



Association of Employment Agencies (Singapore)

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APPENDIX B

NOTICE OF COMPLAINT AGAINST AN AEA(S) ACCREDITED MEMBER

To:

Name of Member: _____

Address: _____

Singapore _____

Tel: _____ **Fax:** _____

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.

In accordance with Clause 8 of the Accreditation Code of Practices, 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 AN AEA(S) ACCREDITED MEMBER

I, the abovenamed accredited 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 Accredited Members of the Association of Employment Agencies (Singapore) and represent that we have attached/provided all relevant documents, information and details in connection with this complaint.

Name of Signatory:

NRIC/Passport No.:

Designation:

Date: