CENTRAL IRRIGATION TRUST
P: 08 8580 7100 I F: 08 8588 2001
4 Fowles Street, Barmera SA 5345 I PO Box 34, Barmera SA 5345
E: leonie.haigh@cit.org.au I W: www.cit.org.au

Guidelines on completing CIT documents associated with - PROPERTY TRANSFERS

CIT can provide Certificates to assist with Property Transfers. Requests for Certificate with the Title Volume & Folio, Owner/s Name and a copy of the Property Search should be emailed to leonie.haigh@cit.org.au. Certificates can take up to 5 working days.

Certificate of Delivery Rights & Service Details (cost per title)	$60.00
Certificate of Charges and Outstanding Rates	$65.00
Certificate of Special Meter Readings (early requests required to book in reads)	$65.00

Please check you have addressed the following before forwarding completed CIT forms and associated documentation to leonie.haigh@cit.org.au prior to settlement.

- All sections on CIT forms are completed
- Documents requiring a Witness are Witnessed (unless electronic signature)
- For documents signed electronically, attach electronic signature trail
- Copy of ASIC Company Search required for property transferred involving a Company
- Deed required if property is transferred to (As Trustee For or Trading As)

Payment of Arrears, Special Meter Reads and balancing of Irrigation Water Usage (customer to contact CIT directly to settle Water Usage) is required before the property can be transferred to the new owners. Please note that CIT require customers to Order Water before taking water from our system for Irrigation Meters. To assist the Purchasers with their watering needs, forms before settlement and payments made as soon as possible to settlement can assist with the property transfer in a timely manner.

Please find below CIT application forms. These forms should be completed taking into account any Sale Agreement/Contracts made between the parties:

CIT Form/s required for a CIT Non-Drinking Water (domestic) meter - CIT Fee $70.00

- Form G1 – Water Supplies from CIT Pipemains *(to be completed by purchaser only)*
- Form T2 – Application for Permanent trade of Irrigation Rights *(to be completed by the Vendor if 1.000ml is required to be surrendered to the Trust as stated on Certificate of Delivery Rights & Service Details)*

CIT Forms required for CIT Irrigation Meter and/or Delivery Rights included in the property transfer – CIT Fee $70.00

- Form G1 – Water Supplies from CIT Pipemains *(to be completed by purchaser only)*
- Form D1 – Application to Transfer Ownership of Delivery Right *(signed by both parties)*
- Form D2 – Provision of Security for Delivery Rights *(to be completed by purchaser only)*

CIT Forms required for CIT Irrigation Meter and/or Delivery Rights AND Irrigation Rights in the property transfer - CIT Fee $370.00

- Form G1 – Water Supplies from CIT Pipemains *(to be completed by purchaser only)*
- Form D1 – Application to Transfer Ownership of Delivery Right *(signed by both parties)*
- Form D2 – Provision of Security for Delivery Rights *(to be completed by purchaser only)*
- Form T2 – Application for Permanent Trade of Irrigation Rights *(signed by both parties)*
- Form T3 – Statutory Declaration, completed for all permanent water right transferred to the Purchaser, not required for 1.000ml transfer to Trust for NDW supply *(signed by vendor only)*
- Form T4 – Notice of Consent - only required if Form T3 is ticked "YES - The following parties have prescribed interest in the above land and/or Irrigation Rights" *(signed by vendor and interested parties)*
- Form T1 – Application for Temporary Trade of Water Allocation *(signed by both parties)*

CIT Form G1 - Water Supplies form CIT Pipemains - $70.00 CIT Fee

- To be completed and signed by the purchaser and witnessed.

