

FORM OF COMPLAINT

This form must be completed and sent to the Secretary concerned within 14 days of your first knowledge of the offence, together with the Complaint fee of £15.00. The second copy should also be completed and sent at the same time, or delay may be caused. The third copy you keep for your records.

To the Secretary of the _____ Section

1. I/We _____ (BLOCK LETTERS)

Membership No: _____ Section _____

wish to lodge a complaint against

2. _____ (BLOCK LETTERS)

Membership No: _____ Section _____

3. The address I want letters sent to is:- _____

4. Date of the alleged offence: _____

5. Date I first knew of it:- _____
(if different from 4)

6. Where did it occur:- _____

7. The number and paragraph of Rule and/or Bye-law alleged to be broken. You are advised to read the rules that you think are appropriate to your case before completing this form

8. Explain why it is considered the Rule and/or Bye-law has been broken. This information is necessary for the Committee and the other party to know why you are complaining:-

9. Any other information the Section Committee should know.
(continue on the reverse of form if necessary)

Signed _____
(By the Complainant or a person
authorised by him)

Date _____

Received at Section

Complaint Ref No: L