

**SINGAPORE MEDIATION CENTRE
ASSESSMENT OUTCOME APPEAL FORM**

Instruction to Learners

Dear Learners,

1. This form is to be submitted within **10 working days** from the date of notification of the assessment outcome. SMC reserves the right to decline your application if it is submitted beyond the stipulated dateline.
2. A non-refundable fee of **\$434.00** (inclusive of GST) is chargeable for the review of each assessment. Alternatively, you may opt to consider a reassessment chargeable at published rate (inclusive of GST) instead.
3. Please submit this form together with proof of payment (transaction slip/ screenshot of bank transfer) to smctraining@sal.org.sg. Partial or incomplete submission will result in delayed processing of application.
4. You will be informed of the out after 4 weeks of receipt of the appeal. The appeal outcome decision will be final, and no further appeal will be entertained.

Personal Particulars

Full Name		HP No.	
Email			
Name of Assessment		Date & Time of Assessment	

Justifications for Appeal (Please attach additional write-up if necessary)

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Payment Process

Step 1 Make Payment

Option 1 - Interbank Transfer

- Name of Beneficiary Bank: UOB Bank
- Account's Name: Singapore Mediation Centre
- Bank account No : 631-3079748
- Swift Code: UOVBSGSG
- Branch Code: 0630
- Bank Code: 7375
- Bank Address: 10 Bayfront Avenue, Location H Level 01, #01-76, Marina Bay Sands, Singapore 018956
- Remarks: <'Full Name'> and MSA <Invoice Number> Appeal Fee'

Option 2 – PayNow

- PayNow ID.: 199705560ZOOE.
- Payment Reference field: <'Full Name'>, MSA <Invoice Number> Appeal Fee'

Step 2 Submit Proof of Payment to SMC

Please email to us a screenshot indicating the below information for Finance tracking purposes.

- a. Date and time of transfer
- b. Full Name and programme name

SMC Official Use Only

Payment Received Date

**Appeal Board's Decision:
APPROVED / NOT APPROVED**

Executive Director:

Signature/Date:

Training Manager:

Signature/Date:

Additional Remarks: