



# SCOTTISH QUALITY CROPS

## SQC APPEALS FORM

All applicants, clients and stakeholders are requested to read this document in conjunction with the SQC Complaints and Appeals Policy and Process document before submitting a complaint or appeal.

A copy of the SQC Complaints and Appeals Policy and Process document is available upon request.

### 1. Appeals pack

- 1.1 The SQC Managing Director who has managed the applicant or client through a complaint investigation issue, will issue the Appeals Pack
- (a) SQC Appeal Form
  - (b) SQC Complaints and Appeals Policy and Process
  - (c) SQC Appeals Panel Terms of Reference

### 2. How to submit an appeal

- 2.1 Applicants and members dissatisfied with the outcome of their complaint into membership status, may appeal to the SQC Managing Director within 28 calendar days (4 weeks)
- 2.2 SQC is able to receive appeals via the following:
- (a) Email – [Teresa.dougall@scottishqualitycrops.co.uk](mailto:Teresa.dougall@scottishqualitycrops.co.uk)
  - (b) A letter which must be accompanied by the completed form below
- 2.3 The appellant must make payment of the invoice for the Appeal before further action is taken by SQC (fees are refundable if the appeal is successful)

### 3. Appeal Form

Please complete all boxes in the form below:

<b>First name</b>	Click or tap here to enter text.	<b>Last name</b>	Click or tap here to enter text.
<b>Address</b>	Click or tap here to enter text.	<b>Postcode</b>	Click or tap here to enter text.
<b>Certification reference number:</b>		Click or tap here to enter text.	

Please provide details of the appeal:

Click or tap here to enter text.
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Please list any supporting documents you are submitting:

Click or tap here to enter text.
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<b>Signature:</b>	<b>Date:</b>
Click or tap here to enter text.	Click or tap to enter a date.