



CHEMELIL SUGAR COMPANY

FORM SERIAL NO:.....

COMPLAINT FORM

Report any form of misuse of office, corruption, unethical conduct, breach of integrity, maladministration, delay, injustice, discourtesy, inattention, incompetence, misbehaviour, inefficiency or ineptitude against any officer, office or operation. We shall attend to your complaint and act on it.

1. Complainant's Details

Names:
Gender: Male Female ID No.
Address:
Telephone: Email:
Province: District:

2. Which Public Office or Public Officer or issue are you complaining about?

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Have you previously complained about the issue/officer?

If yes, what was the outcome of your complaint?

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If no, please give your reason/s

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Have you reported this matter to any other public institution/public official?

Yes No

If Yes, which?

3. Please give a brief summary of your complaint and attach all supporting documents.

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4. What are the specific issues you want the Management to inquire into?

- i.
- ii.
- iii.

5. What is the action you want taken?

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Signature..... Date.....

OFFICIAL USE ONLY

FILE REFERENCE NUMBER:
OFFICER HANDLING:.....
COMMENTS:.....
SIGNATURE
DATE:.....