

DATE OF RECEIPT OF APPEAL

Contents	Paragraphs
Introduction	1
Transfer of appeals	2
Other appeals	3 - 4
Annotations	
Contacts	

INTRODUCTION

- 1 CAP Bulletin 01/04 gives guidance on the date of receipt of appeal for the purposes of calculating the time for making an appeal. This Bulletin expands that guidance to
 1. clarify procedures where appeals are transferred from one office to another **and**
 2. include guidance on date of receipt of appeal for the purpose of calculating the average actual clearance time (AACT).

TRANSFER OF APPEALS

- 2 Where an appeal is transferred from one office to another, for example because
 1. it was sent to the wrong office **or**
 2. there has been a reorganization of work or offices

the date of receipt is the date the appeal is **first** received in the Department, not the date it is received in the new office for the purposes of calculating the AACT.

OTHER APPEALS

- 3 There are other types of appeal where the date of receipt is **not** the date the appeal was first received in the Department for the purposes of calculating the AACT. These are appeals which
 1. have been admitted after reference to an LQPM (DM for late appeals) as

1.1 late or

1.2 out of jurisdiction or

1.3 not duly made or

2. have been reinstated following a LQPM striking them out.

4 In these cases the date of receipt of appeal is the date notification is received that the appeal has been admitted or reinstated.

ANNOTATIONS

Please annotate the number of this bulletin (CAP 05/07) against the following:
CAP Bulletin 01/04, CAP 3200, CAP 9110

CONTACTS

If you have any queries about this Bulletin, please write to ACI Division, Room GS36, Quarry House, Leeds.

ACI Leeds: April 2007