



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.

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: <ul style="list-style-type: none"> • 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). 	

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