

# **International Federation of Professional Aromatherapists**

**Company limited by guarantee**

**Directors' report and financial statements**

**for the year ended 31 March 2023**

**International Federation of Professional Aromatherapists**  
**Company limited by guarantee**

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**International Federation of Professional Aromatherapists**  
**Company limited by guarantee**

**Directors' and trustees report**  
**for the year ended 31 March 2023**

The directors and trustees present their report and the financial statements for the year ended 31 March 2023.

**Reference and administrative details**

Company name: International Federation of Professional Aromatherapists

Charity registration number: 1091325

Company registration number: 04388652

Registered office: 82 Ashby Road  
Hinckley  
Leicestershire  
LE10 1SN

Company secretary: R Morrice

Treasurer: Ms J Court

Independent examiner: Integra Accounting Limited  
5 Station Road  
Hinckley  
Leicestershire  
LE10 1AW

Bankers: HSBC Bank PLC  
10 Market Place  
Hinckley  
Leicestershire  
LE10 1NU

**Directors**

The directors (who are also trustees of the charity for the purpose of charity law) who served during the year are as stated below:

Louise Carta		Deborah Moore	
Suk Kwan Chan		Sunita Teckchand	
Jane Court		Beth Thomas	Resigned 18.11.22
Christine Courtney		Dr Nicole Bou Khalil	Elected 22.03.23
Kazue Gill		Yasmine El Ghamrawy	Elected 18.11.22
Manuela Isgro		David Wilson	Elected 18.11.22
Milena Ivanova	Resigned 18.11.22	Joanne Woodward	Elected 18.11.22
Emma Gibbs	Elected 18.11.22, resigned 17.02.23		

**International Federation of Professional Aromatherapists**  
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**Directors' and trustees report**  
**for the year ended 31 March 2023**

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**Structure governance and management**

The Charity was incorporated as a private company limited by guarantee on 6 March 2002. The company registration number is 04388652. The charitable company is governed by its Memorandum and Articles of Association which outline the administration, objects and powers of the charity.

The Articles provide for the governing body to be appointed from its membership by election at the annual General Meeting or Directors ("Trustees") can also be co-opted by the Board (the charity's governing body) as a vacancy arises. All members of the Board give their time voluntarily and receive no benefits from the Charity. Following the Annual General meeting in 2022 the Directors met and agreed to appoint Christine Courtney as Chair and re-appoint Jane Court as Treasurer.

The Directors are required to give an undertaking to be bound by the Trustees Code of Conduct is the discharge of their duties. The Code aims to ensure that the Directors both collectively and individually, place the interests of the Charity before any personal interests.

A culture of sound management of resources forms the basis of the Directors decision making and delegation of powers, with appropriate oversight, to subcommittees of the Board whilst not being over cautious or risk averse. The Board has established subcommittees to manage and advise on specific operational areas with limited authority and with specific terms of reference.

The Board works effectively as a team and has developed strong working relationships and recognises that Directors ("Trustees") must have appropriate skills, attributes, knowledge, and commitment to be effective and places appropriate emphasis on these qualities in the Trustee recruitment process.

The Board has access to professional charity governance advice and is a member of the National Council for Voluntary Organisations which offers support and an online resource for small charities.

It is intended, as far as possible, to maintain a broad range of skills within the Board of Trustees, covering education, management, finance and business skills.

**International Federation of Professional Aromatherapists**  
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**Directors' and trustees report**  
**for the year ended 31 March 2023**

**Objectives and activities**

The principal objective of the Charity is the preservation of health by advancing knowledge, practice and expertise in aromatherapy by education, teaching and training and other lawful charitable means.

The Federation's members are trained to high and exacting standards and the organisation considers itself a centre of excellence for clinical and holistic aromatherapy globally.

The activities undertaken by the Charity are in support of these objectives and include the following:

- a strong, robust accreditation system for approving and registering schools, their tutors and courses which maintain the high standards of education required by the Federation
- the awarding and ongoing review, through CPD, of a high-quality qualification gained on attaining the stringent requirements for admission to full membership and which is recognized internationally
- a high standard of practice and a qualification which is recognized by Complementary Therapy Insurers
- increasing awareness of aromatherapy including evidence based research through events, conferences, publications, and regional groups
- engagement with the wider community and peer groups including registration with the National Institute of Clinical Excellence as a consultative stakeholder.