CIT Form D1 - Application to Transfer Ownership of Delivery Rights

- All Delivery Rights associated with the land parcel being sold **must** be addressed prior to settlement.
- A "Certificate of Delivery Rights & Service Details" from CIT will assist by providing the Delivery Rights associated with individual land parcels.
- This form advises CIT of your decisions regarding the transfer of Delivery Rights. It also enables CIT to provide advice on matters such as termination charges, security requirements and ongoing costs associated with the service charge. To discuss any termination charges, your ability to provide security over Delivery Rights and enquiries regarding transfers between different land parcels, please contact CIT (08) 8580 7100 prior to signing the forms.
- The owners who sign must be the same as the Land Parcel owners.
- Please be aware that any Delivery Rights that are not nominated in the transfer may be subject to further transactions and costs which is the Vendor's responsibility to resolve.

CIT Form D2 - Provisions of Security for Delivery Rights

- To be completed and signed by the purchaser and witnessed.
- This form is to advise CIT of the appropriate security from the purchaser for the Termination Fees associated with the Delivery Rights provided to the Irrigation Trust. The Trust will ask for security to protect its interest for the payment of fees and charges for the Delivery Rights.
- The Vendor's security for Delivery Rights remains in place until the Purchaser lodges an alternative form of Security.
- Security can be arranged through a Conveyance/Solicitor. e.g. Encumbrance. The purchaser is responsible for the lodgment and expense of the Encumbrance.
- Example copies of an Encumbrance and Deed of Covenant are on CIT website: CIT.org.au/Forms/Property Transfer Information/….

CIT Form T2 - Application for Permanent Trade of Irrigation Rights - $300.00 CIT Fee

- This form advises CIT of the volume (ML) and CIT account you wish to trade from/to as well as your authority for this to occur.
- All parties/owners of the Irrigation Rights being traded must sign this form. A "Certificate of Delivery Rights & Service Details" from CIT will assist you at a cost of $60.00.

CIT Form T3 - Statutory Declaration

- To be completed and signed by the seller and witnessed when Irrigation Rights are transferred to the Purchaser.

CIT Form T4 - Notice of Consent

- Only required if Form T3 is ticked "YES - The following parties have prescribed interest in the above land and/or Irrigation Rights".
- To be completed and signed by the seller and interested parties of Irrigation Rights.

CIT Form T1 - Application for Temporary Trade of Water Allocation

- This form advises CIT of the volume (ML) and CIT account you wish to trade from/to as well as your authority for this to occur.
- All owners of the Temporary (useable) Water to be traded must sign this form. Please ensure the volume being traded is completed on the form. To assist with this, you can request a "Certificate of Special Meter Reading" at a cost of $65.00 from CIT. For this trade to take place, all consumption must be accounted for prior to settlement.

Change of Ownership Notification for Water Supplied from CIT Pipemains

Standard Terms of Supply

Form - G1
2026 / 2027

Fee - $70.00

Purchaser/s Details

Owner Name/s *(as per land title)*: _____

Contact Phone Number: _____

Postal Address: _____

Email Address: _____

Property Description

Land Title - Volume / Folio			
Section / Lot			

Being the Owner/Lessee of the above land to which a water service has been supplied in accordance with the Trusts powers under Sections 23 (1) and 27 (1) of the Irrigation Act 2009, and on behalf of myself/ourselves, employees, guests, representatives or assigns, agree and acknowledge:-

1. That the water supplied from CIT is untreated River Murray water which is ***not safe for human consumption*** or ***Not-Potable***.
2. That I/We will notify any employees, guests, representatives or assigns that the water is ***not safe for human consumption*** or ***Not-Potable***.
3. That CIT's water supply under your care shall remain totally independent of all other potable and non potable water supplies and that no cross contamination is acceptable to either system. Any introduced chemicals or additives (i.e. fertiliser,etc) shall not return to the original supply or any other supplying water system.
4. That I/We will indemnify Central Irrigation Pty Ltd ACN 075 446 810 and _____ Irrigation Trust Inc. against any claim made on account of any illness or medical condition arising from water supplied by the service due to being informed that this water is ***Not-Potable***.

Purchaser Signature/s *(all registered owners to sign)*

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

In the presence of Witness

The witness is to have either known the person for at least one year or have taken steps to verify their identity such as viewing their signature on a current driver's licence. If the signature is electronic, the Witness is to take reasonable steps to verify identity.

