

Exception Request Application Form

Applicant Information

Full Name

Employee ID / Number

Department

Email Address

Contact Number

Exception Request Details

Date of Request

Exception Type

-- Select --

Description of Exception Request

Justification / Reason

Potential Impact if Not Approved

Approval Section (For Office Use Only)

Reviewed by

Review Date

Status

-- Select --



Remarks / Conditions

Important Notes

- This form is to be used for requesting exceptions to existing processes, policies, or system rules.
- All sections must be completed with accurate and detailed information to ensure timely processing.
- Approval is subject to management review and may require additional supporting documentation.
- Incomplete or unclear submissions may be delayed or rejected.
- Retain a copy of this completed form for your records.