

APPEALS PROCESS FOR NICEIC AND ELECSA SCHEMES



IF YOU FEEL THE DECISION TO REMOVE YOUR BUSINESS OR REJECT YOUR APPLICATION FOR REGISTRATION IS UNFAIR, YOU MAY APPEAL AGAINST THIS DECISION WITHIN 14 DAYS OF THE DATE OF THE NOTIFICATION OF THE DECISION.

Your grounds for appeal must be sent to NICEIC or ELECSA in writing, via a proof of delivery service within 14 days of the date of the notification of the decision.



Upon receipt of your grounds for appeal NICEIC or ELECSA will review the information submitted within a reasonable timescale and advise you of the decision in writing. No person who participated in making the original decision being disputed shall participate in this review.



If you accept our decision the process will stop here.



If you do not believe our decision is reasonable you have 28 days of the date of our decision letter to send a final written appeal, together with

- a. Detailed reason why you are appealing
- b. Copies and or details of all supporting documents
- c. All evidence you will be relying on at the appeal hearing



If we do not receive your final written appeal within 28 days from the date of our decision letter, it will be deemed that you have accepted our decision.

Upon receipt of your final written appeal, an appeals committee will be formed and shall be made up of individuals who have had no prior involvement with the decision under appeal. NICEIC or ELECSA shall notify you of the composition of the appeals committee and the date of the appeal hearing as soon as practical after the committee date, time and place have been agreed.



If you have any further papers that you intend to rely on at the appeal hearing you should provide them to us at least 7 days before the hearing is due to take place. Likewise, NICEIC will provide you with the papers that NICEIC or ELECSA intend to rely on at the hearing at least 7 days before the hearing is due to take place.



The appeals committee has the option to extend any period within this appeals process. The appeals committee will consider all the evidence available including any new evidence and to call witnesses if necessary. You will be given a full and fair opportunity of being heard and of calling witnesses and cross examining any other witnesses who appear before the appeals committee. You can appear in person or be represented by solicitors, counsel or any other person.



The appeals committee has full power to:

- a. Uphold your appeal and either reverse or modify the decision that you appealed against, subject to any conditions that the appeals committee may apply; or
- b. Reject your appeal; and
- c. Make such order for the payment of the costs of the appeal as it thinks fit

The appeal committee's decision is final and conclusive and shall be binding on you and NICEIC or ELECSA. The decision, including a brief statement of reason(s), will be sent to you and NICEIC or ELECSA in writing as soon as possible after the decision is made.

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