



Association of Employment Agencies (Singapore)

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APPENDIX B

NOTICE OF COMPLAINT AGAINST AEA(S) MEMBER

To:

Name of Member: _____ Membership no: _____

Name of Agency: _____

Address: _____

Singapore _____

Tel: _____ Fax: _____ Email: _____

Take notice that a complaint has been lodged by your client _____ (*name*)
against you on _____ (*date*).

The details of the complaint are set out in the attached form.

In accordance with your membership with AEA(S), it is your obligation and duty to acknowledge receipt of this complaint and furnish to AEA(S) all relevant documents, information and details within 7 working days from the date of this notice to facilitate investigations by the AEA(S).

Dated: _____

Association of Employment Agencies (Singapore)

NOTICE OF COMPLAINT AGAINST AEA(S) MEMBER

I, the abovenamed member of AEA(S), hereby acknowledge receipt of the complaint set out above and agree to and undertake to abide by the Procedures Governing Complaints Against Members of the Association of Employment Agencies (Singapore).

I have attached/provided all relevant documents, information and details in connection with this complaint.

Name of Signatory:

NRIC/Passport No.:

Designation:

Date: