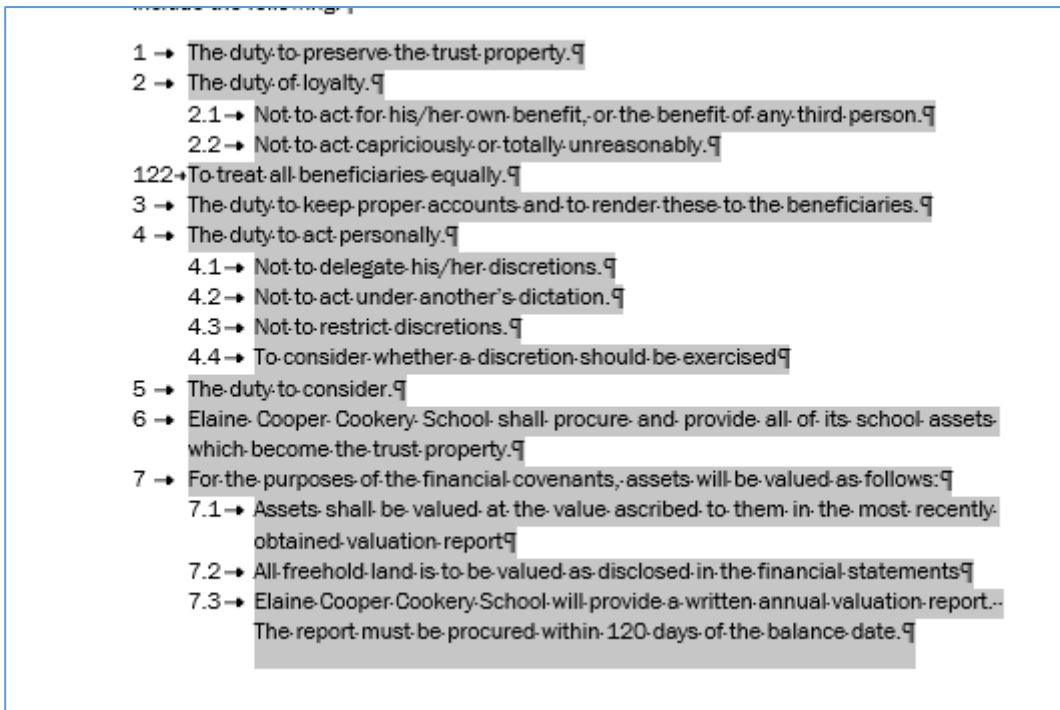


Further instructions for Customised numbering:

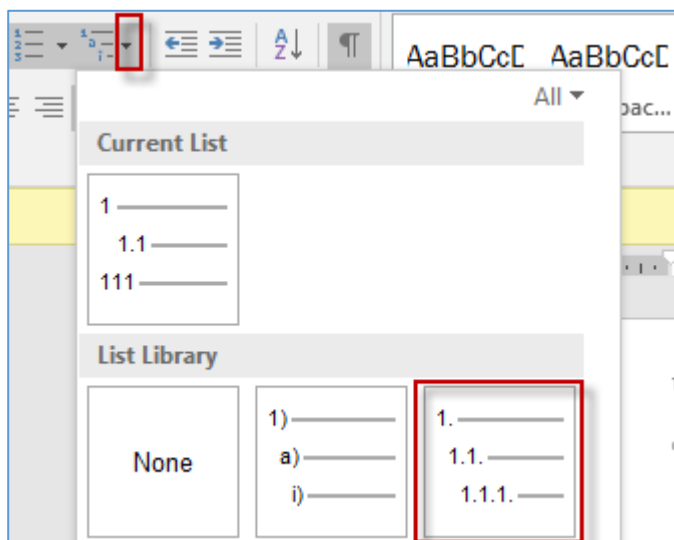
Select all the numbered items



A screenshot of a document showing a list of numbered items. The items are:

- 1 → The duty to preserve the trust property.
- 2 → The duty of loyalty.
 - 2.1 → Not to act for his/her own benefit, or the benefit of any third person.
 - 2.2 → Not to act capriciously or totally unreasonably.
- 122 → To treat all beneficiaries equally.
- 3 → The duty to keep proper accounts and to render these to the beneficiaries.
- 4 → The duty to act personally.
 - 4.1 → Not to delegate his/her discretions.
 - 4.2 → Not to act under another's dictation.
 - 4.3 → Not to restrict discretions.
 - 4.4 → To consider whether a discretion should be exercised.
- 5 → The duty to consider.
- 6 → Elaine Cooper Cookery School shall procure and provide all of its school assets which become the trust property.
- 7 → For the purposes of the financial covenants, assets will be valued as follows:
 - 7.1 → Assets shall be valued at the value ascribed to them in the most recently obtained valuation report.
 - 7.2 → All freehold land is to be valued as disclosed in the financial statements.
 - 7.3 → Elaine Cooper Cookery School will provide a written annual valuation report. The report must be procured within 120 days of the balance date.

