

# RSO GUIDEBOOK

UPDATED: MARCH 2017



UCA | OFFICE OF STUDENT LIFE

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# ABOUT

## Mission of the Division of Student Services and Office of Student Life

The mission of the Division of Student Services and Office of Student Life is to challenge, support, and encourage our students by providing innovative services, programs, facilities, and resources in order to maximize the collegiate experience

# SCHEDULING EVENTS, ACTIVITIES AND MEETINGS

## Reserving a room or space using Virtual EMS

All campus scheduling can be done online at [schedule.uca.edu](https://schedule.uca.edu). Any member of the RSO can request space on behalf of the organization, however their status as a member of the organization will be verified by looking at the roster on OrgSync. If a student is not listed as a member of the organization on OrgSync they will not be able to schedule space for that group in EMS.

### Creating an EMS account

If you've never scheduled a space using the online EMS website before, you will need to request for an account to be created. Simply click the "Request an Account" option from the menu at the top of the page and fill out the form. Once your account has been created and membership has been verified in OrgSync, you will receive an email confirmation from the centralized scheduling office.

### Browsing for open spaces on campus

You can browse availability of a space without logging into EMS, however you will need to login in order to submit a reservation request.

The **Browse** menu item on the EMS website brings up two choices:

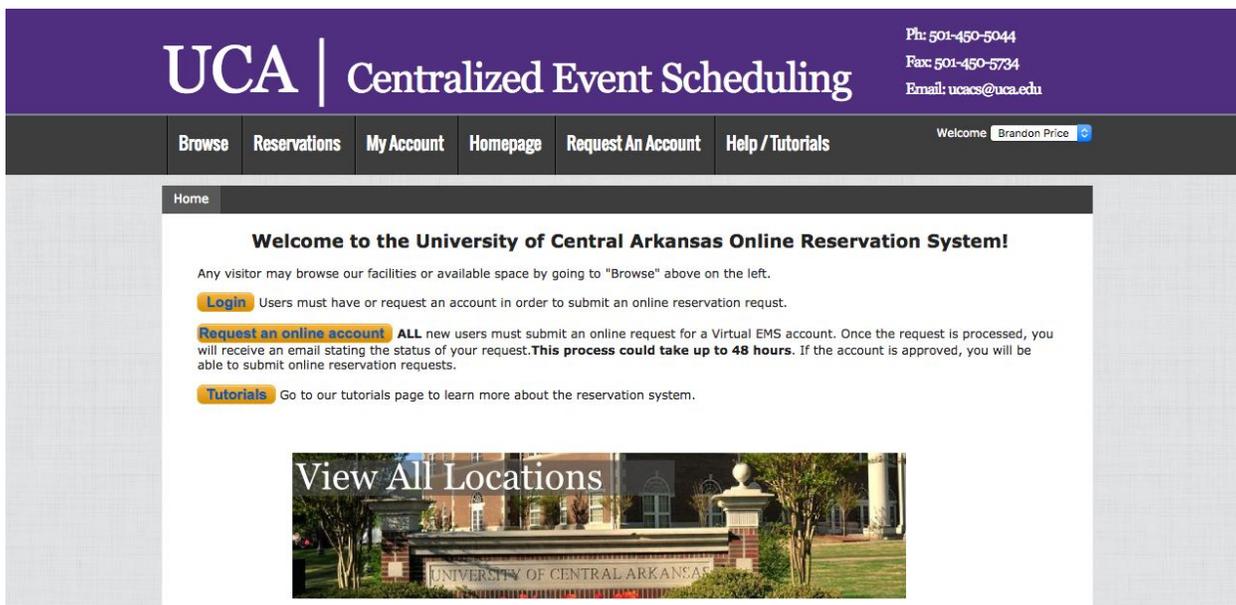
**Browse Facilities** - This option will allow you to look at the availability of specific room/location. You can use the filtering tools to narrow it down to spaces suitable for your event type. When you click on a

space in this view, it will pop up with a window showing details, setup types, features and availability of that specific space. You can use the arrows to navigate through different dates.

**Browse for Space** - This option will bring up a table showing every space on campus and it's availability by time. You can use the filter option to specify a specific date and/or facility according to the needs of your specific event.

## Reserve a space

Once you've created and logged into your EMS account, you can now reserve space on behalf of your organization. When you have logged in, you will see a new menu option called "Reservations" under which will be a few different categories of spaces you can reserve.



When you select an option under the reservations tab, you will then be presented with the basic information for the schedule of your event. For events in the Student Center, you must submit your reservation request at least two-weeks in advance. If you place a date within the two week window, you will receive an error message when you click the blue "find space" button.

Room Request Form (Student Center) Info Location Details

**When and Where**

Date: \*  
10/12/2016 We Recurrence

Start Time: \*  
1:30 PM

End Time: \*  
2:30 PM

Facilities:  
Student Center (SC)

**Setup Information**

Attendance: \*  
25

Setup Type: \*  
Theater Style

[Find Space](#)

Hours of Operation:

Monday - Thursday	Friday	Saturday	Sunday
7:00am - 11:00pm	7:00am - 10:00pm	9:00am - 5:00pm	2:00pm - 10:00pm

If your reservation falls outside of regular building hours, please submit a [paper application](#).

**Setup Type Guide**

Theater Style	Square-Shape Style	Classroom Style
Rows of chairs facing the front of the room.	Tables and chairs in a square.	Rows of tables and chairs.
*Podium and tables at the front and back of room included.		*Podium and tables at the front and back of room included.

If your event will have a regular recurrence, you may select the “recurrence” button for more options. This will allow you to have all the dates for a particular event (such as an RSO meeting) under one reservation.

**Recurrence**

Time

Start Time: \*  
1:30 PM

End Time: \*  
2:30 PM

Recurrence Pattern

Daily  Weekly  Monthly  Random

Recur every 1 week(s) on:

Sun  Mon  Tue  Wed  Thu  Fri  Sat

Range of Recurrence

Start Date: 10/12/2016 We

End after: 1 occurrences

End by: 10/12/2016 We

[Apply Recurrence](#) [Remove Recurrence](#)

## Registering your event with the Student Life Office on OrgSync

All RSO’s at the University of Central Arkansas are required to register their social events no later than two weeks before they take place. expected to register their events and meetings with the Office of Student Life. Please note that these registrations must be received **no later than two weeks** before the event/activity/meeting will take place.

The registration process is as easy as placing your event on your organization’s OrgSync calendar.

<p><b>STEP 1:</b>                      Navigate to the “Events” page on your RSO’s OrgSync page and click the green “Create an Event”</p>	<p><b>STEP 2:</b>                      Fill out the basic event information (date, time, location and description) choose the</p>	<p><b>STEP 3:</b>                      Fill out the event registration form. The information it asks will be based on your specific type of</p>
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button on the right side of the page.	visibility level and any other options (if needed)	event. Be sure to completely submit this form.
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When you’ve finished and submitted the form, your event has been registered and sent to the Student Life Office for approval. Your submitted event will be visible to admins on your events page with the notation “pending approval” as soon as you’ve submitted your request. You can click on it to view the status of the request, message our office or edit any details. Once it has been approved, the notation will be removed and it will become visible to everyone which you made it available.

### Event Scheduling and Registration FAQ:

**Q:** I started the event request form but didn’t finish it, should I make a new event?

**A:** Nope! OrgSync will save your event and your progress once you’ve created the event. To continue where you left off, go to your “Forms” tab and look for your event. You will see a green “finish” button next to your event..

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**Q:** I started the event request form but didn’t finish it, should I make a new event?

**A:** Nope! OrgSync will save your event and your progress once you’ve created the event. To continue where you left off, go to your “Forms” tab and look for your event. You will see a green “finish” button next to your event.

### Showing Films/Movies at Events

The following section is provided by Swank Motion Pictures Inc. (<https://www.swank.com/college-campus/copyright/>)

*The Federal Copyright Act specifies that copyrighted materials like movies can be used publicly if properly licensed. However, neither the rental nor purchase of a movie carries the right to exhibit it outside of one’s home. The good news is Swank can properly license movies for a copyright compliant exhibition.*

***What exactly is a public performance?***

*A public performance is the exhibition of a movie that is shown outside of someone’s home.*

***Why should I obey copyright law?***

*Violating copyright law through unauthorized use of a movie:*

- *Could result in expensive fines and fees and negative publicity.*
- *Prevents those who worked hard on a film from receiving their just compensation.*

- *Essentially steals motivation to create from authors, computer programmers, playwrights, musicians, inventors, movie producers and more.*

*A public performance licensing fee includes money paid to the entire cast and crew who worked on the film from start to finish. If these men and women do not receive this hard-earned revenue through sources like licensing fees, they may no longer invest their time, research and development costs to create new movies.*

### **Who does copyright law apply to?**

*This law applies to everyone, regardless of:*

- *Whether admission is charged.*
- *Whether the institution is commercial or nonprofit.*
- *Whether a federal, state or local agency is involved.*
- *What year the movie was produced.*

*This means colleges, universities, public schools, public libraries, day care facilities, parks, recreation departments, summer camps, churches, private clubs, prisons, lodges, businesses and more all must properly license movies to show them publicly.*

### **Do I need a license to show a movie for educational purposes? This activity is covered under the “Face-to-Face Teaching Exemption,” right?**

*It depends. Under the "Face-to-Face Teaching Exemption," copyrighted movies may be shown in a college or university setting without copyright permission only if all criteria are met:*

- *A teacher or instructor is present, engaged in face-to-face teaching activities.*
- *The institution must be an accredited, nonprofit educational institution.*
- *The showing takes place in a classroom setting with only the enrolled students attending.*
- *The movie is used as an essential part of the core, required curriculum being taught. (The instructor should be able to show how the use of the motion picture contributes to the overall required course study and syllabus.)*
- *The movie being used is a legitimate copy, not taped from a legitimate copy or taped from TV.*

*This means the "Face-to-Face Teaching Exemption" does not apply outside the nonprofit, in-person, classroom teaching environment. It doesn't apply to movies shown online – even if they're part of course-related activities and websites. It also doesn't apply to interactions that are not in-person - even simultaneous distance learning interactions. It doesn't apply at for-profit educational institutions either. For specific requirements, please reference The Copyright Act of 1976, Public Law No. 94-553, 90 stat 2541: Title 17; Section 110(i), or consult your copyright attorney.*

***Who can provide me with the proper licensing?***

*Only Swank can provide the necessary licensing to show films on your campus on behalf of the studios we cover.*

***What happens to those who violate copyright law?***

*Motion picture companies can and will go to court to ensure their copyrights are not violated. Those convicted could face embarrassing publicity, up to five years in prison and fines ranging up to \$250,000.*

***Do we need a license even if we don't charge admission? What if someone owns the movie?***

*Yes. A license is required for all public performances regardless of whether admission is charged. The rental, purchase, lending or download of a movie does not provide the right to exhibit it publicly outside the home unless the screening is properly licensed.*

***Who's responsible if a film is shown without a license?***

*The management of the venue or premises where the movie is shown bears the ultimate responsibility and consequences of copyright infringement. However, anyone involved with the public performance of copyrighted material could be implicated.*

***If I purchased a license to show a movie, can I show that movie whenever I want?***

*Unfortunately, no. Licenses are valid for a specific, designated time frame. There are no annual licenses available to colleges and universities.*

***A small group is having an informal gathering in our facility. Do we still need a license?***

*Yes. A license needs to be obtained regardless of the number of people attending the screening if the movie is being shown outside the home.*

## REGISTERING A NEW STUDENT ORGANIZATION

Registering your student organization gives your group access to the privileges and services UCA provides. Some of the resources available only to recognized student groups include:

- Use of the UCA name and logos.
- Use of University facilities.
- Audiovisual and technical services.
- A listing in the UCA RSO Directory (if done by September 15).
- Access to University funding through SGA Student Activity Fee Allocation (SAFA).
- Ability to hold benefit fundraisers.

- Advice and consultation from UCA and many other University departments and programs.
- The ability to publicize Events at UCA.
- Use of Student Center mailboxes.
- Discount on Aramark catering.

## Who should register?

New student organizations should be registered by a current student in an executive role for the group (usually it is the student who will be filling the role of President). New RSO's registrations can be submitted any time between August 15 and April 1. Applications for new RSOs received after April 1 will be considered at the beginning of the following Fall semester.

## What information do I need?

Be prepared to include the following:

1. name of the organization
2. names, email addresses, and phone numbers of President, Vice President, Secretary, and Advisor.
3. an organization web address (optional)
4. estimated membership total
5. when/where regular meetings are held

## RENEWING AN EXISTING RSO

Currently recognized RSOs need to renew their organization each semester in order to retain their recognition status and access to campus resources. Deadlines for renewal can be found with your organization's OrgSync portal under the "Events" tab or on the [RSO website](#) under "Dates and Deadlines"

Only administrators of the RSO portal are able to access the settings tab to edit profile information. Presidents and Advisors are automatically added as administrators to the RSO's OrgSync portal once their position request forms have been submitted and approved on OrgSync.

The renewal process is done online through OrgSync. When renewals are required, you will see

**i Your attention is needed!**

A community administrator has requested that you update this portal's profile.

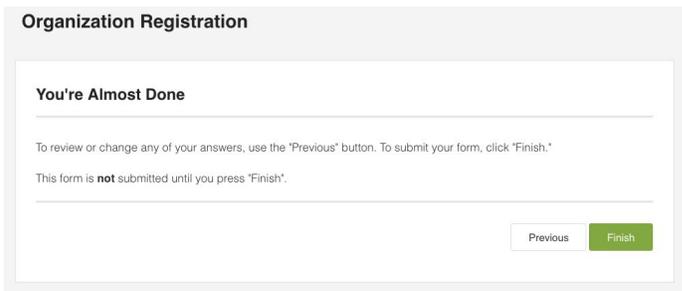
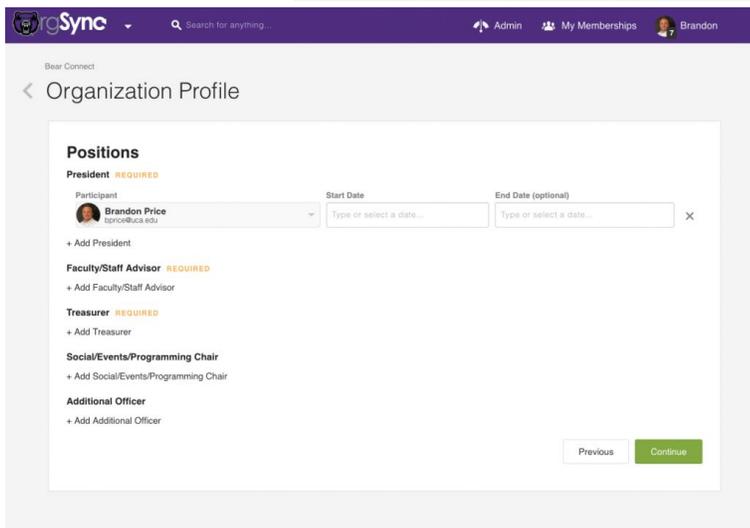
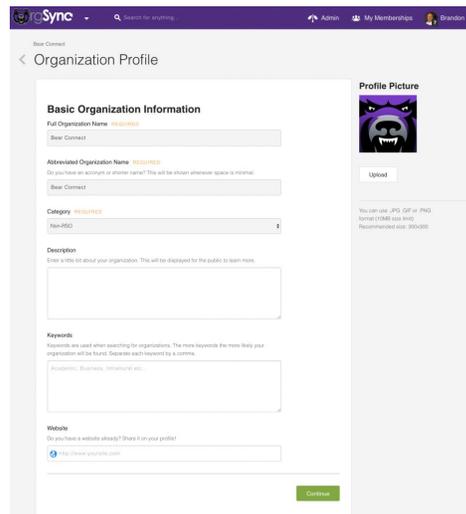
Update Now

an orange box (pictured on right) requesting that you update your portal's profile. Simply click the "update now" button to begin the renewal process.

