

Section: #
Subject: Enter Subject Here
Title: Enter Title Here

Policy: #.#
Revised: Date of last revision
Author: Which Ministry area

Introduction Insert text here.

Purpose Insert text here.

**Add Appropriate
Heading**

1. Insert Text Here
 - 1.1. This is the numbering system and style to be used.
 - 1.1.1. Spacing is 12 pt before and after paragraphs
 - 1.1.2. Paragraphs are single spaced.
 - 1.2. Use Myriad Pro 11 pt for the text and Myriad Pro 12 pt Bold for the section headings.

Revision No.: #

Issued By: Select Either Management/LBA/Audit
Committee

Revision Date: Enter Date of Revision

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C O N F I D E N T I A L