

# COMPLAIN FORM

**Identification of complainer :** *( full name)*

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**Adress:** (District, Street,City, Telephone) \_\_\_\_\_

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**No. of Contract** \_\_\_\_\_

**Directed to :** *( name of the institution to which the complain is directed )*

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**Identification of the complainant party:** *(Name of the institution, the company that is considered to be responsible for the issue treated in the complain)*

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**Object of the complain :** *( Action or non-action contradicted and the data of conducting the action or non-action )*

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**Clear explanation of the facts on which the complain is filed and if the problem is happening for the first time:**

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**Determination of the correcting action for the unfairness or damage caused :**

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**Documents enclosed to the complain:**

( list of possible documents on which are based the pretends for the contradicted action or non-action )

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

**Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
**Signature of the Complainant**  
*(Full name and signature)*