The first page of the renewal is the basic organization information. You can change your organization's profile picture, description, keywords and website here. The organization name, abbreviated name and category can only be changed by the Office of Student Life. If you don't have anything to update on this page, simply click the green continue button to move on to updating officers.

The next page will allow you to update the current officers of the organization. Some positions (such as president, treasurer and faculty/staff advisor) are required. Others are optional; you may add multiple "additional officers" as needed. If required, certain positions may receive a separate email requesting them to fill out a separate form in order to be listed as an officer for the organization. When you are finished updating the positions, continue to the next page of the renewal by clicking the green "continue" button. *Please note that in order for someone to be listed as an officer of your organization, they must already be a member of your portal on OrgSync.*

The final two pages of the renewal form will ask you to update things like the meeting time/location and any specific membership requirements for the organization. Simply continue through until you reach the final page (pictured on right) and click the green "Finish" button. The renewal will then be reviewed and approved by the Office of Student Life once the required officer forms have been received. Your organization renewal will not be approved until the President and Advisor position information forms



have been submitted. These forms are sent automatically to the UCA email address of the person listed as a President or Advisor.

## OFFICER TRANSITIONS

A smooth transition is the responsibility of both the outgoing and incoming members of an organization. The following checklist should be used as a guide of things to think about while training for new officers in order to help the organization maintain consistency from year to year.

### OrgSync Transition

- Update Positions on OrgSync Portal (update or create new positions)
- RSO Website and Guidebook ([uca.edu/rso/guidebook](http://uca.edu/rso/guidebook))
- RSO Update announcements (sent via OrgSync message)

### Student Life Policies

- Profile update on OrgSync; Organization Renewal Due ANNUALLY each Fall
- RSO Training each Fall and Spring semester (*Mandatory for RSO Presidents*)
- Social Events Policy Training each Fall and Spring semester (*If RSO wants to host social events*)
- Student Handbook Policies

### Files & Information Related to Organization & Positions

- Mission, goals, and purpose of RSO
- Officer position duties
- Insight and advice from experienced officers
- Login information and passwords for online accounts
- Contact information for all officers
- Plan a retreat or meeting with executive board and advisor
- Upload previous documents to OrgSync (constitution, membership, budget, minutes, etc.)
- Discuss unfinished projects or Goals
- Calendar of important dates and events (RSO Fair & Training, SAFA, scheduled events, etc.)

# STUDENT ACTIVITY FEE ALLOCATION (SAFA)

The University of Central Arkansas Student Government Association provides the opportunity each semester for RSO's to apply for funds for programming, conference registration and other activities.

## SAFA Presentation Tips

Successful SAFA allocations have two important factors in common, the thoroughness of the SAFA application (on OrgSync) and the strength of the SAFA presentation (Hearings).

Allocation requests are considered during the SAFA Committee 'Deliberation Week'. Each request is judged on its relative merits as determined by the SAFA Committee. The SAFA Committee will consider the thoroughness of the application and the strength of the presentation in considering the SAFA allocation request.

The SAFA Committee may use the following factors in determining the effectiveness of a program.

- The Total number of students represented and served by the organization.
- The purpose or goals of the activity presented by the organization.
- The prior success of the organization/department in relation to planned programs and activities.
- The amount of income the organization has attempted to raise through other sources.
- Benefits provided to the campus community.
- Benefits provided to individual participants.
- Overall cost effectiveness of the program/activity or request.
- SAFA allocations should be invested in programs/events that are open to all campus students.

Specific items to consider during your SAFA application and presentation

- Be specific – breakdown expenses for each program line item.
- When possible show bids, invoices (past and present), statements, quotes, or printed catalogues.
- Provide names of speakers/performers.
- Include date, time, location, and purpose of program/event.
- Be specific in how you will advertise and promote your program/event.
- History of program/event – has your organization been successful with SAFA funding in previous

- Have you considered a co-sponsor for your program/event?
- Names, email, and phone number of students in leadership positions for each program.
- Failure to consider all of the factors listed above will have an effect on your SAFA allocation.

**Remember: Your SAFA presentation is just as important as your SAFA application. The strength of your SAFA presentation will help in the success of your SAFA allocation. Be prepared!**

## FUNDRAISING

As a recognized student organization, you are permitted to fundraise in order to raise money for organizational needs and functions. The UCA Student Handbook outlines the policy regarding RSO fundraising:

### **FUNDRAISING (BY RECOGNIZED STUDENT ORGANIZATIONS)**

*Fundraising projects, including the sale of merchandise in and around the area of the campus, must be registered on a solicitation policy form with the Student Center Administrative Office (Student Center, Room 206) and scheduled with the Calendar Office. Approval of such projects will be based on the following guidelines:*

1. *The activity does not conflict with the educational purposes of the University;*
2. *The activity does not conflict with another activity already approved;*
3. *The activity does not violate the law by including a drawing, raffle, lottery, or other games of chance;*
4. *The activity does not involve door-to-door solicitations;*
5. *The activity in no way conflicts with university policies;*
6. *The activity that raises funds for philanthropic purposes is directed to non-profit, tax-exempt organizations and that no funds are made directly available to an individual or individuals.*

### **Fundraising FAQ:**

**Q:** Can we use online fundraising tools such as GoFundMe or IndieGoGo?

**A:** Many online crowdfunding services require bank account to direct deposit funds. If your organization has an off-campus bank account you may be able to use a service like this. However, be aware of any processing fees and additional liabilities these services may present.

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**Q:** Are the donations we receive tax-deductible?

**A:** Most likely not. Most student organizations would be considered by the IRS to be “assumed exempt” meaning that you operate on a not-for-profit basis and are assumed to be exempt for certain tax filings. However, only organizations who have applied for formal exemption with the IRS and have received this exemption from the IRS are allowed to provide tax-deductible write-offs in exchange for donations received.

If a business is requesting a Tax ID or other documentation for a donation, you may contact the Coordinator of Student Organizations who can provide an official letter stating that your RSO operates in a not-for-profit manner and is in good standing with the University.

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**Q:** Our organization wants to hold a raffle for a prize, can we do that?

**A:** No. As per University Policy and Arkansas State law, student organizations are not to conduct any raffles or drawings as part of their events. A raffle is a form of lottery in which each participant buys a ticket for an article put up as a prize with the winner being determined by random drawing. Raffles may only be conducted by an authorized bingo and raffle organization that must meet certain requirements with regard to tax-exempt status and years in existence, and they must have a permit from the Department of Finance and Administration.

**In addition to being contrary to university policy, an illegal raffle is a criminal offense.**

**Door prizes should not be used to circumvent raffle law, i.e. you cannot charge admission to your event and give away a prize to only the paid attendees.**

## AGENCY ACCOUNTS

Every RSO should have a process for holding its funds securely in some sort of account. As a recognized organization on campus you have the ability to request that an agency account be established in behalf of your organization. You can use this account to deposit funds and process reimbursements for purchases made for your organization.

While RSO's can establish an account with a bank off-campus (see bank accounts section), it is *highly* recommended that they start with establishing an agency account. Off-campus bank accounts require additional steps and mandatory annual filings with the IRS in order to remain in good standing.

### Requesting a New Agency Account

1. Complete the [Application for an Agency Account](#). This form includes directions on what needs to be filled out, and to whom it should be returned. Upon approval, a fund number will be assigned by the controller which you will receive via campus mail.
2. The Faculty/Staff advisor and treasurer for the RSO must complete the [Agency Authorization Form](#). No disbursements from the account will be permitted until this form is completed. All disbursements require the signature of the advisor AND treasurer. The accounts payable office will

carefully compare signatures, so be sure to keep this form up to date, whenever officers or advisors change.

## Using Funds in an Agency Account

To request payments for all agency funds, an [Agency Disbursement Request](#) must be completed and forwarded to Accounts Payable. When a completed Agency Disbursement Request is received in AP, the signatures are compared to the authorization on file. Documentation is required for all disbursements. In some cases where it's not feasible to know exactly how much something will cost (party supplies) it is easier to pay for something using your personal funds and then be reimbursed. If you have any questions about what you will need for a disbursement to take place, contact accounts payable.

