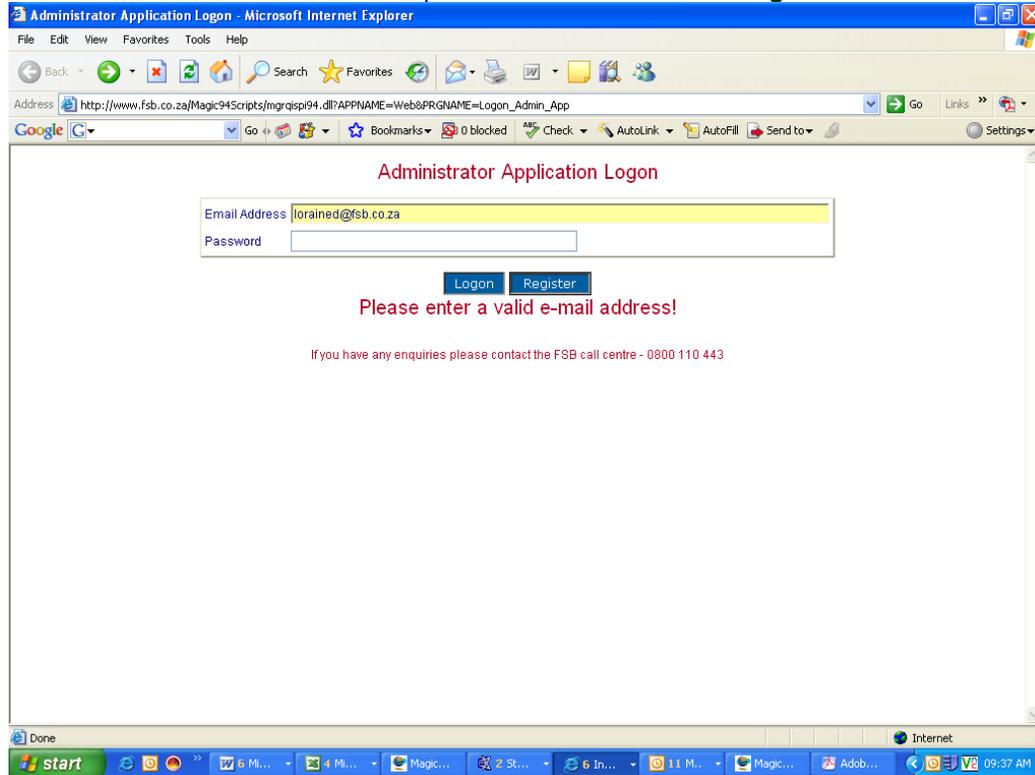
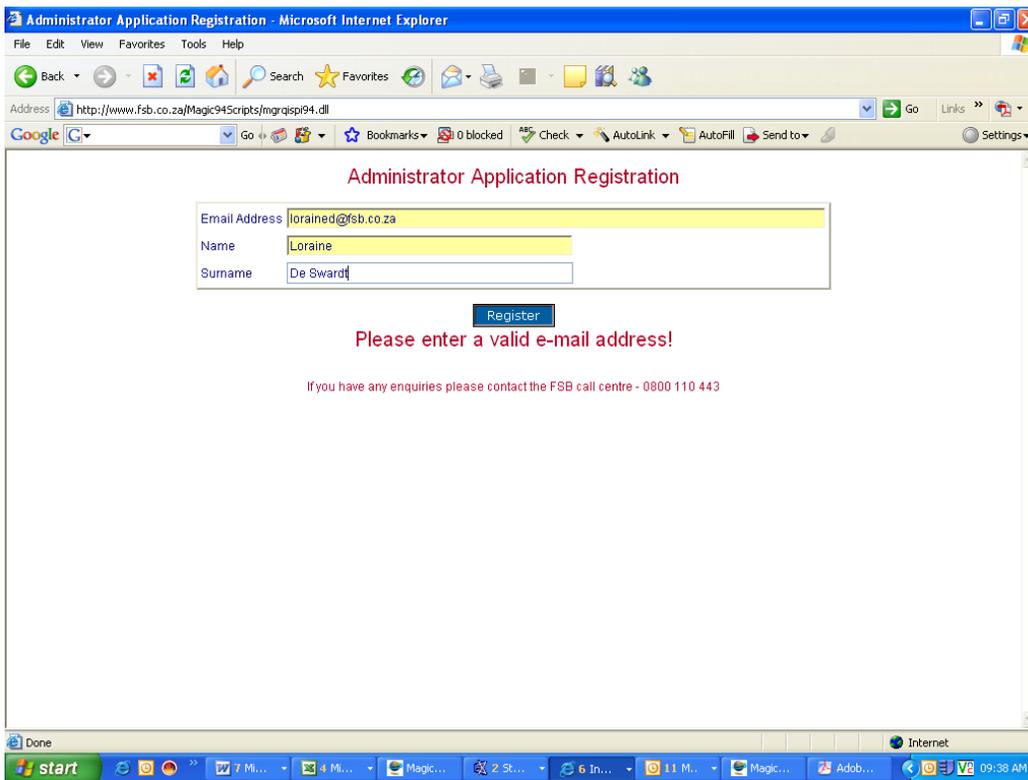


