

| Key | Authority | Explanation |
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| I | Initiate/ Originate: | To begin a process/activity and prepare the relevant supporting documents for that process or activity; |
| R | Recommend/ Review: | To suggest an option on which a decision will be made or an action taken; |
| C | Clear: | C1: To permit an action to proceed, to move to the next step with the comfort that one has taken the pains to ensure that all relevant preconditions have been satisfied; |
| | | C2: To confirm that a recommended action or decision can be taken and that it is in compliance with applicable policies and regulations following appropriate consultation with safeguard departments |
| A | Approve: | A1: To provide the final authority that an action or a decision can be undertaken or made; |
| | | A2: To provide the final authority for the accomplishment of an act or implementation of a decision in compliance with policies, rules and regulation following appropriate consultation with safeguard departments |
| (i) | Information/ Noting: | To be Informed. |
| s | Sign: | To append one's signature on a document to signify knowledge, agreement, approval, acceptance, or responsibility therefor and consent to be bound. |