**IMPORTANT:** *For any disbursement to take place, an itemized invoice or receipt is needed. A credit card receipt that only lists the total amount will not suffice; **the receipt must break down the cost of each item, subtotal and tax amount.***

If an agency wants to transfer funds from their account to another UCA account (Agency or University) they must complete a Supplies and Services Requisition form.

The form should include:

- The signature of the agency/department giving the funds
- The index and account code of the agency giving the funds
- The signature of the agency/department receiving the funds
- The index and account number of the agency receiving the funds
- A brief description

## OFF-CAMPUS BANK ACCOUNTS

Off-Campus accounts provide more convenient access to your organization's funds, but come with other obligations that you need to be aware of.

If your organization wishes to set up an account off campus, note these things:

- Make sure you set up your organization account using an Employer Identification Number (EIN) and NOT an organization member/advisor's social security number. If an account is created under

a person's name and not the organization, that person is taxably-liable for the funds in that account.

- You must make sure that you keep the names and authorized users as recorded by the bank are kept up to date. You do not want to lose access to an account and the funds within it. This includes making sure you request updated debit card(s) when authorized users change.
- You must file your 990-N E-Postcard with the IRS annually. [Click here for more information.](#)
- Depending on the amount of money in your account and bank policy, you may be charged a monthly fee by the bank.

Locally, there are a few banks near campus that provide non-profit checking accounts. You should contact each of them to decide which will be the best for your needs.

**NOTE:** Before setting up an off-campus bank account, you should consult with the Coordinator of Student Organizations about the additional responsibilities it will entail in order for your organization to remain compliant with federal tax regulations.

## AUDIO-VISUAL EQUIPMENT

AV services are available free of charge to all faculty, staff, and approved student organizations at UCA.

Equipment that we have for loan includes:

- Projectors & screens
- TVs & DVD/Blu-ray players
- Camcorders & tripods
- Powered speakers & microphones for public address
- Digital audio recorders
- And other things.

We're located in Burdick Hall, room 116. Our office hours are 8:00 am - 4:30 pm.

**IMPORTANT: Policy Update**

Read here - [Board of Trustees Policy 413](#):

#### 4. Rules and Regulations

a. **Only faculty and staff** may reserve and check out equipment or resources.

b. Faculty and staff must be able to demonstrate proper usage and care prior to checking out equipment or resources.

c. Some equipment may require faculty and staff to complete equipment training or orientation prior to checking out such equipment or resources.

d. **Students may use university equipment or resources at the discretion and under the supervision of the faculty or staff member who made the reservation.** Students must follow the same guidelines for care and usage as faculty or staff. Faculty or staff and their departments are ultimately financially responsible for university equipment and resources, except in the event students use equipment or resources in a manner inconsistent with the stated university-related purposes or are negligent in the care or use of the equipment or resources. In these circumstances, the student will be held personally and financially responsible for either repair and/or replacement costs.

**Students may not reserve or checkout university equipment or resources. Students may *pick up* university equipment or resources when previously reserved and authorized by faculty or staff.**

e. As a general rule, university equipment will not be removed from the campus. However, as a community service, varying departments allow schools, clinicians, and others to utilize university equipment or resources for educationally-related purposes or in a manner consistent with the university's mission. In such instances, faculty and staff must reserve and check out the equipment or resources upon the written approval of the president or appropriate vice president. Utilization of equipment or resources in this manner will be governed by the regulations for student use.

#### WHAT THIS MEANS

- If you are making a request for your RSO, you need to have your organization's Faculty/Staff Advisor contact us (preferably by email) to make the request. We cannot take reservations directly from students.
- If the event is for a dorm/residence hall and you are an RA or RC, we need a staff member of Housing & Residence Life to make the request. The way we (AV Services) determine who is staff/faculty and who is a student/GA is by whether their UCA email includes a number and '@cub.uca.edu'. If you don't know who your organization's Faculty/Staff Advisor is, you can find out by searching the [UCA RSO Directory](#).

# GRADUATION CORDS, STOLES AND MEDALLIONS

Many RSO's have certain graduation regalia that is chosen nationally or locally. In order to make sure that campus groups are not duplicating existing regalia, any graduation cords, stoles or medallions that may be given to members to wear during commencement exercises needs to be approved by the University Registrar.

The approval form can be found at this link: <https://orgsync.com/52031/forms/202891>

## APPENDIX A: Social Events Policy

H.Y.C.Z.W.c.Z.Gi.XYbh@ZY.f.WW[b]n.Yg.H.Y.j.Ui.Y.c.Z.V.ch.c'b.UbX.c.Z.W.a.di.g.g.c.V.J.U.Y.j.Y.b.r.g.'-b.Ub.Y.Z.c.f.h.c.Y.b.g.f.Y.H.Y.g.U.Z.Y.m.l.U.b.X.g.W.W.g.g.c.Z.H.Y.g.Y.Y.j.Y.b.h.g.z.H.Y.Z.c.c.k.j.b[.dc.M.f.g.U.[.c.j.Y.f.b.H.Y.d.U.b.b].b[.UbX].a.d.Y.a.Y.b.h.U.h.c.b.c.Z.U.g.c.V.J.U.Y.j.Y.b.r.g.'5.b.m.Y.W.d.h.c.b.g.h.c.H.Y.g.Y.d.f.c.W.X.i.f.Y.g.a.i.g.h.V.Y.U.d.d.f.c.j.Y.X.V.m.H.Y.J.J.W.D.F.Y.g.j.X.Y.b.h.Z.c.f.Gi.XYbh.G.Y.f.j.J.W.g.c.f.X.Y.g.j.b.Y.Y."

5.g.c.V.J.U.Y.j.Y.b.h.g.X.Y.Z.b.Y.X.U.g.U.b.m.z.b.V.h.c.b.c.f.U.M.j.j.H.m.H.U.h.g.d.f.c.j.J.X.Y.X.V.m.l.U.b.c.f[.Ub].n.U.h.c.b.h.c.a.Y.h.H.Y.g.c.V.J.U.b.Y.X.g.c.Z.a.Y.a.V.f.g.U.b.X.#.c.f[.i.Y.g.r.g].G.W.Y.j.Y.b.r.g.a.U.m].b.W.X.Y.Z.V.i.h.U.F.Y.b.c.h].a].H.Y.X.h.c.z.d.U.h.j.Y.g.z.X.U.b.W.g.z.V.b.W.f.h.g.z.Z.Y.g.h.j.U.g.z.a.c.j].Y.g.z.W.g.j.b.c.#[.U.a.Y.b].h.g.z.V.d.a.Y.X.m.g.c.k.g.z.d].M.d].V.g.z.W.a.d!.c.i.h.g.z.V.b.c.Y.h.f.d.g.z.a].I.Y.f.g.z.k.U.c.i.h.g.z.a.Y.a.V.f.f.#.X.U.H.Y.Z.b.V.h.c.b.g.z.g.d.c.f.h].b[.Y.j.Y.b.r.g.U.b.X.f.U.W.g.z.d.U].Y.u.b.h.g.z.d.c.c.d.U.h.j.Y.g.z.d.f.c.V.U.H.g.z.n.U.F.X.g.c.k.g.z.Z.c.f.a.U.g.z.g.Y.a].Z.c.f.a.U.g.z.U.b.X.a.Y.a.V.f.g.h.d.f.V.W.h].f.a.Y.b.h.Z.b.V.h.c.b.g.j."

