

## Request for change

<b>TOTSCo CR Number:</b> <TOTSCo to fill this section>	
<b>Date:</b> <Please insert the date>	
<b>Title of change request:</b> <Please insert a short title for the request>	
<b>Contact Name, job title and email(s):</b> <Please insert your name, job title and email address>	<b>Organisation:</b> <Please insert the name of your organisation>
<b>Detailed description of change:</b> <Please provide a detailed description of your proposed change. This can be to the Industry Process, the Developers Guide or any other documentation>	
<b>Business case for the change:</b> <Please provide a business case for your proposed change indicating why this is a requirement. Please include any business impacts relating to the effects on quality, customer experience, internal costs, TOTSCo costs to be balanced against the size and complication of the change itself>	
<b>Support from Other Organisations:</b> <Please state here if you have discussed the suggested change with any other organisations and if they have provided their support to the proposal>	
<b>Other:</b> <Please insert any other details or information that you believe are relevant to the change request>	
<b>Impact Assessment:</b> <TOTSCo to fill this section>	

By returning this form, you are certifying that you have sufficient authority within your organisation to raise a change request and that the request represents the view of your organisation and not the view of you as an individual.

Please return the form to [enquiries@totSCO.org.uk](mailto:enquiries@totSCO.org.uk).