The Directors have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charitable company's aims and objectives and in planning future activities. In particular, the Directors have considered how planned activities will contribute to the aims and objectives set. The Directors have also used the Charity Governance Code for Smaller Charities guiding principles as mandated by the members at the last Annual General Meeting.

**International Federation of Professional Aromatherapists  
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**Directors' and trustees report  
for the year ended 31 March 2023**

..... continued

**Financial review**

The results of the year and financial position are shown in the annexed financial statements.

The organisation reports a net loss for the year of £8,281 (2022: £12,491) and Net Assets of £261,239 (2022: £269,520) which reflects the loss.

The total income increased to £144,071 (2022: £142,936), a 1% increase on the previous year. This is mainly attributable to an increase in membership fees from £124,689 to £128,499.

The total expenditure decreased by over £3k during the year to £152,352 (2022: £155,427) a 2% decrease on the previous year. Management and administration expenses decreased to £86,383 (2022: £106,681), and Direct charitable expenditure increased to £65,969 (2022: £46,425), while Fundraising and publicity decreased to £nil (2022: £2,321).

The Board has the following matters to report on for these financial statements:

- An Accrued and Deferred income recognition policy is in place. Advance membership payments received at the year-end but relating to the next year are deferred for inclusion in that year's figures and membership fees received that straddle a year end are apportioned accordingly
- The figures do not include gift aid as IFPA's approach to gift aid remains under review
- The Federation owns outright the Hinckley Head Office, which in common with other fixed assets is carried in the accounts at depreciated cost.

No funds are held as custodian trustee on behalf of others, and none of the Charity's funds are restricted in their use, other than by legal and constitutional considerations.

**Reserves policy**

The Charity has no specific reserves policy however it currently maintains a cash reserve of £75,000, generally in line with the Ofqual recommendations in respect of reserves. This cash is held in a separate deposit account.

**International Federation of Professional Aromatherapists  
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**Directors' and trustees report  
for the year ended 31 March 2023**

..... continued

**Achievements and performance**

Over the last year the IFPA board has worked hard to strengthen the organisation by reviewing its policies. By doing this, it keeps the organisation up to date, consistent and effective. The board has updated its Code of Ethics & Conduct together with new Membership Terms & Conditions and Brand Guidelines.

The IFPA board has been conducting an evaluation procedure to ensure that IFPA remains up to date with current legislation and that IFPA continues to offer high standards of education. Part of this procedure has been a review of the aromatherapy syllabus.

Aromatherapy is a rapidly changing modality of holistic healthcare, and the Board felt that the aromatherapy syllabus needed to reflect this.

To help IFPA achieve its ambition of upgrading the syllabus, they contacted Rhiannon Lewis. Rhiannon is a clinical aromatherapy practitioner with more than 30 years of professional experience.

Several workshops with Rhiannon and the IFPA Education Subcommittee were held over an 18-month period in order to create the syllabus. The education subcommittee asked several specially chosen aromatherapy educators to beta test the proposed syllabus and give full and honest feedback. Changes were made based on that feedback.

The board feel that they have produced an excellent syllabus which is representative of the industry today. IFPA accredited schools are now busy preparing to implement the changes. The new syllabus is due to be rolled out in April 2024.

The IFPA continue to welcome on board new accredited schools and members in the UK and abroad.

**International Federation of Professional Aromatherapists**  
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**Directors' and trustees report**  
**for the year ended 31 March 2023**

**Statement of Directors' responsibilities**

The trustees (who are also directors of the company for the purposes of company law) are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently
- observe method and principles in the Charities SORP
- make judgements and estimates that are reasonable and prudent
- state whether applicable UK Accounting Standards have been followed, subject to any material departure disclosed and explained in the financial statements
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for maintaining proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

This report was approved by the Board on 25 November 2023 and signed on its behalf by

*Christine Courtney*

**C Courtney**  
**Director**



**International Federation of Professional Aromatherapists**  
**Company limited by guarantee**

**Independent examiner's report to the trustees on the unaudited  
financial statements of International Federation of Professional Aromatherapists.**

I report on the financial statements of International Federation of Professional Aromatherapists for the year ended 31 March 2023 which are set out on pages 8 to 14.

**Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors of the company for the purpose of company law) are responsible for the preparation of the accounts, the trustees consider that the audit requirement of section 43(2) of the Charities Act 2011 (the Act) does not apply and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charitable company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in, any material respect, the requirements;
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Mrs J Carter FCCA**  
**Integra Accounting Limited**  
**5 Station Road, Hinckley, Leicestershire, LE10 1AW**  
**25 November 2023**

**International Federation of Professional Aromatherapists**  
**Company limited by guarantee**

**Statement of financial activities**

**For the year ended 31 March 2023**

		Unrestricted funds £	Restricted funds £	2023 Total £	2022 Total £
	Notes				
<b>Incoming resources</b>					
Membership fees		128,499	-	128,499	124,689
Administration fees		1,737	-	1,737	1,867
Schools		13,199	-	13,199	12,671
Advertising		330	-	330	516
Conference income		-	-	-	3,185
Sundry income		11	-	11	-
Investment income	7	295	-	295	8
<b>Total incoming resources</b>		<u>144,071</u>	<u>-</u>	<u>144,071</u>	<u>142,936</u>
<b>Resources expended</b>					
Direct charitable expenditure	8	65,969	-	65,969	46,425
Fundraising and publicity	9	-	-	-	2,321
Management and administration expenses of the charity	10	86,383	-	86,383	106,681
<b>Total charitable expenditure</b>		<u>152,352</u>	<u>-</u>	<u>152,352</u>	<u>155,427</u>
<b>Net movement in funds</b>		(8,281)	-	(8,281)	(12,491)
<b>Reconciliation of funds</b>					
Total funds brought forward		269,520	-	269,520	282,011
<b>Total funds carried forward</b>		<u><u>261,239</u></u>	<u><u>-</u></u>	<u><u>261,239</u></u>	<u><u>269,520</u></u>

The statement of financial activities includes all gains and losses recognised in the period. All incoming resources and resources expended derived from continuing activities.

**The notes on pages 11 to 16 form an integral part of these financial statements.**

**International Federation of Professional Aromatherapists**  
**Company limited by guarantee**

**Balance sheet**  
**as at 31 March 2023**

		<b>2023</b>		<b>2022</b>
	<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Fixed assets</b>				
Tangible assets	<b>11</b>		93,991	97,401
<b>Current assets</b>				
Debtors	<b>12</b>	3,242		3,886
Cash at bank and in hand		256,115		253,394
		<u>259,357</u>		<u>257,280</u>
<b>Prepayments and accrued income</b>		2,831		2,137
<b>Creditors: amounts falling due within one year</b>	<b>13</b>	<u>(12,820)</u>		<u>(7,624)</u>
<b>Net current assets</b>			<u>249,368</u>	<u>251,793</u>
<b>Total assets less current liabilities</b>			343,359	349,194
<b>Accruals and deferred income</b>			(82,120)	(79,674)
<b>Net assets</b>			<u>261,239</u>	<u>269,520</u>
<b>Reserves</b>				
Profit and loss account	<b>14</b>		<u>261,239</u>	<u>269,520</u>
<b>Members' funds</b>			<u>261,239</u>	<u>269,520</u>

The directors' statements required by Sections 475(2) and (3) are shown on the following page which forms part of this Balance Sheet.

The notes on pages 11 to 16 form an integral part of these financial statements.

**International Federation of Professional Aromatherapists  
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**Balance sheet (continued)**

**Directors' statements required by Sections 475(2) and (3)  
for the year ended 31 March 2023**

For the year ending 31 March 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

**Directors Responsibilities**

- The shareholders have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the act with respect to the accounting records and preparation of financial statements.

These financial statements have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

The accounts were approved by the board of directors and authorised for issue on 25 November 2023 and are signed on behalf of the board by:

*Christine Courtney*

**C Courtney  
Director**

**Registration number 04388652**

The company is a private company limited by guarantee, registered in England. The address of the registered office is 82 Ashby Road, Hinckley, Leicestershire, LE10 1SN.

