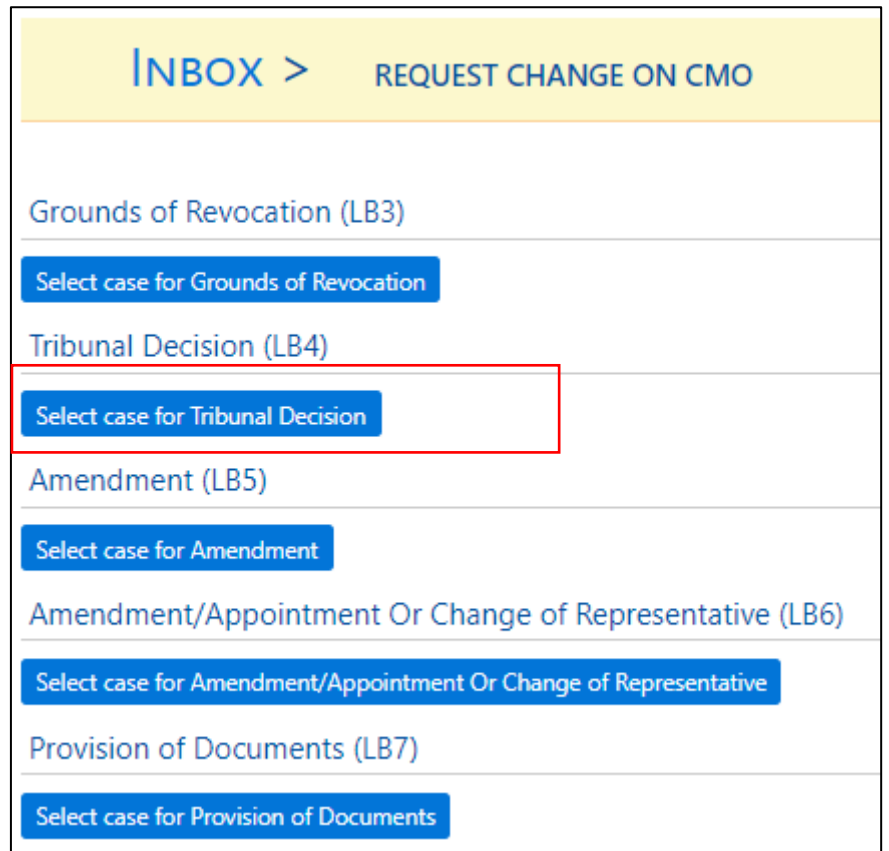
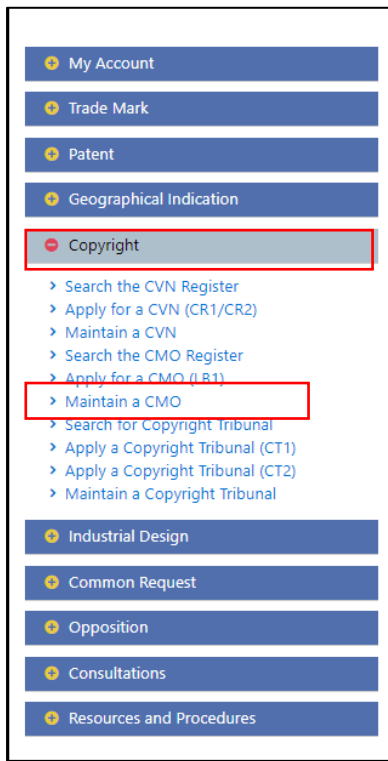
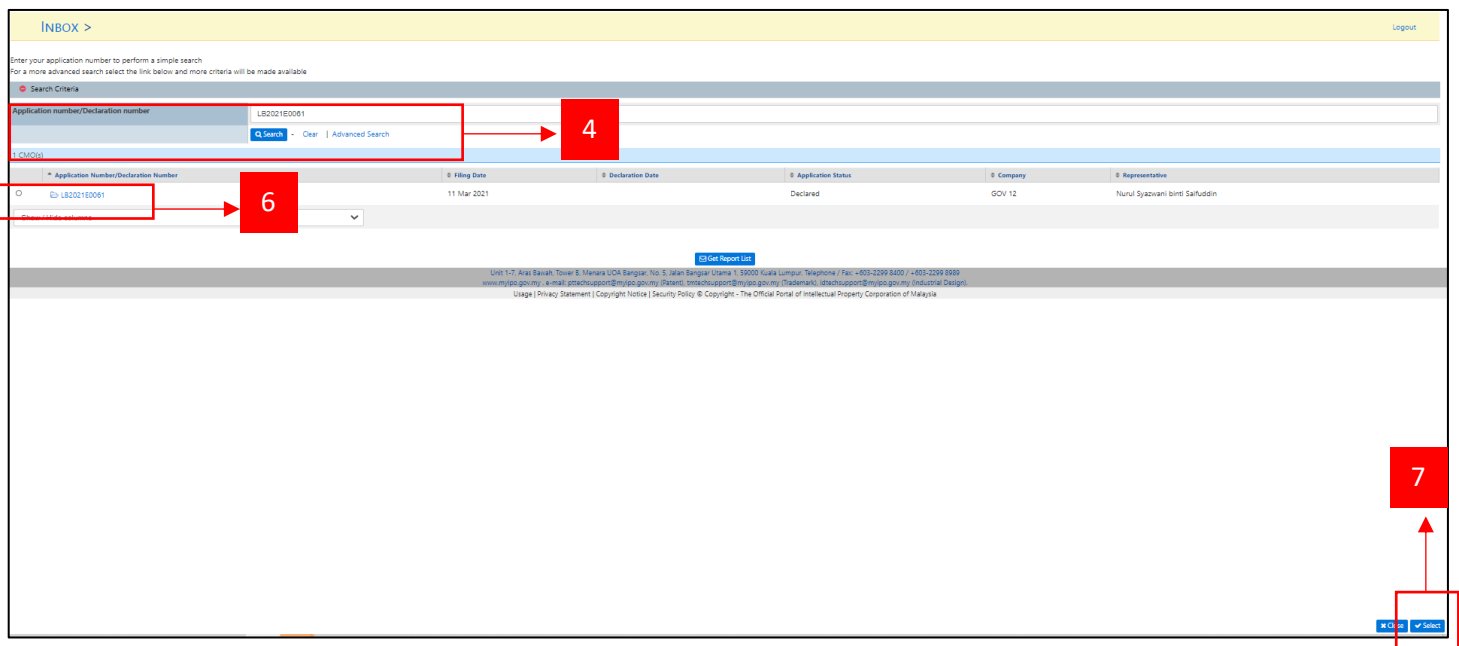