GUIDANCE ON THE USE OF THE ELECTRONIC APPLICATION TO ACT AS A SECTION 13B ADMINISTRATOR

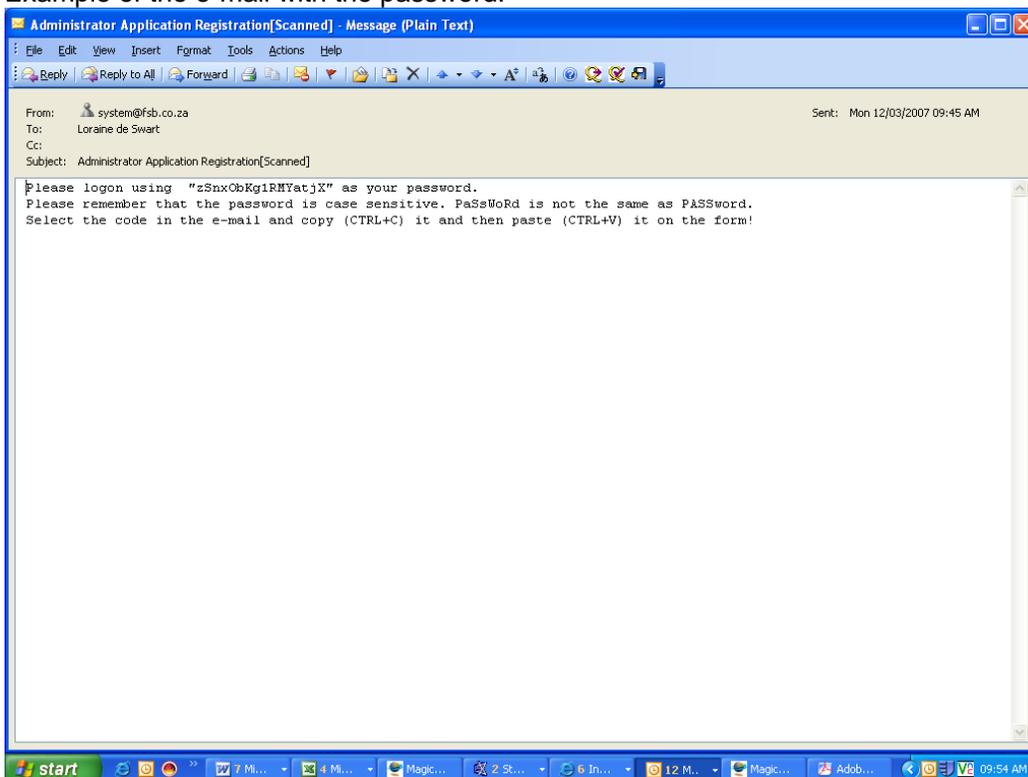
Enter a valid e-mail address in the required field and click on the “**Register**” button



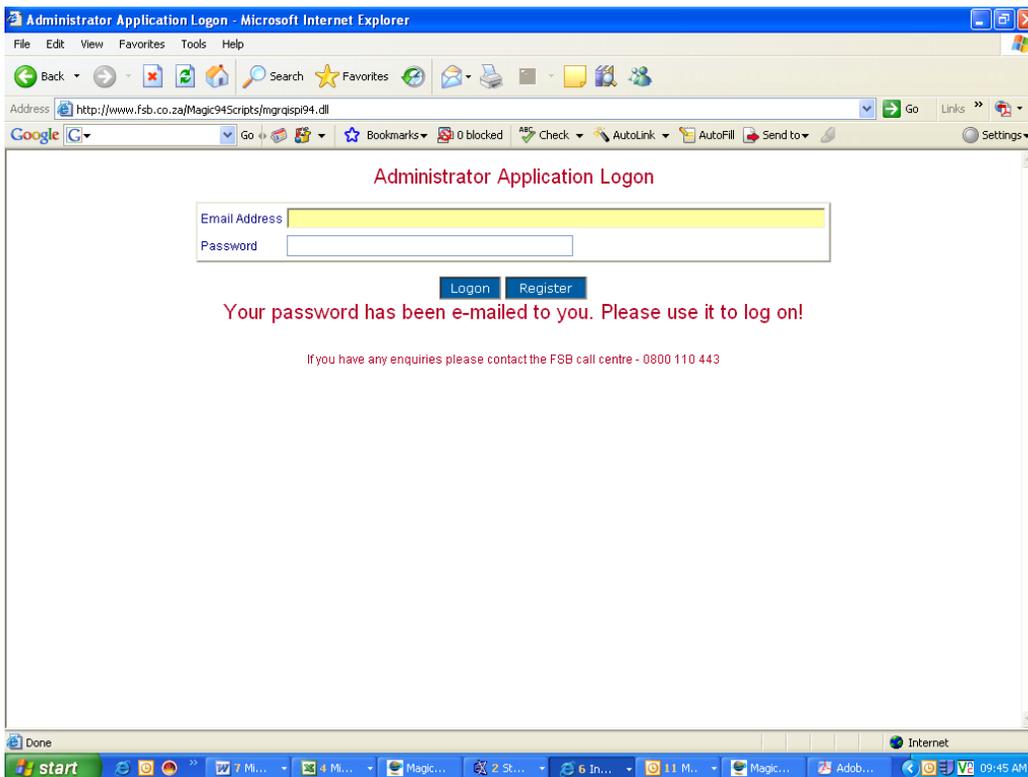
On the “Administrator Application Registration Screen”, enter your e-mail address, name and surname. Click on the “**Register**” button. Your password will be e-mailed to you.



