



DESIGNATION OF REPRESENTATIVE^1

I acknowledge that I have the right to be accompanied, advised and represented by an attorney or representative of my choice at both the informal EEO counseling and formal EEO complaint stages. This right is in accordance with the U.S. Equal Employment Opportunity Commission regulation at 29 C.F.R. 114.605(a). I designate the individual listed below to serve as my representative in all matters pertaining to my discrimination claim(s) against the Small Business Administration.

Table with 2 columns: Label (Name of Representative, Address, Telephone Number, Facsimile Number, E-Mail Address) and empty input field.

I understand that I may terminate this designation at any time by providing written notification.

Although my representative may act for me in all matters pertaining to my discrimination claim(s), I understand that in the event I withdraw my claim(s) during the EEO process or reach a settlement with the Small Business Administration, I must personally sign any withdrawal notice or settlement agreement.

Signature/Date of Counselee

All written and signed documents should be sent electronically to eeoinquiries@sba.gov. Please sign, date and return a copy of this form via electronic message at eeoinquiries@sba.gov.

^1 All official correspondence will be sent to representative, with copies to you, unless you provide written instructions to the SBA to send official correspondence directly to you (29 C.F.R. § 1614.605(d)).