

3.16. Show Cause Letter

This section applies to **Contractor/Consultant** only, to view show cause letter and reply to CoRRIS. To view show cause letter, follow the steps below:

1. On Dashboard , there will be a tab named **Surat Tunjuk Sebab**.

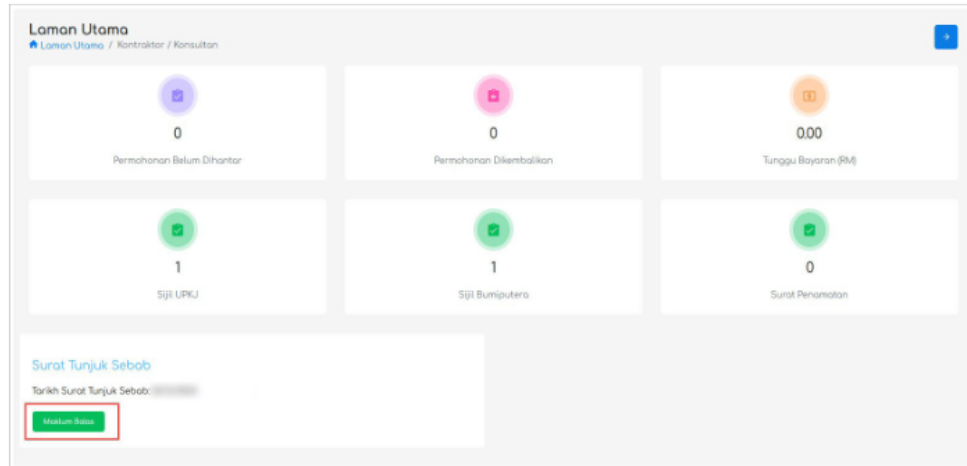


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2. Click on **Maklum Balas** to view the show cause letter.
3. The Show Cause Letter will be able to be viewed as shown below.



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4. Read through the cause letter and scroll to the bottom.
5. Complete the form.

The screenshot shows a web form with the following elements and annotations:

- Annotation 1:** Points to the **Muat Turun** button in the **Lampiran** (Attachment) section.
- Annotation 2:** Points to the **Maklum Balas** (Feedback) section, which includes a large upload area with a cloud icon and the text "Seret dan lepaskan fail di sini atau klik".
- Annotation 3:** Points to the **Lain-lain Maklumat Sokongan** (Other supporting information) section, which includes three smaller upload areas with cloud icons and the text "Seret dan lepaskan fail di sini atau klik".
- Annotation 4:** Points to the **Hantar** (Submit) button.
- Annotation 5:** Points to the **Kembali** (Return) button.

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1	Muat Turun	Click Muat Turun to download and view the attachment.
2	Maklum Balas	Upload the document at the feedback column by click and browse or dragging the files to the Maklum Balas field
3	Lain-lain Maklumat Sokongan	Upload all the others documents (if any) by click and browse or dragging the files to the field.
4	Hantar	Click Hantar button to submit the show cause letter to CoRRIS.
5	Kembali	Click Kembali button to return to the previous screen.