**The notes on pages 11 to 16 form an integral part of these financial statements.**

**International Federation of Professional Aromatherapists**  
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**Notes to the financial statements**  
**for the year ended 31 March 2023**

**1. General Information**

The charity is a company limited by guarantee registered in England. The Trustees are named on the directors' and trustees report. In the event of the charity being wound up, the liability in respect of the guarantee is limited to a maximum of £10 per member of the charity. The address of the registered office is 82 Ashby Road, Hinckley, Leicestershire, LE10 1SN.

**2. Statement of compliance**

These have been prepared in compliance with the provisions of FRS 102, Section 1A, 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP 2005) "Accounting and Reporting by Charities" published in March 2005 and in the accordance with FRS102, Section 1A. The directors have taken advantage of the concessions available for smaller charities within SORP 2005 and have chosen to use resource classification appropriate to the charitable company's circumstances and activities.

**3. Accounting policies**

**3.1. Basis of preparation**

The have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through profit or loss.

The financial statements are prepared in sterling, which is the functional currency of the entity.

**3.2. Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

**3.3. Incoming resources**

All incoming resources are included in the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. No amounts are included in the financial statements for services donated by volunteers.

**International Federation of Professional Aromatherapists**  
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**Notes to the financial statements**  
**for the year ended 31 March 2023**

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**3.4. Resources expended**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of the resources.

**3.5. Tangible fixed assets and depreciation**

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Freehold property	-	2% straight line
Property improvements	-	20% reducing balance
Fixtures and fittings	-	20% reducing balance
Computer equipment	-	25% straight line

**3.6. Finance and operating leases**

Rentals applicable to operating leases are charged to the statement of financial activities over the period in which the cost is incurred.

**3.7. Pensions**

The pension costs charged in the financial statements represent the contribution payable by the company during the year.

**4. Staff costs**

The average number of persons employed by the company during the year was 3 (2022: 3).  
No employees received total benefits of more than £60,000.

**5. Directors' remuneration**

No directors received any remuneration for their services in the role during the year.

**6. Pension costs**

The company operates a defined contribution pension scheme. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the company and amounted to £577 (2022 - £449).

**International Federation of Professional Aromatherapists**  
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**Notes to the financial statements**  
**for the year ended 31 March 2023**

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**7. Investment income**

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>2023 Total £</b>	<b>2022 Total £</b>
Interest from bank accounts	295	-	295	8

**8. Direct charitable expenditure**

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>2023 Total £</b>	<b>2022 Total £</b>
AGM, meetings and conferences	1,234	-	1,234	2,086
In Essence production costs	41,055	-	41,055	35,873
Printing, postage and stationery	2,019	-	2,019	2,286
Computer costs	21,661	-	21,661	6,180
	<u>65,969</u>	<u>-</u>	<u>65,969</u>	<u>46,425</u>

**9. Fundraising and publicity**

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>2023 Total £</b>	<b>2022 Total £</b>
PR, exhibition and shows	-	-	-	2,321

**International Federation of Professional Aromatherapists**  
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**Notes to the financial statements**  
**for the year ended 31 March 2023**

..... continued

**10. Management and administration expenses of the Charity**

	Unrestricted funds £	Restricted funds £	2023 Total £	2022 Total £
Gross salaries and wages	40,578	-	40,578	38,808
Pension costs	577	-	577	449
Insurance	2,985	-	2,985	2,908
Light and heat	1,877	-	1,877	835
Hire of equipment	1,692	-	1,692	1,692
Rates and water	400	-	400	308
Repairs and renewals	4,852	-	4,852	4,472
General expenses	1,070	-	1,070	987
Telephone	912	-	912	881
Accountancy	3,100	-	3,100	3,100
Bookkeeping costs	1,129	-	1,129	1,731
Professional fees	16,455	-	16,455	40,495
Trustees expenditure	327	-	327	427
Bank charges	7,019	-	7,019	5,948
Depreciation	3,410	-	3,410	3,640
	<u>86,383</u>	<u>-</u>	<u>86,383</u>	<u>106,681</u>

There are no employees receiving a salary in excess of £60,000.

