

Office use only
Registration Number:

Complaint form

1. Information for complainants

A complaint should be lodged if you are not satisfied with our services. Complainants may be contacted and asked to provide additional information to support their complaint.

2. Personal details

Title	Mr.	Mrs.	Ms.	Miss	Other
Name					

3. Contact details

E- mail Address				
Work phone number				
Fax Number				
Telephone number				
Preferred contact method:	Telephone	Mobile	Letter	

(please indicate with X)			
4. Complaint details			
Have you lodged a complaint before?		Yes	No
When it happened		If yes, when:	
Where it happened			
Who was involved			
What happened (details of your complaint)			
5. Attach any documentation that supports your complaint.			
6. Acknowledgement			
All the information provided above is true and correct to the best of my knowledge.			
Signature		Date	
7. Privacy notice			
We will only use the information collected on this form to resolve your complaint and access will only be provided to authorize officers.			

8. Office use only

CC&IC Representative			
Position			Date
Complaint lodged	by telephone	in person	in writing
Action taken :			
Additional remarks:			
Date completed:			
Signatures:			
CC/IC rep.	Section Head I	Director of PSC	