

शहीद सुखदेव कॉलेज ऑफ़ बिज़नेस स्टडीज़ SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES

(दिल्ली विश्वविद्यालय) / (UNIVERSITY OF DELHI)

Annexure -'B'

SSCBS/office/2021-22/459

Application Letter

Dated: September 14, 2021
To, ERNET India 5th Floor, Block- I, A
Wing DMRC IT Park, Shastri Park,
New Delhi 110053

Subject: Application for registration of Domain Name sscbsdu.ac.in for Shaheed Sukhdev College of Business Studies (Name of Academic Institution)

I, Poonam Verma (name), Principal (Designation) as head of Shaheed Sukhdev College of Business Studies, PSP Area-IV, Dr. K.N. Katju Marg, Sector-16, Rohini, Delhi-110089 (Name & Address of the academic institution) do hereby agree for and on behalf of the management of institution that we will abide by the terms and conditions of ERNET for registering a domain name sscbsdu.ac.in under edu.in / ac.in/ res.in/ or विद्या भारत.

The applied Domain name ssbsdu.ac.in which is a shortened form of Shaheed Sukhdev College of Business Studies and is same as the approved/recognized institution name.

Further, it is to inform that online registration form has been filled and uploaded required documents. Payment has also been made through Internet banking/ or NEFT/ IMPS (tick whichever is applicable) on 17/12/2018 (date) of Rs. 2596/- for registering above said domain for Shaheed Sukhdev College of Business Studies 5 year (s). The attached scanned documents i.e affiliation / recognition certificate of University of Delhi (AICTE/UGC/Education board/ University/ Or Government permission etc) are correct and true copy of originals.

Therefore, you are requested to register above said domain for our **Shaheed Sukhdev College** of **Business Studies** (name of academic institution).

Yours sincerely,

Signature

(Name and Address of the Head of the Institute with seal)

प्राचार्या / Principal

शहीद सुखदेव कॉलेज ऑफ बिजनेल स्टडीज

SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES

दिल्ली विश्वविद्यालय / University of Delhi)

पी एस पी पारत) विल्ली—110 089 (भारत)
PSP Area-IPPSP AREA-IV, DR. K.N.KATJU MARG, SECTOR-16, ROHINI, DELHI-110 089 (INDIA)

Encl : र्विंडा मेल doeumallis hearistead Africa in earlie वे समाइट / Web: www.sscbs.du.ac.in



शहीद सुखदेव कॉलेज ऑफ़ बिज़नेस स्टडीज़ SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES

(दिल्ली विश्वविद्यालय) / (UNIVERSITY OF DELHI)

(on Govt letter head/ or Letter head of college/ school/ university/ institute)

To ERNET India

Letter of Authorization

Mr/ Ms / Dr. Ajay Jaiswal working as Associate Professor (post) in Shaheed Sukhdev College of Business Studies (name of academic institution) is hereby authorized to act on behalf of Shaheed Sukhdev College of Business Studies (institute name) in handling the affairs of domain name sscbsdu.ac.in. The scope of this letter of authorization is to act on behalf of Shaheed Sukhdev College of Business Studies includes any and all activities related to domain name, web site contents and hosting etc. He is working in this organization and his appointment letter copy is enclosed herewith as proof of his association / employment.

Sincerely,

(Name and post)

डॉ. पूनम वर्मा / Dr. Poonam Verma Stamp of Head of Institute

शहीद सुखदेव कॉलेज ऑफ बिजनेस स्टडीज़ SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES (दिल्ली विश्वविद्यालय / University of Delhi) पी एस पी खण्ड-IV, डॉ. के.एन.काटजू मार्ग, सेक्टर-16, रोहिणी, दिल्ली-110 089 (भारत) PSP Area-IV, Dr. K.N. Katju Marg, Sector-16, Rohini, Delhi-110 089 (INDIA)





Certificate No.

Certificate Issued Date

Account Reference

Unique Doc. Reference

Purchased by

Description of Document

Property Description

Consideration Price (Rs.)

First Party

Second Party

Stamp Duty Paid By

Stamp Duty Amount(Rs.)

