**INSTRUCTIONS FOR COMPLETING DATA FILES**

**File: ROMBO Exemption.xlsx**

If an entity is eligible for exemption to file Register of Members and/or Beneficial Ownership Information, please enter exemption information in this file. You may enter data for more than one company in the file (maximum 1000 entries).

The sheet is protected for your convenience. It can be unprotected without a password.

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| --- | --- | --- | --- |
| **Col** | **Title** | **Applicable** | **Description** |
| A | BC or LP Number | All | Enter the Company Number or Limited Partnership Number of the BVI company or Limited Partnership submitting the Exemption Information |
| B | Exemption Type | All | Select from the list of exemption types: Listed Company (ROM & BO), BVI Fund (ROM & BO), Subsidiary (BO), Trust (BO), Foreign Fund (BO) |
| C | Fund Type | BVI Fund | Data required for exemption as **BVI Fund**:   * Fund Type (select Approved Fund, Incubator Fund, Private Fund, Private Investment Fund, Professional Fund or Public Fund) * Segregated Portfolio Company (“SPC”) (tick if the BVI Fund is a SPC) * Fund License number * Licensed Person Type (select type of Licensed Person Holding Beneficial Ownership Information: Registered Agent, Authorized Representative, Cat 6B Licensee, Other Person licensed by the FSC) * Licensed Person’s Name * Licensed Person’s Address in BVI * Licensed Person’s Email |
| D | SPC | BVI Fund |
| E | Fund License No. | BVI Fund |
| F | Licensed Person Type | BVI Fund |
| G | Licensed Person Name | BVI Fund |
| H | Licensed Person Address in BVI | BVI Fund |
| I | Licensed Person Email | BVI Fund |
| J | Recognised Stock Exchange Name | Listed Co | Data required for exemption as **Listed Company**:   * Name of Recognised Stock Exchange * Ticker Symbol * Jurisdiction of Stock Exchange (select from list) * Regulator of Stock Exchange * Listing Date (dd/mmm/yyyy) |
| K | Ticker Symbol | Listed Co |
| L | Exchange Jurisdiction | Listed Co |
| M | Exchange Regulator | Listed Co |
| N | Listing Date | Listed Co |
| O | BVI Parent Name | Subsidiary | Data required for exemption as a **Subsidiary of a BVI Parent**:   * Name of Parent BVI Entity (holding 75% or more) * Company Number of Parent BVI Entity * Date of Incorporation of the Parent BVI Entity |
| P | BVI Parent Entity Number | Subsidiary |
| Q | BVI Parent Incorp Date | Subsidiary |
| R | Name of BTCA Trustee | Trust | Data required for exemption where **shares are held by a Trustee licensed under BVI Bank and Trust Companies Act** (“BTCA”):   * Name of BTCA licensed Trustee |
| S | Name of Foreign Fund (“FF”) | Foreign Fund (“FF”) | Data required for exemption as a **Foreign Fund** (“FF”)   * Name of Foreign Fund (“FF”) * Incorporation or Registration Number of FF * Date of Incorporation or Registration of FF (dd/mmm/yyyy) * Place of Incorporation or Registration of FF (select from list) * Address Type (select Registered Office or Principal Office) * Address * Exemption Type (select Approved Fund, Incubator Fund, Private Fund, Private Investment Fund, Professional Fund or Public Fund) * Segregated Portfolio Company (“SPC”) (tick if the FF is a SPC) * Disclosure and Transparency Rules * International Standards   Note:   * Please provide a copy of the license. |
| T | FF Entity No. | FF |
| U | FF Date of Inc. | FF |
| V | FF Place of Inc. | FF |
| W | FF Address Type | FF |
| X | FF Address 1 | FF |
| Y | FF Address 2 | FF |
| Z | FF Address City | FF |
| AA | FF Address State | FF |
| AB | FF Address Zip | FF |
| AC | FF Address Country | FF |
| AD | FF Exemption Fund Type | FF |
| AE | Is FF a SPC | FF |
| AF | FF Disclosure Rules | FF |
| AG | FF International Standards | FF |

**File: ROMBO Data.xlsx**

Enter information of each shareholder, beneficial owner, exempted owner and nominator, if applicable, in this file. You may enter data for more than one company in the file (maximum 1000 entries).

