO Category : Regular ☐ Omnibus ☐ Clearing ☐ **BO Type :** Individual ☐ Company ☐ Joint Holder ☐

Name of CDBL Participant (Up to 99 Characters) MONA FINANCIAL CONSULTANCY & SECURITIES LTD.

CDBL Participant ID: 1 4 7 0 0

BO ID: 1 2 0 1 4 7 0 0

Date Account Opened (DDMMYYYY)

I / We request you to open a Depository Account in my / our name as per the following details :

1. First Applicant

Name in full of Account (Up to 99 Characters) .....

Short Name of Account Holder (Insert full name starting with Title i.e. Mr./Mrs./Ms /Dr, abbreviate if over 30 characters)

Title i.e Mr. / Mrs. /Ms. /Dr.

(In case of a Company/Fim/Statutory Body) Name of Contact Person .....

In case of Individual Male ☐ Female ☐ Occupation (30 Characters).....

Father's / Husband's Name.....

Mother's Name.....

2. Contact Details :

Address .....

.....

City.....Post Code..... State/Division..... Cuntry ..... Tel :.....

Mobile..... Fax..... E-mail.....

3. Passport Details :

Passport No.....Issue Place.....Issue Date.....Expiry Date.....

4. Bank Details :

Bank Name..... Branch Name..... Account No.....

Electronic Dividend Credit: Yes ☐ No ☐ Tax Exemption if any: Yes ☐ No ☐ TIN / Tax ID :.....

5. Others Information

Routing No:

Residency: Resident ☐ Non Resident ☐ Nationality.....Date of Birth (DDMMYYYY)

Statement Cycle Code Daily ☐ weekly ☐ Fortnightly ☐ Monthly ☐ Other (Please specify).....

Internal Ref. No. (To be filled in by CDBA Participant).....**CODE**.....

In Case of Country :

Registration No.....

Date of Registration (DDMMYYYY)

6. Joint Applicant (Second Account Holder)

Name in Full (Up to 99 Characters) .....

Short Name of Account Holder (Insert full name starting with Titile i.e. Mr./ Mrs. / Ms. /Dr, abbreviate only if over 30 characters)

Title i.e Mr. /Mrs. /Ms. /Dr.

7. Joint Applicant (Third Account Holder)

Name in Full (Up to 99 Characters) .....

Short Name of Account Holder (Insert full name starting with Titile i.e. Mr./ Mrs. / Ms. /Dr, abbreviate only if over 30 characters)

Title i.e Mr. /Mrs. /Ms. /Dr.

8. Account Link Request

Would you like to create a link to your existing Depository Account ? *Yes* ☐ *No* ☐

If yes, then please provide the Depository BO Account Code (8 Digits): ☐☐☐☐☐☐☐☐

9. Nominees / Heirs

If account holder(s) wish to nominate person (s) who will be entitled to receive securities outstanding in theaccount in the event of the death of the sole account holder / all the joint account holders, a searate nominatin Form - 23 must be filled up and signed by all account holders and the nominees giving names of nominees, relationship with first accout holder, percentage distribution and contact details. If any nominee is a minor, guardian's name, address, relationship with nominee has also to be provided.

10. Nominees / Heirs

If account holder (s) wish to give a Power of Attorney (POA) to someone to operate the acount, a separate Form - 20 must be filled up and signed by all account holders giving the name, contact details etc. of the POA holder and a POA document lodaed with the form.

11. Power of Attorney (POA)

Exchange Name DSE ☐ Trading ID ..... ☐ CSE Trading ID .....

