

## POLICY STATEMENT REGARDING DAILY DEPOSIT

The reception desk is open from 8:00 a.m. to 5:00 p.m. to assist the public. Customers arrive daily to file documents or request copies. The receptionist is responsible for assisting the customer, writing receipts for transactions, maintaining a daily log, balancing the receipts, and preparing the daily deposit to go to the mailroom.

A significant portion of the requests submitted at the counter are made on an expedited basis and the customer requests completion of the request within 24 hours. Due to the high volume of walk-in customers in the afternoon it is often difficult to complete the daily deposit before 5:00 p.m. because the receptionist is assisting customers and the customers continue to arrive until 5:00 p.m.

Therefore, effective May 4, 1992, the business day for the counter will be 8:00 a.m. to 4:00 p.m. Documents, requests for copies, and payments received after 4:00 p.m. will be processed on the next business day. Requests for expedited service after 4:00 p.m. will continue to receive service within 24 hours. However, documents delivered after 4:00 p.m. will have the next business day as the received date and "filed" date, if fileable.

Requests for exceptions to this policy should be discouraged. However, the Division Director, Deputy Bureau Directors and Bureau Director are authorized to make an exception to the policy if they find it is in the public interest to do so.

The above policy shall be adopted immediately and remain in effect unless rescinded or modified by the Bureau Director.

Approved by Carl L. Tyson, Director  
Corporation and Securities Bureau  
on April 20, 1992