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| **Request for Change or Variation to Standard Form Contract** | | |
|  |  |  |
| **Date:** | | |
| **Requestor:** | | |
| **Requestor Department:** | | |
| **Requestor Branch:** | | |
|  |  |  |
| **Explain the nature of the contract:** | *Insert description of contract, what is be procured, good or service, any unique element or aspect.* | |
| **Reason for requested change to Standard Contract:** | *Insert explanation* | |
| **List specific provisions and requested Changes or Variations:** | *Insert detail* | |
| **Response needed by date:** | *Insert the date the change is requested by and reason for urgency if applicable.* | |
| *The below section is for DTI use only.* | | |
| **APPROVED by:** |  | |
| **DTI Director SCM** | x. Date: | |
| **DTI Deputy Minister** | x. Date: | |