Print Name: _____ Signature: _____ Date: _____

Office Use Only CIT *Account #:* *Processed by:* *Date:*

CENTRAL IRRIGATION TRUST - Trustee: Central Irrigation Pty. Ltd. ACN 075 446 810
P: 08 8580 7100 I E: office@cit.org.au | W: www.cit.org.au | 4 Fowles Street, Barmera SA 5345 I PO Box 34, Barmera SA 5345

Application to Transfer Ownership of Delivery Rights

All information required in this form must be completed comprehensively and accurately as per requirements of the *Water Act 2007*. In addition to providing the information required on this form, you are also required, under the *Water Act 2007*, to keep records of the reason for trade and price information provided in this application form, including records supporting or substantiating the information provided. For further information visit https://www.dcceew.gov.au/water/policy/markets

Form D1
2026 / 2027

Delivery Rights traded MLs _____ **Total trade price $** _____

Reason for Trade/Transfer _____

Eg: Standard commercial, Private lease agreement, Property sale, Related party

Delivery Rights Details

Property Title - Volume / Folio			
Section / Lot			
Delivery Rights - MLs traded			

Seller/s Details

Owner Name/s: _____

CIT Account Number: _____ Contact Phone Number: _____

Seller Signature/s *(all registered owners to sign)*

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Purchaser/s Details

Owner Name/s: _____

CIT Account Number *(if existing)*: _____ Contact Phone Number: _____

Postal Address: _____

Email Address: _____

Purchaser Signature/s *(all registered owners to sign)*

The Purchaser will continue to pay the system access charge (currently Irrigation Service Charge) declared for the Trust until the Delivery Rights are terminated. Upon termination of any Delivery Rights, the Termination Fee declared by the Trust will be payable.

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Office Use Only *Approved by:* *Date:*

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Provision of Security for Delivery Rights

Form D2
2026 / 2027

CIT policy requires that security is provided to ensure the payment of future system access charge declared by the Trust until the Delivery Rights are terminated. Where sufficient Irrigation Rights are held on the same CIT Account as the land parcel with the Delivery Rights, the Irrigation Rights will form the required security unless CIT is advised otherwise.

The completion of this form is required when the volume of Irrigation Rights held on the same CIT Account as the Delivery Rights is not sufficient. This security will no longer be required when either:

- the delivery rights are terminated, and a termination fee is paid, or
- the volume of Irrigation Rights held on the same CIT Account increases and therefore no longer triggers the threshold for security.

Purchaser/s Details

Owner Name/s: _____

CIT Account Number *(if existing)*: _____ Contact Phone Number: _____

Postal Address: _____

Email Address: _____

Property/s Details

Property Title - Volume / Folio			
Section / Lot			
Delivery Rights - MLs			

Choose one of the following options *(please tick box)*:

- ☐ Charge over Irrigation Rights held on CIT account number the same ownership - CIT Account Number:
- ☐ Encumbrance registered on the title for the land parcel identified above. *Existing Encumbrance to a Trust refer to Option 2*
- ☐ Charge over Irrigation Rights held by another owner of CIT Account Number: *Approval of Account Holder required. Refer to Option 3*
- ☐ Charge over Water Access Entitlement with same/different ownership held within a Private Licence Number: *Approval of Water Access Entitlement Holder required. Refer to Option 4*
- ☐ A guarantee given by an authorised deposit taking institution (details):
- ☐ A deposit lodged with Central Irrigation Pty Ltd.
- ☐ Other (subject to agreement by Central Irrigation Pty Ltd)

The charge, deposit guarantee, deposit notification, details of lodged interest on the Water Access Entitlement held under the same/different ownership or a copy of the encumbrance on the required land parcels is attached.

Purchaser Signature/s *(all registered owners to sign)*

Print Name:		Signature:		Date:	
Print Name:		Signature:		Date:	
Print Name:		Signature:		Date:	
Print Name:		Signature:		Date:	

In the presence of Witness

The witness is to have either known the person for at least one year or have taken steps to verify their identity such as viewing their signature on a current driver s licence. If the signature is electronic, the Witness is to take reasonable steps to verify identity.

