

17 February 2016  
Ref: AFC/13911/Legal/jrvk

General Secretaries  
Member Associations competing in the AFC Champions League 2016  
Member Associations competing in the AFC Cup 2016

Dear Sirs,

#### ADMINISTRATIVE PROCEDURE FOR DISCIPLINARY MATTERS

On 29 November 2015, the AFC Executive Committee approved amendments to the AFC Disciplinary Code (Code) which, *inter alia*, provided for an administrative procedure for disciplinary matters.

Article 118.3.1 of the Code sets out that the Secretariat to the AFC Disciplinary Committee (Secretariat) may offer an administrative resolution with a party prior to the opening of disciplinary proceedings and subject to the relevant competition regulations.

Article 69.4 of the AFC Champions League 2016 Regulations and Article 69.4 of the AFC Cup 2016 Regulations provides for the relevant administrative resolution for the AFC club competitions.

In summary, for any first violation which has a fixed minimum fine, the Secretariat may write to the party and make an offer that the fine will be discounted by twenty percent (20%) if they admit to the offence.

- (i) if the party admits the offence, the reduced fine shall be submitted to the Chairman of the AFC Disciplinary Committee (Chairman). Once approved, the sanction shall be notified and the applied administratively by the AFC;
- (ii) if the party does not admit to the offence or if not approved by the Chairman, disciplinary proceedings shall be opened and the offer to discount the fine is revoked.

By agreeing to have a sanction applied administratively, a party waives its right to request a motivated decision or appeal the sanction issued. Notification of a sanction applied administratively shall be via letter; there is no decision of the AFC Disciplinary Committee (Committee) nor is the matter deliberated by the Committee.

Such process shall ensure the prompt resolution of disciplinary proceedings for simple violations of the relevant competition regulations. If utilised successfully in the 2016 sporting season, such a procedure may be expanded in future to incorporate violations set out in other AFC regulations in order to facilitate the efficient administration of sporting justice.

Please do not hesitate to contact us should you have any further queries.

Thank you.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Dato' Windsor John'.

**DATO' WINDSOR JOHN**  
General Secretary

cc: Clubs competing in the AFC Champions League (Group Stage)  
Clubs competing in the AFC Cup (Group Stage)