12. Photograph

Please paste recent passport size Photograph	Please paste recent passport size Photograph	Please paste recent passport size Photograph
(1st Applicant)	(Second Applicant)	(Third Applicant)

13. Standing Instruction

I/We authorize you to receive facsimile (fax) transfer instructions for delivery. Yes ☐ No ☐

14. DECLARATION

The rules and regulations of the Depository and CDBL Participant pertaining to an account which are in force now have been read by me/us and I!We have understood the same and I/we agree to abide by and to be bound by the rules as are in force fromtime to time for such accounts. I/We also declare that the particulars given by me/us are true to the best of my/our knowledge as on the date of making such application. I/We further agree that any false /misleading information given by me/us or suppression of any material fact will render my/our account liable for termination and further action.

Applicants	Name	Signature
First Applicant		
Second Applicant		

15. Sepcial Instructions on operation of Joint Account

☐ Either or Survivor ☐ Any one Can operate ☐ Any two will operate jointly

☐ Account will be operated by _____ with any one of the others

16. Introduction

Introduction by an existing account holder of..... **MONA FINANCIAL CONSULTANCY & SECURITIES LTD.**
Depository Participant's Name

I confirm the identity, occupation and address of the applicant(s).....
Introducer's Name

.....Account ID 1 2 0 1 4 7 0 0 ☐☐☐☐☐☐☐☐

(Signature of Introducer)

Central Depository Bangladesh Limited (CDBL)
Depository Account (BO Account) opened with CDBL Participant
Terms & Conditions- Bye Laws 7.3.3(c)

CDBL Participant, Dhaka / Chittagong / Sylhet, Bangladesh
Dear Sir,

Please open a Depository account (BO Account) in my/our name(s) on the terms and conditions set out bellow. In consideration of ..... **Mona Financial Consultancy & Security Ltd.** ..... (the "CDBL Participant") opening the account providing depository account facilities to me/us, I/we have signed the BO Account Opening Form as a token of acceptance of the terms and conditions set out bellow.

1. I/we agree to be bound by The Depositories Act, 1999, Depositories Regulations, 2000, The Depository (User) Regulations 2003, and abide by the Bye Laws and Operating Instructions issued from time to time by CDBL.
2. CDBL shall allocate a unique identification number to me/us (Account Holder BO 10) for tile CDBL Participant to maintain a separate Account for me/us, unless the I/we instructs the CDBL Participant to keep the securities in an Omnibus Account of the CDBL Participant. The CDBL Participant shall however ensure that me/our securities shall not be mixed with the CDBL Participant's own securities.
3. I/we agree to pay such fees, charges and deposits to the CDBL Participant, as my be mutually agree upon, for the purpose of opening and maintaining my/our account, carrying out the instructions and for rendering such other services as are incidental or consequential to my/our holding sucurities in and transacting through the said depository account with the CDBL Participant.
4. I/we shall be responsible for :

   a) The veracity of all statements and particulars set out in the account opening form, supporting or accompanying documents;

   b) The authenticity and genuineness of all certificates and/or documents submutted to the CDBL Participant along with or in support of the account opening form or subsequently for dematerialization;

   c) Title to the securities submitted to the CDBL participant from time to time for dematerialization;

   d) Ensuring at all times that the securities to the credit of my/our account are sufficient to meet the instructions issued to the CDBL Participant for effecting any transaction / transfer;

   e) Informing the CDBL Participant at the Earliest of any changes in my/our account particulars such as address, bank details, status, authorizations, mandates, nomination, signature, etc.;

   f) Furnishing accurate inentfication details whilist subscribing to any issure of securities.

