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|  **Section A: General Information** |
| **Name of Operator:** Insert name of operator | **Job No.:** Insert No. |
| **Name of Document:** Insert Name of document | **New Issue No.:**Insert No. | **New Revision No.:**Insert No. |

**Instructions:**

1. A “Proposal of Manual Amendment Form” can be used for the submission of one document at a time.
2. Operator is required to complete this form properly and include all details as required in every section, Failure to complete this form may result in a delay or reject in processing the manual approval.
3. For Section C: Declaration and Signature, the operator’s accountable or authorized person signature is mandatory.
4. Markup for section B may be identified as per below example or any other means as appropriate and compliant to the operator’s policy and procedures.
Please ensure that the following details are included as a minimum;
5. Comparison table between previous and amended content;
6. Reason of changes;
7. Identification of chapter, Section, Paragraph, Sub-paragraph of the amendment.

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| ~~TEXT~~ (Red Text Strikethrough) | indicates cancellation or deletion of previous content. |
| TEXT (Underline) | indicates change in the content.  |
| TEXT(Yellow Highlight) | indicates addition of new content. |

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| **Section B: Amendment Details** |
| **Item No.1** | **Manual Content** |
| **Proposal Action**[ ]  **Deletion**[ ]  **Amendment**[ ]  **Addition** | **Previous Revision**Chapter/Section/Page No:  **.** | Insert previous content |
|  |  |
| **New Revision**Chapter/Section/Page No:  **.** | Insert amended content |
| **Reason for Amendment** | Insert reason for amendment |
| **Item No.2** | **Manual Content** |
| **Proposal Action**[ ]  **Deletion**[ ]  **Amendment**[ ]  **Addition** | **Previous Revision**Chapter/Section/Page No:  **.** | Insert previous content |
|  |  |
| **New Revision**Chapter/Section/Page No:  **.** | Insert amended content |
| **Reason for Amendment** | Insert reason for amendment |

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| **Item No.3** | **Manual Content** |
| **Proposal Action**[ ]  **Deletion**[ ]  **Amendment**[ ]  **Addition** | **Previous Revision**Chapter/Section/Page No:  **.** | Insert previous content |
|  |  |
| **New Revision**Chapter/Section/Page No:  **.** | Insert amended content |
| **Reason for Amendment** | Insert reason for amendment |
| **Item No.4** | **Manual Content** |
| **Proposal Action**[ ]  **Deletion**[ ]  **Amendment**[ ]  **Addition** | **Previous Revision**Chapter/Section/Page No:  **.** | Insert previous content |
|  |  |
| **New Revision**Chapter/Section/Page No:  **.** | Insert amended content |
| **Reason for Amendment** | Insert reason for amendment |

*(Please continue on additional tables, if necessary)*

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| **Section C: Declaration and Signature** |
| **The undersigned declares that the information given in this application package is true in every respect.** |
| **Name of Applicant’s Accountable Person:**  |  **Date:**  |
| **Signature:**  |