



Request for Exemption

Omission of Days from an Audit Period (Rule 26.1.6)

If a publication has suffered a circulation loss during an audit period due to causes beyond the publisher's control (Rule 26.1.6), the Publisher Member can submit a written application to the Executive Committee requesting an exemption from audit.

The checklist below has been designed to assist the Publisher Member collate the minimum required documentation for the Executive Committee's consideration.

	Documentation Required:	Check List
1.	Letter requesting for Omission of Days from an Audit Period Request must include:	
1a	Date(s) of publication's issue(s) to be omitted from audit	
1b	Detailed summary of the Event and how it affected the relevant issue(s)' printing, distribution and sale	
1c	Letter must include a reference to Rule 26.1.6	
2.	Satisfactory evidence substantiating the Event's occurrence and effect on printing, distribution or sale	
2a	Production reports – detailing target vs actual	
2b	Delivery reports – detailing target vs actual	
2c	Other documentation you may consider relevant to support your request	
3.	Request for Exemption Form	