

***Extension* Request Form**

* Requests for extensions must first be made with your respective (retail) customer/s, irrespective of whether your business is a Tier 1 or Tier 2 supplier. Retailers will manage any requests directly with their Tier 1 supplier, therefore Tier 2 suppliers should discuss the need for an extension with their Tier 1 customer/s.
* Please provide details on the nature of the request along with any supporting information/evidence to your respective retail customer/s first using this form.
* Once approval has been obtained by necessary parties please provide this completed form and any accompanying approval emails to [harps@harpsonline.com.au](mailto:harps@harpsonline.com.au)
* In the subject header please type HARPS EXTENSION request and (Company Name)
* HARPS will notify your respective certifying body of the approval once this form is processed

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| --- | --- |
| **Company Name** |  |
| **Contact Name** |  |
| **Position title** |  |
| **Telephone** |  |
| **Email** |  |
| **Nature of request**  Include:   * Details of the Extension request * Detail why the request is being made * Attach supporting information/evidence to this request |  |

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| HARPS Office Use Only | | | |
| Date Received: | Form Approved by: | Database Updated (date): | CB Notified (date): |