INDIA NON JUDICIAL

Government of National Capital Territory of Delhi

e-Stamp

IN-DL24176141884103T

16-Sep-2021 11:48 AM

IMPACC (IV)/ dl918103/ DELHI/ DL-DLH

SUBIN-DLDL91810344512491420275T

S S COLLEGE OF BUSINESS STUDIES

Article 5 General Agreement

Not Applicable

(Zero)

S S COLLEGE OF BUSINESS STUDIES

ERNET INDIA

S S COLLEGE OF BUSINESS STUDIES

100

(One Hundred only)



Please write or type below this line.....



डॉ. पूनम वर्मा / Dr. Poonam Verma प्राचार्या / Principal शहीद सुखदेव कॉलेज ऑफ बिजनेस स्टडीज SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES लय/University of Delhi) PSP Area-IV, Dr. K.N. Katju Marg, Sector-16, Rohini, Delhi-110 089 (INDIA)



Any discrepancy in the details on this Certificate should be verified at 'www.shcilestamp.com' or using e-Stamp Mobile App of Stock Holding. Any discrepancy in the details on this Certificate and as available on the website / Mobile App renders it invalid.

2. The onus of checking the legitimacy is on the users of the certificate.

3. In case of any discrepancy please inform the Competent Authority.





Annexure – 'A' Letter of Undertaking (On Rs.100/- Stamp Paper)

(Applicable for all Public/ Private or Autonomous Institutions/ Schools/ Colleges/ Universities/ etc.)

Dated: September 14, 2021

- I, Poonam Verma (name), son / daughter of Late Prof. Ram Prakash aged 58 Years hereby undertake that I have been working / associated with Shaheed Sukhdev College of Business Studies (Name of the academic institution / organization) as Principal (Designation).
- I undertake that I am the authorized signatory/ or head of Shaheed Sukhdev College of Business Studies, PSP Area-IV, Dr. K.N. Katju Marg, Sector-16, Rohini, Delhi-110089 (Name & Address of the academic institution/ organization) and authorized to undertake, sign and execute any instrument essential and incidental to obtain official domain for the above said institute (Letter of Authorization is enclosed). I do hereby agree for and on behalf of the organization/ or management of the educational institution that I will abide by the terms & conditions while applying for registration of sscbsdu.ac.in (Domain name) under edu.in / ac.in / res.in/ or विद्या भारत at ERNET India, a Scientific Autonomous Society of Ministry of Electronics & IT, Govt. of India. I also certify and undertake the following:
- 1. That the **Shaheed Sukhdev College of Business Studies** (Name of the Institution) is involved in academic /educational/ research activities (documentary proof is enclosed), recognized by **UGC / University of Delhi**; and we will be using domain as registered and provided by ERNET India for bonafide academic/educational and or research purpose only and not for any other business.
- 2. That all the contact details of head (like Chancellor/ VC/Principal/ Head Master/ Director etc), of the said academic institution/organization Admin details, billing details and Technical details provided in the 'online registration form' are correct, accurate, reliable and duly appointed/ authorized by the competent authority. True copy of appointment letter and authorization letter of the contact persons mentioned in online form is enclosed.
- 3. That to the best of my knowledge, the registration of the domain name will not infringe upon or otherwise violate the rights of any third party. It shall be responsible for the Shaheed Sukhdev College of Business Studies (Name Institution/ Organization) to ensure compliance of this norms and ERNET India shall not be held responsible or liable in case of any violation of this norms at any time.
- 4. That we are registering the domain name solely for the lawful purpose and will not use for any illegal activities.
- 5. That we will not use the domain name in violation of any applicable laws or regulations ie IT Act of Government of India or any law or rules applicable from time to time.
- 6. That it is agreed that any changes in management/head of organization/institution or any other contact details (like Admin, Technical and Billing) will be informed in writing i.e. on letter head of the institute duly signed and stamped by head of the institution/organization to ERNET India within 15 days from such change. It shall be responsibility of organization to update the Technical & Billing details and name server entries online using User ID and Password, failing which ERNET India will not be held liable for any issue like non-functional of domain etc arises due to it. Organization will be responsible for maintaining the ID and password of domain and handover of the same to other responsible person in case of transfer, or resignation/ or superannuation of any person related to domain contact details.

