



Sponsor to Complete

Section 1 – About the Sponsor

Primary contact for request

Name	Click here to enter text.
Office Telephone Number	Click here to enter text.
Email Address	Click here to enter text.
Line Manager	Click here to enter text.
Business Unit	Click here to enter text.
Country	Click here to enter text.
City	Click here to enter text.

Secondary contact for request

Name	Click here to enter text.
Office Telephone Number	Click here to enter text.
Email Address	Click here to enter text.
Line Manager	Click here to enter text.
Business Unit	Click here to enter text.
Country	Click here to enter text.
City	Click here to enter text.

Section 2 – About the Subject

Request : Choose an item.

Business Approval Levels:

- ☐ Category 1 - Director (D) and above
- ☐ Category 2 - Director (D) and above
- ☐ Category 3 –Managing Director (MD)

Business justification:

The sponsor should clearly state why the request is 'proportionate, necessary and legal'
Type here

Business / Other DB references:

Type Here

Cost Centre to charge:

Type Here

Is this request linked to a previous REDD request: Choose an item.

Reference Number: Type Here

For internal use only