

Suitably Qualified Person's Appeal Form

This form is the first stage of the appeals procedure and should only be used when a Suitably Qualified Person (SQP) wishes to appeal a VetSkill decision.

Before completing this form, the SQP should ensure they have read VetSkill's *Enquiries and Appeals Policy* and referred to VetSkill's *Fee Structure*, both of which are available on the VetSkill website (www.vetskill.com).

In order for VetSkill to review the appeal in full, as much information and detail as possible should be provided.

The appeal outcome will be shared with the individual who submitted the appeal.

Please note that the appeal outcome is confidential and should not be shared with anyone else.

1. SQP Details

Preferred title	
First name	
Surname	
Email address	
SQP registration number	

2. Appeal Information

2.1 Appeal Details

Please provide the details of the appeal, explaining as fully as possible.

2.2 Appeal Proposed Resolution

Please provide the details of what would be regarded as a successful outcome to the appeal, explaining as fully as possible.

3. Payment Details

There is a fee payable when raising an appeal; please refer to the *Fee Structure* on VetSkill's website.

3.1 BACS Transfer

Payment can be made by BACS using the details listed below:

Sort Code **60-11-30**

NatWest Account Number **18138993**

VAT Registration Number **357095868**

Please use the reference **[your surname] – Appeal**

For example *Smith – Appeal*

4. Declaration

I confirm that:	
By completing and submitting this form to VetSkill, I give my consent to the processing and storage of this data	<input type="checkbox"/>
I have made payment of the full appeal fee.	<input type="checkbox"/>
The information I have supplied is accurate and, to the best of my knowledge and understanding, is correct.	<input type="checkbox"/>
I understand that the appeal outcome is confidential and must not be shared with anyone else.	<input type="checkbox"/>
Signed	
Full name	
Date	

Please email the completed form to priority@vetskill.com.