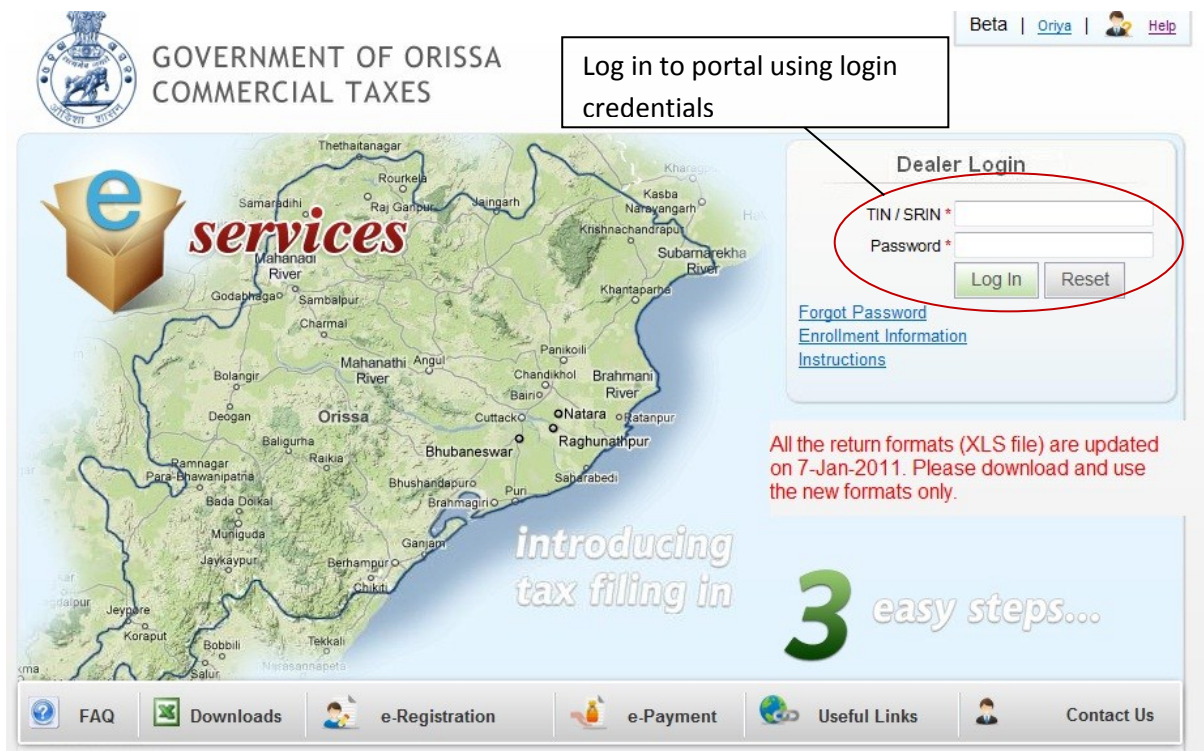


## e-Form Management- Guideline for Users

e-Form Management is a facility available for the dealers in the e-services portal for online requisition and issuance of e-Waybill and various statutory forms under Orissa VAT Act & Central Sales Tax(CST) Act.

This facility is available to the dealers registered under various Acts such as the Value Added Tax (VAT), the Central Sales Tax (CST) and the Orissa Entry Tax (ET). However, this service is available for the dealer enrolled in e-services (refer user guideline for Enrolment) portal of Commercial Tax Department (<https://orissatax.gov.in>).

For accessing e-Form management, access e-services portal and log in using required credentials



The screenshot displays the 'GOVERNMENT OF ORISSA COMMERCIAL TAXES' e-services portal. The page features a map of Orissa with various districts labeled. A 'Dealer Login' form is highlighted with a red circle, containing fields for 'TIN / SRIN \*' and 'Password \*', along with 'Log In' and 'Reset' buttons. A callout box points to the login form with the text 'Log in to portal using login credentials'. Below the login form, there are links for 'Forgot Password', 'Enrollment Information', and 'Instructions'. A red text box states: 'All the return formats (XLS file) are updated on 7-Jan-2011. Please download and use the new formats only.' The page also includes a navigation bar with links for 'FAQ', 'Downloads', 'e-Registration', 'e-Payment', 'Useful Links', and 'Contact Us'. The text 'introducing tax filing in 3 easy steps...' is visible at the bottom of the main content area.

