

Instructions for the Sending of Written Submissions

1. Written submissions must:
 - (a) be in Malay, Chinese, Tamil or English;
 - (b) be typed or, if handwritten, be legible;
 - (c) be signed (for soft copies, signatures may be on the pdf copy); and
 - (d) contain the contributor's
 - i) full name, NRIC number (for verification purposes);
 - ii) postal address;
 - iii) email address (if any); and
 - iv) telephone number.

2. Where contributors would like their written submissions to remain private, this should be explicitly stated in the written submissions. The Commission may have regard to the content of such submissions and refer to the fact that they were received, but will neither quote from the submission nor name the contributor. In the absence of an express reservation as to privacy, all written submissions shall be deemed to include an express statement of consent allowing the Commission to publish the contents of the written submission and the contributor's name.

3. The written submission must also indicate whether the contributor is willing to give oral representations to the Commission at a public hearing, should the contributor be invited to do so and, if so:
 - (a) the language in which the contributor would like to make such representations; and
 - (b) (in the case of contributors that are not human persons) the name and identification details of the person who will be speaking on behalf of the contributor.

4. Written submissions may be omitted from consideration if the identity of the contributor cannot be verified (the Secretariat may, in appropriate instances, require face-to-face attendance for verification of identity in the case of contributors who are individuals). Similarly, any representations which contain offensive language or which do not comply with any of the other requirements above may be rejected at the discretion of the Commission.