- 7. That the documents i.e. approval/ affiliation / recognition by AICTE/UGC/ Central or State board of education or training/ University/ medical council/ national council of teacher education or training/ Or Government approval (tick anyone whichever is applicable) for academic institution/ organization, uploaded while applying for domain registration is certified to the extent that they are correct and true copy of originals. The Application on the letter head of the institution/ organization is signed by the head (like Principal/ VC/ Chancellor, director etc) of **Shaheed Sukhdev College of Business Studies** (Name of Institution) and his/her name, phone number, and e-mail is provided in the online form.
- 8. That the institution is functioning as per the UGC Guidelines and / or AICTE/ and or Government norms and / or University norms and the office bearers/ Management abide by it (applicable to private and autonomous institutions/ Colleges/ Universities only).
- 9. That in future, if any dispute arises regarding office bearer / Management / Head of organization/ or Supremacy/ or Powers etc in our institute, ERNET India will not be held responsible for any ownership of domain or institute. None from institution/ organization will make ERNET India a party in the court and in such situation, ERNET India may suspend/frieze domain name.
- 10. That ERNET India, its management, affiliates, officers, and customers indemnified and harmless from and against any and all costs, liabilities, losses, and expenses (including, but not limited to, reasonable attorneys' fees) arising out of any claim, suit, action or proceeding for any act(s) and omissions of **Shaheed Sukhdev College of Business Studies** (name of the institute)

11. That I agree to terms & conditions mentioned in the SOP guidelines

Yours sincerely,

(Sign & Stamp of Head/Authorized Signatory of the Institute)

प्राचार्या / Principal
शाहीद सुखदेव कॉलेज ऑफ बिजनेस स्टडीज्
SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(दिल्ली विश्वविद्यालय / University of Delhi)
यी एस पी खण्ड-IV, डॉ. के.एन.काटजू मार्ग, सेक्टर-I6,

रोहिणी, दिल्ली–110 089 (भारत)

PSP Area-IV, Dr. K.N. Katju Marg, Sector-16, Rohini, Delhi-110 089 (INDIA)

Full Name: Dr. Poonam Verma

Address : Shaheed Sukhdev College of Business Studies, PSP Area-IV, Dr. K.N. Katju Marg, Sector-16,

Rohini, Delhi-110089

Mobile : 9810508371

Encl: Certified documents To

ERNET India

(Ministry of Electronics &IT, Govt of India)

5th Floor, Block I, A Wing DMRC IT Park Shastri Park, New Delhi

110053

Note: strike off parts or full sentence above whichever is not applicable

UNIVERSITY ORANGE CONSTRUCTOR BARBARE SHEET ZAPAR TAKE NEW DEFECT 10000.

No.F.8-34/91 (CPP-I)

July, 1993

The Registrar, Delhi University, Delhi-110007,

22 JUI 1993

Sub:-List of Colleges prepared under Section 2 (f) of the UGC Act, 1956-Inclusion of New Colleges.

Sir,

I am directed to refer to the Principal, College of Business Studies New Delhi letter No. CBS-Office 93-94-110 dated 9th June, 1993 on the above subject and to say that the name of the following college has been included in the above list under Constituent College "teaching upto Bechalor's Degree".

1987

Name of the College

Year of Estt. Remarks

College of Business Studies Jhilmil Colony, Vivek Vihar Delhi-110095 (Dr. S.S.Gulshan)

The College is eligible to receive central assistance in terms of the rules framed under Section 12-B of the

UGC Act, 1956.

Yours faithfully,

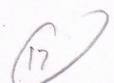
(D D MEHTA) SECTION OFFICER

Copy to :-

- 1. The Principal, College of Business Studies, Vivek Vihar Delhi-110095.
- The Secretary, Govt. of India, Ministry of Human Resource Development (Deptt. of Education, T-14 Section), New Delhi.
- 3. All Officers/Sections in the UGC Office.
- 4. S.O.,FD-III/ DC UGC Office.
- 5. Incharge Computer Cell UGC.
- 6 Guard file.

of Ahhas

(D D MEHYA) SECTION OFFICER





Ph. 23236351, 23232701, 23237721 23234116, 23235733, 23232317 23236735, 23239437, 23239627