The sheet is protected for your convenience. It can be unprotected without a password.

**Special Case: Joint Shareholder/Beneficial Owners:**

In case of Joint Shareholder, enter information of the first shareholder (“Primary Holder”) in one row and select the Joint Holding Type (Joint Ownership or Tenants in Common) in column AP. For the other joint shareholder(s), enter details of the individual in a new row(s) and select the name of the Primary Holder in column AQ.

**Special Case: Nominee Shareholders:**

In case of Nominee Shareholder, enter the information of the Nominee Shareholder in one row and tick Acting as Nominee in column AL. For the Nominator, enter the details of the nominator in a new row and select the name of the Nominee in column AM.

|  |  |  |  |
| --- | --- | --- | --- |
| **Col** | **Column** | **Applicable** | **Description** |
| A | Row Reference | None | Do not change – This is a calculated field |
| B | BC Number | All | Enter the Company Number of the BVI company submitting the ROM and/or BO Information on each row |
| C | Given Names | Individual | Data required for **Individual** shareholder or beneficial owner:   * Given Names * Surname\* * Alias, Former Given Names, Former Surname, if applicable * Birth Date\*\* (dd/mmm/yyyy) * Birth Place (select from list) * Nationality (select from list) * Gender (select from list) * Occupation   Notes:  \* If the individual does not have a surname, please provide supporting documentation.  \*\* If the individual does not have a full date of birth, please leave column H as blank, enter Birth Year and/or Month in columns I & J, and provide supporting documentation. |
| D | Surname | Individual |
| E | Alias | Individual |
| F | Former Given Names | Individual |
| G | Former Surname | Individual |
| H | Birth Date (Full) | Individual |
| I | Birth Year (Partial) | Individual |
| J | Birth Month (Partial) | Individual |
| K | Birth Place | Individual |
| L | Nationality | Individual |
| M | Gender | Individual |
| N | Occupation | Individual |
| O | LE Name | Legal Entity | Data required for **Legal Entity** (“LE”) shareholder or exempted owner:   * Name * Company Number * Jurisdiction of Incorporation (select from list) * Date of Incorporation (dd/mmm/yyyy) * Address Type\* of address provided in columns T to Y (Select Registered Office or Principal Office)   Note:  \* Address Type is defaulted to Registered Office if column S is left blank. |
| P | LE Number | Legal Entity |
| Q | LE Jurisdiction | Legal Entity |
| R | LE Incorp Date | Legal Entity |
| S | LE Address Type | Legal Entity |
| T | Address 1 | All | Data required for **Address**:   * Enter the address of the individual or LE |
| U | Address 2 | All |
| V | City | All |
| W | State | All |
| X | Zip | All |
| Y | Country | All |
| Z | Date Entered as Member | Member | Data required for **Member or Shareholder**:   * Date entered as member (dd/mmm/yyyy) * Date ceased as member, if applicable * Share certificate Number, if applicable * Shares held (numeric value) * Class of shares (Leave blank if the class is Ordinary Shares) * Series of shares, if appliable * Voting rights (tick if the shares class carries voting rights) |
| AA | Date Ceased as Member | Member |
| AB | Share Cert No. | Member |
| AC | Shares Held | Member |
| AD | Class | Member |
| AE | Series | Member |
| AF | Voting Rights | Member |
| AG | Name of Mortgagee or Chargee | Mortgage/Charge | Data required for **Mortgaged or Charged Shares**   * Name of Mortgagee or Chargee * Type (Select Mortgage or Charge) * Date Entered (dd/mmm/yyyy) * Date Discharged, if applicable * Mortgagee or Chargee Statement (Maximum 1,000 characters) |
| AH | Type | Mortgage/Charge |
| AI | Date Entered | Mortgage/Charge |
| AJ | Date Discharged | Mortgage/Charge |
| AK | Mortgagee or Chargee Statement | Mortgage/Charge |
| AL | Acting as Nominee | Nominee | Data required for **Nominee Shareholder**:   * Tick (or enter True) if the shareholder is a Nominee Shareholder. This individual or LE will be available for selection as Nominee in column AM. Enter the information of the Nominator in a new row. |
