

# COMPLAINTS FORM

Complaint Reference Number: \_\_\_\_\_

## Complainant Information:

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Respondent Information:

Company/Individual Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Complaint Details:

Nature of Complaint:

Date of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

## Resolution Sought:

## Supporting Documents:

Please list any supporting documents attached (e.g. photos, receipts):

Declaration:

I declare that the information provided above is true and accurate to the best of my knowledge. I understand that this complaint form is submitted in accordance with applicable UK laws and that any false statements may result in legal consequences.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Privacy Notice:**

The information provided in this complaint form will be processed in accordance with the UK Data Protection Legislation. It will be used solely for the purposes of handling and resolving your complaint and will not be shared with unauthorized third parties.

**Terms and Conditions:**

**1. Governing Law and Jurisdiction**

This Complaints Form and any dispute or claim arising out of or in connection with it shall be governed by and construed in accordance with the laws of England and Wales. The parties irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim.

**2. No Waiver**

Failure or delay by either party to exercise any right or remedy shall not constitute a waiver of that right or remedy.

**3. Severability**

If any provision of this form is found to be invalid, illegal, or unenforceable, the remaining provisions shall remain in full force and effect.

**4. Confidentiality**

All information contained in this form shall be treated as confidential and shall only be disclosed as required by law or for the purposes of complaint resolution.

**5. Accuracy of Information**

The complainant warrants that all information provided is accurate to the best of their knowledge.

**6. Data Protection**

Personal data will be collected and processed in accordance with the Data Protection Act 2018 and UK GDPR.

**7. No Legal Advice**

Completion of this form does not constitute legal advice or create a solicitor-client relationship.

**COMPLAINANT'S SIGNATURE**

**RECIPIENT'S SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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