



**YTM SOCIAL IMPACT GRANT**  
DOCUMENT SUBMISSION  
GUIDELINES

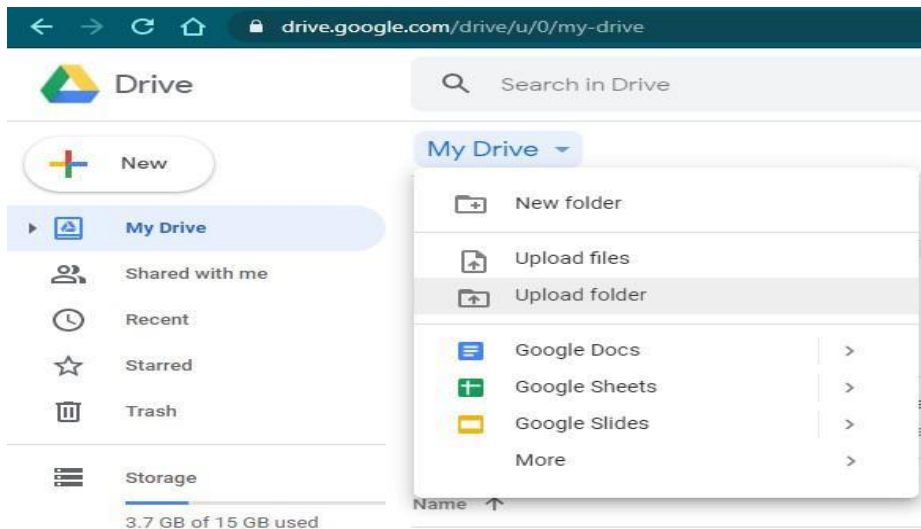
Version 1.0

15 May 2024

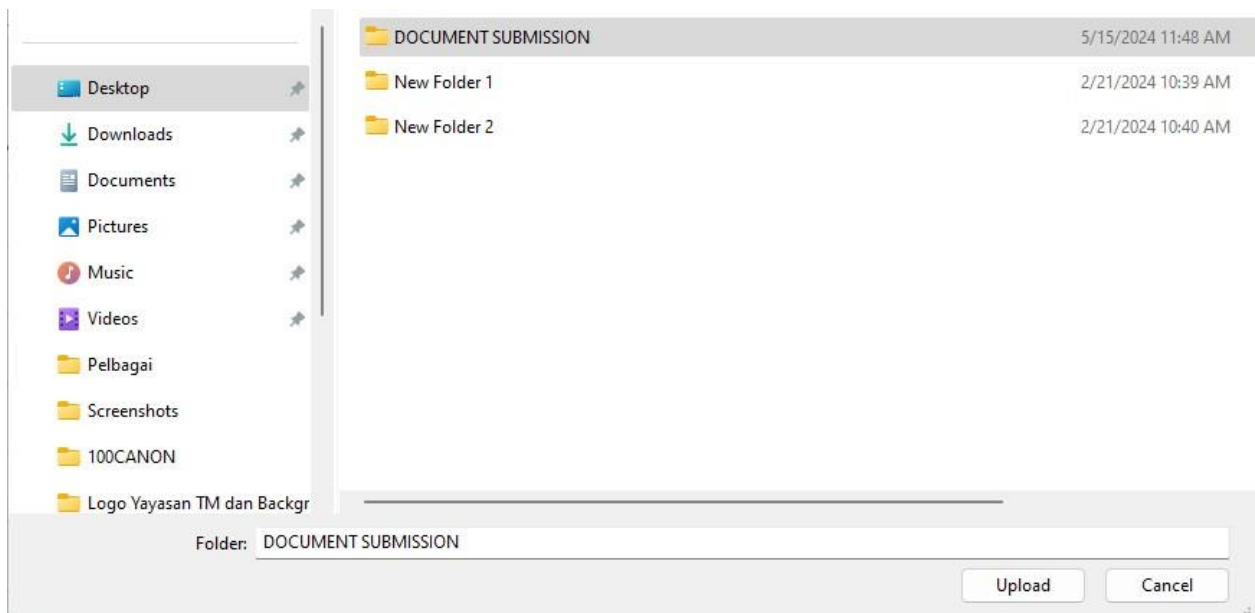
## GOOGLE DRIVE DOCUMENT SUBMISISON GUIDELINES