5. I/we shall notify the CDBL Participant of any change in the particulars set out in the application form submitted to the CDBL Participant at the time of opening the account or furnished to the CDBL Participant form time to time at the earliest. The CDBL Parcipant shall not be liable or responsbile for any loss that may be caused to me/us by reason of my/our failure to intimate such change to the CDBL Particvipant at the earliest.
6. Where I/we have executed a BO Account Nomination Form
   a) In the event of my/our death, the nominee shall receive/draw the securities held in my/our account
   b) In the event, the nominee so authorised remains a minor at the time of my/our death, the legal guardian is authorised to receive/draw the securities held in my/our account.
   c) The nominee so authorised, shall be entitled to all my/our account to the exclusion of all other persons i.e., my/our heirs, executors and administrctors and all other persons claiming through or under me/us and dlivery of sucurities to the nominee in pursuance of this authority shall be binding on all other persons.
7. I/we may at any time call upon the CDBL participant to close my/our account with CDBL Participant provided no instructions remain pending or unexecuted and no fees or charges remain payably by me/us to me CDBL Partipant. In such event I/we may close my/our account by executing the Account Closing Form if no balances are standing to my/our credit in the account. In case any balances of securities exist in the account the account my be closed by me/us in one of the following ways:

   a) By rematerialization of all existing balances in my/our account;

b) By transfer of all existing balances in my/our account to one or more of my/our other account (s) held with any other CDBL Participant(s);

c) By rematerialization of the existing balances in my/our account and by transferng the rest to one or more of my/our other account(s) with any other CDBL Participant(s):c) By transfer of all existing balances in my/our account to one or more of my/our other account (s) with any other CDBL Participant(s);

8) CDBL Participant covenants that it shall

a) act only on the instructions or mandate of the Account Holder or that of such person(s) as any have been duly authorized by the Account Holder in that behalf.

b) Not effect any debit or credit to and from the account of the Account Holder without appropriate instructions from the Account Holder.

c) maintain adequate audit trail of the execution of the instructions of the Account Holder.

d) not honour or act upon any instructions for effecting any debit to the Account of the Account Holder in respect of any securities unless:

i) Such instructions are issued by the Account Holder under his signature or that of his/its constituted attorney duly authorized in that behalf; .

ii) The CDBL Participant is satisfied that the signature of the Account Holder under which instructions are issued matches with the specimen of the Account Holder or his / its constituted attorney available on the records of the CDBL Participant;

iii) The balance of clear securities availbale in the Account Holder's account are sufficient to honour the Account Holder's instructions.

e) furnish to the Account Holder a statement of account at the end of every month if there has been even a single entry of transaction during that month, and in any event once at the end of each financial year. The CDBL Paticipant shall furnish such statements at such shorter periods as may be required by the Account Holder on payment of such charges by the Account Holder as may be specified by the CDBL Participant. The Account Holder shall scrutinize every statement of account received from the CDBL Participant for the accuracy and veracity thereof and shall promptly bring to the notice of the CDBL Participant any mistakes, inaccuracies or discrepanci~s in such statements.

f) promptly attend to all grievances / complaints of the Account Holder and shall resolve all such grievancs / complaints as it relate to matters exclusively within the domain of the CDBL Participant\ within one month of the same being brought to the noticc of the CDBL Participant and shall forthwith forware to and follow up with CDBL all other grievances / complaints of the Account Holder on the same being brought to the notice of the CDBL Participant and shall endeavour to resolve the same at the earliest.

9 The CDBL Participant shall be entitled to terminate the account relationship in the event of the Account Holder:

a) Failing to pay the fees of charges as may be mutually agreed upon within a period of one month from the date of demand made in that behalf;

b) Submitting for dematerialization any certificates or other documents of title which are forgotten, fabricated, counterfeited or stolen or h~3Ve been obtained by forgery of the trasfer whereof is restrained or prohibited by any direction, order or decree of any court or the Securities and Exchange Commission;

c) Commits or participats in any fraud or other act of moral turpitude in his / its dealings with the CDBL Participant;

d) Otherwise misconducts himselfe in any manner.

10. Declaration and Signature

I/we hereby acknowledge that I/we have read and understood the aforesaid terms and conditions for operating Depository Account (BO Account) with CDBL Participant and agree to comply with them

Applicants	Name of applicant/ Authorized signatories in case ltd. Co.	Signature with Date
First Applicant		
Second Applicant		

MONA FINANCIAL CONSULTANCY & SECURITIES LTD.