Included within professional fees above is exceptional expenditure incurred during the financial year relating to a legal dispute with a former trustee and several training providers in China. Legal fees in relation to this totalled £3,233 (2022: £20,173). The trustees have taken appropriate legal advice and adopted a strategy to cap any further additional costs



**International Federation of Professional Aromatherapists**  
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**Notes to the financial statements**  
**for the year ended 31 March 2023**

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<b>11. Tangible fixed assets</b>	<b>Freehold property £</b>	<b>Property improve- ments £</b>	<b>Fixtures and fittings £</b>	<b>Computer equipment £</b>	<b>Total £</b>
<b>Cost</b>					
At 1 April 2022 and at 31 March 2023	135,000	2,284	6,916	32,726	176,926
<b>Depreciation</b>					
At 1 April 2022	40,500	2,203	6,686	30,136	79,525
Charge for the year	2,700	16	46	648	3,410
At 31 March 2023	43,200	2,219	6,732	30,784	82,935
<b>Net book values</b>					
At 31 March 2023	91,800	65	184	1,942	93,991
At 31 March 2022	94,500	81	230	2,590	97,401

  

<b>12. Debtors</b>	<b>2023 £</b>	<b>2022 £</b>
Trade debtors	2,910	3,247
Other debtors	332	639
	<u>3,242</u>	<u>3,886</u>

  

<b>13. Creditors: amounts falling due within one year</b>	<b>2023 £</b>	<b>2022 £</b>
Trade creditors	7,608	2,516
Other creditors	5,212	5,108
	<u>12,820</u>	<u>7,624</u>

**International Federation of Professional Aromatherapists**  
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**Notes to the financial statements**  
**for the year ended 31 March 2023**

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<b>14. Reserves</b>	<b>Profit and loss account £</b>	<b>Total £</b>
<b>At 1 April 2022</b>	269,520	269,520
Loss for the year	(8,281)	(8,281)
<b>At 31 March 2023</b>	<u>261,239</u>	<u>261,239</u>



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**Parties involved with this document**

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Mon, 6th Nov 2023 15:10:44 UTC	Ms Christine Courtney - Signer (7b7126a6bb91ddc75807fb3f019f1a8e)
Mon, 6th Nov 2023 15:10:45 UTC	Ms Kerry Payne - Copied In (3791ffb700bba5d911424b4b75fcda08)
Mon, 6th Nov 2023 15:10:45 UTC	Catherine Woods - Copied In (89fb5105ea7a2a11ef94bc3ffcc1fd25)

**Audit history log**

Date	Action
Mon, 6th Nov 2023 15:10:46 UTC	Ms Christine Courtney viewed the envelope. (1.34.114.3)
Mon, 6th Nov 2023 15:10:45 UTC	Document emailed to party email (18.132.206.32)
Mon, 6th Nov 2023 15:10:45 UTC	Document emailed to party email (13.40.148.142)
Mon, 6th Nov 2023 15:10:45 UTC	This envelope has been signed by all parties (1.34.114.3)
Mon, 6th Nov 2023 15:10:45 UTC	Sent the envelope to Catherine Woods for signing (1.34.114.3)
Mon, 6th Nov 2023 15:10:45 UTC	Sent the envelope to Ms Kerry Payne for signing (1.34.114.3)
Mon, 6th Nov 2023 15:10:45 UTC	Ms Christine Courtney signed the envelope (1.34.114.3)
Mon, 6th Nov 2023 15:07:11 UTC	Ms Christine Courtney viewed the envelope. (1.34.114.3)
Fri, 3rd Nov 2023 9:17:18 UTC	Document emailed to party email (18.130.137.224)
Fri, 3rd Nov 2023 9:17:09 UTC	Sent the envelope to Ms Christine Courtney for signing. (18.170.64.228)
Fri, 3rd Nov 2023 9:17:09 UTC	Catherine Woods has been assigned to this envelope. (18.170.64.228)
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Fri, 3rd Nov 2023 9:17:09 UTC	Ms Christine Courtney has been assigned to this envelope. (18.170.64.228)
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Fri, 3rd Nov 2023 9:17:09 UTC

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