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| **Complaint Form** |  |

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As required in the [SEG Complaints Procedure](https://www.sustainableeelgroup.org/complaints-procedure/) all formal complaints shall be submitted to SEG using this Complaint Form.

In order to process your complaint efficiently and to your satisfaction, please read the following carefully:

* All fields with a \* must be completed
* Tu should read the SEG Complain Procedure carefully
* Complaints filed on hearsay will not be accepted
* In case multiple complaints are filed with the same motivational context, these are considered as 1 complaint and will be processed as such
* All filed complaints shall be accompanied by relevant evidence
* Send the completed form by: email: [info@sustainableeelgroup.org](mailto:info@sustainableeelgroup.org), or

**Your information**

|  |  |
| --- | --- |
| **Date \*** |  |
| **Surname \*** |  |
| **First Name \*** |  |
| **Title** |  |
| **Email \*** |  |
| **Telephone no.** |  |
| **Organisation (if applicable) \*** |  |
| **Address** |  |
| **List enclosed evidence**  (if applicable) | Title(s) of document(s) |
| **Your complaint \*** | Describe the nature of your complaint and what you would like as an outcome. |