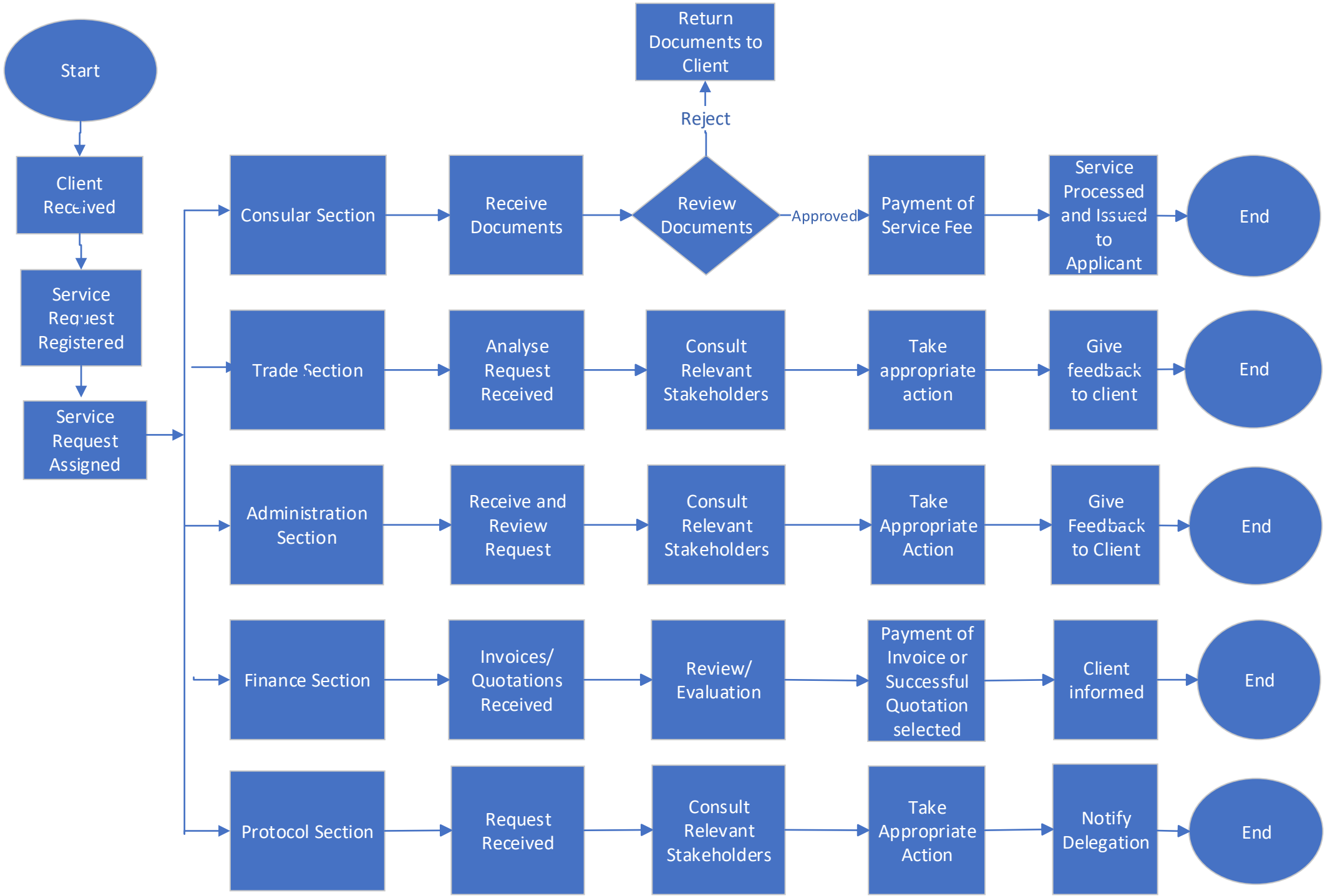
Start
Client Received
Service Request Registered
Service Request Assigned
Return Documents to Client
Reject
Consular Section
Receive Documents
Review Documents
Approved
Payment of Service Fee
Service Processed and Issued to Applicant
End
Trade Section
Analyse Request Received
Consult Relevant Stakeholders
Take appropriate action
Give feedback to client
End
Administration Section
Receive and Review Request
Consult Relevant Stakeholders
Take Appropriate Action
Give Feedback to Client
End
Finance Section
Invoices/ Quotations Received
Review/ Evaluation
Payment of Invoice or Successful Quotation selected
Client informed
End
Protocol Section
Request Received
Consult Relevant Stakeholders
Take Appropriate Action
Notify Delegation
End