APPLICATION TO REGISTER A NEW VETERINARY FACILITY

PLEASE TAKE NOTE

1. All veterinarians who render veterinary services, must do so from a facility registered with the SAVC (Council).

2. For a veterinary facility to be registered with Council, it must comply with set minimum standards stipulated in the rules for that specific category. These standards are described in Rules 18 - 35 of the rules relating to the practising of veterinary professions.

3. To assist you in ensuring that your facility complies with these minimum standards, it is required that you conduct a self-evaluation of the facility and submit the completed form with your application for registration of your facility.

4. When doing the self-evaluation, please -
   a. Complete the applicable Self-evaluation form for the category of facility you are applying to register.
   b. Refer to the Minimum standards required for facilities applicable to the facility (Rules 18 - 35) that you intend to register during this self-evaluation.
   c. In the event that your facility does not meet the standards as described you may, in terms of Rule 44 (1), apply for exemption from compliance with the rules. If applicable, motivate clearly in a written submission why, and what rules you wish to be exempted from. Please note:
      - The welfare of the patient and the quality of veterinary services should not be compromised; and
      - Exemptions will be limited to equipment /structural requirements that cannot be complied with or can be complied with within a certain period.

Please list the services or functions that you render from this facility. The list should be detailed to ensure that the Inspections Committee is able to gauge whether exemption can be granted having insight into the nature of the services you render.

5. Included are:
   a. The application form;
   b. Annexure A (Minimum Standards as per the checklist); and
   c. Annexure B (Application for evaluation of a veterinary facility for purpose of accreditation).


PLEASE NOTE:

Any dishonesty in the completion of this form is considered a serious offence.
APPLICATION FOR REGISTRATION OF A VETERINARY FACILITY

1. I, Dr ____________________________, with SAVC registration no. __________________, hereby declare under oath that I apply for the registration of a facility in terms of Regulation 2(1) of the Regulations relating to the registration of veterinary facilities, read with Rule 4(e)(vi), relating to the Practising of Veterinary Professions, as indicated in the relevant category below, that the facts contained in this affidavit fall within my personal knowledge and are both true and correct:

Please indicate the type/s of facility/ies applied for (see definitions on p. 6)

<table>
<thead>
<tr>
<th>i. Consulting Room (Rule 18 - 21)</th>
<th>vii. Behavioural Consultancy (Rule 30)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(No invasive surgery may be performed from a consulting room, unless rule 24 is complied with)</td>
<td></td>
</tr>
<tr>
<td>ii. Hospital/Clinic (Rule 18-24 &amp; 27)</td>
<td>viii. Veterinary Laboratory (Rule 31)</td>
</tr>
<tr>
<td>iii. Mobile animal services (Rule 25)</td>
<td>ix. Animal Research facility (Rule 32)</td>
</tr>
<tr>
<td>iv. Compulsory Veterinary Community Service facility (Rule 26) OR Regulatory Service facility (Rule 26)</td>
<td>x. Herd Health Practice: Production Animals (Rule 33 A)</td>
</tr>
<tr>
<td>v. Equine Hospital (Rule 18-23 &amp; 28)</td>
<td>xi. Herd Health Practice: Wildlife (Rule 33 B)</td>
</tr>
<tr>
<td>vi. Production Animal Hospital (Rule 18-23 &amp; 29)</td>
<td>xii. Consultancy (Rule 34)</td>
</tr>
<tr>
<td></td>
<td>xiii. Non-practicing facility (Rule 35)</td>
</tr>
<tr>
<td></td>
<td>(Services rendered to own animals only, and not to the public as a source of income)</td>
</tr>
</tbody>
</table>

2. Physical Address of Facility: __________________________________________________________

____________________________________________________________________________________

3. GPS Coordinates of Facility: ________________________________________________________

____________________________________________________________________________________

4. Postal Address of Facility: __________________________________________________________

____________________________________________________________________________________

5. Contact details of principal and/or the facility (kindly distinguish between personal/private contact details and contact details available to the public):