| AM | Name of Nominee | Nominator | Data required for **Nominator**:   * Name of Nominee (select from list of individuals or LE that are acting as nominees according to column AL) * Date entered as Nominator (dd/mmm/yyyy) * Date ceased as Nominator, if applicable   Notes:   * Enter the information of the Nominee Shareholder first. * If the date entered as nominator and/or the date ceased as Nominator is blank, the dates will be the same as the date entered as member and/or date ceased as member of the Nominee |
| AN | Date Entered as Nominator | Nominator |
| AO | Date Ceased as Nominator | Nominator |
| AP | Joint Holding Type | Joint Holding | Data required for **Joint Shareholding**:  In case of Joint Shareholding, “Primary Holder” refers to the first person named as joint shareholders in the register of members, and “Other Holders” refers to the other joint shareholders.   * If the individual is the Primary Holder, select the Joint Holding Type in column AP. (This individual will be available for selection as Primary Holder in column AQ for other joint shareholders.) * If the individual is the Other Holder, select the name of Primary Holder in column AQ.   Notes:   * Enter the information of the Primary Holder first. * Enter the information of the Other Holders in new rows |
| AQ | Primary Holder | Joint Holding |
| AR | Share Percentage | Ownership/Control | Data required for **Ownership and Control**, applicable to **Beneficial Owner and Exempted Owner**:   * Share Percentage (minimum 10%) * Voting Right Percentage (minimum 10%) * Power to appoint or remove senior management * Power to appoint or remove directors * Power to appoint or remove partners * Control through debt instruments * Power to direct or veto investment decisions * Power to direct or veto profit share * Power to direct or veto capital returns of assets * Power to direct amendments to constitutional documents * Senior Management Official * Other Control * Effective Date of Ownership/Control (format dd/mm/yyyy) * Cessation Date of Ownership/Control, if applicable   Notes:   * Select all types of ownership and/or control applicable. * If Voting Right Percentage is left blank, the value will be the same as Share Percentage if the class of shares carries voting rights, or 0 if the class of shares does not carry voting rights. * If the Effective Date and/or Cessation Date is blank, the dates will be the same as the date entered as member and/or date ceased as member, if the individual or legal entity is a member. Otherwise, the Effective Date will be the date of incorporation of the BVI company. |
| AS | Voting Right Percentage | Ownership/Control |
| AT | Ctrl Snr Mgt | Ownership/Control |
| AU | Ctrl Dir | Ownership/Control |
| AV | Ctrl Prtnr | Ownership/Control |
| AW | Ctrl Debt Ins | Ownership/Control |
| AX | Ctrl Inv Dsn | Ownership/Control |
| AY | Ctrl Prft Share | Ownership/Control |
| AZ | Ctrl Cap | Ownership/Control |
| BA | Ctrl Con Doc | Ownership/Control |
| BB | As Snr Mgt | Ownership/Control |
| BC | Other Ctrl | Ownership/Control |
| BD | Effective Date | Ownership/Control |
| BE | Cessation Date | Ownership/Control |
| BF | Exempted Owner Type | Exempted Owner (“EO”) | Data required for **Exempted Owner**:   * Exempted Owner Type (select Trustee under BTCA, Listed Company, BVI Fund or Foreign Fund) * Listed Company:   + Name of Recognised Stock Exchange   + Ticker Symbol   + Jurisdiction of Stock Exchange (select from list)   + Regulator of Stock Exchange   + Listing Date (dd/mmm/yyyy) * BVI Fund   + License Number of the BVI Fund * Foreign Fund (“FF”)   + Exemption Type (select Approved Fund, Incubator Fund, Private Fund, Private Investment Fund, Professional Fund or Public Fund)   + Segregated Portfolio Company (“SPC”) (tick if the FF is a SPC)   + Disclosure and Transparency Rules   + International Standards   Notes:   * Complete the section for Ownership and Control * If the legal entity is a foreign fund, please provide a copy of the license. |
| BG | EO Recognised Stock Exchange Name | EO - ListCo |
| BH | EO Ticker Symbol | EO – ListCo |
| BI | EO Exchange Jurisdiction | EO – ListCo |
| BJ | EO Exchange Regulator | EO – ListCo |
| BK | EO Listing Date | EO - ListCo |
| BL | EO Fund Lic No | EO – BVI Fund |
| BM | EO FF Exemption | EO – Foreign Fund (“FF”) |
| BN | EO FF Segregated Portfolio Company (SPC) | EO – FF |
| BO | EO FF Disclosure and Transparency Rules | EO – FF |
| BP | EO FF International Standards | EO – FF |

