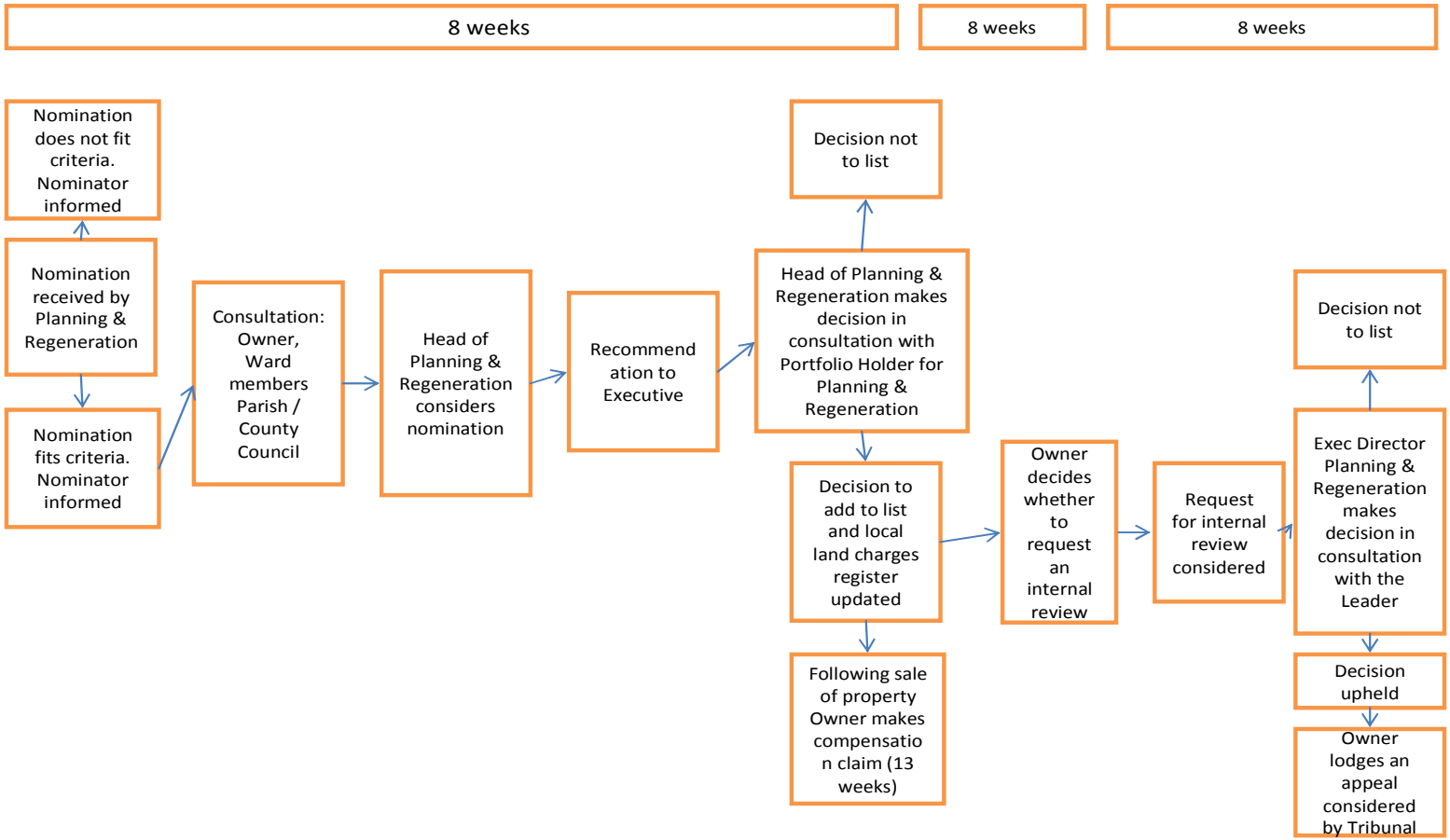Appendix 3 – Internal process for listing community asset