(Advisable to use desktop/laptop)

1. Firstly, create a new folder named 'DOCUMENT SUBMISSION'.
2. Inside that folder, create a folder with your Organization Name as the folder name.
3. Please put all the documents as per "Document Submission Checklist – Appendix A"
4. Now you need to upload the folder into your google drive. Open your google drive, click 'My Drive' then 'Upload folder'.

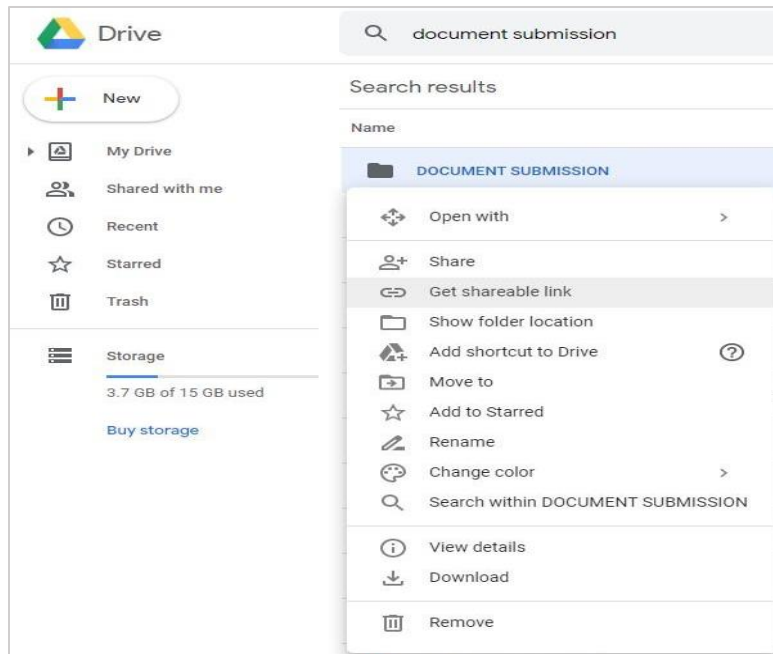


5. Choose the **main folder** – 'DOCUMENT SUBMISSION' and click 'Upload'.

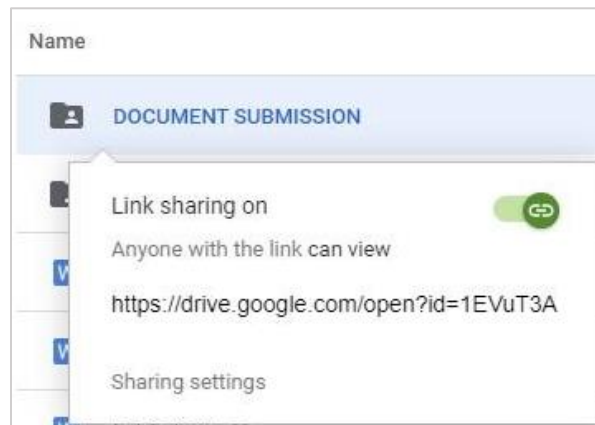


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6. After the upload finished, right click on your main folder and click **'Get shareable link'**.



7. Make sure the setting is **'Link sharing is on'** and **'Anyone with the link can view'**. If not, click the toggle on the top right corner.



8. Send us the shareable link by clicking the link below.

Click [here](#) to submit your document.

9. Should you have any further enquiries please contact **Mohd Hanif Bin Md Zin - 0133821983**