<table>
<thead>
<tr>
<th>Details Available to the Public</th>
<th>Private</th>
</tr>
</thead>
<tbody>
<tr>
<td>Landline number of facility:</td>
<td>Public</td>
</tr>
<tr>
<td>Mobile number of the facility:</td>
<td>Public</td>
</tr>
<tr>
<td>Mobile number of the Principal:</td>
<td>Public</td>
</tr>
<tr>
<td>E-mail address of the facility:</td>
<td>Public</td>
</tr>
<tr>
<td>E-mail address of the Principal:</td>
<td>Public</td>
</tr>
<tr>
<td>Fax number of facility/Principal:</td>
<td>Public</td>
</tr>
</tbody>
</table>

Please initial each page:

Signatory (Principal)________________________
Commissioner of Oaths________________________
6. **Naming of facility.**

   Insert facility name of choice: ____________________________________________

   To ensure that names are not duplicated in the same geographical area please request an existing list of facility names from the administration. The reason for this is to avoid service and delivery confusion.

   *Old Rule 19(4) below, fell away.

   "(19) (4) The Council may, on application, approve that such words as the Council may in each case determine, be used on an identification board together with the applicable words referred to in rule 19 (2)(a) or 19 (2)(b) as the case may be, as the name of the veterinary facility concerned."

7. **The following veterinary services and procedures will be rendered by/conducted at this facility (e.g. diagnostic laboratory services rendered by an Educational/Research Institution to the public):**

   ____________________________________________

8. **I DECLARE THAT:**

   A. As far as I am aware the name is not being used by any other practice and **is not of such a nature that it can be confused with other names, which are in use.**

   B. The ownership of this veterinary facility resides with (indicate with an X):

   | i. Me, I am the sole proprietor |
   | ii. The facility forms part of a Close Corporation |
   | iii. The facility forms part of an Incorporated Company |
   | iv. The facility is a State-owned facility |
   | v. The facility is an Animal Welfare Organisation (Non-profit organisation) – please attach constitution |
   | vi. The facility is owned by an Educational (Research) Institution |
   | vii. The facility forms part of a Public Company. (Pty) LTD |

   **NOT ALLOWED.**

   *(The Act does not make provision for a (Pty) LTD)*

   C. The abovementioned facility for which I apply for registration has been run by myself/our practice since _____________________________(date).
D. All owners; shareholders; and/or directors and/or members of the practice, incorporated company or close corporation are registered with the SAVC and a list, with their full names, SAVC registration numbers and appointment dates, is attached.

YES | NO

E. The physical facility complies with the minimum standards laid down by the SAVC in the applicable rules relevant to the category indicated in par 1 above, as indicated in the attached self-evaluation form, which completed form, forms an integral part of this application and which is initialled for identification purposes (indicate your decision with an X):

YES | NO

If you answered NO in e) above, please note point f):

F. I have applied for exemption from the minimum requirements applicable to the category of facility indicated in par 1, in my letter of motivation which is attached hereto.

G. I confirm that I am CPD compliant. YES | NO

H. The abovementioned facility for which I apply for registration is/will be ready for inspection by an inspector appointed by Council, by the ___________________________(date) and will be opened on __________________________(date).

Refer to the Annexure B Application for Evaluation of a veterinary facility annexed in this document and to be completed by the principal of the facility.

I. I am in employment (e.g. Industry, Animal Welfare, Public Service, etc.) other than at this facility, for which I make this application for registration (indicate your answer with an X):

YES | NO

If YES, please complete paragraphs J-M below:

J. The nature of my employment indicated in i) above is on the following basis (indicate your decision with an X):

FULL TIME | PART TIME

K. I have permission from my employer/s to perform (indicate with an X):

| Emergency treatment during work hours | YES | NO |
| Veterinary treatment during after-hours | YES | NO |
| Weekend work | YES | NO |

L. (i) The contact details of my employer/s is/are indicated below including the name of the employing entity,
(ii) the name and contact details of your employer/manager/immediate supervisor:

If you answered YES to item L above:

M. I am aware that the permission indicated in item K above will be subject to verification during a forthcoming routine facility inspection by the SAVC.

9. Is this a change of ownership including the current movables (all equipment)?

a.  

YES  NO

OR

b. If the goodwill was purchased excluding current equipment, then the application is regarded as a new application. Is this a new application?

