

POLICY STATEMENT ON PRECLEARANCE OF DOCUMENTS

To facilitate the administration of an orderly preclearance procedure, documents submitted for preclearance shall be accompanied by the required filing fees and be indexed as a document.

Documents submitted for preclearance will be assigned to an examiner as a pending document and reviewed in accordance with policy and procedures for that type of document. Upon completion of the review, the examiner will notify the submitter, and the submitter will have 30 days to complete the filing. When the precleared document is fileable the submitter should only have to add the signature page for completion. If the final draft is not received within the 30 days the file will be closed. Precleared documents resubmitted in final form at a later date must be accompanied by the appropriate filing fee.

To expedite a preclearance, the document can be hand delivered to our office accompanied by the filing and expedited fee. The document will be reviewed within 24 hours and the submitter notified and given 30 days to complete the filing. If expedited service is requested on the filing of the final document, the submitter can hand deliver the signature page to the counter with the appropriate expedited fee, and franchise fee if applicable, or they may submit the entire document through Mich-Elf and pay the filing and franchise fees.

The above policy shall be adopted immediately and remain in effect unless rescinded or modified by the Bureau Director.

Approved by Joseph L. Webster, Director
Corporation, Securities and Land Development Bureau
On January 31, 2000