Print Name: _____ Signature: _____ Date: _____

Office Use Only *Approved by:* *Date:*

Provision of Security for Delivery Rights

Attachment Form L Authorisation from third party providing security for Delivery Rights.

Attachment D2
2026 / 2027

Option 2: Deed of Covenant *(when an existing CIT Trust Encumbrance is listed on the land title)*

Word Version "Deed of Covenant" - www.cit.org.au/Forms/Property Transfer

This Deed is made day of 20
by of
as joint tenants ("the Covenantor") **WHEREAS** by Memorandum of Encumbrance No.
given by of
("the original Encumbrancer") in favour of IRRIGATION TRUST INC ("the original Encumbrancee") over the property at
being whole of the land in CT VOLUME FOLIO ("the Land") the original Encumbrancer covenanted to observe certain conditions set forth in the said Memorandum of Encumbrance and is now desirous of transferring the land to the Covenantor **SUBJECT** to the said Memorandum of Encumbrance.
NOW THIS DEED WITNESSETH that in consideration of the premises the Covenantor **DOES HEREBY** for themselves and each of their executors and administrators **COVENANT** with the Encumbrancee to observe the conditions contained in the said Memorandum of Encumbrance **AND DOES HEREBY FURTHER COVENANT** with the Encumbrancee that they will not at any time or times during the continuance of the said Memorandum of Encumbrance, create or transfer any estate or interest in the Land (or any part thereof) to any person or body corporate, without on each occasion endeavouring to secure compliance by the Encumbrancer assigns and successors in title.

IN WITNESS whereof the Covenantors have hereunto set their hand and seal the day and year first hereinbefore written.

SIGNED SEALED AND DELIVERED) ……
By the said [BUYERS]) Date: ……
And [BUYERS])
In the presence of:) ……
Date: ……

…… ……
Signature Full Name

Office Use Only *Approved by:* *Date:*

Provision of Security for Delivery Rights

Attachment Form L Authorisation from third party providing security for Delivery Rights.

Attachment D2
2026 / 2027

Option 3: Charge over Irrigation Rights held on a CIT Account Number

I/We authorise the use of the Irrigation Rights held on my CIT Account Number _____ as security for the Delivery Rights held on land title _____ /_____ (e.g. CT 1234/12). I understand that the use of my Irrigation Rights as security will remain in place unless they are replaced with another form of security or the security is no longer required.

Account Holder Providing Security Details

Owner Name/s: _____

Contact Phone Number: _____

Account Holder Providing Security Signature/s *(all registered owners to sign)*

Print Name:		Signature:		Date:	
Print Name:		Signature:		Date:	
Print Name:		Signature:		Date:	
Print Name:		Signature:		Date:	

Option 4: Charge over a Water Access Entitlement with same/different ownership held within a Private Licence

I/We authorise the use of the Water Access Entitlement shares held on my Private Licence Number _____ as security for the Delivery Rights held on land title _____ /_____ (e.g CT 1234/12). I understand that the use of my Water Access Entitlement shares as security will remain in place unless they are replaced with another form of security or the security is no longer required. I acknowledge that an application form and associated fees to the Department of Environment and Water will be required.

Water Access Entitlement Holder Providing Security Details

Owner Name/s: _____

Contact Phone Number: _____

Water Access Entitlement Holder Providing Security Signature/s
(all registered owners to sign)

Print Name:		Signature:		Date:	
Print Name:		Signature:		Date:	
Print Name:		Signature:		Date:	
Print Name:		Signature:		Date:	

Office Use Only *Approved by:* *Date:*

Application for Permanent Trade of Irrigation Rights

All information required in this form must be completed comprehensively and accurately as per requirements of the *Water Act 2007*. In addition to providing the information required on this form, you are also required, under the *Water Act 2007*, to keep records of the reason for trade and price information provided in this application form, including records supporting or substantiating the information provided. For further information visit https://www.dcceew.gov.au/water/policy/markets

Irrigation rights under this trade are deemed to have transferred ownership on the Minister for Environment and Water trade approval date. Any requirements associated with an alternate transfer/settlement date are the responsibility of the vendor and purchaser.