YES  NO

(Kindly note that should the premises of the facility change then a complete new registration of facility should take place.)

c. Is this an existing facility taken over by a new principal?

YES  NO

If YES, please complete the portion below:

TRANSFER OR AMENDMENT OF THE REGISTRATION OF A VETERINARY FACILITY  (Where the physical address has not been changed but where a new principal took over)

I, (full name) ________________________________________________________________

SAVC Registration no: _______________________________________________________

In my capacity, as:

• New Principal
• Managing member of a Close Corporation
• Director of an Incorporated Company

REQUEST:

A. TRANSFER OF PRINCIPAL OF THE FACILITY

Current name of the facility: ________________________________________________
SAVC Registration number: ____________________________________________________

Name of Previous Principal and/or Owner: ____________________________________________

(Included is written confirmation by the previous principal)

B. AMENDMENT OF REGISTRATION

☐ Upgrade from Consulting Room to Clinic/Hospital, or

☐ Downgrade to a Consulting Room

10. Should I retire from the practice or should the facility close or change ownership, I undertake to inform the SAVC thereof by e-mail within thirty (30) days of such an event and to confirm receipt of the e-mail with the administration within three days of sending such e-mail.

11. I accept that the SAVC through an authorised person has the right to inspect my/our facility at any reasonable time.

12. I accept that the SAVC may at its discretion, but on condition that I am informed of the reasons, decide not to register this facility or withdraw the registration or suspend the registration thereof.

13. I Dr. ____________________________________________________________ will immediately inform the SAVC should I change the services and/or type of practice and I will apply for registration of a particular facility to ensure that the facility complies with the requirements / minimum standards for the particular service/s I intend to render; and I will immediately apply for exemption should the facility not comply with the requirements or minimum standards for the particular service I intend to render.

SIGNATURE OF PRINCIPAL

______________________________________________

DATE

TO BE COMPLETED BY A COMMISSIONER OF OATHS:

THUS SIGNED AND SWORN TO BEFORE ME AT ________________________ THIS THE ___ DAY OF ________________________, 20___ , THE DEPONENT HAVING ACKNOWLEDGED THAT HE/SHE KNOWS AND UNDERSTANDS THE CONTENTS OF THIS AFFIDAVIT, THAT HE/SHE HAS NO OBJECTION TO TAKING THE PRESCRIBED OATH AND THAT HE/SHE CONSIDERS THE PRESCRIBED OATH/SOLEMN AFFIRMATION TO BE BINDING ON HIS/HER CONSCIENCE, AS REQUIRED BY GOVERNMENT GAZETTE NOS. R1258 OF 21 JULY 1972 AND R1648 OF 19 AUGUST 1977.

______________________________________________

COMMISSIONER OF OATHS

FULL NAME AND SURNAME OF COMMISSIONER (in block letters)

______________________________________________

BUSINESS ADDRESS OF COMMISSIONER:

______________________________________________

DESIGNATION: __________________________________

AREA: __________________________________________
DEFINITIONS

“Consultancy” means an interaction between a veterinarian and an owner, farmer, client or group of clients where animals may be examined away from a registered physical facility, treatment protocols drawn up, medicines prescribed and/or provided and professional advice given regarding an ongoing health, production concern/entity or animal behaviour;

“House or farm call” means when a veterinary professional leaves his/her physically registered base practice to render a professional service to his/her clients in a vehicle suitably equipped for that type of practice;

“Invasive surgery” means surgery that is performed intra-abdominally, intra-cranially, intra-thoracically, musculo-skeletally or of the cardio-vascular system;

“Mobile animal service” means a veterinary practice facility, which is registered with the Council in the name of the principal of the base veterinary facility from which it operates;

“Mobile theatre” means a vehicle or trailer, which could consist of either a self-propelled facility or be mounted on a base which is transported to a site, and which is appropriately equipped to perform sterilisations and other surgical procedures in a controlled environment to indigent or isolated communities;

“Non-practising facility” means a facility where no veterinary services will be rendered or medicines sold for direct or indirect gain. The veterinarian does not practice, but requires access to Act 101 medicines for use solely on his/her own animals;