## Apply CMO (LB 4)



1. After log in at Extra, click "Maintain a CMO" under Copyright module.
2. Then, Extra click "Select case for Tribunal Decision".



3. This page will be display after Extra click” Select case for Tribunal decision”.
4. Extra need to enter Application number/Declaration number.
5. Extra also can enter “\*” and system will display all application number that can apply for LB4.
6. Extra click bullets to choose the application number for LB4.
7. Then, extra click “Select” button.

The screenshot shows a web form titled 'TRIBUNAL DECISION ON CMO'. It includes sections for 'Client Reference', 'Case Selected', 'Applicant's Information & Details', and 'Declaration'. Red boxes and arrows highlight specific fields: '9' points to the 'I am acting' radio buttons; '10' points to the 'Tribunal Decision Document' upload button; '11' points to the 'Decision Date' input field; and '12' points to the 'DigiCert Signature' pop-up window.

8. As the Applicant of a CT3 application in order to be able to apply for LB4 and the status of the CT3 application must be “Completed”.
9. Only the Company or its Legal Representative can submit the request.
10. Extra also provides a copy of the Tribunal’s decision (upload), with the date of the decision, and indicates whether the Company will refer to High Court or take no further action.
11. Extra also need to enter Decision date.
12. After that, Intra user can key in DigiCert id and pin before click submit button to complete the application.
13. If the payment is success then application no will be given by the system and pop-up at the screen

