

HAFFA Appeals Procedure

1. The following companies have the right of appeal by writing to the HAFFA Secretariat:

- a/ **Refusal of Membership Application**

- Companies whose applications for membership are not accepted by the HAFFA Executive Committee.

- b/ **Expulsion from HAFFA Membership**

- HAFFA Members which have had their membership terminated in accordance with clause 23 & 24 "Cesser of Membership" of the HAFFA's Articles of Association.

2. Any company wishing to appeal must do so in writing (with an application fee of HK\$1,000 to be paid at the time of application) to the HAFFA Secretariat, specifying the basis of the appeal, within 1 calendar month of receiving written confirmation of refusal of membership application or termination of the membership.
3. An Appeal Panel will be appointed and an Appeal Panel meeting will be convened.
4. The Appeal Panel meeting would take place within two calendar months of receiving the written request although the HAFFA Executive Committee may in exceptional circumstances extend this period.
5. The chairman of the Appeal Panel will be a member of the HAFFA Executive Committee. The Appeal Panel will consist of the chairman of the panel and two or more members of the HAFFA Executive Committee.
6. Where the decision of the Appeal Panel is that there was any unfairness or injustice at the time the refusal of membership application or termination of membership occurred, the Appeal Panel will have the authority to overturn the previous decision at the meeting.
7. The decision of the Appeal Panel shall be communicated in writing by the HAFFA Secretariat to the appellant(s) within 14 working days of Appeal Panel meeting.
8. The decision of Appeal Panel is final and the appellant has no further right of appeal.

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