To access e-form management you have to access for 'e-Form' first as available in menu of portal.

## Access to 'e-form'

1. You will view the following screen after log in.

GOVERNMENT OF ORISSA  
COMMERCIAL TAXES

Beta | Orissa | Help | Change Password | Update Profile | Logout

Welcome M/s National Aluminium Co.Ltd

HOME Downloads E-Return Filing Check Status Payment History Amendment Cancellation **e-Form** Form Statement

Home

Click Here for Address

Status	Address				
Central Sales Tax 1957 : Registered	Building No : NALCO BHAWAN Nayapalli,BBSR	Road No : NALCO BHAWAN			
Orissa Value Added Tax 2004 : Registered	Town : Bhubaneswar	Post Office : Nayapalli			
Entry Tax 1999 : Registered	District : Khurda	State : Orissa			
	Pin No : 751013	Circle Office : Puri Range			

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On clicking e-Form link you will view following screen. You can apply for new requisition or view the requisition(s) for which you have already applied.

GOVERNMENT OF ORISSA  
COMMERCIAL TAXES

Beta | Orissa | Help | Change Password | Update Profile | Logout

Welcome M/s National Aluminium Co.Ltd

HOME Downloads E-Return Filing Check Status Payment History Amendment Cancellation **e-Form** Form Statement

Click Here for Address

Status	Address				
Central Sales Tax 1957 : Registered	Building No : NALCO BHAWAN Nayapalli,BBSR	Road No : NALCO BHAWAN			
Orissa Value Added Tax 2004 : Registered	Town : Bhubaneswar	Post Office : Nayapalli			
Entry Tax 1999 : Registered	District : Khurda	State : Orissa			
	Pin No : 751013	Circle Office : Puri Range			

StatFormMgmt.Text

Utilization Type \*  New Requisition  New Existing

Form Type \* --Select Type of Form--

Submit Clear

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For New Requisition of e-Waybill select New Requisition option and select Waybill from the drop down options.

Then select Waybill from Form type drop down and click on Submit button.

To view existing requisition of e-Waybill select View Existing option.

You will view the requisition web form for Waybill.

## Waybill requisition

- If you have selected Form Type as Waybill then you will view the following web form for Waybill requisition.

The screenshot shows a web form for Waybill requisition. The form is titled "Way Bill" and includes a "Fetch old Waybill" section with a "Z1W-" field and a "Search" button. Below this, there are radio buttons for "In to Out" and "Out to In", with a callout box labeled "Select Movement type".

The form is divided into several sections:

- 1. Dealer of Odisha:** Includes fields for "To Whom WayBill is Assigned", "Name" (M/s National Aluminium Co.Ltd), and "TIN" (21331104647).
- 2. Consignor Of Goods:** Includes fields for "Consignor Name", "Consignor Address", "Consignor TIN", and "Consignor State" (dropdown menu).
- 3. Place of dispatch of goods:** Includes a dropdown menu for "State of dispatch of goods".
- 4. State of dispatch of goods:** Includes a dropdown menu for "Destination State".
- 5. Date of dispatch of goods (Actual/Expected):** Includes a date picker.
- 6. Name of entry/exit gate:** Includes a dropdown menu for "Select Entry Exit Gate".
- 7. Consignee of goods:** Includes fields for "Consignee Name", "Consignee Address", "Consignee TIN", and "CST R.C. No".
- 8. Invoice Challan Details:** Includes a table with columns: Commodity, Commodity Desc, Specify Others, Invoice/Challan Number, Date (dd/mm/yyyy), Quantity, Units, Value, Despatching Goods for, and Specify Others. A callout box labeled "Click to search commodity" points to the "Commodity" field.
- 9. Vehicle Carrier:** Includes fields for "Vehicle RegdNo", "Lorry/Transporter Receipt No", "Owner of Vehicle", "Driver Name", "Vehicle Type" (dropdown menu), and "Transporter Name and Address". A callout box labeled "Vehicle details" points to this section.

