

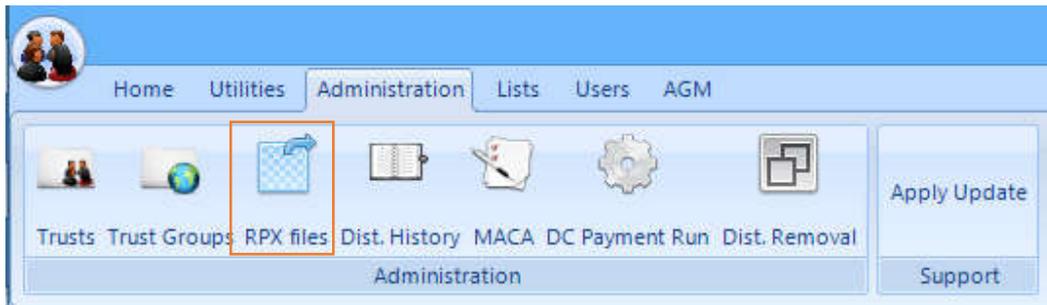
Succession Letter Import Guide

Preparation

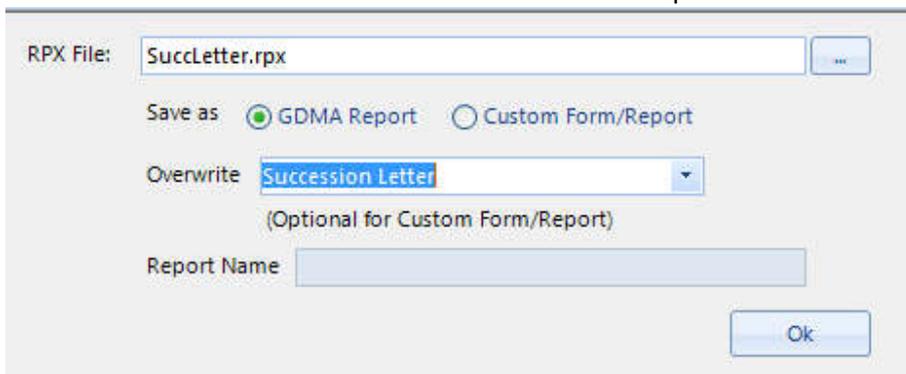
Ensure that you have the RPX file of the Succession Letter ready and compatible with GDMA (ie. Its script should be in C# and not VB).

Import

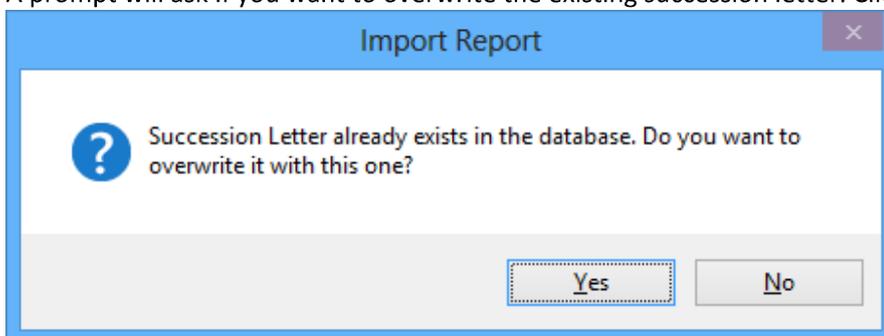
1. Login to GDMA
2. Go to Administration > RPX Files



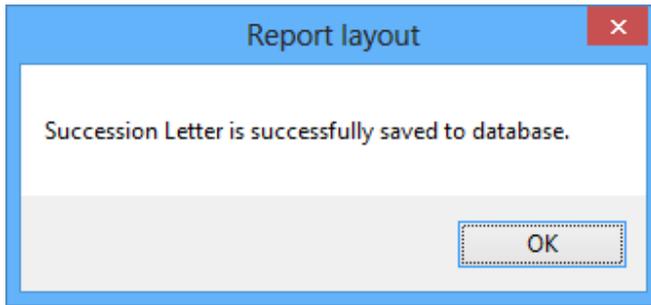
3. Enter the correct details in the RPX files screen
 - a. Set the RPX file with your Succession Letter's RPX file. Click the '...' button to easily browse for the file.
 - b. Select GDMA Report as the Save as option
 - c. Select 'Succession Letter' from the Overwrite dropdown list.