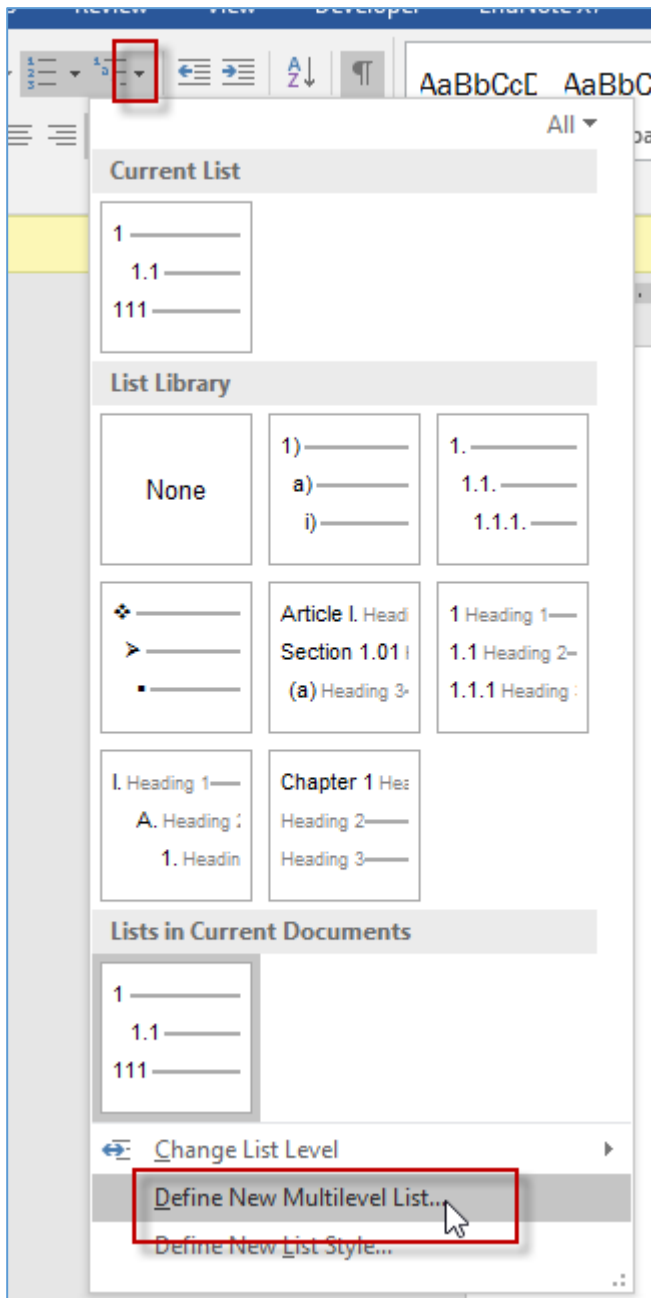
Click on down arrow and choose



A screenshot of a software interface showing a list library. The interface includes a toolbar with a dropdown arrow highlighted in red. Below the toolbar, there is a 'Current List' section and a 'List Library' section. The 'List Library' section contains several options, with one option highlighted in red:

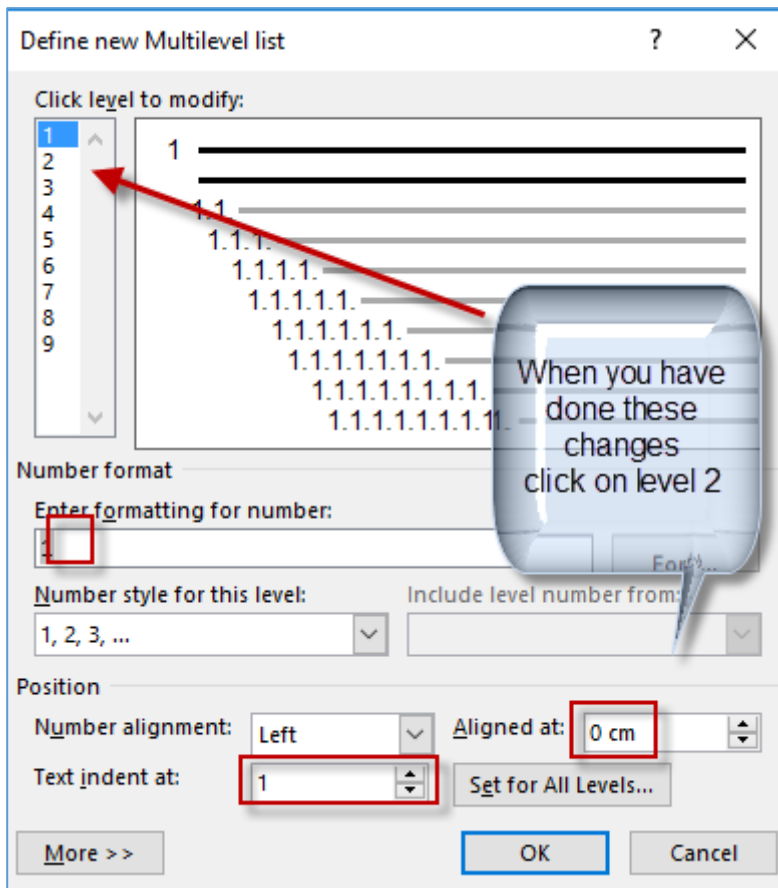
- None
- 1) _____
- a) _____
- i) _____
- 1. _____
- 1.1. _____
- 1.1.1. _____