At the bottom of the form, there are buttons for "Save", "Send for Approval", "Confirm & Print", "Clear", and "Cancel". A callout box labeled "Save after filling commodity" points to the "Save" button.

Select movement type (In to Out or Out to In) for which an e-Waybill is required.

In case you are sending commodities/goods out of state then select "In to Out" option. On selection this option, the consignor section will be "read only" filled with the details of the dealer. The State of dispatch will be "Odisha" only.

You have to fill the other details like Place of dispatch of goods, State of dispatch good, Destination State, Date of Dispatch and Name of the Entry/ Exit check gate.

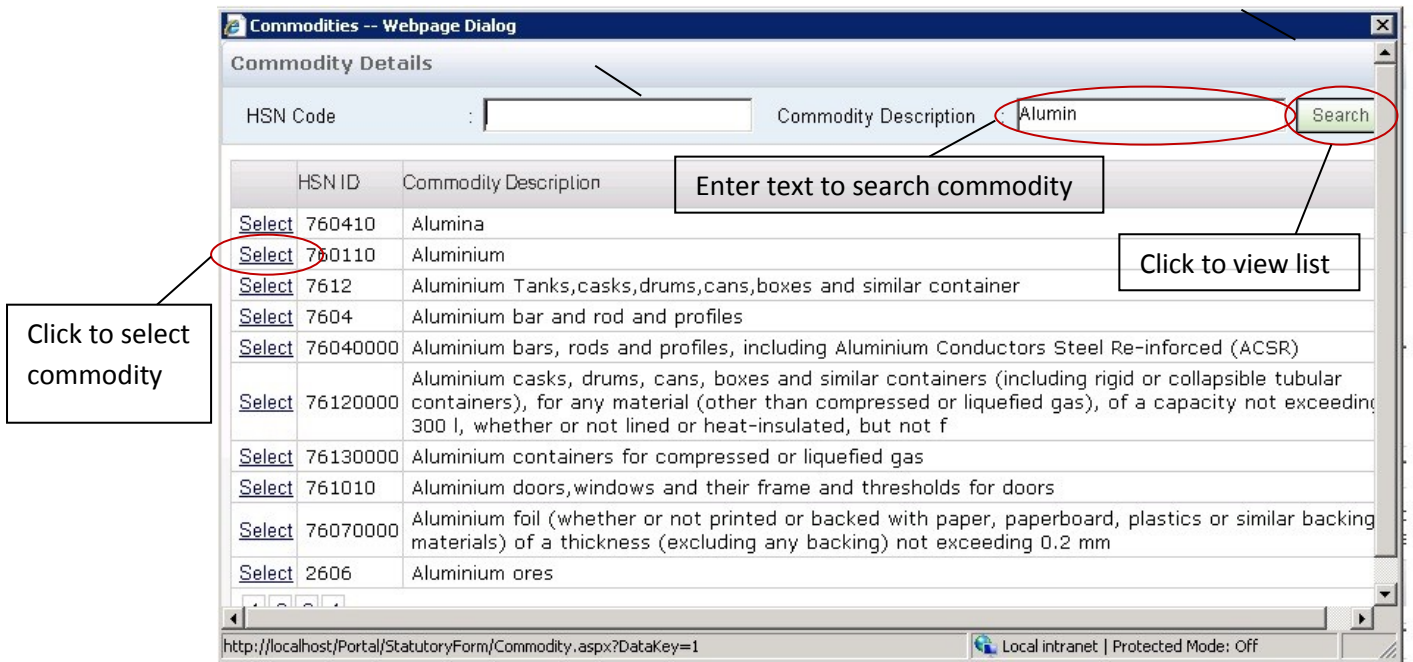
In case you are bringing commodities/goods from outside state then select "Out to In" option. On selection this option the consignor section will be enterable and the consignee details will be "read only" filled with the details of the dealer. In this case the dealer has to enter all the other details. The destination state and State of dispatch good will be read only as "Odisha".