“Principal” means the veterinary professional in whose name the veterinary facility is registered and who takes responsibility for minimum standards of the facility, or his appointed agent who must be a registered veterinary professional;

“Production animal” means an animal whose products are used by humans and/or which may enter the food chain for consumption;

“Production animal herd health facility” means a base facility where no clinical work is done and where the primary service is rendered essentially from an equipped vehicle to ruminant livestock, wildlife, poultry, pig or aquatic production units;

“Registered facility” means a veterinary facility which complies with the minimum standards as applicable to the category of service rendered there, and is registered with Council;

“Research animal facility” means any facility or area where animals may be used, maintained or bred for scientific purposes, including for research, testing, teaching, validation, production or observation;

“Veterinary hospital/clinic” means a veterinary facility where veterinary services are available at selected times and wherein examination, diagnostic, prophylactic, medical, surgical and extended accommodation services for hospitalised animals are provided;

“Veterinary laboratory” means a facility which has the specific purpose of diagnostic and/or research testing, any mobile service unit linked to the permanent facility, and in-house laboratories that form part of a veterinary facility where the service is not only rendered for the facility’s own requirements;

“Wildlife” means all non-domesticated species of animals, whether free-living or kept in captivity.
ANNEXURE A:
MINIMUM REQUIREMENT CHECKLISTS

The completion of the relevant minimum requirements checklist/s should be based on the type of facility registered in your name and should reflect the current status of your facility’s compliance with the minimum standards for facilities. Please click on the most appropriate link after perusal of the relevant rules as per this link (p61-p103):

❖ Rule 18-24 (Clinical Veterinary Facilities);
❖ Rule 25 (Mobile Animal Services);
❖ Rule 26 (Compulsory Veterinary Community Service [CCS] and Regulatory Service Facilities);
❖ Rule 27 (Small Animal Hospital / Clinic);
❖ Rule 28 (Equine Hospital / Clinic);
❖ Rule 29 (Production Animal Hospital / Clinic);
❖ Rule 30 (Veterinary Behavioural Consultancy);
❖ Rule 31 (Veterinary Laboratory Facilities);
❖ Rule 32 (Animal Research Facilities);
❖ Rule 33 (Herd Health Practice [A] Production Animals);
❖ Rule 33 (Herd Health Practice [B] Wildlife);
❖ Rule 34 (Consultants in Industry and other consultancies);
❖ Rule 35 (Non-practicing facilities).

In the event that your facility does not comply with one or more of the elements in the relevant minimum requirements checklist/s, then you have to submit to the SAVC Inspections Committee a letter of motivation detailing the reasons why exemption from the specific minimum standards are required. This letter of motivation should provide information about the services rendered by, and veterinary procedures conducted at, the facility to ensure that an inspector with relevant expertise is sent to your premises, and that the application for exemption is clearly understood by the Inspections Committee when they have to consider an application for exemption from compliance with the minimum standards for facilities.

I, Dr ________________________________ , with SAVC registration number ____________, confirm that the facility complies with the requirements as indicated in this self-evaluation form/s (minimum requirements checklist/s).

SIGNATURE (PRINCIPAL): ___________________________ DATE: ____________________
ANNEXURE B
APPLICATION FOR EVALUATION OF A VETERINARY FACILITY FOR PURPOSE OF ACCREDITATION
AS A ______________________________________________________ [insert facility type/s]

Please complete all information to ensure that the incomplete form is not returned to you for completion.

