* **Requester Information**

|  |  |
| --- | --- |
| Name of Requester | «$form.NameOfRequester» |
| Team/Department | «$form.TeamDept» |
| Protocol Title or No. | «$form.ProtocolTitleOrNo» |
| Project Manager or Team Manager | «$form.ProjectOrTeamManager» |

* **External Customer Information**

|  |  |
| --- | --- |
| **Company Name or Institute Name** | «${form.CompanyNameOrInstituteName}» |
| **External Customer Name, Email, Job Title** | «#foreach($customer in $customers)${custo»  «#end» |
| **Request Date (**DD-MMM-YYYY)  **(Date or Period to access SOP/RD)** | «$date.format('dd/MMM/yyyy', $form.Reques» to «$date.format('dd/MMM/yyyy', $form.Reques» |
| **Type of Document Access** | «#if($form.DocumentAccess == "OTHER")${fo» |
| **Purpose of Disclosure** | «#if($form.PurposeOfDisclosure== "OTHER")» |
| **Requested Documents** | *«#foreach($sop in $form.RequestedDocument»«${sop.DocumentVersion.Document.docId} ${»*  *«#end»*  *«#foreach($rd in $form.RequestedDocumentR»«${rd.DocumentVersion.Document.docId} ${r»*  *«#end»* |

* It is recommened that the requester submit ‘**SOP Disclosure Request Form’** to QA team within 5 working days prior to SOPs/RDs disclosure.
* **‘Agreement to Collect and Use Personal Information’ (SOP-AD0001\_RD11) and** ‘**Non-Disclosure Agreement for SOP’ (SOP-AD0001\_RD12)** should be acquired before the external customer access to SOPs/RDs.

«#foreach($approvalLine in $approvalLines»

**«#if($approvalLine.LineType == "Approved »**

**Reviewer: ** **Accepted  Rejected**

(If a requester is a project manager or team manager, the Head of Department should be the reviewer.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Comments: N/A** | | | | | | |
| N/A |  | N/A |  | N/A |  | N/A |
| Print Name |  | Title |  | Signature |  | Date (DD-MMM-YYYY) |

**«#end»**

**«${approvalLine.LineType}»:**  **Accepted  Rejected**

(If a requester is a project manager or team manager, the Head of Department should be the reviewer.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Comments:**«${approvalLine.comments}» | | | | | | |
| «${approvalLine.Name}» |  | «${approvalLine.JobTitle}» |  |  |  | «${approvalLine.Date}» |
| Print Name |  | Title |  | Signature |  | Date (DD-MMM-YYYY) |

«#end»