Fill the consignee details. In case you have selected the movement type “In to Out”.

**Note: Enter Consignee TIN, the state code of TIN will be verified against the selected dispatch state. So please enter valid TIN only.**

In case you have selected the movement type “Out to In” then the consignee details will be “read only” filled with your details.

Click on commodity button to search commodity. The following screen will be displayed.

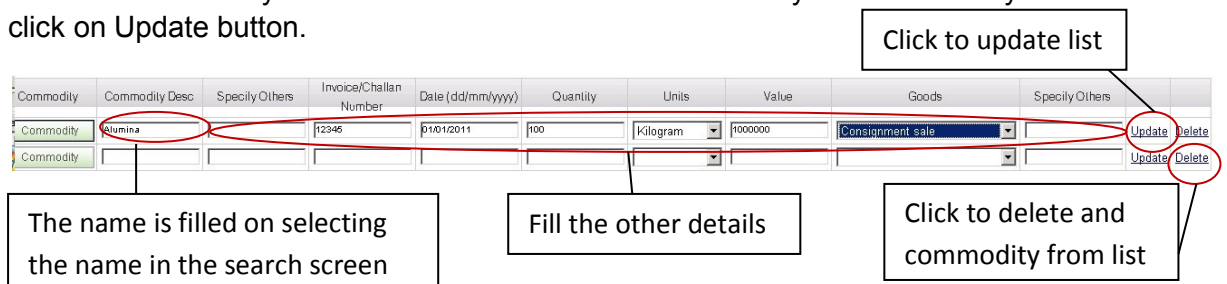


Enter commodity description and click on search button. The related commodity list will be displayed as search result.

Click on select button to select a commodity.

**Note: You may not have the exact commodity in the list, you can choose nearest commodity. In case you are not finding any commodity according to your requirement then enter “Others” in the Commodity Description text box and enter Search button.**

On selecting the commodity in the search screen the commodity description of commodity section will be filled with commodity name and search screen will be closed automatically. Fill the other details of the commodity section of Waybill and click on Update button.





After filling the other details in commodity section click the “Update” link to update the list of commodity for e-Waybill.

If you want to remove any commodity from the list then click on “Delete” link.

If you want to add more than one commodity then click in the commodity button of the next row. On adding 2<sup>nd</sup> commodity and clicking on Update link for 2<sup>nd</sup> commodity, one more row will be displayed to add one more commodity.

After entering the commodity you can “Save” the waybill details.

The commodity details can be filled up later even after approval in case of “Out to In” movement type and the dealer intends to use e-Waybill (Consignor) (Zero Log in)

**Note: The dealer can edit the waybill details like commodities / quantity / value etc. only till the dealer has not clicked on “Send for Approval” button. However you can edit the vehicle / transporter details, even after approval of Waybill by concerned authority.**

You can view the saved details by accessing the details through “View Existing” as mentioned in below section.

### Send for Approval

After filling the details in tabs “1-10”, the details in “Declaration Section” are to be filled up by the dealer before the requisition can be sent for approval.

Click on Declaration Section and following screen will be displayed.

Declaration section details. Fill and select all.

1-10 Declaration Section

Number of pending waybill (s) till last month:  Sl. No(s) of pending Waybill(s):

Return filed along with the payment as declared in the return for last Tax period

Are you maintaining proper books of Accounts (Section 61 of OVAT Act)?

Are you complying with the production and inspection of accounts and search of premises (Section 73 of OVAT Act)?

Probable time by which the utilization of pending Waybill(s) is / are to be utilized:

I  as the (Status)  of M/s  bearing TIN  do hereby solemnly affirm that the particulars furnished above are true and correct to the best of my knowledge and belief.

