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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 DescriptionApplicant Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Background information gathered by Manager HR & Admin to confirm if the complaint is valid. |
| Decision by HR & AdminSignature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Verification of the Appeal / Complaint / Dispute by ApplicantCommentsVerified 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 Members1.2.3.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 byMember 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 ApplicantCommentsVerified 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…”*