

How to complete this form

This form is in PDF format. This allows you to -

- print a copy of the form and complete it by hand
- use your computer to type information directly on to the form and print completed copies (you will still need to sign it by hand)

Important Information:

To complete this form using your computer you will need to have **Adobe Acrobat Reader version 8 or above** installed on your PC. With version 7 you will be able to fill in the form and save it, but you will ***not be able to correctly access the help notes*** while you complete it. Any earlier versions may not be able to save the information entered on the form. It is highly recommended that you install **Adobe Acrobat Reader version 8 or above**.

The latest version of Adobe Acrobat Reader can be downloaded **free of charge** from the Adobe website:

<http://www.adobe.com/products/acrobat/readermain.html>



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