Notice of Appeal Form (Respondent)

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| **NOTICE OF APPEAL** | | | | | | |
| *This Notice of Appeal Form must be received within 21 days of receipt of the Disciplinary Committee Order.* | | | | | | |
| **SECTION 1 – INFORMATION ABOUT THE APPELLANT** | | | | | | |
| Full Name |  | | | | | |
| AIA ID |  | | | | | |
| Address |  | | | | | |
| Email |  | | | | | |
| Telephone | Home | |  | | | |
| Business | |  | | | |
| Mobile | |  | | | |
| **SECTION 2 – INFORMATION ABOUT REPRESENTATIVE (IF ANY)** | | | | | | |
| Name |  | | | | | |
| Address |  | | | | | |
| Position / Role |  | | | | | |
| Email |  | | | | | |
| Telephone | Home | |  | | | |
| Business | |  | | | |
| Mobile | |  | | | |
| Please tick the box if your representative is the preferred method of contact: | | | | | |  |
| **SECTION 3 – GROUNDS OF APPEAL** | | | | | | |
| Date of the Committee Order being appealed against: | | | | Click or tap to enter a date. | | |
| Grounds of appeal (please tick as appropriate) | | | | | | |
| 1. There was irregularity or unfairness in the procedure leading to the decision reached or sanction imposed | | | | | |  |
| 1. That the decision reached was unreasonable or the sanction inappropriate | | | | | |  |
| 1. That there has since emerged new pertinent evidence which could not reasonably have been produced to the Disciplinary Committee | | | | | |  |
| **SECTION 4 – DETAILS OF APPEAL** | | | | | | |
| Please provide further details regarding the reasons for the grounds of appeal selected above and any evidence you wish to rely on to support your appeal.  Note – this information can be attached as a separate document | | | | | | |
|  | | | | | | |
| I am asking the Appeals Committee to (please tick as appropriate) | | | | | | |
| 1. Overturn the finding of the Disciplinary Committee | | | | | |  |
| 1. Remove the sanction imposed | | | | | |  |
| 1. Substitute a different sanction | | | | | |  |
| 1. Direct that the Disciplinary Committee reconvene to hear the new evidence | | | | | |  |
| **SECTION 5 – HEARING** | | | | | | |
| The Appellant is entitled to be heard before the Appeals Committee and/or be represented by such persons as they may wish, and to call witnesses and cross-examine witnesses called against them. If the Appellant does not attend the hearing then, provided that the Appeals Committee is satisfied that notice of the hearing was given to the Appellant, the Appeals Committee may hear the appeal in the absence of the Appellant. | | | | | | |
| Do you wish to attend the Appeal hearing? | | | | | Choose an item. | |
| Do you wish for your representative to attend the Appeal hearing? | | | | | Choose an item. | |
| Do you have any objection to an open hearing? If so, please explain below | | | | | Choose an item. | |
|  | | | | | | |
| **SECTION 6 – DECLARATION** | | | | | | |
| Please tick the box to confirm your understanding of the appeals process and acknowledge that any decision made by the Appeals Committee in relation to your appeal is final stage in AIA’s disciplinary process and cannot be revisited under the terms of the AIA Constitution. | | | | | |  |
| Print Name | |  | | | | |
| Signature | |  | | | | |
| Date | |  | | | | |
| This Notice of Appeal form should be sent to [disciplinary@aiaworldwide.com](mailto:disciplinary@aiaworldwide.com). | | | | | | |