

Token Release Request Verification & Approval Process

Step 1: Receipt of Release Request

- ☐ 1.1 Ensure the Release Request has been completely filled.
- ☐ 1.2 Confirm that all associated documents and attachments are included.
- ☐ 1.3 Log the request in the [Mainnet Token Release Tracking System](#).

Step 2: Preliminary Check

- ☐ 2.1 Confirm the release request has an associated approved proposal & Proposal Verification Sign Off document.
 - ☐ Approved Proposal
 - ☐ Proposal Verification Sign Off Document.
- ☐ 2.2 Check if the proposal verification has been signed off by the authorized individuals or teams.
- ☐ 2.3 Ensure that the beneficiary details are clear and the wallet address is correctly provided.

Step 3: Token Release Request Detailed Verification

- ☐ 3.1 Review the "Verification Summary" to ensure the proposal's objectives have been met.
- ☐ 3.2 Cross-check the token details against the associated Allocation Plan.
- ☐ 3.3 Examine any "Supporting Documents/Attachments" to verify claims made in the request.
- ☐ 3.4 Confirm that the terms and conditions align with those of the original proposal and allocation plan.

Step 4: Approval Meeting

- ☐ 4.1 Convene a foundation meeting to discuss the release request.
- ☐ 4.2 Present the request and associated findings from the verification process.
- ☐ 4.3 Discuss and address any concerns or questions raised during the meeting.
- ☐ 4.4 Vote or decide on the release request's approval.

Step 5: Documenting the Decision

- ☐ 5.1 Document the outcome of the meeting, whether approved, rejected, or pending further information on the release request document.
- ☐ 5.2 If approved, specify any conditions or stipulations attached to the approval.
- ☐ 5.3 If rejected, clearly state the reasons for the rejection.

Step 6: Communicating the Decision

- ☐ 6.1 Notify the individual or team that submitted the release request of the decision.
- ☐ 6.2 If further action or information is required, provide clear instructions.
- ☐ 6.3 Update the tracking system or register to reflect the current status of the request.

Step 7: Preparing for Execution

- ☐ 7.1 If approved, forward the request to the execution team with all necessary documentation.
- ☐ 7.2 Ensure that all parties involved in the execution have been briefed and are aligned.