**List of Countries and Regions**

|  |  |  |
| --- | --- | --- |
| Afghanistan | Åland Islands | Albania |
| Algeria | American Samoa | Andorra |
| Angola | Anguilla | Antarctica |
| Antigua and Barbuda | Argentina | Armenia |
| Aruba | Australia | Austria |
| Azerbaijan | Bahamas (the) | Bahrain |
| Bangladesh | Barbados | Belarus |
| Belgium | Belize | Benin |
| Bermuda | Bhutan | Bolivia (Plurinational State of) |
| Bonaire, Sint Eustatius and Saba | Bosnia and Herzegovina | Botswana |
| Bouvet Island | Brazil | British Indian Ocean Territory (the) |
| Brunei Darussalam | Bulgaria | Burkina Faso |
| Burundi | Cabo Verde | Cambodia |
| Cameroon | Canada | Cayman Islands (the) |
| Central African Republic (the) | Chad | Chile |
| China | Christmas Island | Cocos (Keeling) Islands (the) |
| Colombia | Comoros (the) | Congo (the Democratic Republic of the) |
| Congo (the) | Cook Islands (the) | Costa Rica |
| Côte d'Ivoire | Croatia | Cuba |
| Curaçao | Cyprus | Czech Republic |
| Denmark | Djibouti | Dominica |
| Dominican Republic (the) | Ecuador | Egypt |
| El Salvador | Equatorial Guinea | Eritrea |
| Estonia | Ethiopia | Falkland Islands (the) [Malvinas] |
| Faroe Islands (the) | Fiji | Finland |
| France | French Guiana | French Polynesia |
| French Southern Territories (the) | Gabon | Gambia (the) |
| Georgia | Germany | Ghana |
| Gibraltar | Greece | Greenland |
| Grenada | Guadeloupe | Guam |
| Guatemala | Guernsey | Guinea |
| Guinea-Bissau | Guyana | Haiti |
| Heard Island and McDonald Islands | Honduras | Hong Kong |
| Hungary | Iceland | India |
| Indonesia | Iran (Islamic Republic of) | Iraq |
| Ireland | Isle of Man | Israel |
| Italy | Jamaica | Japan |
| Jersey | Jordan | Kazakhstan |
| Kenya | Kiribati | Korea (the Democratic People's Republic of) |
| Korea (the Republic of) | Kosovo (the Republic of) | Kuwait |
| Kyrgyzstan | Lao People's Democratic Republic (the) | Latvia |
| Lebanon | Lesotho | Liberia |
| Libya | Liechtenstein | Lithuania |
| Luxembourg | Macao | Macedonia (the former Yugoslav Republic of) |
| Madagascar | Malawi | Malaysia |
| Maldives | Mali | Malta |
| Marshall Islands (the) | Martinique | Mauritania |
| Mauritius | Mayotte | Mexico |
| Micronesia (Federated States of) | Moldova (the Republic of) | Monaco |
| Mongolia | Montenegro | Montserrat |
| Morocco | Mozambique | Myanmar |
| Namibia | Nauru | Nepal |
| Netherlands (the) | New Caledonia | New Zealand |
| Nicaragua | Niger (the) | Nigeria |
| Niue | Norfolk Island | Northern Mariana Islands (the) |
| Norway | Oman | Pakistan |
| Palau | Palestine, State of | Panama |
| Papua New Guinea | Paraguay | Peru |
| Philippines (the) | Pitcairn Islands | Poland |
| Portugal | Puerto Rico | Qatar |
| Réunion | Romania | Russian Federation (the) |
| Rwanda | Saint Barthélemy | Saint Helena, Ascension and Tristan da Cunha |
| Saint Kitts and Nevis | Saint Lucia | Saint Martin (French part) |
| Saint Pierre and Miquelon | Saint Vincent and the Grenadines | Samoa |
| San Marino | Sao Tome and Principe | Saudi Arabia |
| Senegal | Serbia | Seychelles |
| Sierra Leone | Singapore | Sint Maarten (Dutch part) |
| Slovakia | Slovenia | Solomon Islands |
| Somalia | South Africa | South Georgia and the South Sandwich Islands |
| South Sudan | Spain | Sri Lanka |
| Sudan (the) | Suriname | Svalbard and Jan Mayen |
| Swaziland | Sweden | Switzerland |
| Syrian Arab Republic | Taiwan (Province of China) | Tajikistan |
| Tanzania, United Republic of | Thailand | Timor-Leste |
| Togo | Tokelau | Tonga |
| Trinidad and Tobago | Tunisia | Turkey |
| Turkmenistan | Turks and Caicos Islands (the) | Tuvalu |
| Uganda | Ukraine | United Arab Emirates (the) |
| United Kingdom of Great Britain and Northern Ireland (the) | United States Minor Outlying Islands (the) | United States of America (the) |
| Uruguay | Uzbekistan | Vanuatu |
| Vatican City State (Holy See) | Venezuela (Bolivarian Republic of) | Vietnam |
| Virgin Islands (British) | Virgin Islands (U.S.) | Wallis and Futuna |
| Western Sahara | Yemen | Zambia |
| Zimbabwe |  |  |