Extension No. 413 (CPP-1 Colleges)
UGC Website: <u>www.ugc.ac.in</u>

F. No. 8-352/2011 (CPP-I/C)

The Registrar, University of Delhi, Main Campus, Delhi – 110 007. बहादुरशाह जफर मार्ग बहादुरशाह जफर मार्ग प्रतिस्ति-110 002 UMIVERSITY GRANTS COMMISSION BAHADURSHAH ZAFAR MARG NEW DELHI-110 002

SPEED POST

March, 2012

122 MAR

Sub: Change in the name of College under Section 2 (f) & 12 (B) of the UGC Act,

Sir,

With reference to the letter No. SSCBS/Office/2011-12/1412 dated 02.01.2012 received from Principal, Shaheed Sukhdev College of Business Studies, Vivek Vihar, Phase – II, Delhi – 110 095 on the above subject, I am directed to say that the change in the name of college has been made in the list of colleges maintained under Section 2 (f) & 12 (B) of the UGC Act, 1956 under the head 'Government Colleges teaching upto Bachelor's Degree' as under: -

included under Section 2 (f) & 12 (B) in the directory of Colleges prepared as on 31.03.2004	Revised Name included in the list of Colleges under Section 2 (f) & 12 (B)	Year of Establishment	
Sukhdev College of Business Studies, Jhilmil Colony, Vivek Vihar, Delhi – 110 095.	Shaheed Sukhdev College of Business Studies, Jhilmil Colony, Vivek Vihar, Delhi – 110 095.	1987	

My.

Yours faithfully,

(M.K. Rewari) Under Secretary

Copy to: -

1. The Principal, Shaheed Sukhdev College of Business Studies, Jhilmil Colony, Vivek Vihar, Delhi – 110 095.

 The Secretary, Government of India, Ministry of Human Resource Development, Department of Higher Education, Shastri Bhavan, New Delhi – 110 001.

3. The Secretary (Education), Govt. of NCT of Delhi, Room No.6, Delhi Sectt., Delhi – 110 054.

4. The Joint Secretary, UGC, Northern Regional College Bureau (NRCB), 35, Ferozeshah Road, New Delhi – 110 001.

5. Publication Officer (UGC-Website), New Delhi.

6. Section Officer (FD-III Section), UGC, New Delhi

7. All Sections, U.G.C, New Delhi.

8. Guard file.

PSP Area-IV.
Or. K.N. Katju Marc.
Sector-16, Rohini,
Delhi-116 089
(INDIA)

(Sunita Gulati)



CBS/Office/2008/239

May 27, 2008

Dr. Pooonam Verma B-5/143, Safdarjung Enclave New Delhi-110 029

Dear Madam

I am glad to inform you that on the recommendation of the Selection Committee at its meeting held on April 28, 2008 and after following due process in accordance with the Ordinance XVIII, Clause 7 of the University, the Governing Body of the College has approved your appointment to the post of Principal, Shaheed Sukhdev College of Business Studies on the following conditions:

- 1. Your appointment will take effect from the date of your joining duty.
- 2. Your appointment will be in the scale of Rs. 16400-450-20900-500-22400. Your pay in the scale will be fixed in accordance with the rules of the University. You will draw such allowances as will be admissible from time to time.
- 3. You will be entitled to retirement benefits under Statute 28-A of the University as amended from time to time.
- 4. The Principal being the Head of the College under the University Act, you will be responsible for the administration of the College, the organization of teaching and examinations, Discipline and Welfare of students, and such other duties as may be assigned to you from time to time by the Governing Body of the College. You will generally act under the directions of the Governing Body and the authorities of the University.
- 5. You will perform all the duties relating to the post of Principal and do some teaching work also.
- 6. You will be required to enter into an Agreement of Service on the form prescribed for this purpose by the University under Ordinance XII of the Ordinances of the University.
- 7. The other conditions of your service shall be governed by the Act, Statutes, Ordinances and rules of the University, as amended from time to time.
- 8. The appointment will further be subject to verification of your qualification, etc as mentioned in your application.

If the offer of appointment under the above terms and conditions is acceptable to you, please intimate your acceptance of the offer immediately and report for duty to the undersigned.

Yours faithfully

(Pradeep Gupta)

Chairman, Governing Body

Soul

PSP Area-IV.

Or. K.N. Kalju More.

Sector-15, Robini.

Dethi-110 099

(MDIA)

BKI

90

CBS/Office/2004/ 701

October 28, 2004

Dear Mr. Ajay Jaiswal

With reference to your application for the post of lecturer in the department of Computer Science, I am glad to inform you that on the recommendations of the duly constituted selection committee, you have been appointed as Lecturer in the department of Computer Science in the pay scale of Rs. 8000-13500. This is subject to the acceptance of NET in Computer Application in Agriculture as equivalent to NET in Computer Science and Applications.

Your appointment is subject to the approval of the College Governing Body and subject to the University of Delhi recognizing you as a Teacher of the University.

You will be on probation for a period of one-year w.e.f. the date of your joining the college in response to this letter.

Your service conditions will be governed as per rules & regulations laid down by the University of Delhi from time to time.

Your last pay drawn has been protected as per the recommendations of the Selection Committee subject to the acceptance by the Governing Body and the University of Delhi.

Your appointment is subject to your being found medically fit for which you are required to produce a fitness certificate from the CMO, WUS Health Centre, University of Delhi or Professor/Associate Professor/Assistant Professor of any of the Medical Colleges on joining.

You are requested to join your duties at the earliest and sign the service agreement.

With best wishes

Yours sincerely

(R.M Singh) Principal

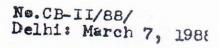
Mr. Ajay Jaiswal C-75, IInd Floor Surajmal Vihar Delhi –110 092 PSP Area-IV.

Or. K.N. Katju Mar

Sector-16, Robin

OHDIA)

OHDIA)





TO WHOMSOEVER IT MAY CONCERN:

Studies, Jhilmil Colony, Vivek Vihar, Shah-dara, Delhi-11002, is a Constituent College of the University of Delhi, and is sponsored and being run by the Delhi Administration.

S. S. De Disines Studies incipal of Business Vibar.

DY. REGISTRAR (COLLEGES)





Name: . SHAHEED SUKHDEV COLLEGE OF BUSI.

Billing Address: PSP AREA-IV, DR. K. N. KATJU

Supply Address: PSP AREA IV SEC-16 ROHINI

MARG SEC FOR-16, ROHINI DELHI 110089

CITY DELHI 110086 LANDMARK

STUDIES

Mobile/Tel. No.:

E-Mail ID:





Bill of Supply for Electricity

Sanctioned Load (KW/KVA): 400.00 **Contract Demand** : 400.00 **Power Factor** : 0.97 District ROHINI Zone Rithala MRU No. SOLAR001 Walking Sequence

: KCG/0001/001

Bill Period 01/06/2021 To 30/06/2021 Days: 30 Month: 1.0000

Fixed Charges / स्थायी शुल्क

Units

200 x

200 x

400 x

400 x

32040 x

Total 33240

Addditional Rebate

Surcharge / अधिमार

Pension Trust Charges On Fixed Charges / स्थायी शुल्क पर

On Energy Charges / ऊर्जा शुल्क पर

Electricity Tax@5% (on #) / विद्युत कर

Energy Charges / ऊर्जा शुल्य

Rate(₹)

3.00

4.50

6.50

7.00

8.00

PPAC on Fixed Charges / स्थायी शुल्क पर

PPAC on Energy Charges / ऊर्जा शुल्क पर

On Fixed Charges @ 8% / स्थायी शुल्क पर

On Energy Charges @ 8% / ऊर्जा शुल्क पर

Differential PPAC on Fixed Charges # Differential PPAC on Energy Charges

Power Purchase Cost Adjustment Charge (PPAC)

Pole/Pillar No. Prepaid consumer(Tenant): NO

NET METER BILL

Current Demand Details / वर्तमान शुल्क का विवरण

Amount(₹)

600.00

900.00

2600.00

2800.00

256320.00

263220.00

: 60020091785 Energisation Date: 10/10/2016 Security Deposit : 2970000.00 **SLD Charges** 0.00 Connection type PERMANENT

Tariff Category Domestic Lighting-ML Bill Basis Actual(KWH) **Bill Remark BILL ON READING**

Bill Date 12/07/2021 Bill No. 040002021841

Amount (₹)