A screenshot of the 'RPX File' configuration dialog box. It features a text input field for 'RPX File' containing 'SuccLetter.rpx' with a browse button ('...'). Below this are radio buttons for 'Save as' with 'GDMA Report' selected and 'Custom Form/Report' unselected. An 'Overwrite' dropdown menu is set to 'Succession Letter', with a note '(Optional for Custom Form/Report)' below it. A 'Report Name' text input field is also present. An 'Ok' button is located at the bottom right.

4. Click the 'OK' button.
5. A prompt will ask if you want to overwrite the existing succession letter. Click 'Yes'.

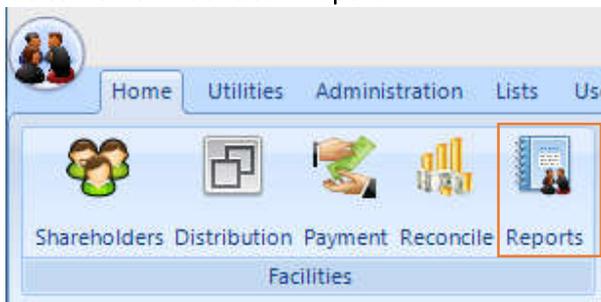


6. A confirmation will show that you have successfully imported the Succession Letter RPX file.

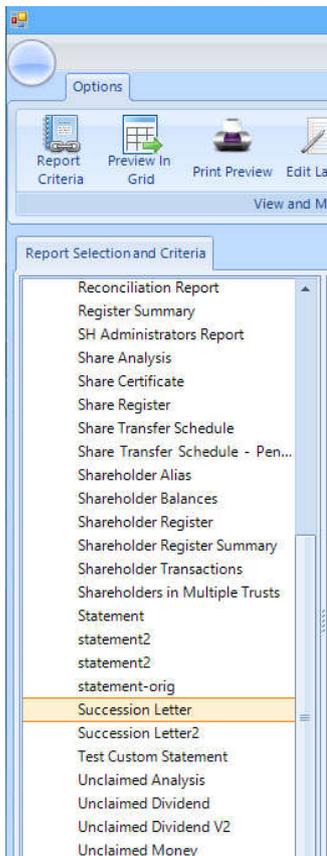


Editing Succession Letter's RPX File

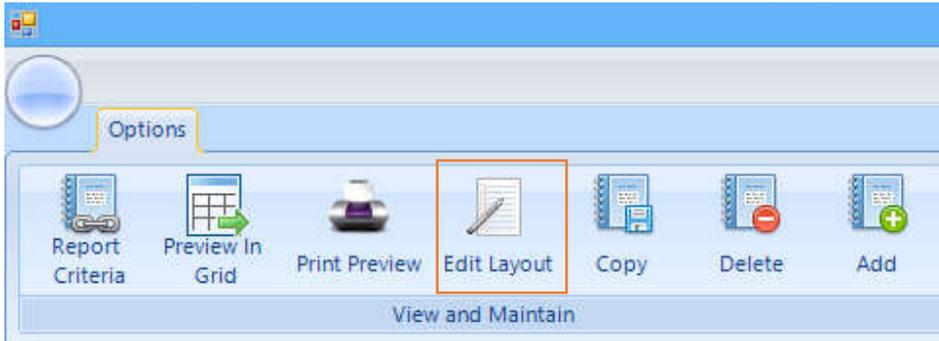
1. Launch GDMA.
2. Go to Home > Facilities > Report



