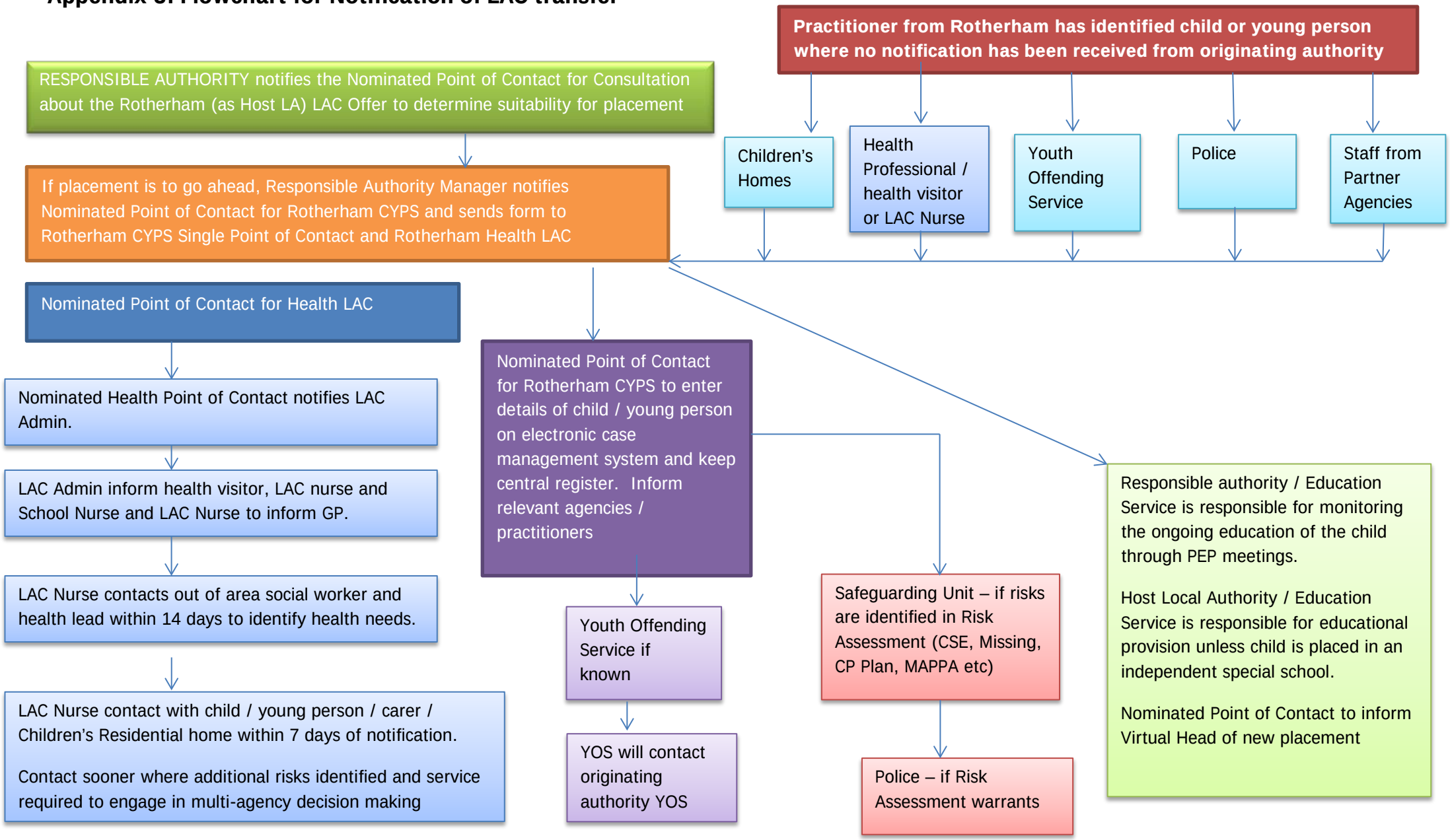Appendix 3: Flowchart for Notification of LAC transfer