

Form for complaints

| Complaints Form | Ref No: |
|---|----------------------|
| Date: | |
| Date complaint received: | |
| Personal Details: <i>(Name, contact details if any)</i> | |
| Nature of complaint: | |
| Details of complaint: | |
| Who dealt with the complaint? | |
| How was it dealt with? | |
| Outcome: <i>(Outline of what has happened as a result of the complaint)</i> | |
| Follow up required: | |