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| **Change of Merz Policy Form V2** | **Reference:** CRC-COP-[Policy no]-[author]-[date]  |
| **Person/sub-committee submitting form to CRC & date submitted:**[ ][\_\_/\_\_/\_\_\_\_] | **CRC dates:**COP received [\_\_/\_\_/\_\_\_\_]CRC meeting**:** [\_\_/\_\_/\_\_\_\_]Recommendation to COM:[\_\_/\_\_/\_\_\_\_] |
| **Type of Policy Change:** ( or cross through if not applicable)* New Policy
* Modify an existing policy
* Delete an existing policy
 | **Current Policy Number:** [ ]**Current Policy Name:** [ ]**If suggesting a new policy – in what section of the current policies does the new policy belong?** |
| **REASONS FOR SUGGESTING CHANGE OF POLICY:** NOTE: Policy 1.4 requires reasons for the proposed amendments to be provided to the COM when making a recommendation for change of policy, as well as cross-references to other Rules, Polices , Procedures or documents affected.**Person/Sub-committee submitting request:**[INSERT COMMENTS HERE]**CRC review of request for COP** [INSERT COMMENTS HERE] |
| **Proposed Policy Change:** NOTE: Always check on the merzhousing.org website to make sure you are using the current version for your proposed changes.Policy [v ] downloaded from merzhousing.org on [\_\_/\_\_/\_\_\_\_], with:* ~~proposed deletions crossed through~~, and
* ***proposed amendments in bold italics***, and
* comments/reasons highlighted in grey (to be deleted once approved by COM & before forwarding to Secretary and Website Officer)

[INSERT POLICY WITH PROPOSED CHANGES HERE] |
| **CRC Filename(s) & date(s) for each review update:** |  |  |
| **CRC Co-ordinator Signature & date:** [\_\_/\_\_/\_\_\_] |
| (Amended) update approved at COM meeting [\_\_/\_\_/\_\_\_] Amendments (if any) added and comments highlighted in grey removed from update [\_\_/\_\_/\_\_\_]Forwarded to Secretary (cc Website Officer) [\_\_/\_\_/\_\_\_\_] Secretary updated version-controlled Policy document on [\_\_/\_\_/\_\_\_] and forwarded to Website Officer for inclusion on the website on [\_\_/\_\_/\_\_\_]Website Officer updated Policy document on website on [\_\_/\_\_/\_\_\_] |

*Change of Policy Form V2 approved by MERZ COM meeting 21/5/2018*