

## Explanatory leaflet: How to lodge an appeal?

### Object of the contestation:

Objects of appeals can be:

- Decisions or resolutions taken by the board of the SGfB
- Decisions or resolutions taken by committees of the SGfB

In principle, the review authority of the Appeals Committee is limited to the **formal correctness** of a decision. It examines whether the decision was taken in accordance with the law and the statutes of the competent body in the right composition and in compliance with the correct procedures.

Explicitly excluded from an appeal are the following decisions:

- admission/exclusion according statutes art. 5.2 and 6.3
- advanced qualification HFP

### Content:

The appeal must be presented in writing and contain the following content:

- Object of the appeal or contested decision: against which decision or resolution is the appeal lodged?
- Rationale:  
Why is the appeal lodged against this decision or resolution?
- Request:  
How should the contested decision or resolution be corrected?
- Complete list of documents in an annex (cf. section on documentation regulations).

### Time period:

An appeal must be presented to the SGfB secretariat not later than 30 days after the contested decision or resolution has been taken (date as of postmark) and the appeal fee has been paid into the SGfB bank account.

### Documentation regulations:

The following document procedure applies:

- The documents must be complete and contain all the papers relevant for the contested decision and the appeal such as letters, protocols, certificates, decisions, working documents, etc.
- The documents are to be sorted in chronological order.
- All documents must be unambiguously labelled (e.g. with consecutive numbers)

- The documents must be neatly grouped and stapled (e.g. each document number in a separate folder).
- A table of contents must be presented which functions as cover sheet for the documents presented. The table of contents must show the number of documents as well as the number and title of each document
- In the appeal request, the appellant must refer to the relevant documents (e.g. with references to the relevant document numbers)
- If possible, original documents must be presented, no copies.

On completion of the appeals procedure, the documents will be returned to the appellant

**Administration  
charge and bank  
account:**

The flat fee for the appeal is CHF 500.00. The fee will be reimbursed when the appeal is accepted.

The appeal fee must be paid into the following post account: 85-151496-8, IBAN CH36 0900 0000 8515 1496 8.

**Address Secretariat:**

Sekretariat SGfB  
Gehrenweg 2  
5103 Möriken

**Procedure:**

The procedure for the appeal is described in the flowchart in the annex. Further information about the appeals procedure can be found on our website, section downloads.

The Appeals Committee of the SGfB

Möriken, 9.12.2015