(TREMS AND CONDITIONS FOR OPENING BROKERAGE ACCOUNT)

"শেয়ারবাজারে বিনিয়োগ ঝুঁকিপূর্ণ, জেনে ও বুঝে বিনিয়োগ করুন।"

DECLARATION

I/We the undersigned whose information is given in the Brokerage Application Form hereby request to be registered as a client of **MONA FINANCIAL CONSULTANCY & SECURITIES LTD.** to open a brokerage account in my/our/company name. I/we further agree and confirm that the account hereby requested to be opened by me/us shall be held and be govermed by the terms and conditions of this agreement as provided hereinafter and as may be modified from time to time by **MONA FINANCIAL CONSULTANCY & SECURITIES LTD.** and that I/we..... have/has the necessary authority and permisson to enter this agreement.

TERMS AND CONDITIONS

Instructions: A written instruction shall be given to **MONA FINANCIAL CONSULTANCY & SECURITIES LTD.** from time to time to purchase and/or sell Investments (which shall mean and include stocks, debentures, mutual funds and private placement) on behalf of the account holder. On receipt of such instructions along with a cash deposit or delivery of shares, **MONA FINANCIAL CONSULTANCY & SECURITIES LTD. shall, so far as MONA FINANCIAL CONSULTANCY & SECURITIES LTD.** considers it reasonably. practicable, purchase and/or sell Investments in accordance with those instructions, provided always that (i) any such dealings do not contravene any applicable laws or regulations, (ii) **MONA FINANCIAL CONSULTANCY & SECURITIES LTD.** shall have an absolute discretion to accept or reject purchase/ sell instruction and (iii) account holder's instruction shall include the following details:

- ★ The name of the Investment
- ★ Quantity
- ★ Price with notification of limit or discretion.
- ★ The duration of the order.
- ★ The nature of the lot (i.e. scrip size) for sale or the desired format for purchase order (See Note below)
- ★ The order should specify completion formats of:
  - ● All or partial fill with minimum trade value or number of shares.
  - ● Mode of execution i.e. DVP (delivery versus payment) /NON DVP (non delivery versus payment).

(Note: The number of shares constituting a "market lot" may change. Sellers must include the exact format of their holding.This has a direct impact on market pricing given the predominantly retail nature of the market. Trades may fail where non-agreed lot sizes are delivered.)

Joint Accounts: If this is a joint account, unless the account holders notify **MONA FINANCIAL CONSULTANCY & SECURITIES LTD. otherwise and provide such documentation, as MONA FINANCIAL CONSULTANCY & SECURITIES LTD.** may require at its sole direction, the brokerage accounts(s) shall be held by the account holders jointly with rights or survivorship (payable to either or the survivor) under these terms and conditions each joint account holder irrevocably appoints the other as attomey infect to take all, action on his 'or her behalf and to represent him or her in all respects in connection with this agreement. **MONA FINANCIAL CONSULTANCY & SECURITIES LTD.** shall be fully protected and indemnified in acting but shall not be required to act upon the instructions of either of the account holder, who shall be liable, jointly and severally, for any amounts due to **MONA FINANCIAL CONSULTANCY & SECURITIES LTD.** pursuant to this agreement, whether incurred by either or both of the account holders.

Jumbo and Market Lots : When an account holder wishes to sell stock, he/she must inform **MONA FINANCIAL CONSULTANCY & SECURITIES LTD.** as to the format of the lot being sold, for example 5000 shares in 10's and 2000 in 5's (Jumbo lots are difficult to split with the company and so face a considerable discount to market price).

Risk: The account holder understand(s) that the stock market is a rapidly changing market and that there is an inherent risk in incurring loss in share dealings, which **MONA FINANCIAL CONSULTANCY & SECURITIES LTD.** is not in anyway whatsoever liable and/or responsible for the share dealings of the account holder.