- 5.g.c.V.J.U.g.Y.b.r.g.U.F.Y.W.H.Y.c.f.n.Y.X.U.g.c.b.c.f.c.Z.W.a.di.g.U.b.X.Y.H.Y.f.c.d.Y.b.c.f.V.c.g.Y.X"
- C.d.Y.b.Y.j.Y.b.r.g.\Y.X.c.b!.W.a.di.g.U.F.Y.f.Y.g.f].M.X.h.c.i.75.g.h.X.Y.b.r.g.U.b.X.Y.U.W.g.h.X.Y.b.h.g.U.c.k.Y.X.h.c.V.f].b[.c.b.Y.U.b.X.c.b.n.c.b.Y[.i.Y.g.h.c.H.Y.Y.j.Y.b.h]
  - C.d.Y.b.Y.j.Y.b.r.g.\Y.X.c.Z.W.a.di.g.a.i.g.h.V.Y.\Y.X.k].H.b.:U.\_b.Y.f.W.h.b.m.z.U.b.X.U.F.Y.a].H.Y.X.h.c.g.h.X.Y.b.r.g.k].H.W.f.f.Y.b.h.V.h.Y[.Y.=8.d.i.g.c.b.Y[.i.Y.g.h.d.Y.f.a.Y.a.V.f.c.Z.H.Y.g.d.c.b.g.c.f].b[.c.f[.Ub].n.U.h.c.b]
  - 7.c.g.Y.X.Y.j.Y.b.h.g.z.k.Y.H.Y.f.c.b.c.f.c.Z.W.a.di.g.z.U.F.Y.f.Y.g.f].M.X.h.c.a.Y.a.V.f.g.c.Z.H.Y.g.d.c.b.g.c.f].b[.c.f[.Ub].n.U.h.c.b.U.b.X.Y.U.W.a.Y.a.V.f.g.U.c.k.Y.X.h.c.V.f].b[.c.b.Y[.i.Y.g.h]

B.c.h.Y. 5.g.h.X.Y.b.h.c.f[.Ub].n.U.h.c.b.a.U.h.j.g.j.Y.c.h.Y.f.g.M.J.U.[.f.a.d.g.j.Z.U.b.f.c.j.Y.X].b.U.g.U.b.W.W.h.H.Y.C.Z.W.c.Z.Gi.XYbh@ZY"

B.c.h.Y. C.b.n.c.b.Y.a.U.f.g.h.X.Y.b.r.g.V.J.U.Y.j.Y.b.h.g.U.c.k.Y.X.c.d!.W.a.di.g.d.V.X.U.H.f"

-b.c.f.X.Y.f.h.c.\c.g.h.g.c.V.J.U.Y.j.Y.b.h.g.z.H.Y.d.f.Y.g.j.X.Y.b.h.z.H.k.c.U.X.X].h.c.b.U.Y.I.W.W.h.j.Y.V.c.U.F.X.c.Z.W.f.g.U.b.X.H.Y.a.Y.a.V.f.f.Y.g.d.c.b.g.j.V.Y.Z.c.f.d.U.b.b].b[.Y.j.Y.b.r.g.a.i.g.h.U.H.b.X.H.Y.g.c.V.J.U.Y.j.Y.b.r.g.h.f.U].b[.\Y.X.Y.U.W.g.Y.a.Y.g.h.Y.f.V.m.H.Y.C.Z.W.c.Z.Gi.XYbh@ZY"-Z.U.b.c.f[.Ub].n.U.h.c.b.Z].g.h.c.a.Y.h.H.Y.g.f.Y.e.i].f.Y.a.Y.b.h.z.U.g.c.V.J.U.Y.j.Y.b.h.d.f.j].Y[.Y.g.k].V.Y.f.Y.c.\_Y.X.Z.c.f.H.U.h.g.Y.a.Y.g.h.Y.f"

5.g.h.XYbh.c.f[.Ub].n.U.h.c.b.h.U.h.g.d.c.b.g.c.f.g.U.g.c.V.J.U.Y.j.Y.b.h.g.U.U.h.U.h.j.a.Y.g.V.Y.f.Y.g.d.c.b.g.j.V.Y.Z.c.f.H.Y.U.M.j.c.b.g.c.Z.j.h.g.a.Y.a.V.f.g.z.b.Y.k.a.Y.a.V.f.g.z.U.g.c.V.J.U.H.Y.a.Y.a.V.f.g.U.b.X.#.c.f[.i.Y.g.r.g]"

F.W.W[b]n.Y.X.g.h.XYbh.c.f[.Ub].n.U.h.c.b.g.U.F.Y.b.c.h.d.Y.f.a].H.Y.X.h.c.\c.g.h.g.c.V.J.U.Y.j.Y.b.r.g.X.i.f].b[.K.Y.W.a.Y.K.Y.Y.\_"

..  
=b`UXX]h]cb`hc`UbmVj]`cf`Vf]a`]bU`UW]cb`hU`Yb`Vm`cW`U`h`cf]h]Yg`U`Y[`YX`j`c`U]cbg`cZ`h`j`g`dc`]Mhk`j`VY`  
UXXfYgg]X`h`fci`[\`h`Y`i`b]j`Yfg]hm]X]g]M]d`]b]Y`gn]h]a`"`h`Y`b]h]cbU`cZ]W`cZ`h`Y`g]dcbgcf]b[`cf[`Ub]n]h]cb`a`Um`  
bch]Z]YX`"=bZcfa`U]h]cb`U]ci`hcZ]W]a`di`g]Y`Yb]hg]k`j`VY`Zcfk`Uf]YX`hc`Uddfcdf]U]Y`Uk`YbZcfW]a`Yb]h]U[`Yb]V]Yg`"I`75`  
f]Yg]Yf]Yg]h`Y]f][`h]hc`U]h]Yb]X`Ub]X`a`cb]h]cf`Ub`Y]Yb]h]g]U]M]j`]h]Yg`  
..

6YzcfYh.Y9j.Ybh

Dc`]W`Ub]X`G]W]f]h]m`

I`75`Dc`]W`U]Y`h`Y`f]Yei`]f]YX`a`Y]h`c]X`cZ`g]W]f]h]m]zcf`Y]Yb]hg`Y]X`cb`cf`cZ]W]a`di`g]k`]h]j]b`:`U`\_b]Yf`7ci`b]m]i`Z`  
h`Y]f]Y`g]Ub`]bg`Z]W]V]b]h]bi`a`V]f`c]Z]I`75`cZ]W]f]g]h]c`k`cf`\_`Ub`cZ]W]a`di`g]Y`Yb]h]cZ]W]f]g]Z]ca`ch`Y]f`dc`]W]U[`Yb]V]Yg`  
a`Um]U]g]j]g]h]b]d]f]c]j`]X]b[`g]W]f]h]m]zcf`h`Y]Y`Yb]h`5]h`Y]U]g]h]cb]Y]I`75`cZ]W]f]z`ck`Y]Y]f]za`i`g]h]k`cf`\_`h`Y]Y`Yb]h`h`Y]I`75`  
cZ]W]f`f]g]k`j`U]gg`a`Y]d]f]a`U]f]m]f`f]g]X]M]j]cb`Zcf`h`Y]Y`Yb]h`I`75`Dc`]W]z]b`V]b]g]`h]h]cb`k`]h`g]i`X]Yb]h`]Z]Y`g]U]Z]k`j`  
X]Y]h]f]a`]b]Y`h`Y`bi`a`V]f`cZ`cZ]W]f]g`b]Y]X]Y]X`hc`k`cf`\_`h`Y`Y]Yb]h`5]b]m]cb`cf`cZ]W]a`di`g]g]c]V]U`Y]Yb]hg]f]Y[`]g]h]Y]f]YX`U]g`  
I`cd]Yb]i`a`i`g]h`U]Y`Y`i`b]Z]c]f]a`Y]X`dc`]W`cZ]W]f]g`k`]h`U]f]Y]g]i`U`h`cf]h]m]d]f]Y]g]Yb]h]U]h]h`Y]Y`Yb]h`7`cg]X`Y]Yb]hg]a`Um]V]Y`  
f]Yei`]f]YX`hc`U]Y`Y`dc`]W`cZ]W]f]g`d]f]Y]g]Yb]h`X]Y]d]Yb]X]b[`cb`h`Y`4`X[`a`Yb]h`cZ`h`Y`I`75`Dc`]W`X]Y]d]U]f]h]a`Yb]h]b`  
V]b]g]`h]h]cb`k`]h`g]i`X]Yb]h`]Z]Y`g]U]Z]`  
..

