

Complainant details

Title First name Surname
Address Member Number
..... E-mail address
Postcode Date of Birth / /
Telephone Number (Mobile) Telephone Number (Home)

Receipt of Complaint

Date of receipt
Method of receipt: Collection Point / Telephone / Email / Post Location of Receipt
Name of Receiving Individual
Complaint passed to Complaints Officer at (Time) Date by Phone / Email

Details of Complaint

The complainant should enter the full details of the complaint, **in their own words**, in the space overleaf.

Resolution of Complaint

Investigating Officer's Signature

Office Use

Entered in Complaints Log on

Name of Investigating Officer

