**Step-by-step procedure for completing CaPS Form #2 (for Conditions ‘A’ and ‘B’ of form)**

1. Applicant to fully complete Parts A through F;
2. Applicant to submit Form #2 to the Secretary of the CaPS Committee
3. Secretary will circulate Form #2 for sign-off on Parts D and E and return to the Applicant or advise of necessary clarification;
4. Applicant to obtain the required signatures for Part G of Form #2 and resubmit to Secretary of CaPS committee for inclusion in the agenda of the next scheduled CaPS Committee meeting;