8YUX]b]Yg]Zcf]g]i`X]Yb]h]cf[`Ub]n]h]cb]g]h]c`V]b]h]U]M]I`75`Dc`]W`X]Z]Y]f`U]W]f]X]b[`hc`k`Y]f]Y`h`Y]Y`Yb]h]k`j`"h]U`Y`d`U]W`"

9j.Yb]hg]k]h]j]b`:`U`\_b]Yf`7ci`b]m]i`

- F]G]C]g]a`i`g]h`V]b]h]U]M]I`75`Dc`]W`bc`U]h]f`h`U]b`Z]ci`f]h]Y]b`f]Y`E`X]U]h]g]d]f]cf`hc`Ub`Y]Yb]h]hc`a`U`Y`g]W]f]h]m]i`  
U]f]U]b[`Y]a`Yb]hg`

9j.Yb]hg]ci`h]g]X]Y`cZ`:`U`\_b]Yf`7ci`b]m]i`

- I`75`dc`]W`k`j`"b]ch]k`cf`\_`cZ]W]a`di`g]Y]Yb]hg]ci`h]g]X]Y`:`U`\_b]Yf`7ci`b]m]i`8]c]W]a`Yb]h]h]cb`cZ]h`Y`g]W]f]h]m]i`  
U[`Yb]M]h]k`cf`\_]b[`h`Y]Y`Yb]h]a`i`g]h]V]Y`g]Va`]h]Y]X`hc`I`75`dc`]W`h`]f]h]m]f]I`\$E`X]U]h]g]b]U]X]Ub]W]Ub]X]b]W]X]Y`h`Y`  
V]b]h]U]M]b]U]a`Y]Ub]X`d]cb]Y]bi`a`V]f`"

F]G]C`Y]Yb]hg]k]j`"b]ch]V]Y`U]ddfc]j`Y]X`]Z]h`Y]m]X]c`b]ch]a`Y]h]h`Y]g]Y`X]Y]U]X`]b]Y]g`"C]b]W`g]W]f]h]m]i`U]f]U]b[`Y]a`Yb]hg]U]f]Y`a`U]X]Y`  
k]h]dc`]W]Z]f]G]C]g]a`i`g]h]h`Y]b`f]Y[`]g]h]Y`h`Y]f]cZ]W]a`di`g]Y]Yb]h]k]h]h`Y`8]Y]Ub`cZ]G]h]X]Yb]hg]j`]U]C]f[`G]h]b]W`  
..

F]Y[`]g]h]Y]f]b[`9j.Yb]hg`

5`"Y]Yb]hg]a`i`g]h]V]Y`f]Y[`]g]h]Y]f]YX`k]h]8]Y]Ub`cZ]G]h]X]Yb]hg]h]f]ci`[\`Ub`cf[`Ub]n]h]cb]h]g]C]f[`G]h]b]V]d]cf]h]U`"5]X]a`]b]g]f]U]rc]f]g`  
a`i`g]h[`c]h`h`Y`9]Yb]hg]h]U]V`cZ]h`Y]f]d]cf]h]U`Ub]X`V]W]V]cb`I`7]f]Y]U]h]Ub`9]Yb]h]":`f]ca`h`Y]f]Y`h`Y]m]k]j`"b]W]X]Y`h`Y]Y]Yb]h]i`  
X]Y]h]U]g]Ub]X`h`Y`U]M]a`d]Ub]n]b[`Z]c]f]a`hc`V]Y[`]b]h`Y`U]ddfc]j`U`d]f]c]W]g]g]":`U]i`f]Y`hc`V]a`d`Y]h`h`Y`f]Y[`]g]f]U]h]cb`d]f]c]W]g]g`  
a`U]h]f]Y]g]`h]b]Ub]Y]Yb]h]b]ch]V]Y]b[`U]ddfc]j`Y]X`"

- C]b]!`W]a`di`g]Y]Yb]hg]Ub]X`cZ]W]a`di`g]Y]Yb]hg]k]h]j]b`:`U`\_b]Yf`7ci`b]m]i`k`Y]h`Y]f`cd]Y]b`cf`V]t]g]Y]Z]a`i`g]h]V]Y`  
f]Y[`]g]h]Y]f]YX`U]h`Y]U]g]h]Z]ci`f]h]Y]b`f]Y`E`X]U]h]g]b]U]X]Ub]W`
- C]Z]W]a`di`g]Y]Yb]hg]ci`h]g]X]Y`cZ`:`U`\_b]Yf`7ci`b]m]i`a`i`g]h]V]Y`f]Y[`]g]h]Y]f]YX`U]h`Y]U]g]h]h]f]h]m]f]I`\$E`X]U]h]g]b]U]X]Ub]W`
- 9j.Yb]hg]k]h]j`V]b]h]U]M]I`U`"j]Y`Yb]h]Y]f]h]U]ba`Yb]h]f]V]b]W]f]h]g]z]g]d]Y]U`\_Y]f]g]Y]h]V]E`a`i`g]h]V]Y`f]Y[`]g]h]Y]f]YX`h]f]h]m]f]I`\$E`X]U]h]g`  
]b]U]X]Ub]W`

B]ch]Y`"Z]h]U]b]g]d]cf]h]U]cb]k]j`"W]d]f]g]j]X]Y]h]f]ci`[\`U]W]U]f]h]f]V]i`g]V]a`d]Ub]n]U]G]i`g]7]cb]X]i`V]h]5[`f]Y]a`Y]b]h]a`i`g]h]V]Y`  
V]a`d`Y]X`Ub]X`f]h]i`f]b]Y]X`hc`h`Y`C]Z]W]cZ]G]h]X]Yb]h]@]Z]Y`V]b]Z]f]Y]h`Y]Y`Yb]h]k]j`"W]U]b]d]f]g]Y]X`"h]j]g]d]Ub]Y]f]Z]c]f]a`]g]j`  
U]U]U]V]Y]b]h`Y]C]Z]W]cZ]G]h]X]Yb]h]@]Z]Y`"  
..

H]j]a`Y`cZ]9j.Yb]hg`

Cb!Wa di g'Yj Ybhg'gWYXi 'YX'cb'k YY\_YbXg'fl f]XUmUbX' GUh fXUht' a i gh YbX'bc'`UHYf' h'Ub'%'\$ \$'La / Yj Ybhg' gWYXi 'YX'cb'k YY\_b][\hg'fG' bXUmh'fci [\`H'i fgXUht' a i gh YbX'bc'`UHYf' h'Ub'%'& \$ \$'La "' CZI Wa di g'Yj Ybhg' a i gh\Uj Ya i g]Vh' fbYX'cZUbX'"]\hg'h' fbYX'cb'bc'`UHYf' h'Ub'& \$ \$'La "'

; i Ygh@g'g'

=bZcfa Uh'cb'fYei ]fYX'cb'U'[i Ygh'']gha i gh]bW' XY[i Ygh'Eb'La YgUbX'Xf]j Yf'g'']Wbg'cf'g'UHY']gg' YX'=-8'bi a VYf'' ; i Ygh'']gha i ghVY'g' Va ]hYX'hc'h'Y'cZ]W'cZGh' XYbh@]Z'j ]UCf[ Gnb'WU'h'YUgh'(\, \ci fg]b'UX'j UbW''

- : cf'cdYb'cZ]Wa di g'Yj Ybhg'']bX]j ]Xi Ugk ]h'ci hUj U]X'W'`Y[Y'=-8'a i ghVY']bW' XYX'cb'h'Y'[i Ygh'']gh
- : cf'W'cgYX'cZ]Wa di g'Yj Ybhg'']bX]j ]Xi Ugk \c'UFY'bch'U'a Ya VYf'cZ'h'Y'gdcbgcf]b[ 'cf[Ub]nUh]cbf]g'a i gh VY']bW' XYX'cb'h'Y'[i Ygh'']gh

BchY. ; i Yg'g'ia i gh\Uj YUj U]X'X'f] Yf'g'']Wbg'cf' Ugh'U'gg' YX'=-8' WFX'k' h' h'Ya i dcb'Yb'h'f]b[ 'h'Y'Y' Yb'h' =bX] ]Xi Ug'bc'h'k' h'Y'[i Ygh'']gh' Mb'ch'WU'`ck' YX'']b'c'h'Y'Y' Yb'h'