1. Facility/Principal Details

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1.1</td>
<td>Name of facility</td>
</tr>
<tr>
<td>1.2</td>
<td>Registration number of facility</td>
</tr>
<tr>
<td>1.3</td>
<td>Physical address</td>
</tr>
<tr>
<td>1.4</td>
<td>GPS coordinates (very important!)</td>
</tr>
<tr>
<td>1.5</td>
<td>E-Mail address</td>
</tr>
<tr>
<td>1.6</td>
<td>Telephone number/s (if a member of the public (wants) to contact you)</td>
</tr>
<tr>
<td>1.7</td>
<td>Mobile/Cell number/s</td>
</tr>
<tr>
<td>1.8</td>
<td>Fax number</td>
</tr>
<tr>
<td>1.9</td>
<td>Name person/company responsible for payment of the Inspection fee: Address: Vat No:</td>
</tr>
<tr>
<td>1.10</td>
<td>Proof of Payment Attached</td>
</tr>
<tr>
<td>1.11</td>
<td>Principal/s: Name/s &amp; SAVC registration number/s</td>
</tr>
<tr>
<td>1.12</td>
<td>If Close Corporation or Incorporated Company: Name/s, SAVC registration number and that of all member/s or director/s</td>
</tr>
<tr>
<td>1.13</td>
<td>Skype address of the principal</td>
</tr>
<tr>
<td>1.14</td>
<td>Proof available of CPD compliance</td>
</tr>
<tr>
<td>1.15</td>
<td>Proof available of access to Code of Conduct and Practice (COCP) for veterinarians and legislation relevant to practice.</td>
</tr>
<tr>
<td>1.16</td>
<td>The following veterinary services and procedures will be rendered by/conducted at this facility (e.g. diagnostic laboratory services rendered by an Educational/Research Institution to the public). Please list all procedures rendered at the facility</td>
</tr>
</tbody>
</table>

Please initial each page:

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<tbody>
<tr>
<td>Signatory (Principal)</td>
</tr>
<tr>
<td>Commissioner of Oaths</td>
</tr>
</tbody>
</table>
2. Please list the applicable facility category/ies based on the services rendered by, and veterinary procedures conducted at this facility (click on this link for more information on medicines)


3. Staff members currently employed in the practice and registered with SAVC and/or authorised by SAVC
Please indicate -Veterinary specialist (S)/ Veterinarian (D)/ Compulsory Community Service Veterinarian (CCS)/ Veterinary Nurse(V)/Veterinary Technologist (T)/ Animal Health Technician (H)/ Laboratory Animal Technologist (L)/ Authorised (A)/ Other professional staff please specify.

<table>
<thead>
<tr>
<th>Name</th>
<th>Registration Number</th>
<th>S/D/CCS/V/T/H/L/A/ Other (please specify)</th>
<th>Functions (Attach details, if required)</th>
</tr>
</thead>
<tbody>
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</table>

In the event of a recent change and/or a staff member recently left the employment please indicate the date of departure.

4. Principal of more than one veterinary facility
If applicable, please indicate the list of any other veterinary facility/ies registered in your name (for which you act as principal):

<table>
<thead>
<tr>
<th>Facility name</th>
<th>Facility category</th>
<th>Involvement – Full/part time</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

5. Are you aware of any other practices in your area? If yes, please list the name/s of these veterinary facilities/principals and physical address (or any other details known to you):


Please initial each page:

<table>
<thead>
<tr>
<th>Signatory (Principal)</th>
<th>Commissioner of Oaths</th>
</tr>
</thead>
</table>
6. If your facility is a Research Facility, kindly confirm the composition of the Research Ethics Committee relevant to research conducted at your facility:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1</td>
<td>Chairperson [insert name]:</td>
</tr>
<tr>
<td>6.2</td>
<td>Animal Welfare Organisation [insert name]:</td>
</tr>
<tr>
<td>6.3</td>
<td>Veterinarian [insert name]:</td>
</tr>
</tbody>
</table>

7. Biosecurity measures
If and where applicable, kindly specify any specific biosecurity measures the inspector/s of your facility should adhere to prior and/or during the inspection of the facility.

8. Designated Inspector

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8.1</td>
<td>Details of assigned inspector:</td>
</tr>
<tr>
<td>8.2</td>
<td>If and where applicable, the abovementioned facility inspector undertakes to treat privileged information observed at the facility during the course of the inspection as confidential, with specific reference to research projects.</td>
</tr>
<tr>
<td>8.3</td>
<td>The inspector also undertakes to ensure that he/she will comply with all necessary biosecurity measures (as described under point 7 above) prior to the inspection of this facility.</td>
</tr>
</tbody>
</table>

Inspector Signature: ___________________________ Date: ___________________________

9. Declaration by facility principal

I, the undersigned, ________________________________ (full names in print) make this application in the full knowledge and acceptance of the minimum standards of facilities as contained in the rules relating to the practicing of a veterinary profession.

