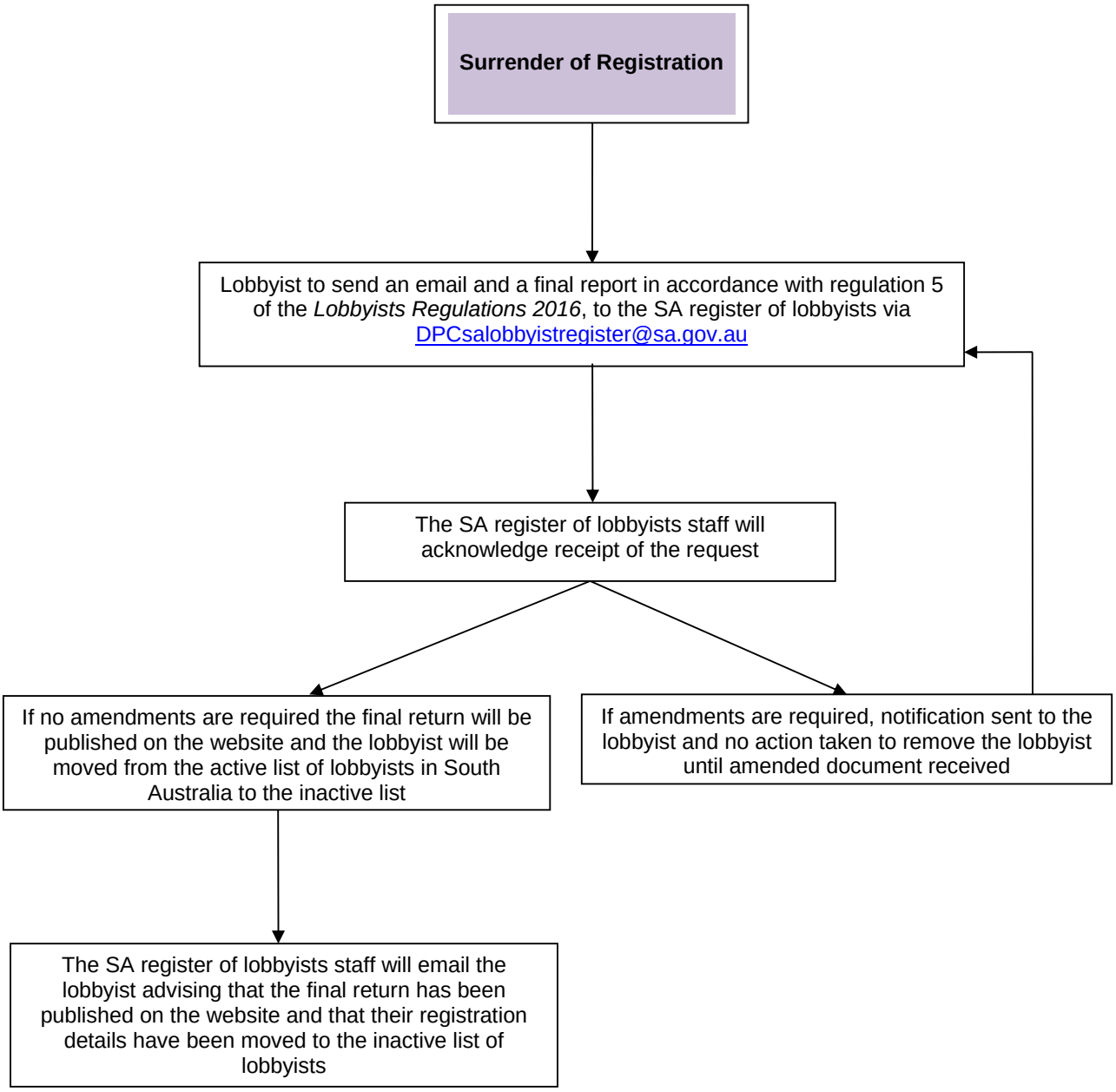PROCESS OVERVIEW FOR SURRENDERING OF LOBBYIST REGISTRATIONS