



## 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](mailto: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.

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

| <b>HARPS Office Use Only</b>    |  |   |  |
|---------------------------------|--|---|--|
| <b>Date Form Received:</b>      |  | <b>Extension Period Approved:</b>       |  |
| <b>Retailer Approval(s) By:</b> |  | <b>HARPS Approval By:</b>               |  |
| <b>Date Database Updated:</b>   |  | <b>Date CB &amp; Supplier Notified:</b> |  |