

**GRIEVANCE FORM**

TRANSACTION NO.....

1. MEMBERSHIP PARTICULARS		
Name:	Membership No:	
Nationality:		
Address:		
Email:	Telephone No:	
2. PARTICULARS OF EMPLOYER		
Company:	Company Tel:	
Address:		
Name & Designation of Company Official:		
3. PARTICULARS OF EMPLOYMENT		
Rank:	Basic Salary:	Total Salary:
Employment Commenced:	Employment Ceased:	
Vessel Name:	Flag/Call Sign	
Date Signed On:	Date Signed Off:	
4. STATEMENT OF GRIEVANCE (Attach supporting documents)		
IF INSUFFICIENT SPACE PLEASE CONTINUE OVERLEAF		

**\*The above statement is true and to the best of my knowledge and belief.**

**Name & Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Collection, Use and Disclosure of Personal Data**

I, ( name ) \_\_\_\_\_ hereby authorise SMOU to represent me in my grievance case with my employer/former employer, ( name of company ) \_\_\_\_\_ with regards to my \*termination /dismissal/ \_\_\_\_\_.

1. I fully understand that it is my decision to authorise SMOU to manage my grievance case and I will not hold SMOU responsible in any way for the outcome or consequences arising out of SMOU's management of my grievance case.
2. I consent to my personal data being collected, used and retained by SMOU for the purposes of processing, administering and managing my grievance case.
3. I understand and agree that SMOU will contact my \*employer/ex-employer to negotiate a settlement or to resolve my grievance case on my behalf.
4. I consent to my personal data being disclosed by SMOU to relevant authorities and/or authorised third parties for the purposes of managing and resolving my grievance case with my \*employer/ex-employer.
5. I consent to SMOU obtaining my personal data and relevant data relating to my employment from my \*employer/ex-employer for the purposes of managing and resolving my grievance case with my employer/ex-employer.
6. I consent to participate in interviews, to the use of quotes and the taking of photograph and/or video recordings by the SMOU. I also grant the SMOU the right to edit, use and reuse the photographs and/or video recordings for non-profit purposes, for news and publicity purposes, including for use in print, on online/electronic platforms and all other forms of media. I acknowledge that SMOU owns all rights to the photographs and/or video recordings.
7. I understand that SMOU will do its utmost to resolve my case and I agree to hold harmless SMOU, its management, officers, and employees against all claims, demands, proceedings, liability, damages and costs of any nature whatsoever which I may suffer or incur, arising out of or caused by SMOU's management of my case.

**Name & Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

For Official Use Only	
Type of Grievance:	Sub. Status:
Officer Name:	
Remarks:	