

## REGISTRATION OF COMPLAINT – ART UNION

(Part 1 to be completed by the Receiving Officer or Art Union Promoter)

**Part 1:**

Name of person lodging complaint: \_\_\_\_\_ Date: \_\_\_\_\_

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

\_\_\_\_\_ Contact number: \_\_\_\_\_

Receiving Officer: \_\_\_\_\_

Details of grievance: (please describe the events of concern. If necessary, attach supporting notes or statements)

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Signature of Complainant: \_\_\_\_\_

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

**Part 2: INTERNAL USE ONLY**

File Number in Grievance Register: \_\_\_\_\_ Date entered in Register: \_\_\_\_\_

Name of Investigating Officer: \_\_\_\_\_

Progress of Investigation Process: \_\_\_\_\_

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Outcome of Grievance/Complaint: \_\_\_\_\_

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Signature of Investigating Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Endorsed by: \_\_\_\_\_ Date: \_\_\_\_\_