

COMPLAINT FORM

SECTION A

You are filling this form because you want Aylett & Company (Pty) Ltd to look at your complaint.

Tell us about yourself:

Surname		Title	
First name(s)			
Occupation			
Identity Number:			
Address to which we may send you a letter			
Telephone		Cell	
Fax		E-mail	

Details of anyone complaining with you:

Surname		Title	
First name(s)			
Occupation			
Identity Number			
Address to which we may send You a letter			
Telephone		Cell	
Fax		E-mail	

SECTION B

Give us details of the nature of your complaint:

First tell us in just a few words what your complaint is about and then give us the background.

Remember

We do not know anything about your complaint so please give us all the details.

Please list in date order phone calls meetings, or letters you have received or exchanged with the person against whom you are complaining. **If you have letters, please enclose them.**

SECTION C

How would you like your complaint to be resolved? (Outcome expected)

Signature	_____	Date	_____
	COMPLAINANT		
Signature	_____	Date	_____
	WITNESS		