

***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
* 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):  |