Limit Orders : While **MONA FINANCIAL CONSULTANCY & SECURITIES LTD.** will endeavor to purchase or sell the **Investment within the limits of the prices that may be notified by the account holder, MONA FINANCIAL CONSULTANCY & SECURITIES LTD.** does not guarantee or assure that the transactions will be materialized on such notified limits. **MONA FINANCIAL CONSULTANCY & SECURITIES LTD. will always endeavor to obtain the best** price.

Agets: MONA FINANCIAL CONSULTANCY & SECURITIES LTD. is authorized to employ other brokers as agents to perform all its duties under these terms and conditions and to provide information regarding the account to such agents. **MONA FINANCIAL CONSULTANCY & SECURITIES LTD.** may seek and act-on an opinion from any lawyer, **accountant or professional adviser or other expert and shall not incur any liability by acting upon such opinion.**

Associate : Companies: MONA FINANCIAL CONSULTANCY & SECURITIES LTD. may purchase and/or sell investment on behalf, of the account holder by placing order with itself and other company whether acting as underwriter(s), investment manager(s), merchant or commercial bank(s) registered or licensed deposit taker(s), broker(s), dealer(s) or otherwise, or with any other broker(s) and dealer(s) **MONA FINANCIAL CONSULTANCY & SECURITIES LTD.** in its aole discretion may decide.

All Rules and Regulations of the Stock Exchange(s) : All transactions duly concluded through and recognized by the Dhaka & Chittagong Stock Exchange Limited (hereafter DSE & CSE) is governed by the respective rules of DSE & CSE relating to trading and settlement in particular and will be binding on both the parties concerned.

Payment and Disclosure: MONA FINANCIAL CONSULTANCY & SECURITIES LTD. shall not be obliget to make any payment on behalf of the account holder. **MONA FINANCIAL CONSULTANCY & SECURITIES LTD.** may disclose information regarding the account holder or his/her dealings in relation to this agreement to any department of the government or public body upon request Whether or not such request is in fact legally enforceable, and **MONA FINANCIAL CONSULTANCY & SECURITIES LTD.** will not be liable in any way to account holder for so doing.

Cancellation Provision : MONA FINANCIAL CONSULTANCY & SECURITIES LTD. is authorized, in its absolute discretion, should the undersigned die or should **MONA FINANCIAL CONSULTANCY & SECURITIES LTD.** for any reason whatsoever deem it necessary for its protection, without notice, as for any reasons to cancel any outstanding orders in order to close out the account of the account holder, in whole or in part, or to close out any commitment made on behalf of the account holder.

Indemnity: In the event of a default, comission or act committed by **MONA FINANCIAL CONSULTANCY & SECURITIES LTD.** as a broker/member of the DSE and CSE, the account holder shall be indemnified and only as provided by the Rules and Regulations of the DSE/CSE.

Confirmations and Settlements : MONA FINANCIAL CONSULTANCY & SECURITIES LTD. shall use its best endeavors to provide the account holder with (a) written confirmation of each transaction it has effected on instructions, and (b) contract notes (in such form as **MONA FINANCIAL CONSULTANCY & SECURITIES LTD.** shall determine) setting forth (i) details of the trade date, value date, settlement date, quantity price, commission rate and DSE & CSE "Howla" contact number equivalent provided also that, the account holder does hereby agree and undertake to confirm in writing beforehand of all its/their instructions.

Fees and Expenses: The account holder will pay a brokerage commission of ..... and any other related expenses as charged that may from time to time be applicable. Every transaction concluded through and recognized by the DSE & CSE is subject to transaction levies or other-fees imposed by the DSE & CSE. The account holder understands, acknowledges and accepts that the rate of commission may be changed form time to time at thedistraction of **MONA FINANCIAL CONSULTANCY & SECURITIES LTD.**

Set-Off: MONA FINANCIAL CONSULTANCY & SECURITIES LTD. shall be entitled to, in respect of all commission, costs, charges or expense, set off from any monies from time to time held by **MONA FINANCIAL CONSULTANCY & SECURITIES LTD.** for the account holder and if such monies are insufficient for the purpose, to sell any Investments held by **MONA FINANCIAL CONSULTANCY & SECURITIES LTD.** or any of its agents on behalf of the account holder without notification, recourse or instruction from the account holder.

