

[RSPO logo]	Appeals Submission Form	Code	
		Approved by	
		Date of Approval	
		Version	1.1

RSPO APPEAL SUBMISSION FORM

In order to submit an appeal the appellant may fill in this form, sign and send it to [email address]

Information about the appellant	
Name of the appellant (individual or organization)	
Organization's contact person	
Postal address	<i>[Include street and number, city, province/state, area code, and country]</i>
Email address	
Phone number	<i>[Specify if mobile or landline]</i>
Fax number	
Website	
Do you need any particular forms of support in the appeals process (please specify at right and provide additional information as appropriate)?	<input type="checkbox"/> Translation and interpretation <input type="checkbox"/> Communication with female staff <input type="checkbox"/> Protection of identity from RSPO member (in the case of safety concerns)

Information about the appeal	
Number/reference or name of complaint decision being appealed	
Description of the appeal	<i>[Provide concise summary of the appeal]</i>
Grounds of the appeal (choose from the following options)	<input type="checkbox"/> There was a procedural impropriety in reaching the Complaints Decision <input type="checkbox"/> The reasoning for the Complaints Decision was not disclosed <input type="checkbox"/> There was a substantial and manifest error in the reasoning disclosed for the Complaints Decision <input type="checkbox"/> One or more of the parties involved in making the Complaints Decision had a conflict of interest <input type="checkbox"/> The Complaints Decision did not take into consideration substantial evidence that was submitted by the Appellant prior to the Complaints Decision that could have supported an alternative decision being made
Provide objective evidence (or attach additional files) to support the appeal.	
Steps that were taken to resolve the issue prior to lodging the appeal, if any	<i>[Provide timeline of steps taken to date, if any, indicating responses received, etc.]</i>
Agreement to pay the costs of the appeal process, as allocated by the Appeal Panel	YES
Agreement to adhere to all the terms and provisions of the RSPO Appeals Mechanism Procedure	YES
Date and place of Submission	
Signature of Appellant	