

Ceycert (Private) Limited



<b>Customer Complaint Form</b>		<b>Document No: CC-CN-FM-10</b>
<b>Issue No: 01</b>	<b>Revision No: 00</b>	<b>Revision Date:</b>
<b>Prepared By: Manager-Certifications</b>		<b>Reviewed and approved by: Director</b>

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: .....

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