

COMPANY/CIRCLE/DIVISIONAL/SUB-DIVISIONAL OFFICE

Procedure	Issue of Application Form	Code	Page
Section	General		
Designation	Sub-Divisional Clerk	CP-01	2 of 2

Reference General System Description

2. At the beginning of the month bring forward in Columns 9 and 10 in the Application Form Register (CP-Form-01) the balances in hand of the Application and Agreement Forms (CP-Form-03) and Abridged Conditions of Supply (CP-Form-02).
 - 2.1 On receipt of a new supply, complete Columns 2 to 5 in the Form Register.
 - 2.2 Give an Application and Agreement Form (CP-Form-03) and one copy of Abridged Conditions of Supply (CP-Form-02) to the applicant.
 - 2.3 In the Form Register complete Columns 6 to 10. Sign each page.
 - 2.4 At the end of the month, obtain signature of SDO. in token of his check.
FOR COMPANY. CIRCLE AND DIVISION
3. CP-Form-01 will also be maintained in Company/Circle/Division observing procedures at paras 2 to 2.4.