I  as the (Status)  of M/s  bearing TIN  do hereby undertake that the details of the commodity(s) will be filled up correctly by the Seller/Consignor, hereinafter called the third party on my behalf. I hereby declare that I will be fully responsible for the details to be filled up by such third party in the e-waybill.

I hereby undertake to ensure that the electronic waybill generated by the system/approved by the concerned authority and printed by me/third party will neither be misutilised nor its right of use will be transferred to any other person or dealer by me/ third party. I also hereby indemnify the Government / Department / Officer(s) concerned for the loss of revenue / liability if any arising out of the use or misuse of the e-waybill.

Click to send for approval

Fill all the details as required and select all the check box and click on “Save” button.

Click on “Send for Approval” button to send the waybill for approval by concerned authority.

**Note: Fill the vehicle / transporter details section before sending for approval. If the vehicle / transporter details are not known at that point of time, then enter “NA” (Not Available) in vehicle / transporter details section. You can edit this section later even after approval.**

Once you click “Send for Approval” button, you cannot edit any details. However you can edit the vehicle / transporter details even after approval of the waybill.

You can check status of approval and view the entered details through “View Existing” section.

## **Approval Processes:**

### **System Generated**

e-Waybill can be instantly generated by the System if the dealer has filed return(s) electronically within the due date and made e-payment of tax till the last return(s) due for the month/quarter.

Explanation: If a dealer is applying for Waybill in month of February then he / she must have filed tax return for the period December electronically and must have paid taxes electronically the total tax due as per the return filed for the same period. Dealer will receive a confirmation mail in his / her email id in case of such system generated waybills.

### **Status Check:**

A dealer can also check whether the facility of “System Generated Waybills” is available to the dealer or not. In order to do that the dealer has to log in and go to “e-Form” Section. There is a link on the right hand side of the page saying “System Generated e-WayBill Status”, as shown below.

The screenshot displays the 'GOVERNMENT OF ODISHA COMMERCIAL TAXES' website. The page includes a navigation menu with options like 'HOME', 'Downloads', 'E-Return Filing', 'E-Annual Return Filing', 'Check Status', 'Payment History', 'Amendment', 'Cancellation', 'e-Form', and 'Form Statement'. The 'e-Form' section is active, showing a 'Statutory Form Management' area. In this area, there are radio buttons for 'New Requisition' and 'View Existing', and a dropdown menu for 'Form Type'. A link labeled 'System Generated e-WayBill Status' is circled in red. The footer contains 'Useful Links', 'Privacy Statement', 'Terms & Conditions', 'Sitemap', and copyright information for the Commercial Tax Department, Odisha, 2010-2011.

Click on that link and it will open another Window showing the status for the dealer as shown below.



*In case this facility is not available to the dealer, it will also show the reasons for which this facility is not available to the said dealer.*

#### **Approval by Circle Authority**

In case of a dealer who is not filing returns and paying due taxes, electronically, his / her requisition for e-Waybill would require approval of concerned Circle Authority before the dealer is able to get a print out of such e-Waybill from CTD portal. Such e-Waybill requisition will be automatically sent to concerned circle authority for further verification and approval. Once it will be approved, dealer will receive a confirmation mail in his / her email ID with the approved e-Waybill number. If the requisition is rejected then dealer will receive an e-mail alert in his / her email ID along with the reason(s) for rejection of his / her requisition.

#### **Cancellation**

If you want to cancel the e-Waybill then click on “Cancel” button. You can cancel the e-Waybill after approval but only before such e-Waybill is confirmed and printed. Once you cancel any e-Waybill, you cannot print that e-Waybill any more.

#### **Confirm and Print**

On approval in any case as mentioned above, the dealer has to confirm the details and print the e-Waybill. You can cancel the e-Waybill after approval **but before it is confirmed**. If you would not confirm one approved Waybill within 3 months from the date of approval by the CTD then it will be disabled and you cannot access the Waybill for any use.

