



COMPLAINTS PROCEDURES

Date: ____/____/____

NAME OF COMPLAINANT:

.....

ADDRESS / CONTACT DETAILS:

.....

FORM OF COMPLAINT: Interview Letter Phone Call

<i>Nature of Complaint</i>	

<i>Requested Action</i>	

<i>Response to Complaint</i>	

<i>Actions Taken (by whom)</i>	

Feedback

<i>Feedback</i>	

Signature (person who managed complaint): _____