

**SECTION A                    PARTICULARS OF THE COMPLAINANT (MANDATORY)**

A.1     Full name of the person or body corporate complaining

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A.2     Nationality of the complainant, or in the case of a body corporate country of registration and registration number

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A.3     In the case of an authority created by law, the name of such authority

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A.4     Postal address of the complainant

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A.5     Telephone number of the complainant (work/cell number or number where complainant can be reached during the day)

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A.6     E-mail address of complainant (if any)

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**SECTION B                    PARTICULARS OF COMPLAINT (MANDATORY)**

B.1     Briefly state subject matter to which complaint relates and, in so far as available, state the date when, or timeframe within which, the event(s) to which the complaint relates took place

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B.2     Describe details and grounds of complaint – it will be useful if complainant can include names of persons involved and relevant dates and attach copies of relevant documents

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**SECTION C REPRESENTATION (OPTIONAL)**

C.1 Will the Complainant be assisted by an advisor/a representative?

YES/NO

C.2 If yes, provide full particulars of advisor/representative (i.e. name, address, contact numbers, e-mail, etc.)

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C.3 Why has the Complainant selected to be represented?

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C.4 Attach to the complaint form the written authorisation by the Complainant to the advisor/representative to represent him/her.

Signature of the Complainant

Signature.....

Name.....

Date.....

Witnesses

Signature.....

Signature.....

Name.....

Name.....

Date.....

Date.....