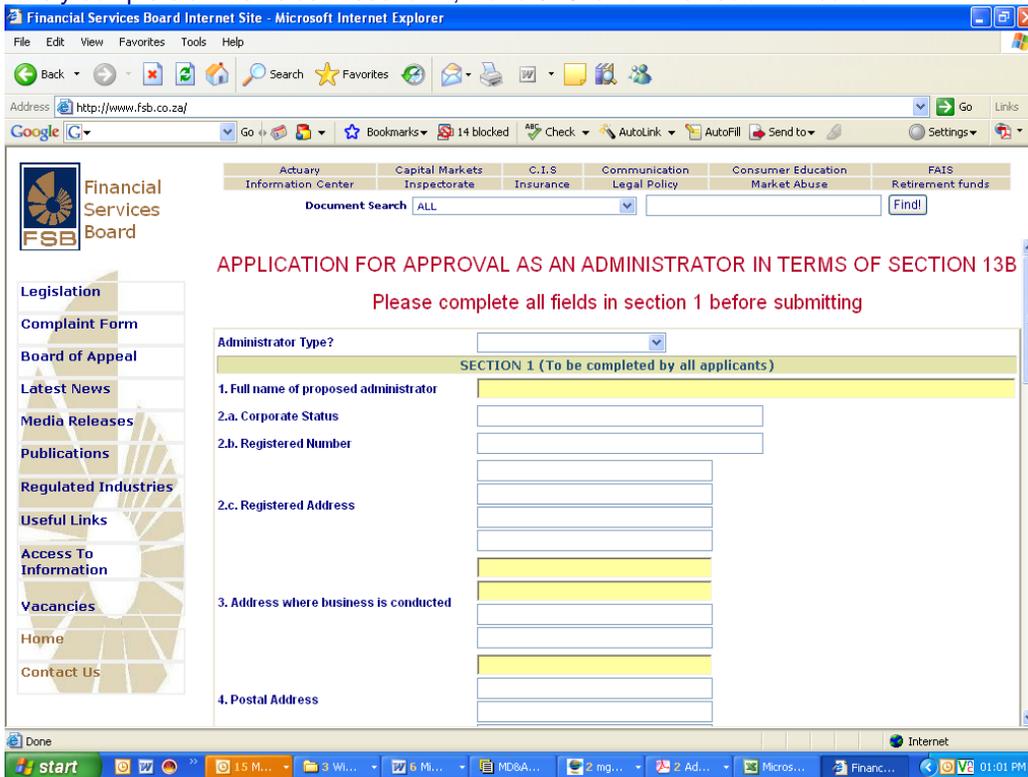
Example of the e-mail with the password.



