

To: Appeals Panel, c/o Social Workers Registration Board
(fax: 2591-1411 / email: info@swrb.org.hk)

**FORM TO FILE APPEAL against the Board’s Decision
on Qualification Recognition Assessment/Review on Social Work Qualification**

Please note that appeals should only be made within 20 Working Days from the delivery date of the notice of decision served on the tertiary institution by the Board as per Rules for the Appeal mechanism under the Principles, Criteria and Standards for Recognizing Qualifications in Social Work, hereinafter “the Rules”.

1. Name and address of the Appellant:

Contact details of the person in-charge:

Name: _____

Post title: _____

Phone number: _____

Email: _____

2. Title of the social work qualification concerned:

3. Date of decision made by the Board:

4. Grounds of appeal (citing specific points or items of the decision appealed against; and the precise relief or orders sought from the Appeal Panel (Rule 15))

Service of documents:

5. We understand that any document, statement, notice or article required to be served or lodged for the purposes of an appeal may be served or lodged in person or by post. When it is served by ordinary post, unless it is proven to the contrary, it is deemed to have been received by the addressee **3 Working Days** after it is so posted. (Rule 10)
6. We understand that a statement specifying the grounds of the appeal, a statement of the facts relied on, copies of all documents and a list of the names of all witnesses the appellant intends to use or call at the hearing of the appeal shall be served on the same day on both the Appeal Panel and the Board separately within **20 Working Days** upon receipt of the notice of appointment of the Panel (when any objection is made, the notice of any re-appointment). (Rule15)
7. We understand that if we fail to comply with this service of documents to the satisfaction of the Appeal Panel, the Appeal Panel may dismiss the appeal without conducting any hearing. (Rules 15)
8. We understand that we are to be responsible for our own cost for this appeal. We also confirm and undertake to pay the tangible cost in case the Panel upholds the original decision of the Board (Rule 25).

Authorised Signature

Date