

Complaints and Appeals Form

Version: 3
Issued: 04/03/2013
Doc. #: RTOCOM04
Authorised by: RTO Manager



PART B - APPEAL

Describe the grounds for your appeal.

Please give as much detail as you can. If you need more space, attach more paper to this form.

Please sign the following agreement

I, (full name) _____

of (address) _____

have provided the information on this form honestly and truthfully. After exhausting informal processes, I remain dissatisfied with the situation I have described above.

_____ Date: _____

(Signature)

PART C – OFFICE USE ONLY

Date Complaint/Appeal Received: _____

Complaint Received By: (name) _____ Position: _____

Outcome:

Complainant/Parties Notified: YES NO

RTO Manager Signature: _____ Date: _____