**COMPLAINT REGISTRATION FORM**

The name of an employee filing a complaint

The department of an employee

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| 1. | Name of the complainant |  |
| 2. | Name of the customer involved |  |
| 3. | Date the customer has filed a complaint |  |
| 4. | Subject matter of the complaint |  |
| 5. | Employees' names  involved in the case (if any) |  |
| 6. | Amounts that  claimed by the customer (if any) |  |
| 7. | Justification of complaints provided  by the customer |  |
| 8. | Comment of the employee referring a complaint describing the circumstances pertaining to the  case |  |