Termination:
This agreement will stand terminated 7 days prior, written instruction of the Account Holder to the **MONA FINANCIAL CONSULTANCY & SECURITIES LTD.** for terminating this agreement or on the written instruction of the **MONA FINANCIAL CONSULTANCY & SECURITIES LTD.** to the Account Holder for termination of this Agreement. Termination shall not absolve the parties from completing account and adjusting any outstanding duos.

Assignment: The benefis/rights and burdens/obligations of this Agreement is capable of assignment by both the account holder and **MONA FINANCIAL CONSULTANCY & SECURITIES LTD.** without the consent of the other but the notice of assignment must be given to the other in writing.

Force Majeure: MONA FINANCIAL CONSULTANCY & SECURITIES LTD. shall not be liable for any loss, damages, expenses, costa or otherwise resulting directly or indirectly from any Government restriction, exchange ruling, suapension of trading, war, strike, national disaster or any other event or force majeure circumstance beyond its control.

Forged Shares: MONA FINANCIAL CONSULTANCY & SECURITIES LTD. shall not be liable or responsible for any shares that are found, to be forged. However, **MONA FINANCIAL CONSULTANCY & SECURITIES LTD.** will make every attempt to replace the forged shares from the seller.

Law: The terms and conditions contained herein shall be governed by and be construed in accordance with the laws of Bangladesh.

Notices:
(a) All notices instructions or other communications shall be given in English and in writing (facsimile, telex, telegram cable for letter) or orally and shall be sent to **MONA FINANCIAL CONSULTANCY & SECURITIES LTD.** and the account holder at the address, fax and / or telex number shown herein or at such other address as may be communicated by the parties hereto in writing.
(b) Proof of delivery or dispatch shall be:
  (i) in the case of a letter : dispatch of the letter duly stamped and addressed.
  (ii) in the case to facsimile, telex, telegram or cable on the day of dispatch with physical or actual confirmation.
(c) All verbal notices, instructions or other communications should be confirmed in writing within 24 hours.

Definitions: Word defined herein save where a contrary meaning appears or such meaning is inconsistent with the context shall have this same defined meaning wherever used.

Sums Due : For all purposes including any legal proceedings, a certificate by any of **MONA FINANCIALCONSULTANCY & SECURITIES LTD.** officers confirming the monies and/or liabilities for the time being doe and/or incurred to by the account holder shall be conclusive evidence thereof against him/her.

Disputes and Resolution of Dispute: In case of any dispute arising the **MONA FINANCIAL CONSULTANCY & SECURITIES LTD.** and the account holder in connection with the interpretation or enforcement of the terms and conditions contained herein attempts should be made to settle the matter amicably, in case of failure to settle the matter amicably, the same shall be referred to arbitration of who arbitrators, each to be nominated by the parties who shall also appoint an Umpire The decision of the arbitrators, so nominated shall be binding on both the parties. The arbiration shall be conducted in accordance with the Arbitration Act. 2001.

I/we have read the terms and conditions contained herein above, and having agreed with such terns and conditions I/we put my/ our/company seal and signature on this the day of.....,20.....

Signature of the First Account Holder	Signature of the Joint Account Holder

Witnessed by:	Witnessed by:
Signature:.....	Signature:.....
Name :.....	Name :.....
Address :.....	Address :.....
.....	.....
.....	.....
Mobile :.....	Mobile :.....

FOR OFFICE USE ONLY

Authorized Officer :	Approved by:
Signature :.....	Signature :.....
Name :.....	Name :.....