This form should be used to notify the Commissioner for Public Appointments of the exceptional circumstances necessitating the extension of an appointment term in line with paragraph 4.1 of the Code of Practice. This notification should be submitted as early as possible in the process and before any public announcement is made.

All sections of this form must be completed. This form may be used for extensions for multiple people.

|  |  |
| --- | --- |
| **Public Body** |  |
| **Section 1: Please provide full details below of the extension request**\***.** | |
| 1. Name: | |
| **Section 2: Please provide the reason that this extension is required, details of any forward planning in respect of the Chair/Board member and any proposed subsequent arrangements including commencement details for competition.** | |
|  | |

**Name of Departmental Official**:

**Date:**

***\*****The details required at Section 1 are: (****1)*** *name of the person,* ***(2)*** *role on the Board,* ***(3)*** *length of the extension including start and end dates,* ***(4)*** *date of their first appointment to the Board, whether this is their first or second term,* ***(5)*** *brief details on any previous extensions that have been made and* ***(6)*** *any other information you consider relevant.*

*If there is more than one extension the above information must be supplied for each person.*