



APPEAL FORM
(TO BE USED AFTER THE RELEASE OF ASSESSMENT OUTCOME)

1. Candidate Particulars

Name (as of NRIC/FIN) : Mr/Ms/Dr _____

NRIC/FIN : _____ Tel: _____ (O) _____ (HP)

Email : _____ Fax : _____

Company Name : _____

2. Course Details

Course Title _____ Course Date : _____

Assessment Date : _____

State clearly reason(s) for appeal (attached separate sheet/relevant documents if needed)

3. Terms and Conditions

- Appeal should be made within 5 working days after date of assessment
- **Any incomplete form will not be processed**
- **Late appeal will not be considered**
- Candidate will be informed of the outcome of the appeal by email/fax

4. Declarations

- I declare that the information provided by me is true and complete
- I understand that any inaccurate or false information or omission of information shall render this appeal as invalid.

Signature of Candidate

Date of appeal



FOR OFFICIAL USE

5. From : Appeal Panel / _____(Name)
_____ (Designation)

Outcome of Appeal (Please tick only one)

Supported : Yes No

Comments (include actions to be taken by ATO if necessary)

Signature / Company Stamp

Date

OTHER INFORMATION :

All completed appeal form can be submitted via the following mode :

1. Email to joanne.ong@daikin.com.sg / beeling.ong@daikin.com.sg
2. Fax to : 6349 7319
3. Mail to: 10 Ang Mo Kio Industrial Park 2 S(569501).
Attention to Asia/Oceania Training Center