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| Appeal  Complaint  Dispute |

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| **Name of the Applicant** |  | |
| **Applicant is a** | Client  General Public  Government Bodies  NGO  Others Please Specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Organization Address(s)\*** |  | |
| E-mail |  |
| Phone |  |
| Fax |  |
| Appeal / Complaint / Dispute Description  Applicant Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Background information gathered by Manager HR & Admin to confirm if the complaint is valid. | | |
| Decision by HR & Admin  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Verification of the Appeal / Complaint / Dispute by Applicant  Comments  Verified by Applicant and found  Satisfactory  Not Satisfactory  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| If not satisfied, Constitution of the Appeals, Complaints and Disputes Committee by the Managing Director . Date \_\_\_\_\_\_\_\_\_\_  Names of Committee Members  1.  2.  3.  Whether the Applicant agrees to the Committee constituted (only for Appeals)?  Yes  No Signature of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_ | | |
| Meeting of the Appeals, Complaints and Disputes Committee  Date of Meeting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Venue of Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Meeting attended by  Member 1: Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Member 2: Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Member 3: Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Applicant: Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Decision by Appeals, Complaints and Disputes Committee  Chairperson of the Committee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Verification of the Appeal / Complaint / Dispute by Applicant  Comments  Verified by Applicant and found  Satisfactory  Not Satisfactory  Applicant Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

**Revision History**

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| **Version** | **Reason of Change** | **Prepared by QM (Date)** | **Approved by**  **MD (Date)** |
| 00 | Initially introduced | Aug 2010 | Aug 2010 |
| 1.0 | Format Update to Initially introduced | Aug 2010 | Aug 2010 |
| 1.1 | Formatting correction and Update of system under Article 6.4 of UNFCCC | 10 Sept 2024 | 28 Sept 2024 |
| 1.2 | Correction to responsibility position | 20 Jan 2025 | 09 Feb 2025 |

*The initial version is considered as “00” and further changes to this version will continue to be in order of “1.0, 1.1 etc…”*