

 Kretam Holdings Berhad Group	Doc. No.	KHB-HR-P05/F02		
	Revision No.	0		
Appeal Form	Page No.	1	of	1
	Effective Date	1 st June 2017		

PRIVATE & CONFIDENTIAL

Appellant Name	:		IC / PP No.	:	
Mailing Address	:		Contact No.	:	
Company Name	:		Position Title	:	

Explanation of APPEAL on Complaint / Grievance
<p>1. Please describe your appeal on your complaint/grievance in detail, including the reason why. (And please attach a copy of the relevant Complaint/Grievance Form together.)</p> <p>2. Please attach additional sheets, if necessary, along with any supporting documents that will help in understanding and substantiate the appeal on your complaint/grievance.</p>
<p>I hereby declare that the information stated above is true, correct, and complete to the best of my knowledge. I understand that any misrepresentation of information may result in disciplinary actions accordance with Company's rules and regulation.</p> <p>Appellant/Complainant's Signature: _____ Date: _____</p>



Appeal to DIRECTOR	Received Date:
Director's Decision/Resolution:	
Decision/Resolution By:	Decision acknowledged by:
Name : _____ Signature	Name (Appellant): _____ Signature
Position: _____ Date: _____	Position: _____ Date: _____

FOR DIRECTOR'S USE	
Implementation of the Decision/Resolution:	
Completion Date: _____	Signature & Date Name: _____
Comments (if any):	

Remarks:

- (1) Retaliation against an individual filing an appeal on complaint/grievance is strictly prohibited & may result to disciplinary action.
- (2) Director shall extend a copy of the duly signed Form to Appellant and the Original copy shall be filed & kept Confidential.