

Use this form if you want the Appeals Commission to consider documents **that were not in the Appeal Documents Package (ADP)**.

Section 1: Claim/Account information (Complete one list per claim or account #)	
Claim/Account #:	

Section 2: Name of person submitting the documents	
Last Name	Given Name(s)
Company Name (if applicable)	

Please complete the following steps:

- Step 1: Organize the documents by date (earliest date first, latest date last)
- Step 2: Number each document in the upper right corner of the first page
- Step 3: Enter the document number and information about each document on the list below

#	Date	Author
No.1		

#	Date	Author

#	Date	Author

#	Date	Author

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#	Date	Author

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#	Date	Author

#	Date	Author

#	Date	Author

#	Date	Author

If you have more than 14 documents, use a second form and continue the numbering.

Step 4: Send this form and the documents to the Appeals Commission

You can file this form by:

- submitting it online through our website;
- e-mail addressed to AC.AppealsCommission@gov.ab.ca;
- mail;
- fax; or
- courier or personal delivery to one of our two offices.

Edmonton

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Calgary

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You can view our web site at: www.appealscommission.ab.ca

Collection, Use and Disclosure of Personal Information:

- The personal information that you are being asked to provide is collected under the authority of section 33(c), and managed in accordance with the *Freedom of Information and Protection of Privacy Act*.
- The information will be used for the purpose of processing your request for a hearing with the Appeals Commission for Alberta Workers' Compensation.
- It is important that every party to the appeal knows the case that is to be heard and has an opportunity to respond.
- Because of this, we share all documents related to the appeal with all other parties to the appeal and the Workers' Compensation Board.
- The information you provide may also be used for quality assurance and training purposes.
- If you have any questions regarding the collection, use or disclosure of your personal information, please contact the Appeals Commission.

