

COMPLAINT SUBMISSION FORM

Complainant's Information

Full Name	
Contact Phone	
Email Address	

1. Information about the provider against whom the complaint is made

Provider's Name	
Service for which the complaint is being submitted	
Reference period (dates)	

2. Summary of complaint

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3. Communication with the provider and other actions taken

The submission of the complaint form to the provider and the provider's response must be attached

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4. Documents and evidence supporting the complaint

It is necessary to attach all relevant correspondence, e.g. service provision contract, service invoice, postal item dispatch/receipt form

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5. Requested remedy by the complainant

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I declare that I have read and been informed about the terms and conditions for submitting the complaint

SIGNATURE OF COMPLAINANT¹

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¹ Only for cases where the complaint is submitted by post.