



NESEF PREMIUM SOURCES

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| Due Diligence | Investigations | Client Advisory Services | Training | Documentation |

TO FILL AND SEND NESEF FORMS:

Step 1: Download NESEF Forms into a folder on the local Drive of your Computer

Step 2: Navigate to the download location, right-click the NESEF Form and Open the file using a PDF compatible Reader preferably Adobe Acrobat Reader, Adobe Acrobat Pro or Adobe Acrobat Standard. You can as well apply other PDF applications most suitable for you.

Please note: In case you wish to use an online PDF reader, for example Chrome or Opera PDF reader, it may not permit you to save or mail the data. To avoid losing data, you may have to first download the file onto a local drive and work from there.

Step 3: Click the 'Reset Form' Button first to reset the Form's 'Serial Number' field before you proceed to fill the form. Remember to fill all 'Required Fields' (usually highlighted when you attempt to send the file before completing them). Navigation from one field to the next is possible using a Tab key or a mouse. In case you wish to clear the form of all captured data, again press the 'Reset Form' Button.

Step 4: To send the NESEF Form Data, you press the 'Submit by Email' Button at the top page or last page of the form, upon which a 'Send EMail' Dialog box will appear with several options for processing the mail. In case you have a local email client, for example Microsoft Outlook, it will be processed using the 'Default email application' option. In case you wish to use webmail, there is an option for that as well. Please note that unless your email account is online and open for mail processing, your message will be processed in the designated mail Drafts Folder of your email account. You will therefore have to go to the Drafts Folder and send the mail from there.

Please note that processed data to be sent is in form of an xml file, and not the form itself. By default the subject line and the destination email account will appear in the email in readiness for processing.

Step 5: Once received, an automated response will be delivered to your email account to acknowledge the received xml file.

Please Note: You can email a NESEF Form even if you've **not answered all the questions in it**. We are aware that you may desire that we complete the form with you by handling the answers to questions you may have left out. You however should ensure that you've answered the required sections of the form (refer to **Step 3** above) since we cannot begin working until they have been filled.

STATUS: 'UNLOCKED' AND 'LOCKED' DOCUMENTS

NESEF Tools consist of both of 'Unlocked' and 'Locked' Documents.

Documents are considered 'Unlocked' when they are not restricted by a security layer, e.g. a password or encryption. 'Unlocked' documents only need to be downloaded and applied.

Documents are considered 'Locked' when restricted by a security layer, e.g. a password or encryption. 'Locked' documents can be downloaded but would only become usable by way of authorized access. Authorized access is limited to individuals/groups/organizations that have entered in a formal relationship with NESEF by way of contract or Memorandum of Understanding. The starting point of that relationship is by filling the 'Customer Needs Form' also known as 'NESEF Form 01' or by mailing NESEF an invitation for collaboration at info@nesef.info. Once the formalities are complete, the 'Locked' tools will become unrestricted.

NESEF GUIDELINES AND CHECK-LISTS

- ✓ NESEF Guidelines describe the places to visit, key information providers, specific information required and procedures to follow when establishing answers to core NESEF Questions in relation to land or Property under investigation, i.e., if it exists, is from the right source, is located in the right place, is of the right quantity or size, is of the right quality, is being priced correctly and, therefore, is value for money.
- ✓ NESEF Check-lists attempt to provide a comprehensive walk-through of the guidelines, forms, places, key information providers and procedures to be followed as prerequisite to compiling and submitting a Report to the client and/or relevant Individuals /Institutions. Some Check-lists are open/unrestricted while others are locked/restricted to the User.

FORM SECURITY: ELECTRONIC SIGNATURES AND CERTIFICATES

Electronic Signatures and Certificates have been designed for in the tools. However, some PDF Readers/Tools may be restricted from using them. In case the PDF Tools you are using cannot apply Electronic signatures and Certificates, do not despair; simply mail us the document after filling the other fields. In case the tool you are using to fill the form can apply Electronic signatures and Certificates, please go ahead and use it.

HOW TO MAIL ATTACHMENTS

Some items in our questionnaires require you to add attachments as documentary evidence. Our Tools currently do not have built-in attachment tools thereby necessitating that you instead add the required attachments to the attachment section of the web email or email client that you will use to mail the forms. We promise to handle them professionally and confidentially.

NESEF Premium Sources looks forward to serving you with dedication and Commitment