



Appeal Procedure for ATCM Membership Application

1. Scope of Application

This procedure applies to applicants whose membership applications have been rejected. Applicants who disagree with the final decision made by the registrar, after reviewing the interviewer's report, may submit an appeal in accordance with this procedure.

2. Appeal Submission

The applicant must submit an appeal within 30 days from the date of receiving the official notification of rejection. Late submissions will not be accepted.

The appeal must be submitted in written form and should include, but is not limited to, the following:

- Applicant's basic information (name, contact details, etc.);
- Original membership application materials;
- A copy of the rejection notification or relevant explanation;
- Reasons for the appeal and supporting documents.

The appeal materials should be submitted to the ATCM office.

3. Acceptance and Review

Upon receiving the appeal materials, the ATCM office will conduct a formal review within 10 working days to determine whether the appeal is admissible.

If the materials are incomplete or do not meet the requirements, the ATCM office may request the applicant to provide additional documents within 10 working days.

If the appeal meets the necessary conditions, it will be forwarded to the Membership Review Committee for re-evaluation.

The Membership Review Committee will be formed on a temporary basis, consisting of three members selected from the ATCM council.

4. Re-evaluation and Decision

The Membership Review Committee will convene a meeting within 30 days after accepting the appeal to review the applicant's qualifications and related materials.

During the review process, the committee may request additional explanations from the applicant or invite them for an interview.

The re-evaluation may result in one of the following conclusions:

- Upholding the original decision: The applicant remains ineligible for membership, with reasons provided.
- Reversing the original decision: The applicant is approved for membership, and the relevant departments are notified to proceed with the membership process.

5. Notification of Results and Final Decision

The applicant will be notified of the re-evaluation decision in writing. The decision made by the Membership Review Committee is final, and no further appeals will be accepted.

6. Supplementary Provisions

The ATCM council reserves the final right of interpretation of this procedure.

