



**COTTON**  
MADE IN  
**AFRICA**



# **CmiA Appeals Submission Form**

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Version 1 (January 2022)

# Introduction

In order to be considered valid, appeals need to be submitted to the Aid by Trade Foundation in writing within 15 working days of receipt of a licensing decision. Appeals are to be sent via email to [complaints@abt-foundation.org](mailto:complaints@abt-foundation.org) and have to include a clear rationale and objective evidence for each assessed core indicator a Managing Entity (or CmiA Units) is appealing against.

**Please note that submitting an appeal should only be considered in severe cases, for example when there is clear evidence of misjudgement or professional negligence by the verifiers. The appeals procedure is not to be used in cases where the Managing Entity disagrees with the outcome of the third-party verification results.**

## Who is appealing?

**Name of Managing Entity** \_\_\_\_\_

**Name of person responsible for the appeal'** \_\_\_\_\_

**Date of the appeal** \_\_\_\_\_

## 1. List of Assessed Core Indicators Being Appealed

You have to provide a clear rationale and detailed objective evidence for each assessed core indicator that you wish to appeal, making a separate appeal statement for each indicator (see section 2). You may appeal against only one subset of the identified non-conformities.

In the table below, please list each core indicator subject to this appeal, providing the indicator number and text as formulated in the Principles, Criteria, and Indicators document.

Indicator no.	Text
1	
2	
3	
4	
5	
6	
7	

<sup>1</sup> Generally speaking, the CmiA Focal Person should be assigned to submit an appeal, but the Managing Entity may decide to directly involve the general manager or other members of senior management.

## 2. Appeal Statement (for each core indicator assessment being appealed)

**APPEALED INDICATOR NO** \_\_\_\_\_

**Indicator no.**      **Text**

\_\_\_\_\_

Copy and paste the full text of the findings of non-conformity as noted in the relevant CAP Assurance or Verification Report, including observations noted by the verifiers.

**Appeal statement (mandatory):**

Provide an explanation of how the Managing Entity fulfils the indicator under review. Please include references to specific evidence to support this explanation as well as references to any relevant additional documentation (add these to the list of supporting documentation in the table below).

  
**If the Managing Entity appeals against additional non-conformities, please fill this page as many times as necessary. Fill in the form accordingly.**

**Further explanation (recommended):**

Please provide an explanation of why the results from the third-party verification differ from the self-assessment of the indicator, including any extenuating circumstances, unavailable documentation, or other factors that may have affected the outcome of the verification assessment.

**Supporting Documentation**

Please indicate the exact title (and file name, if different) of all relevant documents submitted in support of the appeal statement for this non-conformity and briefly explain the evidence.

Document title (and file name, if different)	Brief explanation of evidence
_____	_____
_____	_____
_____	_____

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