**Note: You can change your vehicle / transporter details and commodity details (In case of Out to In movement only) and confirm. Remember once you will click “Confirm and Print” button then you cannot edit ANY details.**

**It is advised that one should Confirm & Print only when he /she is assured of the details filled in,**

1-10 Declaration Section

Way Bill System Generated e-WayBill Status

Fetch old Waybill

In to Out  Out to In

1. Dealer of Odisha  
To Whom WayBill is Assigned  
Name  TIN

2. Consignor Of Goods  
Consignor Name   
Consignor Address   
Consignor TIN   
Consignor State

3. Place of dispatch of goods  
4. State of dispatch of goods   
5. Date of dispatch of goods (Actual/Expected)   
6. Name of entry/exit gate   
7. Consignee of goods  
Consignee Name   
Consignee Address   
Consignee TIN   
CST R.C. No

8- Invoice Chailan Details  
9. \* Please click on update link after entering each commodity details row in below section  
Other Commodity Description/ Other Goods shall be saved for non specific items only.

Commodity	Commodity Desc	Specify Others	Invoice/Chailan Number	Date (dd/mm/yyyy)	Quantity	Units	Value	Despatching Goods for	Specify Others	
Commodity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	BOX	<input type="text"/>	After purchase by self / by ags	<input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Del"/>
Commodity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Del"/>

-----The below section is editable till you click Confirm and Print button-----

10. Vehicle Carrier  
Vehicle RegdNo   
Lorry/Transporter Receipt No   
Owner of Vehicle   
Driver Name   
Vehicle Type   
Transporter Name and Address

Click to cancel Wavbill

Vehicle details can be edited after approval.

Click to confirm your details and print Waybill

On clicking "Confirm & Print", you will be asked for confirmation again with an alert message. Once you click "OK" the Waybill details are confirmed and a printable version of Waybill will be displayed (in .pdf format).

You can now directly print the e-Waybill or save it in your local drive in the system.

**IMPORTANT: Once you click on confirm and print then you cannot edit any details. So confirm the Waybill at the last moment, preferably when the vehicle is about to reach the designated check gate. You cannot cancel the confirmed e-Waybill.**

**View Existing Forms**

3. The "view existing" section is to access the details of a Saved/Sent for Approval/Approved/Rejected/Cancelled e-Waybill. You can access the existing details by selecting "View Existing" option as mentioned in above in Access Form Requisition section. You will view the following screen

Status of requisition Saved/Sent for approval/Approved /Rejected/Cancelled

Utilization Type \* :  New Requisition  View Existing

Form Type \* :

Between Date \* :  And :

Status :

Requisition No

Requisition Date



Requisition No.

Click to Submit for display result

You can search existing form details by selecting Form type, Date of Requisition and Status of form. You can search by entering Requisition Number also, if it is remembered.

Enter search criteria and click on submit button. You will view the following screen.

The screenshot shows the 'StatFormMgmt.Text' application interface. At the top, there are search filters: 'Utilization Type' (radio buttons for 'New Requisition' and 'View Existing'), 'Form Type' (dropdown menu set to 'WayBill'), 'Between Date' (date pickers for '01/25/2011' and '01/25/2011'), and 'Status' (dropdown menu set to 'Approved by CTD'). A 'Requisition No.' field is also present. Below the filters are 'Submit' and 'Clear' buttons. A search results table is displayed below the filters. The table has columns for 'Requisition No.', 'Form Type', 'Form Number', 'Date', 'Status', 'Confirmed/Printed on', and 'Remarks'. The first row of results is highlighted. Callout boxes point to various elements: 'Click to view/edit requisition details' points to the 'View' link in the first row; 'Date when the requisition details saved for first time' points to the date '25-01-2011' in the 'Confirmed/Printed on' column; 'Status of e-form' points to the 'Approved by CTD' status; 'Click to view list' points to the 'Submit' button; and 'Click to print e-Form' points to the 'Print' link in the first row.

