

FORM 1

ANTI-SEXUAL HARASSMENT ACT 2022

ANTI-SEXUAL HARASSMENT (TRIBUNAL FOR ANTI-SEXUAL HARASSMENT)
REGULATIONS 2024

IN THE TRIBUNAL FOR ANTI-SEXUAL HARASSMENT

IN THE STATE OF _____

MALAYSIA

COMPLAINT NO.: _____

COMPLAINT OF SEXUAL HARASSMENT

Name of Complainant	:	
Name of Respondent	:	
Address of Respondent	:	
Occupation and Work Address of Respondent (if known)	:	
Telephone No./Handphone No. of Respondent (if known)	:	
Particulars of complaint of sexual harassment:		

Order required: (refer to section 20 of the Act)

I hereby declare **HAVE/ HAVE NOT** lodged the complaint on the above matter on any other legal platform. If yes, please state:

(SEAL)

Signature/Right thumb-print and full
name of Complainant/ Next friend or
Guardian *ad litem*

Secretary/ Staff of the Tribunal

Date:

Date of filing:

TO RESPONDENT:

You shall file the statement of defence in Form 2 within fourteen working days from the date of receipt of this Form.

(for the record of Tribunal for Anti-Sexual Harassment only)

COMPLAINT NO:

Name of Complainant	:	
NRIC No. of Complainant	:	
Email address of Complainant	:	
Telephone No./Handphone No. of Complainant	:	
Address of Complainant	:	
Occupation and work address of Complainant	:	

INSTRUCTIONS TO THE COMPLAINANT:

1. You shall complete your personal details in the column provided. The Tribunal will only accept a completed form.
2. You shall fill in the name and last known address of the respondent in the column provided. Information of the respondent's employment, office address and telephone number must be filled in, if known.
3. You shall state the particulars of your complaint in the column provided as follows:
 - a) date;
 - b) time;
 - c) place of incident (please specify the state);
 - d) type of harassment;
 - e) frequency of harassment; and
 - f) other information which is related to the act of sexual harassment complained.
4. You shall state one/more order(s) requested in the column provided, as provided under section 20 of the Anti-Sexual Harassment Act 2022 as follows:
 - a) the respondent to issue a statement of apology to the complainant;
 - b) the respondent to publish a statement of apology to the complainant (if the act of sexual harassment was carried out in public);
 - c) the respondent to pay compensation or damages not exceeding RM250,000.00 to the complainant for any loss or damage suffered by the complainant in respect of the act of sexual harassment. State the justification (reason) for the amount claimed;
 - d) attend any programme as the Tribunal thinks necessary.
5. If the column provided is insufficient, please continue on a separate sheet of paper and attach to this form.

6. Having completed the particulars, you shall sign this form personally.
** Note: A representative (next friend/guardian ad litem) is only allowed if you are under the age of 18 or under a disability.*
7. Having completed and signed this form in 4 copies, you shall submit this form with the fee payment of RM30.00 to the Tribunal. The Tribunal will affix the seal of the Tribunal and 2 copies of this form shall be returned with a receipt to you.
8. You shall serve this form together with Form 2 on the respondent within 14 working days from the date this form is returned to you. Copies of any evidence in the form of documents, records or materials to support your complaint may be attached, if any. If the said copies are not attached with Form 1, they must be served on the respondent and filed at the Tribunal no later than 7 working days before the hearing date. Filing can be made either at the counter or by e-mail at **dokumen.tags@kpwkm.gov.my**. The original copies must be brought on the day of hearing.
9. You shall serve this form personally on the respondent or by acknowledged receipt (A.R) registered post or by affixing it at a prominent part of the respondent's premise.
10. You shall bring the original copy of the proof of service on the fixed hearing date:
 - a) Form 1 which has been acknowledged receipt by the respondent through his/her signature, name and identification card number, if the service is made personally; or
 - b) AR card, if service is made by acknowledged receipt (A.R) registered post; or
 - c) a clear picture showing the affixed document and the respondent's premise, if the service is made by affixing.
11. Photographs / photocopies / scanned copies of proof of service must be submitted to the Tribunal counter or e-mailed to **dokumen.tags@kpwkm.gov.my** as soon as service was made.

12. You cannot be represented by an advocate and solicitor at the hearing. However, you may apply to the Tribunal at the hearing to be represented by an advocate and solicitor, provided that you can show that the matter in question involves complex issues of law.
13. Please bring along your witness(es), if any, on the hearing date to support your complaint.
14. Please inform the Tribunal if you require the service of a sign language interpreter or foreign language interpreter other than Bahasa Malaysia or English during the hearing.

INSTRUCTIONS TO THE RESPONDENT:

1. When you receive this form signed and sealed by the Tribunal, a complaint of sexual harassment has been made against you.
2. If you dispute the complaint, you shall file your Statement of Defence in Form 2 with the Tribunal with the fee of RM10.00 within 14 working days from the date of receipt of this form.
3. If you fail to file your Statement of Defence within the prescribed time or fail to appear before the Tribunal on the hearing date, the Tribunal may make an order/award without referring to you.
4. You cannot be represented by an advocate and solicitor at the hearing. However, you may apply to the Tribunal during the hearing to be represented by an advocate and solicitor provided that you can show that the matter in question involves complex issues of law.

Any enquiries regarding this complaint, please contact:

Tribunal for Anti-Sexual Harassment (TAGS)

Ministry of Women, Family and Community Development

Tel. No : 03-8323 2279

E-mail : care.tags@kpwkm.gov.my