



PMG Complaint Form

PMG Reference number:

Information for complainants

Before you lodge a formal complaint, ensure you have contacted the relevant employee directly and attempted to resolve the issue or concern informally.

A complaint should only be lodged if you have been unable to resolve your issue or concern informally.

You may be contacted and asked to provide additional information to support your complaint.

Personal details

Title: Mr Mrs Ms Miss Other

Family name:

Given name:

Contact details

Address:

Postcode:

Email address:

Phone number:

Mobile phone number:

Preferred contact method: Mobile Phone Letter Email

Complaints details

Have you attempted to resolve the complaint informally? Yes No

If yes, provide details (e.g. when and with whom)

Have you lodged a complaint about issue before? Yes No

If yes, when

Have you lodged your complaint with any other organisation? Yes No

If yes, to whom:

Complaint Summary

When it happened

PMG Complaint Form

Where it happened

Who was involved

What happened (details of your complaint)?

What would you like to happen to resolve your complaint?

Attach any documentation that supports your complaint

Acknowledgement

All the information provided above is true and correct to the best of my knowledge.

Signature

Date