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Instructions	
Text	Print all entries in BLOCK CAPITAL LETTERS and avoid writing outside the space provided. English should be used and abbreviations avoided.
Answer/ Ticking boxes	Make sure that you answer all relevant questions. Closed boxes are used for “ticking”.
Blank Spaces	Please do not leave any answer fields blank. If information is unknown, please write UNK . If information is not applicable to this subject, please write NA .
Errors	Cross-out the error with a single horizontal line and write correction next to it. Make sure that the error, although crossed out, remains legible. Initial and date each correction.
Numeric Fields	When the answer to a question is a number, put only one digit in each box with a leading “0” when necessary.
Dates	Record the actual date of the visit. The order of the entry in the date format is day, month, year (01/JAN/2011). Day and year are to be expressed numerically; month is to be expressed textually using the first 3 letters of the month (JAN, FEB, MAR, APR, MAY and so on).
Times	The 24-hour clock time designation should be used (hours: 2 digits and minutes: 2 digits). For example, two thirty in the afternoon should be reported as 14:30 hours.