	Requisition No.	Form Type	Form Number	Date	Status	Confirmed/Printed on	Remarks
<a href="#">Print</a> <a href="#">View</a>	55110600076	Way Bill	21W-11000010113	25-01-2011	Approved by CTD	25-01-2011	Auto Approval Process
<a href="#">Print</a> <a href="#">View</a>	55110600077	Way Bill	21W-11000010212	25-01-2011	Approved by CTD	25-01-2011	Auto Approval Process
<a href="#">Print</a> <a href="#">View</a>	55110600079	Way Bill	21W-11000010905	25-01-2011	Approved by CTD		
<a href="#">Print</a> <a href="#">View</a>	55110600080	Way Bill	21W-11000010707	25-01-2011	Approved by CTD		
<a href="#">Print</a> <a href="#">View</a>	55110600081	Way Bill	21W-11000010806	25-01-2011	Approved by CTD		
<a href="#">Print</a> <a href="#">View</a>	55110600082	Way Bill	21W-11000010608	25-01-2011	Approved by CTD	25-01-2011	Auto Approval Process

You can view the details of the requisition by clicking the view link in search result grid.

If you have applied for e-Waybill requisition and it is generated by the system or approved by concerned circle authority and confirmed by you then you can take print out of the e-Waybill by clicking the Print link in the search result grid.

If your e-Waybill is approved but you have not confirmed the Waybill then you cannot print it. To confirm the Waybill click on "View" link in the search result grid and follow the process for "Confirm and Print" of Waybill Requisition in above section. You can confirm the Waybill details only if the status of the waybill is "Approved. You can cancel the Waybill details if the status is approved only and it is NOT confirmed by you.

You can edit the e-Waybill/CST Form details by clicking the "View" button in search result grid ,ONLY if the Status of the e-Waybill is "Saved "and not "Sent for Approval".

You can save the PDF format of e-Waybill form after clicking print button.

Once you will take printout of Waybill then you have to produce the e-Waybill in the designated exit/entry check gate within seven days of date of confirmation, otherwise the e-Waybill will be treated as "deemed to have been utilised".

## Form Statement

4. A facility has also been provided for the dealers to generate a statement of e-Waybill forms generated from the portal and utilised by the dealer. The Statement is in form VAT 403.

In order to generate the statement, the dealer needs log in to the CTD portal and click on the “Form Statement” link on the top of the web page. The following screen will be displayed.

The screenshot shows a web form titled "Generate Utilization Statement". It includes the following fields and controls:

- Form Type:** A dropdown menu with "WayBill" selected. A callout box labeled "Form Type" points to this field.
- Option to view Statement or Report:** Radio buttons for "Statement" (selected) and "Report". A callout box labeled "Option to view Statement or Report" points to these buttons.
- Report Format:** Radio buttons for "PDF" (selected) and "Excel".
- Between Date:** Two date pickers with "And:" between them. A callout box labeled "Date when the requisition details saved for first time" points to the second date picker.
- Buttons:** "Generate Report" and "Cancel". A callout box labeled "Click to generate statement/Report" points to the "Generate Report" button.

Small text on the right side of the form reads: "Fields marked with \* are mandatory".

Select form type for which you want statement

Select option whether you want to prescribed statement or waybill report.

Select date period for which you want statement. The date is requisition date i.e. you saved the requisition details for the first time.


Click on generate / print to generate the statement of utilisation of e-Waybills.

**NOTE:**

1. This statement includes the e-Waybills generated / printed from the portal by a particular dealer and not the manual waybills issued to the dealer earlier.
2. Once an e-Waybill is produced at the designated check gate and processed by the check gate, the details will automatically appear in this statement.
3. e-Waybills confirmed and printed but not produced at any of the designated check gates will be treated as “deemed to have been utilised” and the details will also appear in this statement.

A specimen copy of an e-Waybill

6.

