

The first part of the document discusses the importance of maintaining accurate records and the role of the committee in overseeing the process. It mentions the need for transparency and accountability in all actions taken.

The second part of the document details the specific steps and procedures that will be followed. It outlines the timeline and the responsibilities of each member of the committee.

The final part of the document concludes with a statement of intent and a commitment to the success of the project. It expresses confidence in the team and the process.

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