1. PURPOSE (Mandatory)
   A short, clear, explicit statement explaining the reason for the procedure.

2. SUPPORTING (Mandatory)
   • Name of policy/policies the procedure supports.

3. DEFINITIONS (Mandatory)
   • Term: definition

4. PROCEDURE (Mandatory)
   Steps that must be taken to implement or ensure compliance with policy. Not all policies will require a procedure document.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Responsible Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Action to be taken (use action words/verbs). When possible use words (terms) used in policy to ensure understanding and clarity.</td>
<td>Who is to complete the step?</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. ADDITIONAL INFORMATION
   Include information on any supporting documents (forms, etc.)

[Name]
[Title of SEC Member who is Executive Sponsor for this Procedure]

Date:

DOCUMENT HISTORY (Mandatory)
Chronological list of actions undertaken for this Procedure,
For example:
Nov 2009 Procedure approved
Nov 2010 Procedure reviewed – no changes required
Nov 2011 Procedure reviewed – significant changes required—redraft initiated
Jan 2012 Revised Procedure approved
Jan 2013 Procedure reviewed—no changes required
Jan 2014 Procedure reviewed—minor changes—re-approval not required