

# Legal Support Request Form

The details below summarise the support request submitted to Legal.

1. Your Details (Requestor)	
Name	
Email Address	
Business Unit	
Tel No	
Function	
2. Instructor Details (Please only complete if you are submitting on behalf of a colleague)	
Name	
Email Address	
Business Unit	
Tel No	
Function	
3. Request Details	
In what area do you need support?	
<p><b>Please describe the support you require.</b></p> <p><i>Note: Provide as much information as you can so that we can understand what is needed and in order to allocate the appropriate resource to support you.</i></p>	
If applicable, how many documents are you attaching to this request?	
Please specify the urgency of this request	

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<b>If applicable, what is the reason for your selection of High Urgency?</b>	
<b>What is the business impact of your request?</b>	
<b>What is the reason for the impact?</b>	
<b>Date of Submission</b>	
<b>4. Additional Comments</b>  <i>Note: Please provide any additional comments/information that you think may be helpful</i>	

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