

COMPLAINT

Date: _____

Company Customer's name, surname/company name: _____

Name and surname of the Customer's representative (if the Complaint is filed by a representative of the Customer of the Company), basis of representation:

I would like to receive a response to the Complaint (tick at least one): by regular mail by email

Address: _____

E-mail: _____

Tel.: _____

Substance matter and requirements of the Complaint: _____

The following documents are enclosed to the Complaint:

1.

2.

...

Name and signature of Complainant:

Complaint Register

N o.	Date and method of receipt of Complaint	Customer (name, surname/company name)	Address of the Customer	Description of Complaint	Services or products complained of, their types	Investigation of Complaint (when, by whom, etc.)	Date of response	Final outcome of the Complaint investigation (decision)	Other remarks