I, the sole owner/duly authorised partner/member of the Close Corporation/Director of the Incorporated Company that owns the veterinary facility hereby authorise the evaluation of the abovementioned facility and confirm that the proof of payment for the inspection is included with this submission.

_________________________  __________________________
Signature                  Date
MINIMUM STANDARDS OF VETERINARY FACILITIES REGISTERED WITH THE SOUTH AFRICAN VETERINARY COUNCIL - EVALUATION

The rules relating to the practicing of a veterinary profession in terms of the Veterinary and Para-Veterinary Professions Act, no 19 of 1982 refers.

The aim of the routine evaluation of facilities is to:

- Enhance the ability of veterinarians to provide quality veterinary care to animals;
- To enable veterinarians to successfully conduct their practice and maintain their facilities with high standards of excellence; and
- Meet the public’s needs as they relate to the delivery of veterinary medicine.

The evaluator performing the evaluation will emphasise education, consultation and on-site assistance.

Evaluation should be seen as a positive step in ensuring that South Africa maintains the high level of veterinary care in facilities that are designed and equipped to ensure this.

Owners of practices will receive notification that their facilities will be evaluated at least 60 days in advance and/or at a pre-arranged time. It is recommended that the principal veterinarian be actively involved throughout the entire evaluation.

The evaluation form directly reflects the Rules and the Code of Conduct and Practice in that the questions are phrased from them. Compliance with, or not will be noted for each rule under various headings on the evaluation form. If certain rules have not been complied with, the evaluator will indicate by when the practitioner needs to comply to be able to maintain his/her registration of the facility with the South African Veterinary Council.

Council in its discretion will decide if a facility complies sufficiently with the Rules to enable continued registration, however, adequate time will be given to practitioners to enable them to attain to minimum standards.

The principal is required to apply for exemption of compliance with the minimum standards for the specific type of facility at the time of initial registration and/or prior to the inspection.

The symbols A, B and C have been used to denote whether non-compliance of the particular requirement is deemed as a very serious, serious or minor deficiency.

A. Very serious
   It is imperative to obtain, build, institute or acquire within the time specified.

   A re-inspection of the facility could be scheduled within a 30 – 60-day period after the required date.

B. Serious
   Important to obtain, build, institute or acquire within the time specified.
Confirmation, in writing, will be required that the outstanding matters have been addressed by the required date. If no satisfactory reply is received a re-inspection of the facility may follow.

C. Minor
Must obtain, build, institute or acquire within the time specified.

Confirmation, in writing, will be required that the outstanding matters have been addressed by the required date.

(It is imperative that a re-inspection is done for Category A-requirements. Categories B and C requires written responses with photographs, receipts, and all other means of “evidence” as back-up.)
RECOMMENDATION FROM EVALUATOR
(this section is to be completed by the facility inspector)

Facility Name: ____________________________________________________________

Facility Address: __________________________________________________________

Principal of facility: ______________________________________________________

Principal SAVC Registration number: _________________________________________

I hereby certify that I have evaluated the veterinary facility named above.

I recommend to the SA Veterinary Council that:

1. As the **minimum standards and requirements** of a [specify facility category/ies] are met the facility should **be registered/continued to be registered**.

2. As the standards and requirements of a [specify facility category/ies] are **adequately met** the facility should **be registered/ continued to be registered** provided that the outstanding requirement/s reflected on the report are addressed within the stated time period/s.

   A re-evaluation **is/ is not** necessary to confirm that the work has been completed

3. The facility should **not be registered as a** ________________________________ facility due to the deficiencies reflected on the report.

4. Recommendations (Proposed steps for improvement):

<table>
<thead>
<tr>
<th>Recommendations (Proposed steps for improvement):</th>
<th>Date of Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Overall impression: **Compliant/Not Compliant**

   Name of Evaluator  ________________________________

   Evaluator Address  ________________________________

   Signature  ________________________________

   Date of Evaluation  ________________________________

Please initial each page:

<table>
<thead>
<tr>
<th>Signatory (Principal)</th>
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