Form T2
2026 / 2027

Fee $300.00

Broker Reference

Permanent Trade ☐ **Limited Trade** ☐ *date range (if limited)* / / to / /

Irrigation Rights traded MLs _____ **Total trade price $** _____

Reason for Trade/Transfer _____

Eg: Standard commercial, Private lease agreement, Property sale, Related party

Seller/s Details

Owner Name(s) _____

CIT Account Number: _____ Contact Phone Number: _____

Irrigation Rights Details

Irrigation Rights - Reference #			
Irrigation Rights - MLs traded			

Seller Signature/s *(all registered owners to sign)*

I/We believe we are a Foreign Person(s) relevant to the Register of Foreign Ownership of Water or Agricultural Land Act 2015. ☐ *(tick if applicable)*

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Purchaser/s Details

Owner Name(s) _____

CIT Account Number *(if existing)*: _____ Contact Phone Number: _____

Postal Address: _____

Email Address: _____

Purchaser Signature/s *(all registered owners to sign)*

I/We believe we are a Foreign Person(s) relevant to the Register of Foreign Ownership of Water or Agricultural Land Act 2015. ☐ *(tick if applicable)*

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Office Use Only *Approved by:* *Date:*

CENTRAL IRRIGATION TRUST - Trustee: Central Irrigation Pty. Ltd. ACN 075 446 810
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Statutory Declaration - Irrigation Rights

A Statutory Declaration must be completed for all permanent irrigation right trade or transfers to declare whether there is any financial encumbrance (e.g. mortgage) over the irrigation rights. The form must be signed in the presence of an authorised statutory declaration witness under *Oaths Act 1936* (SA) and the *Oaths Regulations 2021*, in accordance with the Attorney-General's Department Code of Practice - Statutory Declarations. See page 2 for authorised witness requirements.

Form - T3
2026 / 2027

Broker Reference

I / We (please print name)

Owner Name/s: _____

Owner Address: _____

Do solemnly and sincerely declare that I/we are the owner/s of the Irrigation Rights detailed below:

Irrigation Rights - Reference #			
Irrigation Rights - MLs traded			

And that (mandatory to tick one of the following)

☐ NO - There are no persons with a registered interest in the above Irrigation Rights

☐ YES - The following parties have a registered interest in the above Irrigation Rights *
* all parties with a registered interest must consent to the proposed sale of Irrigation Rights through the completion of a CIT Form T4 - Notice of Consent

Interested Party Name	
Type of Interest (e.g. mortgage)	

And I/we make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1936* (SA).

Signature/s of person/s making this declaration [to be signed in the presence of an authorised witness, in person or via audio-visual link in accordance with the Oaths Regulations 2021]

Signature		Print Name	
Signature		Print Name	

Declared at in the State of on this day of 20

before me,

_____ _____
[Signature of witness before whom the declaration is made] [Insert capacity of person before whom the declaration is made]

_____ _____
[Insert address of witness] [Insert full name of witness]

☐ This declaration was taken remotely under the observation of the authorised witness through an audio-visual link and the requirements under the Oaths Act 1936 for taking declarations by audio visual link were complied with.

☐ This declaration was signed/initialed by electronic means

Statutory Declaration

A Statutory Declaration must be completed for all irrigation right trade or transfers to declare whether there is any financial encumbrance (e.g. mortgage) over the land or the irrigation rights. The form must be signed in the presence of an authorised statutory declaration witness under Oaths Act 1936 (SA).

