

E. LEGAL SERVICES

I. Procedures in filing a complaint in relation to the GAB's mandate in the regulation and supervision of professional sports and games

Step	Client	Activity	Duration of Activity	Person-in-charge
1	Client/Applicant should proceed to the Office of the Chairman and file a letter of complaint	Receive the letter of complaint by the Office of the Chairman. Advise the applicant/client to make a follow-up 2 to 5 days upon receipt of the letter-complaint.	5 mins	Action Officer/ Office of the Chairman
		Chairman forwards the letter-complaint to the Division concerned and the Legal Division and directs them to submit a written recommendation for Board's consideration.	<i>(depends on the availability of documents as well as the parties concerned)</i>	Action Officer/ Legal Division
		Upon receipt of their recommendation, the Chairman forwards the same to the Office of the Board Secretary for inclusion in the Board's agenda.	5 mins.	Action Officer/ Office of the Chairman
		The Board issues a decision/order on the complaint and directs the Board Secretary to prepare the necessary documents to effect the decision/order of the Board.	30 mins.	Action Officer/ Finance and Administrative Division
2	Applicant/client receives the Decision/Order	The Board Secretary forwards to the Division concerned the approved Decision/Order for the release of the same.	5 mins.	Action Officer/ Legal Division