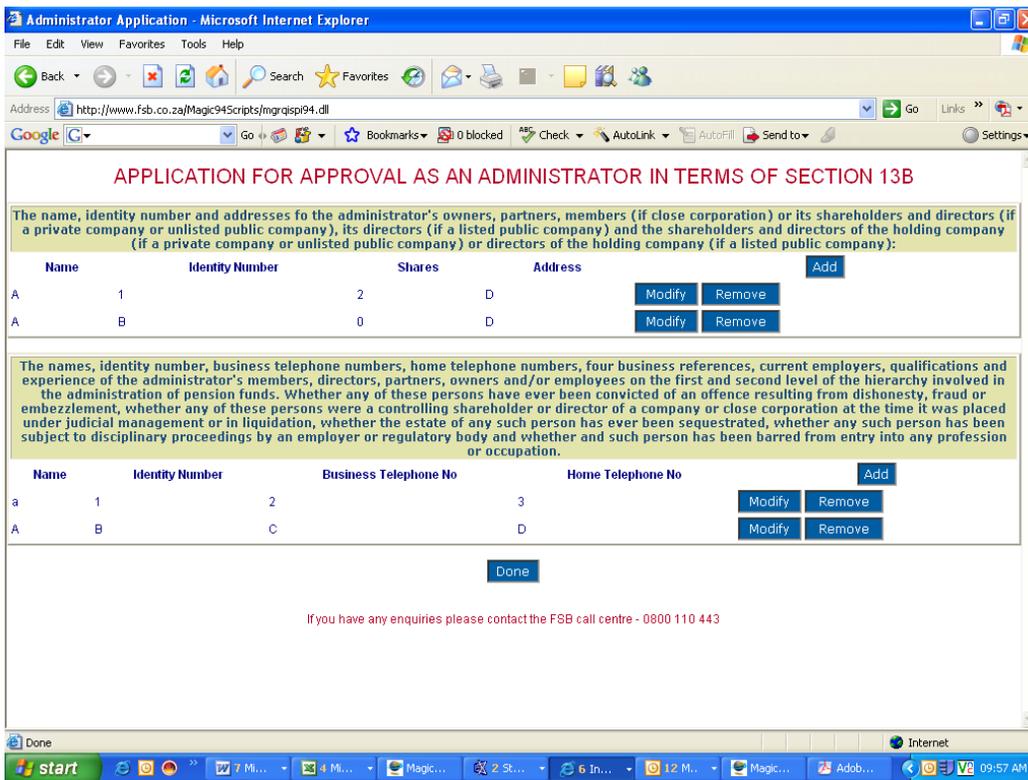
Enter your e-mail address and password (as send per e-mail) in the required fields.
Click the **“log on”** button.



Kindly complete all the fields in section 1, 2 and 3. Click on the “submit” button

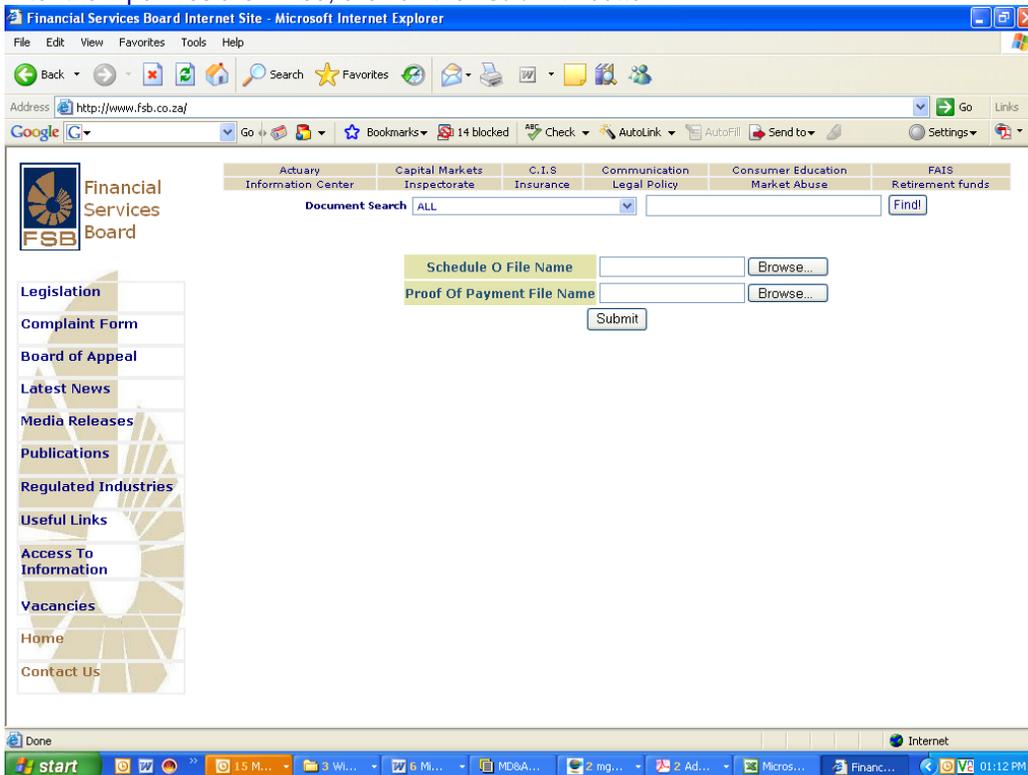


On the next page question 12-14 of section 1 will be displayed. Kindly complete and click on the “Done” button.



You will now be requested to link the following 2 documents as pdf files:
 1 – a scanned copy of schedule O (Auditors report);and
 2 – a scanned copy of proof of payment of the prescribed application fees.

Use the “browse” function to attached the documents.
 After the 2 pdf files are linked, click on the “**submit**” button.



If the submission is successful, you will be notified with the following message: "Your application is now complete"