Form - T3
2026 / 2027

Authorised statutory declaration witnesses

The authorised witness list includes (be is not limited to):

- a person who is registered as a conveyancer under the *Conveyancers Act 1994*
- a justice of the peace
- a police office, other than a police officer who is a probationary constable
- an agent of the Australian Postal Corporation in charge of an office supplying postal services to the public
- a bank officer who has 5 or more continuous years of service
- a member f the Institute of Chartered Accounts in Australia, CPA Australia or the Institute of Public Accountants
- a teacher employed on a full-time basis at a school or tertiary education institution

The full list of authorised statutory declaration witnesses under *Oaths Act 1936* (SA) from 1 December 2021 can be access at: https://www.agd.sa.gov.au/services-support/JP-witnesses/authorised-witnesses

Witnessing of Statutory Declarations by Audio Visual Link (AVL)

An authorised witness may confirm the witnessing of the signing of a statutory declaration, if the declarant sends a copy of the statutory declaration signed by the declarant electronically to the authorised witness, or the witness has an electronic copy of the statutory declaration signed by the declarant, the authorised witness may countersign the statutory declaration as soon as practicable after witnessing the signing of the statutory declaration.

Electronic Execution of Statutory Declaration

The *Oaths Regulations 202*1 provide that a requirement for a declarant or an authorised witness to sign or initial a statutory declaration, annexure or other document attached to a statutory declaration is satisfied if the declarant or the authorised witness signs or initials the statutory declaration, annexure or other document by electronic means.

An initial or a signature is executed by electronic means if:

(a) a method is used to identify the person and indicate the person's intention in respect of the information recorded in the statutory declaration; and

(b) the method used was either—

(i) as reliable as appropriate for the purpose for which the statutory declaration was recorded, in light of all the circumstances;

(ii) or proven in fact to have fulfilled the functions described in (a), by itself or together with further evidence. A statutory declaration that is signed or initialled by electronic means must include a statement on it that the declaration was signed or initialled by electronic means.

Authorised statutory declaration witnesses

Section 32 of the Oaths Act provides that a statutory declaration is not invalid merely because of an inadvertent and minor non-compliance with a requirement imposed under the Act (including the Oaths Regulations 2021 and the Code of Practice) that does not materially affect the nature of the statutory declaration.

Notice of Consent - Irrigation Rights

Form T4
2026 / 2027

Broker Reference

I / We *(please print full name/s of Encumbrance Holder / Interested party)*

Name/s: _____

Have a registered interest in the Irrigation Rights comprising of the following description/s:

CIT Account Number			
Irrigation Rights - Reference #			
Irrigation Rights - MLs traded			

I/We consent to the application for the permanent transfer of _____ MLs (megalitres), of Irrigation Rights as submitted to Central Irrigation Trust by:

Seller/s Name:	
Seller/s Address:	

Provide details of settlement instructions if required:

_____

_____

Authorisation of encumbrance holder / interested party:

Print Name: _____ Signature: _____

Identifier of Delegation Position: _____ Date: _____

Contact Number: _____

I/We, the seller consent, to the interested party settlement instructions listed above

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Application for Temporary Trade of Water Allocation

All information required in this form must be completed comprehensively and accurately as per requirements of the *Water Act 2007*. In addition to providing the information required on this form, you are also required, under the *Water Act 2007*, to keep records of the reason for trade and price information provided in this application form, including records supporting or substantiating the information provided. For further information visit https://www.dcceew.gov.au/water/policy/markets

Form T1
2026 / 2027

Broker Reference

(please tick one)

☐ **Trading between CIT account's** *No Fee*

☐ **Trading on/off CIT account's** ***(complete as Seller or Purchaser)*** *Fee $70.00*

Allocation volume traded MLs _____ **Total trade price $** _____

Reason for Trade/Transfer _____

Eg: Standard commercial, Private lease agreement, Property sale, Allocation trade as part of share transfer, Related party, Carryover arrangements,

Seller/s Details

Owner Name/s _____

CIT Account Number: _____ Contact Phone Number: _____

Seller Signature/s *(all registered owners to sign)*

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Purchaser/s Details

Owner Name/s _____

CIT Account Number *(if existing)*: _____ Contact Phone Number: _____

Postal Address: _____

Email Address: _____

Purchaser Signature/s *(all registered owners to sign)*

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Office Use Only *Approved by:* *Date:*

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