7\YW]b[ 'Ci h'9] YbhG' dd']Yg'

5''cf[Ub]nUh]cbg'a i gh'cVhU]b'gcV]U' Yj Ybhg' dd']Yg'Z'ca 'h'Y'cZ]W'cZGh' XYbh@]Z'VYzcfY'h'Y]f'Yj Ybh''G' dd']Yg' k]''VY'Uj U]W'Y'Zcf'd]W]i d'bc'g'cbYf'h'Ub'%'\$ \$da 'h'Y'Vi g]b'Ygg'XUm'cZ'h'Y'Yj Yb'h''5a ci bh'cZ'g' dd']Yg'dfcj ]XYX' k]''j Ufm'U'gYX'cb'bi a VYf'cZ'Ub'h]V]dU'YX'U'h'Yb'XY'g'UbX'h'Y'Yj Ybh'j Ybi Y''

- Cb!Wa di g'cdYb'Yj Ybhg'fYei ]fY'Ub'`UHYb'XUbW'V]V]Yfz'WFX'fYUXYf'f]z'a YHU'XYh'V'f'k'UbXz'UbX'gcV]U' Yj Ybhg][bg'
- Cb!Wa di g'W'cgYX'Yj Ybhg'fYei ]fY'U'WFX'fYUXYf'f]z'UbX'gcV]U' Yj Ybhg][bg''
- CZI Wa di g'cdYb'Yj Ybhg'fYei ]fY'Ub'`UHYb'XUbW'V]V]Yfz'WFX'fYUXYf'f]z'a YHU'XYh'V'f'k'UbXz'UbX'gcV]U' Yj Ybhg][bg'
- CZI Wa di g'W'cgYX'Yj Ybhg'fYei ]fY'U'WFX'fYUXYf'f]z'UbX'gcV]U' Yj Ybhg][bg]'=Z'h'Y'Yj Ybhk]''\Uj Y'U'W'c'z' k'f]g'h'UbX'g'UbX'Ub'U[Yj Yf]Z]W]cb'WFX'fYUXYf'k]''Ugc'VY'dfcj ]XYX'

5Xj Yfh]g]b[ .'

Bc'UXj Yfh]g]b[ 'cZUb'Yj YbhW'b'U\_Y'd'UW'i bh' 'h'Y'Yj Ybh\Ug'VYb'Uddfcj YX'cb'cf[ Gnb'W'=ZUX] Yfh]g]b[ \UddYbg' VYzcfY'Uddfcj U' ]g[ fUb'h'Xz'h'Y'Yj Ybh'a U'h'V'g' V'W'h'c' W'b'W'`Uh'cb'''5Xj Yfh]g]Ya YbhW'b'cb'm\UddYb'Zcf'cdYb' Yj Ybhg'UbX'a i gh]bW' XY'@]a ]hYX'hc'gh' XYbh'gk ]h' U'W'ffYbh'W'`Y[Y'=-8I''

5h'h'Y'9j Ybh'

DUf'm'a cb]rcfg' .'

5' gh' XYbh'cf[Ub]nUh]cb' a i gh' d'fcj ]XY' ]hg' ck'b' a Ya VYfg' Ug' [dUf'm'a cb]rcfg]' hc' k'cf'\_ Ub' cdYb' Yj Ybh'' h'Y' [i ]XY']b'Y'k]''VY'cb'Y' dUf'm'a cb]rcf' dYf') \$' Yg]a U'YX' dUf'h]V]dU'bh'g' Uh'h'Y' Yj Ybh'' DUf'm'a cb]rcfg'a i gh'k'YUf' ]XYbh]Z]U'V'g'W'f]m'i b]Zcfa g''Gh' XYbh'dUf'm'a cb]rcfg'a i gh'U'h'Yb'X'U'h'U]b]b[ 'dfc[ fUa' d'fcj ]XYX'V'm' 75'Dc' ]W' XYdU'f'a Ybh'UbX' 75'Gh' XYbh'@]Z'' h'Y'bi a VYf'cZ'dUf'm'a cb]rcfg'hc' VY'f'U]b'YX'a i gh'VY'g' Z]V]Ybh]b'g]n'Y'hc' W'j Yf'h'Y'Uf[ Ygh'Ub'h]V]dU'YX'cdYb' Yj Ybh'gdcbgcfYX'V'n'h'Y'cf[Ub]nUh]cb''

8i h]Yg'cZ'h'Y'dUf'm'a cb]rcfg'UFY'hc' .'

- =b'f'cXi W' h'Ya g'Yj Yg' hc' h'Y' UX] ]gcf' f'zcf' cb!Wa di g'Yj Ybhg'UbX' i b]j Yfg]h'mdc']W'cZ]W'f'hc'fYj ]Yk' g'W'f]h'mdfc'WXi fYg'f'zcf'U' Yj Ybhg'.
- 5Xa ]b]g'h'f'UXa ]gg]cb'dfc'WXi fYg'Yg'U' ]g\YX'Zcf'h'Y'Yj Ybh'
- 5gg' a Y'fY'gdcbg]V']h'm'zcf'h'Y'g' dYf] ]g]cb'cZ'h'Y'Yj Ybh]b'\_Y'd]b[ 'k]h' dc']W]Yg[ c] Yfb]b[ 'h'Y'i g'f'cZ'h'Y' Vi ]X]b[ 'UbX' i b]j Yfg]h'm'fY[i 'Uh]cbg'
- F Ydcf'h'Ub'm]b'Z]U'W]cb'cZ'g'W'cc'`dc' ]V'h'c' h'Y'UX] ]gcf'Z'F'GC'`YUXYfg\ ]d'z'UbX' 1 b]j Yfg]h'mdc']W'cZ]W'f''

5Xa ]gg]cb'Dfc'WXi fYg' .'

G] ]bg'a i gh'VY'dcg'h'X'ci hg]XY'Yj Ybh'g'hc' UXX'fYgg'c]h'Yf]b[ 'UbX'c'h'Yf'VY\Uj ]cfU' ]gg' Yg''

- CdYb'9j Ybhrj'
  - ; i Ygrg'g'ci 'X'Ybhf'f'k'fci [\ 'U'g]b[\ 'Y'YbhfUbW'
  - ; i Ygrja i ghV'dUggY'X'cj Yf i g]b[ 'h.Y'a YhU 'XYhV'k'f'k'UbX'
  - : cf'l 75'ghi XYbhrj 'G'Vb'k'Y'6YUF7UFX'
  - : cf' Bcb!l 75'Gh XYbhrj 'J Yf]Zm]bj ]h]cb' Vm fYZfYbV]b[ ' [i Ygh ' ]gh UbX' h.Yb' g'Vb' Xf]j Yf]j ' ]Wbgy' cf' g'Uhl! ]gg YX'=8'
  - : cf' ; i Ygrg' 'J Yf]Zm]bj ]h]cb' Vm fYZfYbV]b[ ' [i Ygh ' ]gh UbX' h.Yb' g'Vb' Xf]j Yf]j ' ]Wbgy' cf' g'Uhl! ]gg YX'=8'
  - 9bg fY'ZfY'V'X'Z'f' h.Y'j Ybi Y'g]bchYl WYXYX Vm] g]b[ 'U'YbXUbW'V]V'Yf'
- 7'cgY'9j Ybhrj'
  - : cf'l 75'ghi XYbhrj 'G'Vb'k'Y'6YUF7UFX'
  - : cf' ; i Ygrg' 'J Yf]Zm]bj ]h]cb' Vm fYZfYbV]b[ ' [i Ygh ' ]gh UbX' h.Yb' g'Vb' Xf]j Yf]j ' ]Wbgy' cf' g'Uhl! ]gg YX'=8'