Click on down arrow and this time choose

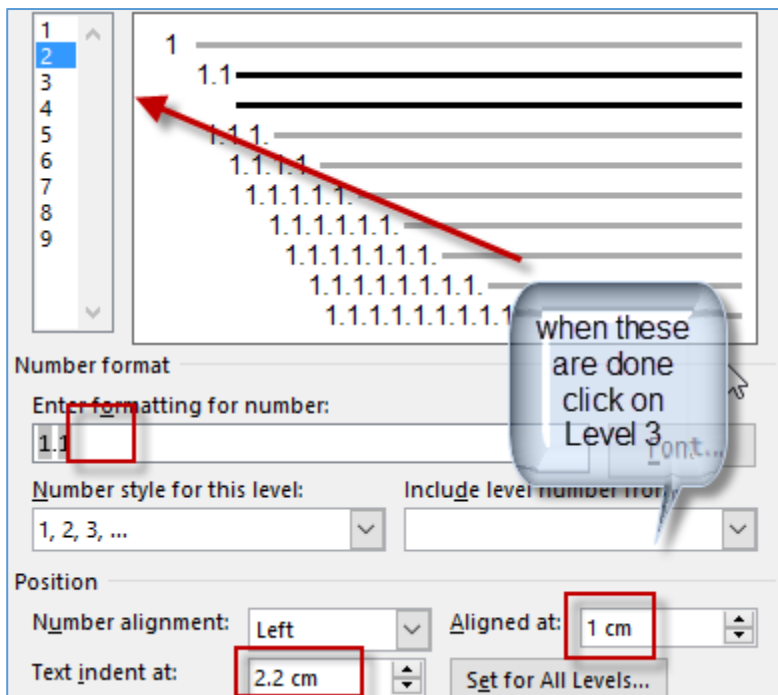


Modify all levels correctly

Level 1 settings:



Level 2 settings:



Level 3 settings:

1
2
3
4
5
6
7
8
9

1
1.1
1.1.1
1.1.1.1
1.1.1.1.1
1.1.1.1.1.1
1.1.1.1.1.1.1
1.1.1.1.1.1.1.1
1.1.1.1.1.1.1.1.1
1.1.1.1.1.1.1.1.1.1

Number format

Enter formatting for number:
1.1.1

Number style for this level: 1, 2, 3, ...

Position

Number alignment: Left Aligned at: 2.2

Text indent at: 3.5

More >> OK Cancel

when all changed, click on Ok



Now you can indent the items using  and they will be correct

- 1 → The duty to preserve the trust property.¶
- 2 → The duty of loyalty.¶
 - 2.1 → Not to act for his/her own benefit, or the benefit of any third person.¶
 - 2.2 → Not to act capriciously or totally unreasonably.¶
 - 2.2.1 → To treat all beneficiaries equally.¶
- 3 → The duty to keep proper accounts and to render these to the beneficiaries.¶
- 4 → The duty to act personally.¶
 - 4.1 → Not to delegate his/her discretions.¶
 - 4.2 → Not to act under another's dictation.¶
 - 4.3 → Not to restrict discretions.¶
 - 4.4 → To consider whether a discretion should be exercised.¶
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- 7 → For the purposes of the financial covenants, assets will be valued as follows:¶
 - 7.1 → Assets shall be valued at the value ascribed to them in the most recently obtained valuation report.¶
 - 7.2 → All freehold land is to be valued as disclosed in the financial statements.¶
 - 7.2.1 → Elaine Cooper Cookery School will provide a written annual valuation report. The report must be procured within 120 days of the balance date.¶