# Alteration Report Form

Please submit this form whenever any of your awarded entry utilizing G Mark or company details are altered. The results whether you can use G Mark for the altered entry or not will be advised by Good Design Award office.

<table>
<thead>
<tr>
<th>Presentation date of this form (DD/MM/YY):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person:</td>
</tr>
<tr>
<td>Section:</td>
</tr>
<tr>
<td>Signature:</td>
</tr>
<tr>
<td>Awarded Company’s Name:</td>
</tr>
<tr>
<td>Corporate Address:</td>
</tr>
<tr>
<td>Email:</td>
</tr>
</tbody>
</table>

**Details of the alteration**

(Please describe the detail information of the alteration e.g. improvement of the function, additional color, minor design alteration, etc. Insert images if required.)

<table>
<thead>
<tr>
<th>Award Number:</th>
<th>Award winning item:</th>
</tr>
</thead>
</table>

**Before the alteration**

**After the alteration**

<table>
<thead>
<tr>
<th>Expected date of the alteration above mentioned (DD/MM/YY)</th>
</tr>
</thead>
</table>

Please fill in this form, hand sign, scan and send to info-e@g-mark by email.