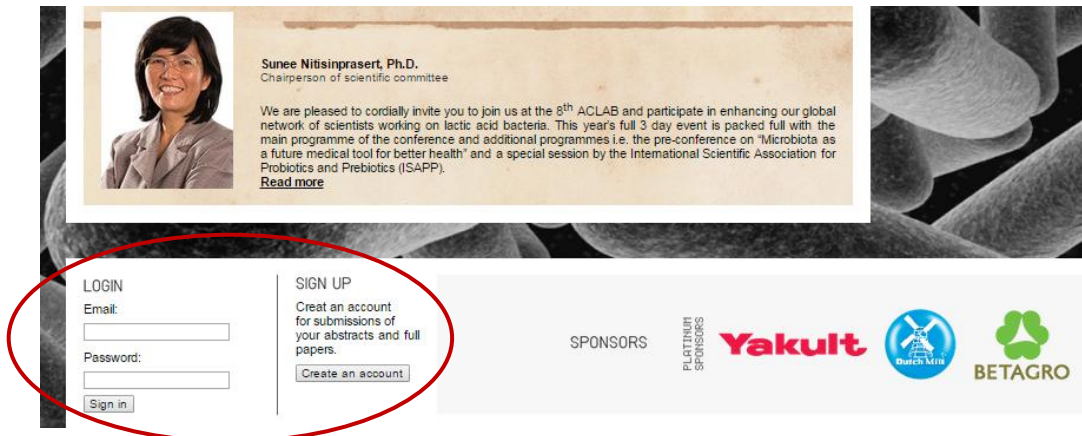


Step by step guidance for registration for payment.

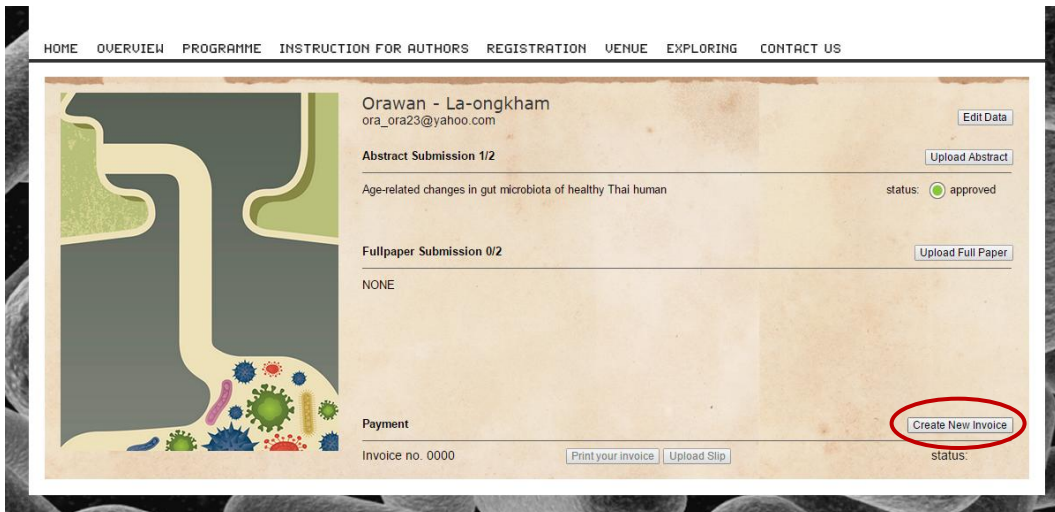
1. Log in to your account. If you have not create an account, simply select “Create an account”.



