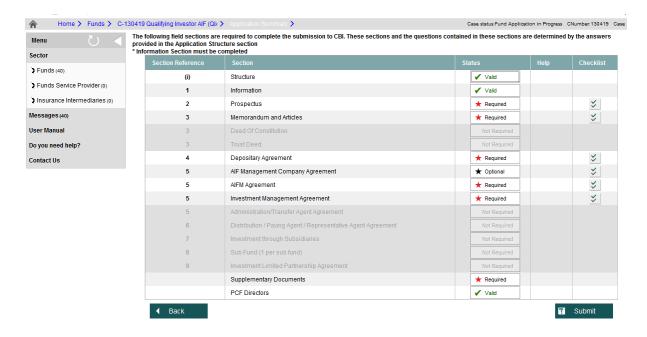
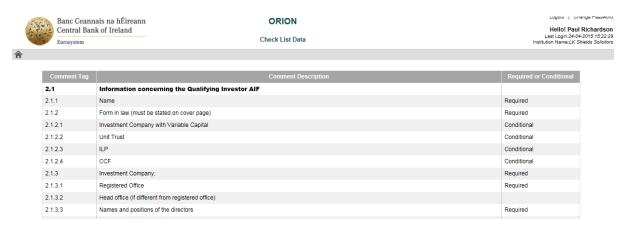
How to Submit Clause Based Documents

1. When an applicant has completed Section 1 (Information) of the Application, then can then proceed to submission of the clause based documents. The Application Summary below displays the necessary clause based documents, together with a checklist of associated clauses that must be included in the submission.



2. In order to submit a clause based document the user should first ensure that the required document contains all the necessary clauses as outlined in the checklist. In this example the Prospectus is the chosen document – hitting the Prospectus checklist icon opens a new window with all the Prospectus clauses included for guidance. All the clauses marked as 'required' must be included in the uploaded Prospectus document

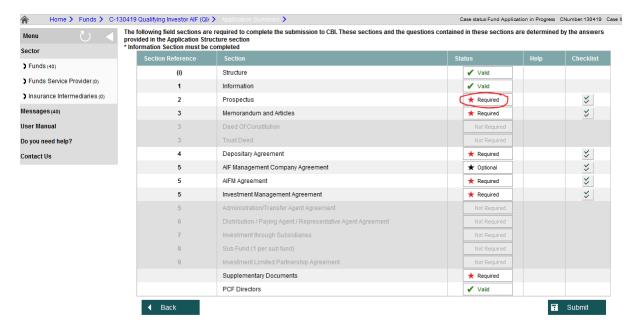


3. Below is the first page of a marked up Prospectus document with all of the required clauses included



In the above example two required clauses have been inserted in the Prospectus document.

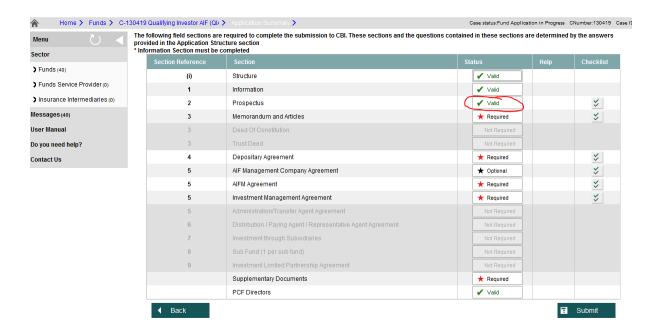
4. Then when all the required clauses have been included in the document and it is ready for upload to the ORION system, hit the 'required' button under the status column, alongside the relevant document. In this example, the Prospectus is the chosen document



5. The user is then taken to a document upload page, where the user can browse for the relevant document using the 'Browse' button, and then upload the selected document using the 'Submit' button



6. Once the document has been uploaded successfully, the user is returned to the Application Summary page were the Status of the relevant document (in this example, Prospectus) should read 'Valid' if all of the required clauses have been included in the document. Where a clause is missing then the status will state 'invalid' and missing clauses will be highlighted by hitting this button.



7. A document can be uploaded a number of times by repeating the above steps. However, note that only the most recent uploaded document is retained on ORION