100000.00

263220.00

-9594.37

8500.00

8000.00

5000.00

13161.00

14872.58

21057.60

22373.70

	Current Meter Detail		Removed Meter Detail		Client Mg- M	Narendra Singh/9810228389/narendra.singh@tatapower-ddi.com		
	Current Reading (A)	Previous Reading (B)	Removal Reading (C)	Previous Reading (D)			(देय तिथि एवं राशि)	
Unit	No. 12360215 30.00 Status(Visual Inspection) : OK. HT CT Meter				Units Consumed [(A-B) x MF] + [(C-D) x MF]	里湖海冰 里	Due Date:	
							27-JUL-2021	
	30/06/2021	31/05/2021					Total Amount Payable	
		Please	soo the apparture		自然的理能	₹ 446590.00		
	Please see the annexture				and the second	*Scan QR code or enter & ensure UPI making payment through	ID as "TPDDLY <ca no.="">@yesbankitd" before</ca>	

Important Message

- Link your PAN with Aadhaar at Income Tax website before 30th June 2021 to avoid deduction of TDS at higher rate i.e. 20%. TDS Certificate will not be available for tax deducted at higher rate

- Connection shall be liable to be disconnected on non-payment of all payable dues including arrears, e as per section 58(1) of the Electricity Act, 2003 read with chapter VI of DERC (Supply Code presence Standards) Regulations 2017.
- rchase Adjustment Cost (PPAC) is being levied on Energy & Fixed Charges as Provisional PP for the period 17 02.21 to 16.05.21 and Differential PPAC @ 8.50% for the period from 01.04.21
- Nearest Payment Centres
 (1) ATPM, Near Shakti Apartment, Rohini Sec-9 , Delhi

							100	
Consumption History								
Woodbild	Billing Period	Days	Units	Bill Basis	Current	Subsidy	Provisional	Total Amount
1					Demand		Bill Refund	Payable
I	01/05/21-31/05/21	31	32640	Actual	454730.22	0.00	0.00	454730.00
	28/04/21-30/04/21	3	3090	Actual	44968.21	0.00	0.00	522090.00
1	01/04/21-27/04/21	27	27960	Actual	477114.13	0.00	0.00	477120.00
I	01/03/21-31/03/21	31	35580	Actual	571387.28	0.00	0.00	358790.00
I	03/02/21-28/02/21	26	23190	Actual	416765.48	0.00	0.00	417390.00
	01/01/21-02/02/21	33	61710	Actual	814048.10	0.00	0.00	838580.00

-						
1	JUN-21	MAY-21	APR-21	MAR-21	FEB-21	JAN-21
L	454730.00	522090.00	358790.00	417390.00	838580.00	567070.00

Other Arrears not incl. in "Total Amount Payable"

On a/c of Theft of Electricity NTA/Disputed

Your Electricity Bill Summary/बिल सारांश

Subsidy

Arrears (included in 1.09

Provisional **Bill Refund**

Adjustments

Net Current Demand

of Busine PSP Area-IV,

Dr. K.N. Katjo Mar

446590.51 **Total Amount**

Payable

446591.60

Congratulations!!! We acknowledge you as a GREEN Consumer for opting digital mode of payment/ Solar Net Metering

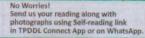


Demand

446590.51













List of certified documents required for registration of domain under ac.in, edu.in, res.in and विद्या॰भारत

- 1. Undertaking by Public and Private or Autonomous Schools/ Colleges/ Universities/ Institutions on stamp paper of Rs.100/- in a format given at Annexure-'A'
- 2. Request letter on letterhead of the institute applying for domain duly signed and stamped by head of the institute in a sample format given at Annexure-'B'
- 3. All certified documents in support of legal status of entity
- 4. Affiliation/Approval/ Recognition letter of Central/ State Education board/University/ AICTE/Govt./ UGC etc
- 5. Organization's address proof issued by Government authority
- 6. In case of Societies/Trust/Autonomous bodies'applicant, the copy of affiliation of the academic institution opened under it and for which domain name is applied.
- 7. Copy of appointment letter of head of organization (ie Head Master, Principal/Director or VC/ Chancellor etc) and authorization letter in r/o of official authorised for performing all legal responsibilities essential and incidental for obtaining domain registration and also to provide admin right etc.

ERNET India may ask any additional documents not mentioned herein at any time as a security process.