

COMPLAINT FORM AND PROCEDURE

1. A member or any other person who intends to make an allegation or a complaint of misconduct or breaches of Rules and byelaws against any member shall file/lodge his complaint or counter-complaint in writing by completing a Complaint Form in full and after having signed it, then
 - a. insert the duly signed and fully completed Complaint Form into the Complaint Box located at the Golf Reception and/or
 - b. scan the duly signed and completed Complaint Form into PDF format and email the same to the Disciplinary Committee (DC) at disciplinary@jcc.org.sg and insert the originals of these documents into the Complaint Box within the next 3 days.
2. The Complaint Form is available at the Administrative Office and Golf Reception. You may also download a copy from the Club's website at www.jcc.org.sg under Membership (Form Downloads)
3. The email address disciplinary@jcc.org.sg is established to facilitate lodgement of complaints only and not for any other purpose.
4. The Disciplinary Committee reserves the right to require a complainant to attend any Inquiry and/or to make a Statutory Declaration to substantiate his complaint. Where he fails or refuses to do so, the DC may take such action as they deem fit as regards the complaint filed.