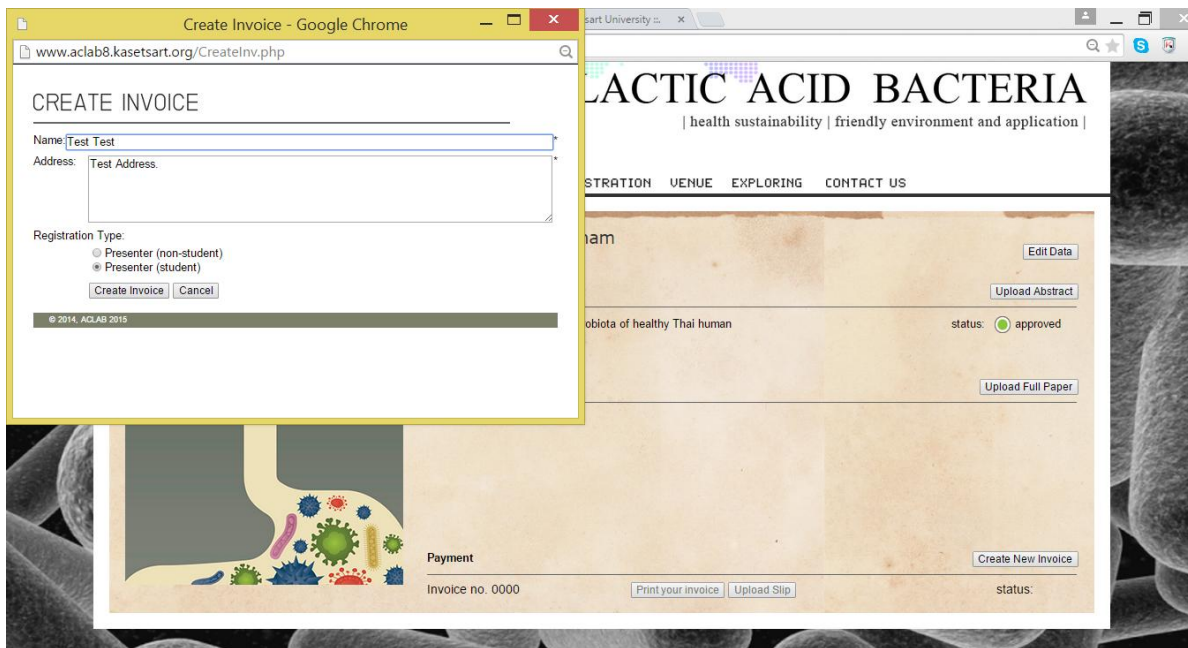
2. Select “USER STATUS”



3. Under “Payment” section, select “Create New Invoice”

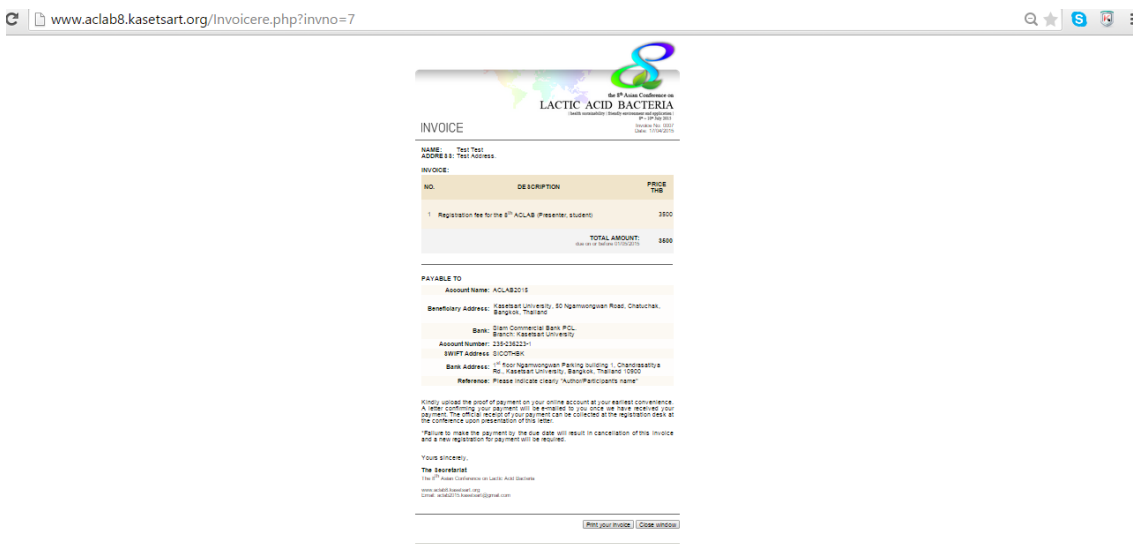


4. Fill in your detail. Please note that the name and address filled in here will be shown in your invoice and receipt. Then select “Create Invoice”.