3. Select Succession Letter in the Report Selection and Criteria list.



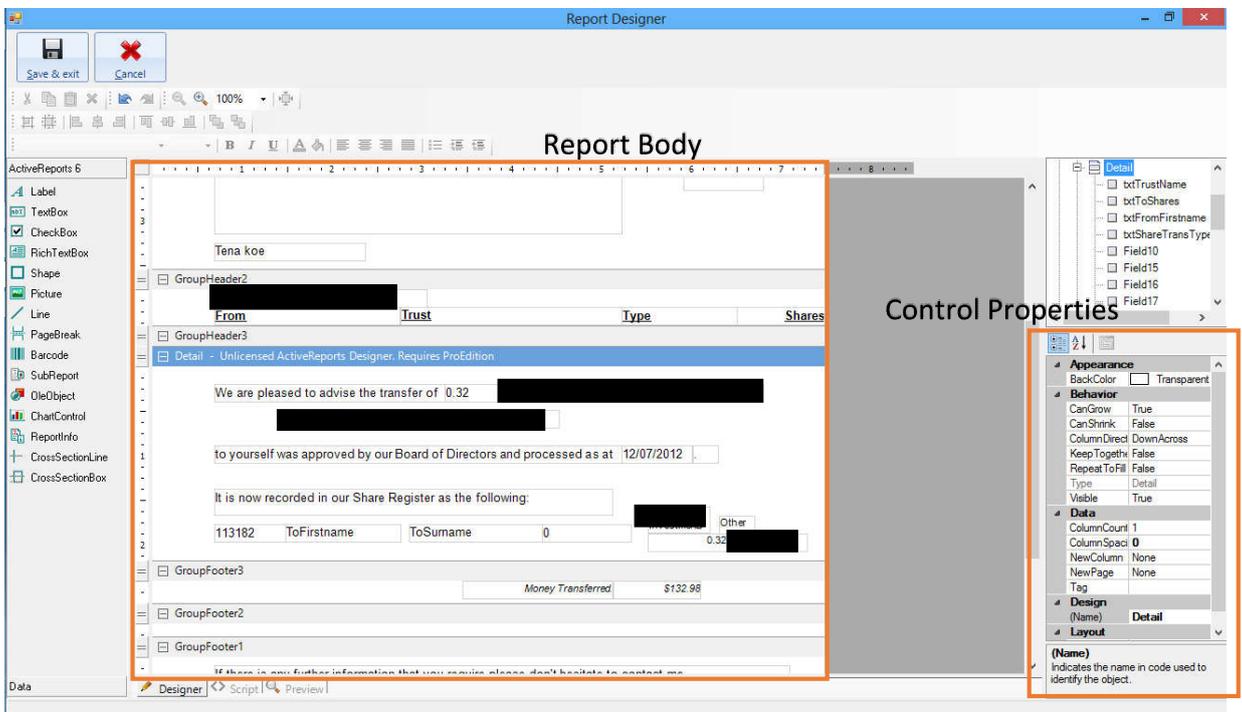
- Click the Edit Layout button under the View and Maintain button group.



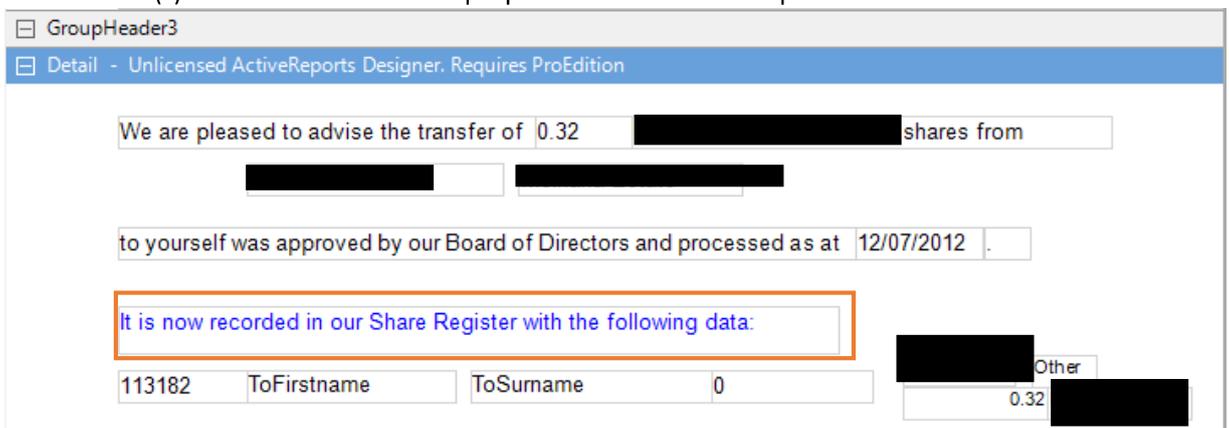
- The Report Designer would be displayed.

Report Body – The printable section of the report. It contains various controls that compose a report.

Control Properties – The Control Properties section is where the properties of controls like labels or fields can be set.



- Edit the field(s) as desired as well as its properties. Here's an example below.



7. After editing the report, click the Save & Exit button.



8. Check your modified succession letter.

09 August 2012

Shareholder No. [REDACTED]

[REDACTED]

Tena koe

We are pleased to advise the transfer of 0.2 [REDACTED] shares from

[REDACTED]

to yourself was approved by our Board of Directors and processed as at 24/06/2014 .

It is now recorded in our Share Register with the following data:

| | | |
|------------|--------------------------|--------|
| [REDACTED] | 0.672 | |
| | <i>Money Transferred</i> | \$0.25 |

If there is any further information that you require please don't hesitate to contact me.

Naku noa na

[REDACTED]

[REDACTED]