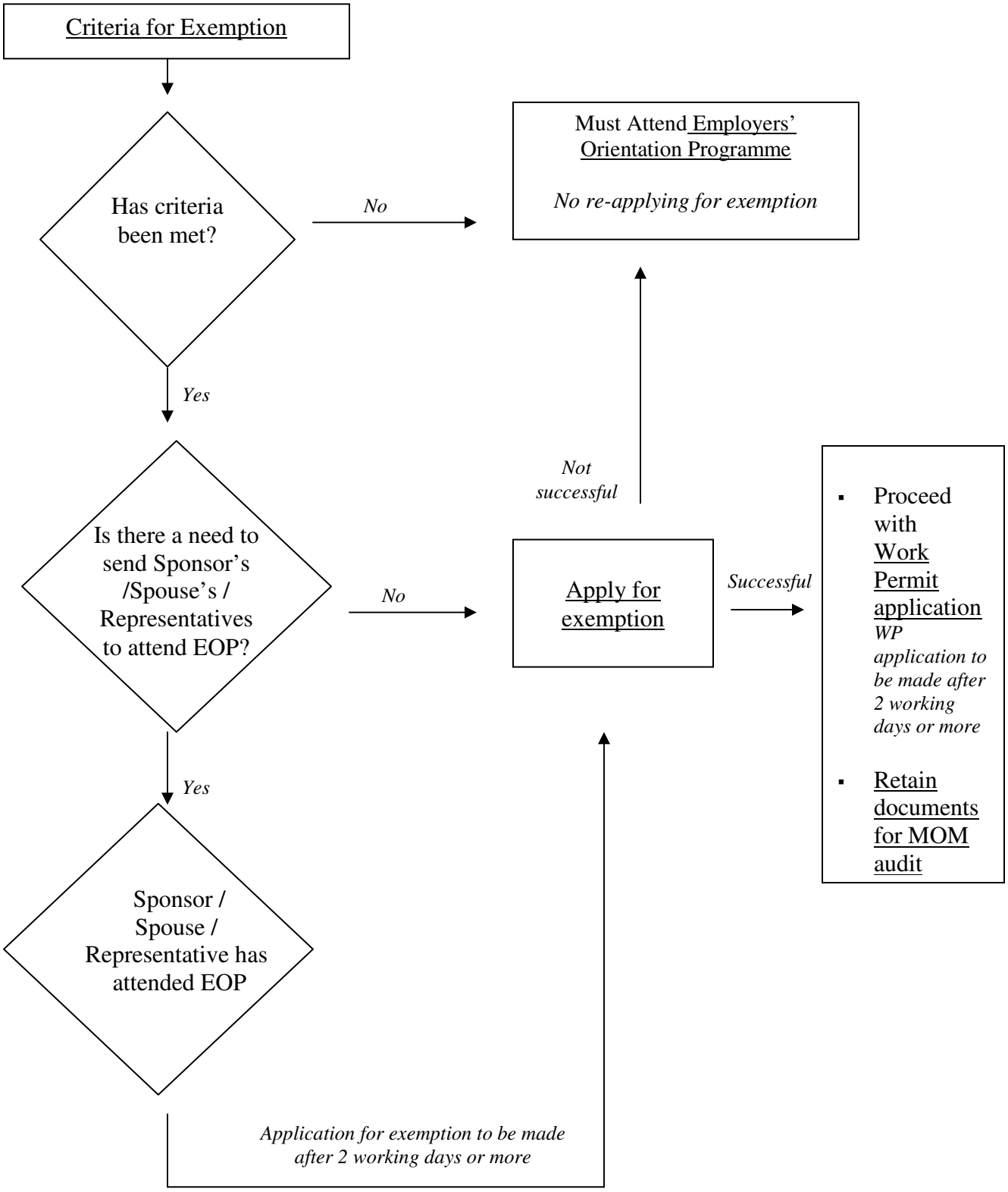Exemption Application Procedure