

COMPLAINT

Date: _____

Company name: _____

Name and surname of the Client's representative (if the Complaint is filed by a representative of the Client of the Company), basis of representation: _____

Address: _____

E-mail: _____ Tel.: _____

Substance matter and requirements of the Complaint:

State the nature of the violation and the information relating to the violation, indicating:

- ☐ *the **date** on which the alleged violation became known to Client;*
- ☐ *the specific **act or omission** complained of;*
- ☐ *the **factual circumstances** on which Client base his/her claim;*
- ☐ *what Client's **rights or legitimate interests** are affected by the act, omission or decision complained of;*
- ☐ *Client's **requirements**.*

HOKODO

The following documents are enclosed to the Complaint:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

Name and signature of Client/Client’s representative: _____