

ILS MANDATE FLOW CHART

Print ILS Mandate and Letter of expiry

Complete Mandate form with seller and advise of expiry procedure

Send signed Mandate together with ILS Open Hour form through to ILS office within 5 days

Arrange for Open Hour within 12 days of signed Mandate

Send Open Hour Results through to ILS Office

40/80 days before expiry notify Seller

5 days before expiry follow up with Seller

If not extended Mandate will expire on original date

If extended get Mandate amended and signed. Send to ILS office

