



INDEXPO CERTIFICATION LIMITED
CUSTOMER COMPLAINT FORM

1. DETAILS OF COMPLAINANT

1.1 Name :

1.2 Address :

1.3 Tel No. : Mob..... E-mail :.....

2. DETAILS OF COMPLAINT

2.1 Activity: Certification/Training/Other (Delete whichever is inapplicable)

2.2 Description:

2.3 Date of occurrence :

3. Method of complaint : Verbal / Written (Delete whichever is inapplicable)

4. DETAILS OF RECEIVER:

4.1 Name & Designation

4.2 Designation :

4.3 Date received :.....

5. ACKNOWLEDGED ON :

6. ACTION TAKEN : (Copies to be attached)

7. INVESTIGATION COMPLETED ON :

8. CUSTOMER INFORMED ON :

9. ANY OTHER INFORMATION :

.....
Signature of Certification Manager
Date