



# **CUSTOMER COMPLAINT FORM**

**CEYCERT (PRIVATE) LIMITED**

---



## Customer Complaint Form

### 1) Complainant Information

- a) Name: .....
- b) Address/Email: .....
- c) Contact Number: .....
- d) Contact Email: .....

### 2) Complaint Information

- a) Complaints on (certification Activities/ Training): .....
- b) Date: .....
- c) Details: .....  
.....  
.....

### 3) Receipt of Complaint

- a) Receiver: .....
- b) Actions taken: .....  
.....
- c) Investigation completed on: .....
- d) Customer informed on: .....

Director: .....

Date: .....