

Attached Sample Form 5

Assistant Attendance Approval Request (Sample)

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Attn: Government Procurement Review Board

Applicant's name and address

Seal

In accordance with 4.(7) of Government Procurement-Related Complaint Review Procedure Bylaws, this document is submitted to request that the following person be approved to attend as an assistant:

Address	
Name	
Occupation	
Complaint no.	
Relationship to party involved in complaint	
Reason(s) for requiring assistant's attendance	

(Note) If the applicant is a corporation, enter its main office address, its name and the name of the corporation's representative for the name and address given.