



Extension Request Form

- Requests for extensions 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 EXTENSION 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.

Extension Request Details	
Company Name:	
Contact Name:	
Position Title:	
Telephone:	
Email:	
Tier 1 or Tier 2:	
Nature of Request: Include: <ul style="list-style-type: none"> • Details of the Extension request. • Detail why the request is being made. • Period of extension being sought. • Attach supporting information/evidence to this request. • Attach evidence of retailer approval to this request. • Include CAR details and due date (if applicable). 	

HARPS Office Use Only			
Date Form Received:		Extension Period Approved:	
Retailer Approval(s) By:		HARPS Approval By:	
Date Database Updated:		Date CB & Supplier Notified:	