**List of Nationalities**

|  |  |  |
| --- | --- | --- |
| Afghan | Alandic | Albanian |
| Algerian | American | American Samoan |
| Andorran | Angolan | Anguillan |
| Antarctic | Antarctican | Antiguan |
| Antiguan and Barbudan | Argentinian | Armenian |
| Aruban | Australian | Austrian |
| Azerbaijani | Bahamian | Bahraini |
| Bangladeshi | Barbadian | Barbudian |
| Barthelemois | Batswana | Belarusian |
| Belgian | Belizean | Beninese |
| Bermudian | Bhutanese | Bissau-Guinean |
| Bolivian | Bosnian | Brazilian |
| British | British Crown Dependent | British National (Overseas) |
| British Overseas Territory Citizen - Anguilla | British Overseas Territory Citizen - Bermuda | British Overseas Territory Citizen - BVI |
| British Overseas Territory Citizen - Cayman Islands | British Overseas Territory Citizen - Falkland Islands | British Overseas Territory Citizen - Monserrat |
| British Overseas Territory Citizen - Saint Helena | British Overseas Territory Citizen - Turks & Caicos | Bruneian |
| Bulgarian | Burkinabe | Burkinabé |
| Burkinabè | Burmese | Burundian |
| Cabo Verdian | Cambodian | Cameroonian |
| Canadian | Catracho | Caymanian |
| Central African | Chadian | Channel Islander |
| Chilean | Chinese | Christmas Islander |
| Cocos Islandian | Cocossian | Colombian |
| Comorian | Congolese | Congonese |
| Cook Islander | Costa Rican | Croatian |
| Cuban | Curacaoan | Cypriot |
| Czech | Dane | Danish |
| Djboutian | Dominican | Dubai (United Arab Emirates) |
| Dutch | East Timorese | Ecuadorian |
| Egyptian | Emirati | Equatoguinean |
| Equatorial Guinean | Eritrean | Estonian |
| Ethiopian | Falkland Islander | Faroese |
| Fijian | Filipino | Finn |
| Finnish | French | French Guianese |
| French Overseas Citizen | French Polynesian | Futanan |
| Gabonaise | Gabonese | Gambian |
| Georgian | German | Ghanaian |
| Gibraltarian | Greek | Greenlander |
| Greenlandic | Grenadian | Guadeloupean |
| Guamanian | Guatemalan | Guinean |
| Guyanese | Haitian | Herzegovinian |
| Honduran | Hong Konger | Hong Kongese |
| Hungarian | Icelander | Icelandic |
| I-Kiribati | Indian | Indonesian |
| Iranian | Iraqi | Irish |
| Iroivian | Israeli | Italian |
| Ivorian | Jamaican | Japanese |
| Jordanian | Kazakh | Kazakhstani |
| Kenyan | Kittitian | Kosovan |
| Kosovar | Kuwaiti | Kyrgyzstani |
| Laotian | Latvian | Lebanese |
| Liberian | Libyan | Liechtensteiner |
| Lithuanian | Llanito | Luxembourger |
| Macanese | Macedonian | Madagascan |
| Malagasy | Malawian | Malaysian |
| Maldivian | Malian | Maltese |
| Manx | Marshallese | Marshellese |
| Mauritanian | Mauritian | Mexican |
| Micronesian | Moldovan | Monacan |
| Monegasque | Mongolian | Montenegrin |
| Moroccan | Mosotho | Motswana |
| Mozambican | Myanmar | Namibian |
| Nauruan | Nepalese | Nepali |
| Nevisian | New Zealander | Nicaraguan |
| Nigerian | Nigerien | Niuean |
| Ni-Vanuatu | Norfolk Islander | North Korean |
| Norwegian | Omani | Pakistani |
| Palauan | Palauan | Palestinian |
| Panamanian | Papua New Guinean | Paraguayan |
| Perisian | Peruvian | Pitcairn Islander |
| Polak | Pole | Polish |
| Portuguese | Puerto Rican | Qatari |
| Romanian | Russian | Rwandan |
| Sahrawis | Saint Lucian | Salvadoran |
| Salvadorean | Samoan | Sao Tomean |
| Saudi | Senegalese | Serbian |
| Seychellois | Sierra Leonean | Singaporean |
| Slovak | Slovakian | Slovenian |
| Solomon Islander | Somali | South African |
| South Georgian | South Korean | South Sudanese |
| Spaniard | Spanish | Sri Lankan |
| Sudanese | Summarinese | Surinamese |
| Swazi | Swede | Swedish |
| Swedish | Swiss | Syrian |
| Tadzhik | Taiwanese | Tajikstani |
| Tanzanian | Thai | Tico |
| Togolese | Tokelauan | Tongan |
| Trinidadian | Tunisian | Turk |
| Turkish | Turkmen | Turks and Caicos Islander |
| Tuvaluan | Ugandan | Ukrainian |
| Uruguayan | Uzbek | Vanuatu |
| Venezuelan | Vietnamese | Vincentian |
| Wallisian | Yemeni | Zambian |
| Zimbabwean |  |  |