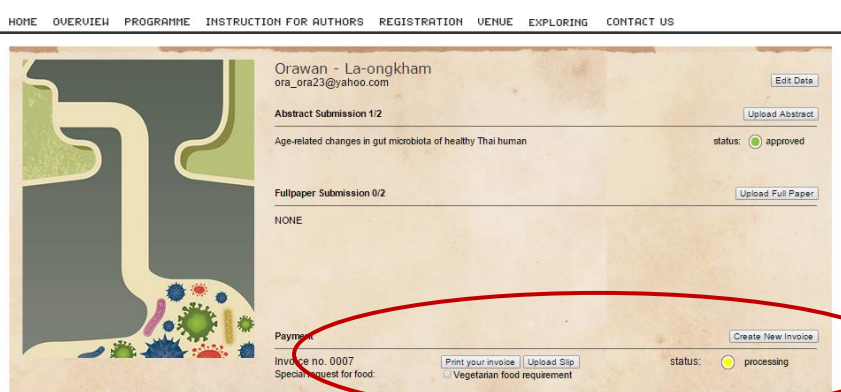
- Your invoice will be shown. You can print it at this stage or you can go back to your status page to print it later. If there is a mistake in the name and address, new invoice can be created by repeating step 1-4.

Please note that payment must be made within 14 days after your invoice is generated. Bank detail for payment is included in the invoice. You will also receive an email from the system informing you that you have generated an invoice.

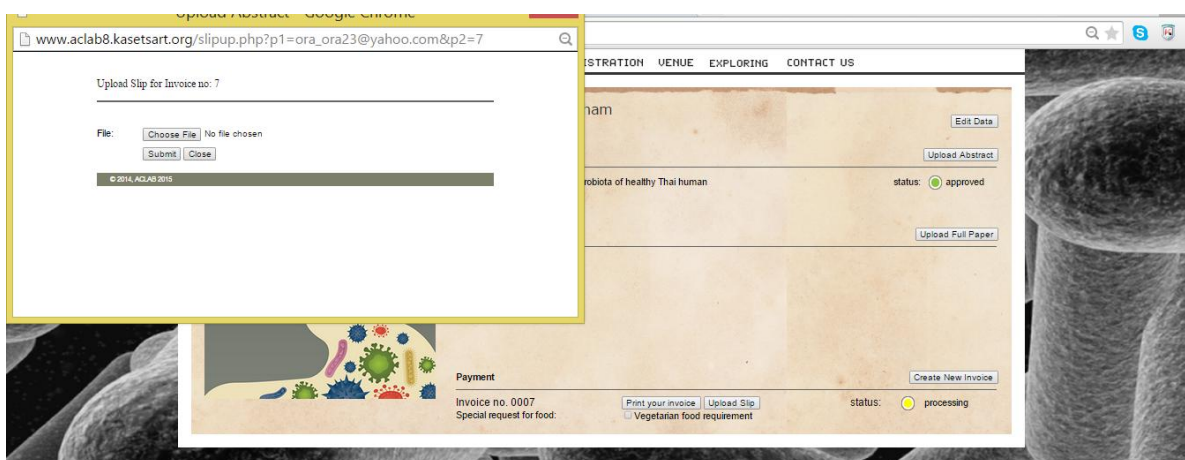


- Once you close the invoice window and go back to your Status page, your status under the “Payment” section will be shown as “processing”. If you require vegetarian food, please select “vegetarian food requirement” under this section.

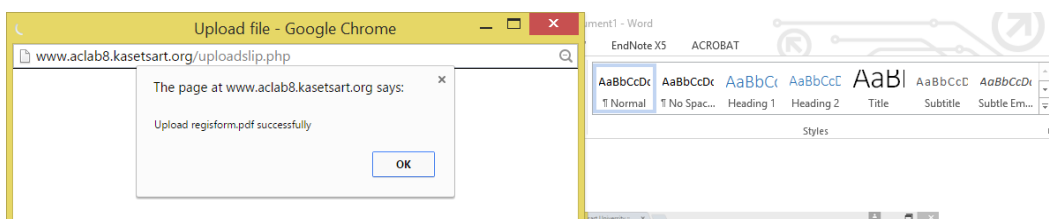
After transaction has been made, please upload the evidence of your transaction by getting back to your status page and select “Upload Slip” under “Payment” section.



7. Select “Choose File” in order to upload the evidence of your transaction then select “Submit”. Please use short file name and note that only PDF, JPEG or TIFF can be uploaded.



8. An acknowledgement message will be shown, please select “OK”.



9. After we receive your payment, your status under “Payment” section on your status page will be shown “approved”. You will also receive an email from us confirming that your payment has been received.