<b>FORM VAT 402</b>	Electronic <b>WAY BILL</b> [See sub-rule (3) of rule 79]	 * 2 1 W - 1 1 0 3 8 9 3 1 2 6 3 *															
1. <b>Dealer of Orissa</b> (To whom waybill is issued) Name: M/s National Aluminium Co.Ltd TIN: 21331104647		WAY BILL No: 21W-11038931263															
2. <b>Consignor of goods</b> Name: Hindustan Petroleum Corporation Ltd Address: VISHAKHAPATNAM TIN: 28790125395																	
3. <b>Place of Despatch of goods</b> VISHAKHAPATNAM	4. <b>State of Despatch of goods</b> Andhra Pradesh			5. <b>Date of Despatch of goods</b> (Actual/Expected Date) 13/9/2011													
6. <b>Name of entry/exit check gate:</b> Sunki																	
7. <b>Consignee of goods</b> Name: M/s National Aluminium Co.Ltd Address: NALCO BHAWAN Nayapalli, BBSR Khurda Nayapalli TIN: 21331104647 CST No: 21331104647																	
8. <b>Consigner despatching goods for [(Tick) Mark in the appropriate box]</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%;">Delivery to the buyer</td> <td style="width: 12.5%;">After purchase by self/by agent</td> <td style="width: 12.5%;">Branch transfer</td> <td style="width: 12.5%;">Consignment sale</td> <td style="width: 12.5%;">Execution of works contract</td> <td style="width: 12.5%;">Transfer of right to use</td> <td style="width: 12.5%;">Any Other reason, (please specify)</td> </tr> <tr> <td></td> <td style="text-align: center;">Yes</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>				Delivery to the buyer	After purchase by self/by agent	Branch transfer	Consignment sale	Execution of works contract	Transfer of right to use	Any Other reason, (please specify)		Yes					
Delivery to the buyer	After purchase by self/by agent			Branch transfer	Consignment sale	Execution of works contract	Transfer of right to use	Any Other reason, (please specify)									
	Yes																
9. <b>Details of Invoice / Challan / Other document(s)</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Sl.No</th> <th rowspan="2">Commodity &amp; Code</th> <th colspan="2">Invoice / Challan (in case of sale / Purchase) / Other document (other than sale / purchase)</th> <th rowspan="2">Quantity</th> <th rowspan="2">Value (in Rs)</th> </tr> <tr> <th>Sl. Number</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>HP I D OIL-53050090</td> <td style="text-align: center;">11004965</td> <td style="text-align: center;">13/9/2011</td> <td style="text-align: center;">18000.0000 Liter</td> <td style="text-align: center;">912,219.92</td> </tr> </tbody> </table>				Sl.No	Commodity & Code	Invoice / Challan (in case of sale / Purchase) / Other document (other than sale / purchase)		Quantity	Value (in Rs)	Sl. Number	Date	1	HP I D OIL-53050090	11004965	13/9/2011	18000.0000 Liter	912,219.92
Sl.No	Commodity & Code					Invoice / Challan (in case of sale / Purchase) / Other document (other than sale / purchase)				Quantity	Value (in Rs)						
				Sl. Number	Date												
1	HP I D OIL-53050090			11004965	13/9/2011	18000.0000 Liter	912,219.92										
10. <b>Vehicle / Carrier Detail - Vehicle Regd. No.</b> OR05AE9686				<b>Driver's Name</b> N.BISWAL		<b>Lorry / Transport / Railway Receipt No.</b> NIL											
<b>Owner of Vehicle</b> S.RAUTH		<b>Transporter's Name and Address</b> S M Carrier															
11. <b>Way bill issuing/approving Office</b> Bhubaneswar III Circle		12. <b>Way bill issuing/approving authority (Name &amp; Designation)</b> System Generated Waybill															
13. <b>Declaration of the Dealer of Orissa to whom Way bill issued</b> I hereby indemnify the Government / Department / Officer (s) concerned from any liabilities arising out of the use / misuse of this system generated electronic Waybill.		<b>Seal</b> Date of Approval: 13/9/2011															