

***Exemption* Request Form**

* Requests for exemptions must first be made with the HARPS administrator.
* Please provide details of the nature of the request along with any supporting information/evidence to harps@harpsonline.com.au using this form.
* In the subject header please type HARPS EXEMPTION Request and Company Name.
* HARPS will notify your business via email along with the respective certifying body of the outcome once the request has been processed.

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| ***Exemption* Request Details** |
| **Company Name:** |  |
| **Contact Name:** |  |
| **Position Title:** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Tier 1 or Tier 2:** |  |
| **If you are a Tier 2 supplier, please provide the company name and contact details of at least 1 Tier 1 Customer here:** |  |
| **Nature of Request:**Include:* Details of the Exemption request.
* Detail why the request is being made.
* Period of exemption being sought.
* Attach supporting information/evidence to this request.
* Include CAR details and due date (if applicable).
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| **HARPS *Office Use Only*** |
| **Date Form** **Received:** |  | **Exemption Period Approved:** |  |
| **Retailer** **Approval(s) By:** |  | **HARPS** **Approval By:** |  |
| **Date Database Updated:** |  | **Date CB & Supplier Notified:** |  |