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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*