

Dispute or Complaint Notice

Complainant Details

Name: _____ Date: _____

Email: _____ Phone: _____

As the Complainant, I have read and understood the Dispute Resolution Procedure, the Constitution & Rules & Regulations of the Company, and the processes set out therein. I acknowledge that I have taken reasonable steps to resolve the matter with the party to which the matter arose in accordance with these conditions.

Nature of Complaint

Category 1 Another Member, Company Service Provider, or Director

(The Board majority and above a quorum has no conflict of interest)

Category 2 The entire Board of Directors have a conflict of interest

Description of Complaint

Details of Evidence *(Photos, Witness Statements etc.)*

Dispute Resolution Officer received:

Signature: _____ Date: _____

The section below is for the Dispute Resolution Officers use only:

Notification Given

- Recipient Notified
- Board Notified
- Third Party Notified

Evidence Collected [for the Board & Dispute Resolution Committee]

Board OR Directors Resolution [from the Committee recommendations]

Adjudicator / Third Party Determination [if applicable]

Complainant Notified by the Company Secretary (signed by Company Secretary):

Signature: _____ Date: _____