

Step No.	Operation	Key Points or Notes
6.	Box list for applications prepared by typist, with 25 applications per list.	Each box will bear a number and the day's colour. The box list will show the number of the box and date list prepared. The typist will enter the applicant's surname, initials and locale. Three copies will be prepared:  Copy 1 - To be put in box.  Copy 2 - To telephone inquiry desk.  Copy 3 - Retained by typist.  The lists should be manufactured in continuous style to facilitate typing. Whether 3 x 5 lists should be used will depend on experience with the block list of 25 commencing January 2, 1962.
7.	Boxed applications sent to look out file for clearance. Applications to which attachments have been made are placed in special boxes and sent directly to the Examining Section.	Withdrawal of any applications noted on box list by inserting letter R and name of referee, if available, after the applicants names. These applications sent to the Administrative Section or the named referee.
8.	Applications sent to Examining Section where examiners check for completion and accuracy.	An application held up by an examiner is noted on box list by a line drawn through the applicant's names. If further information is required by the examiner a form letter and/or questionnaire is sent to applicant. A copy of each is attached to file and sent to B.F. section in registry where it is filed numerically. A temporary index card showing file number is set up for the applicant and filed alphabetically to enable location of file if reply from applicant is received without a file number.  <u>Note:</u> Should examiner notify telephone inquiry desk when an application is held up giving reason why?  Answer to be based on experience resulting from interim procedures commenced January 2, 1963.