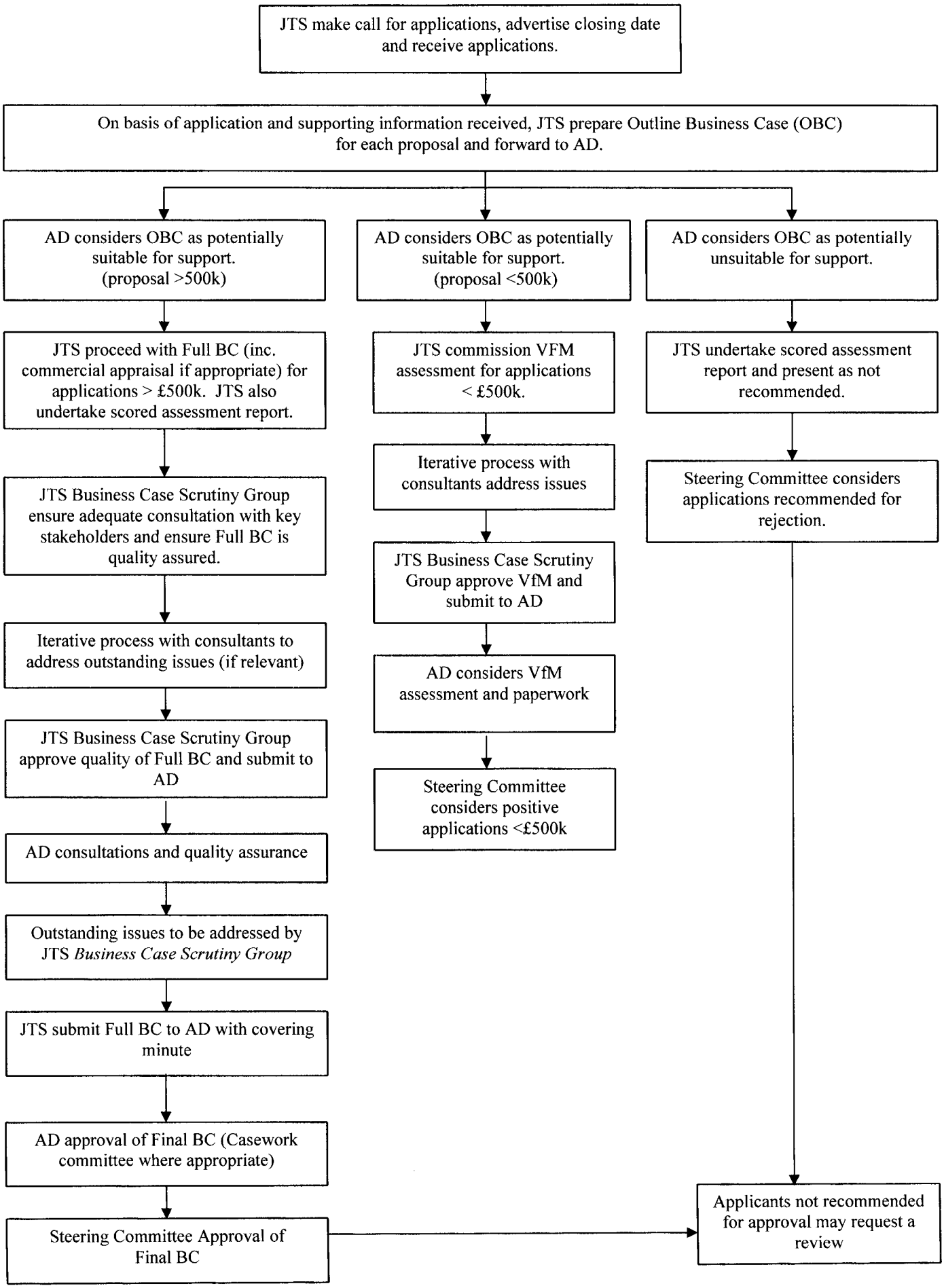SEUPB APPROVAL PROCESS