

Use of electronic attachments

- Prefer a monochrome scale scanning (not a grey scale)
 - Suggested output file format 'pdf'
 - Scanner resolution 200 dpi
 - Try to compact two physical pages in one 'pdf' page
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- The name of the attachment must :
 - consist only of latin characters.
 - not consist of special characters like !@#\$%^&*)(+=. Valid characters are '-' (dash), '_' (underscore). Space (' ') is not considered special character but must be avoided where possible.
 - Allowed file types are : jpeg, tiff, pdf.

'zip' type files are also allowed, but they must contain only files with the previous valid types.

Zip files should be 'first' level files. They will only contain the relevant documents. Other layouts as:

- Zip files in the zip file
- Sub-folders in the zip file

Or combinations of the above are not valid.

Files of other types (bmp, doc etc) are not included in the specifications and depends highly on the member state of refund if they are acceptable.

- Maximum attachment size less than 5Mb.