**RECOGNISED REGULATED EXCHANGES**

All Stock Exchanges in the European Economic Area

All Stock Exchanges (not listed below) that are members of the [World Federation of Exchanges](https://www.world-exchanges.org/membership-events#member-list)

|  |  |
| --- | --- |
| American Stock Exchange | Australian Securities Exchange |
| Barbados Stock Exchange Inc. | BM&F Bovespa |
| Bolsa de Comercio de Santiago | Bolsa de Valores de Caracas |
| Bolsa de Valores de Colombia | Bolsa de Valores de Lima |
| Bombay Stock Exchange | Boston Stock Exchange |
| Bourse de Montreal Inc. | Cayman Islands Stock Exchange |
| Channel Islands Stock Exchange | Chicago Board of Trade |
| Chicago Board Options Exchange | Chicago Stock Exchange |
| Coffee, Sugar and Cocoa Exchange, Inc. | CME Group |
| Eastern Caribbean Securities Exchange | EUREX |
| Fukuoka Stock Exchange | Fusang Exchange Ltd. |
| GreTai Securities Market of Taiwan | Hong Kong Stock Exchange |
| ICE Futures Europe | ICE Futures U.S. Inc. |
| ICAP Securities & Derivative Exchange Limited | Intercontinental Exchange |
| International Capital Market Association | International Securities Exchange |
| Jamaica Stock Exchange | Kansas City Board of Trade |
| LIFFE Administration and Management | London Stock Exchange Plc |
| MidAmerica Commodity Exchange | Minneapolis Grain Exchange |
| Montreal Stock Exchange | Moscow Exchange |
| Nagoya Stock Exchange | NASDAQ |
| NASDAQ Dubai | National Stock Exchange of Australia |
| New York Cotton Exchange | New York Futures Exchange |
| New York Mercantile Exchange Inc. | New York Stock Exchange |
| New Zealand Stock Exchange | NYSE Arca |
| Osaka Securities Exchange | Pacific Exchange |
| Philadelphia Stock Exchange | Rio de Janeiro Stock Exchange |
| Sao Paulo Stock Exchange (Bovespa) | Shanghai Stock Exchange |
| Shenzhen Stock Exchange | Singapore Stock Exchange |
| South African Futures Exchange | The London Metal Exchange Limited |
| Tokyo International Financial Futures Exchange | Tokyo Stock Exchange |
| Toronto Stock Exchange | Trinidad and Tobago Stock Exchange |