5Xj ]gcf' :

cf' cb!W'a di g'Yj Ybhrj' ]h]g]h.Y' fYg]cbg]V] ]hmcZ YUW' cf[ Ub]n]h]cb' hc \ Uj Y'U'ZUW' h#g]UZZUX] ]gcf' dfYgYbH"=b' Wbgy'k \ YfY' h.Y'Ux] ]gcf' WbcbchU'YbX'Z'Ubch.Y'f'ZUW' h#g]UZZa Ya VYf'a U'h'V'g' Vg]h' hYX" h.Y'cf[ Ub]n]h]cb'k ]'' VY'fYg]cbg]V'Y'Z'f' WbW' ]b[ ' h.Y'j Yb]ZUb Ux] ]gcf' WbcbchU'YbX' h.Y'Yb]fY'U'W]j ]h]m' h.Y'fc'Y'cZ' h.Y'Ux] ]gcf' ]g]hc' :

- VY'dfYgYbH'Z'ca 'h.Y'VY' ]bb]b[ ' hc' h.Y'YbX'cZ' h.Y'j Ybhi
- k cf'\_k ]h' UbX' h'fci [\ ' h.Y' YUXYfg'cZ' h.Y'cf[ Ub]n]h]cb' ]b' ]a d'Ya Yb]h]cb' cZi b]j Yf]g]h]m]dc' ]V]Yg'
- U'W]b' U'W'fXUbW'k ]h' h.Y'fY[i ' U]h]cbg'cZ' h.Y' b]j Yf]g]h]m]cZ'7YbhfU' '5f'\_Ubg]b]z'UbX'W' 'hc' h.Y'U'Yb]h]cb' cZ' gh XYbhrj]b' WUf[ Y'cZ' h.Y'j Ybhi bXYg]fU'V'Y'g]h' U]h]cbg'Z'f'k \ ]W' V'f'f'Y'W]j Y'a YUj fYg'U'fY'bY'Y'X'X'

5'V'a'c' :

Hc' g]d]cbgcf' U'W'cgY'X'z'cZ' W'a di g'Yj Yb]k \ YfY' U'V'a'c' 'k ]'' VY' dfYgYbH'z' h.Y'Y' W'h]j Y'cZ]W'f'g'z'gc'V]U' 'WU]f'z'UbX' bYk' 'a Ya VYf' WU]f' f]Z' Udd' ]W'V'Y'k' 'a i gh V'a d'Y'Y' Ub' U'V'a'c' 'f]g'\_a UbU' Ya Yb]h]dfc[ fUa ' g]d]cbgcfYX' Vm]h.Y' Udd]f]cdf]U'Y' 75'XYdU'f'ha Yb]h' h.Y'g]d]f'c[ fUa 'k ]'' ]bW' XY' ]bZ'f'a U]h]cb'cb' 'cW'z'g]U'Y'z'UbX' Z'XYfU' 'Uk' g'z'U]g]k' Y' 'Ug' fYg]d]cbg]V'Y'dU'f]m]d' Ubb]b[ "'=b' UXX]h]cb]z'U'V'd]m]cZ' h.Y'cf[ Ub]n]h]cb]g]b]U]h]cb'U' dc' ]V]m]cb' gc'V]U' Yj Ybhrj'UbX' U'V'a'c' ' fY'U'Y'X'Yj Ybhrja i ghVY'cb'Z'Y'k ]h' h.Y'cZ]W'cZ'Gh XYb]h]Z' ]''

Gh XYb]h]cf[ Ub]n]h]cb]g' U'fY' fYg]d]cbg]V'Y' Z'f' Yg]U'V' ]g]b[ ' dfc'W'Xi fYg' hc' 'a ]b]a ]nY' h.Y' f]g'\_cZ' U'V'a'c' ' fY'U'Y'X' ]b]V]XYbhrj' UbX' Ybg' fY' h.Uh'U' 'cW'z'g]U'Y'z'UbX' Z'XYfU' 'Uk' g'fUbX' b]U]h]cb'U' dc' ]V]Yg' ]Z'Udd' ]W'V'Y'k' U'fY' Z'c' 'ck' YX' ' G' W' dfc'W'Xi fY'g'a U]h]bW' XY'z'Vi h'U'fY'bch' ]a ]hYX' hc' :

- 7\YW]b[ '=8g]hc' Ybg' fY'gh XYbhrj'U'fY'cZ' Y[U'U'Y'hc' V'z'bg' a Y'U'V'a'c' ']
- 9g]U'V' ]g]b[ ' Ub' ]XYb]h]Z]W]h]cb' g'ng]h'a' f]j W'U]g]k' f]gh'VUbX'g]hc' Ybg' fY'U'V'a'c' ' ]g]bch]dfc] ]XYX' hc' 'a ]bcf]g'
- Dfc] ]X]b[ 'XYg] [ b]U'Y'X'Xf]j Yf]g'Z'f' ]bX]j ]Xi U]g]k' \ c' U'fY' ]b]h]c' ]W'Y'X'UbX'#cf' U'fY'c] Yf' h.Y'Y' [U' ]a ]h]hc' Xf]j Y'
- 5V]m]j Y'n]fU' ]b[ ' g]Y'd]g]hc' 'a ]b]a ]nY' ]b]h]c' ]W]h]cb' cZ' ]bX]j ]Xi U]g'

5Z'Yf' h.Y'9j Yb]h

F'Yh' fb]b[ '9j Yb]h]G' dd' ]Yg' :

5'' g' dd' ]Yg' 'a i gh VY' fYh' fbYX' Vm]bccb' cZ' h.Y' Z'c' 'ck ]b[ ' Vi g]b]Ygg' XU'h' =Z' g' dd' ]Yg' U'fY' bch' fYh' fbYX' Vm]h' ]g' XYU'X' ]b]Y'z'U' ' %' dYf' XU'm]U'Y' Z'Y'k ]'' VY' WU'f[ YX' " =Z' ]hYa g'U'fY'bch'fYh' fbYX'k ]h' ]b' UcbY'k' Y'Y'\_h'a YZ'U'a Ycf' \ Uj Y' VY'Yb' 'a ]gd' U'W'X'#cg]z' h.Y' cf[ Ub]n]h]cb' k ]'' VY' WU'f[ YX' ' h.Y' Z' ' fY'd' U'W'a Yb]h' V'z]g' Z'f' h.Y' ]h'a f]j' " 5'' F'GC' df]j ]Y' ]Y'g]k ]'' VY'g' gd'Yb'XY'X'i b]h' 'Ubm]U'Y' Z'Y'g'cf' fY'd' U'W'a Yb]h' V'z]g'g'U'fY'fY'W]j YX' "

I' d'cUX]b[ '5h'YbXUbW' :

5HhYbXUbW'Zcf'Yj Ybng'k]''W'i d'cUXYX'hc' Cf[ GnbVWm'h'Y' CZ]W'cZGh XYbh@]ZY'i dcb'h'Y'fYh' fb'cZH'Y'Yj Ybh'  
gMbbYfg''=ZUb'cf[ Ub]nUh]cb']gi gjb[ 'U'VfX'gMbbYf'h'Uhk UgbchWYV\YX'ci hVmh'Y' CZ]W'cZGh XYbh@]ZY'h'Ym'  
a i gh' d'cUX'U''UHhYbXUbW'hc' Cf[ GnbVW' ]h.]b'&( \ci fgcZH'Y'Vta d'Yh]cb'cZH'Y'Yj Ybh''  
..

9j Ui Uh]cb'F Ydcfh'

5hh'Y'YbX'cZYUW'cdYb'gcV]U'Yj Ybhl' 75'dc' ]W'k]'' Vta d'Yh'U'fYdcfh'hc'XWf]YZh'Y'Yj Ybh''h'Y'fYdcfhk]''W'  
g Va ]h'X'hc'h'Y'Gh XYbh@]ZY'gh'ZZ''h'Y'di fdcg'Y'cZH'Y'fYdcfh]g]hc'Vta a i b]Vh'Y'VtbW'fbg'UbX'a U\_Y'  
fYVta a YbXUh]cbg'Zcf'ja d'fcj Ya Ybng'Zcf'Z' h' fY'Yj Ybng']ZbYVW'ggU'f'm'