BDO

CLIENT COMPLAINT FORM

Date:		Complaint No.:	

Complainant Information

Title:		
Name:		
Civil ID No.:		Please Attach a copy of Civil Id
Designation:		
Phone/Cell Phone No.:		
Email Adress:		
Client Name:		
Company Name:		
Commercial Register No.:		Please Attach a copy of C.R.
Address:		
Fax No:		

Complaint

Subject:	
Complanit Content:	

Complaint Supporting Documents

☐ **Applicable / Documents List**	☐ **Not Applicable/ No Documents**

Acknowledgement

I declare that all the information provided is correct and a true reflection of reality. I undertake to bear full responsibility for any misleading statements or inaccuracies contained herein. I also declare that the subject matter of this complaint is currently not being heard at any court nor will I commence any judicial application or measure in this regard. Any rights to seek any other remedial measures are hereby relinquished should I come to a corrective agreement with the company and the company successfully acts upon its terms and conditions. I further undertake not to resubmit any complaint to the concerned regulatory authority in connection with the subject matter contained herein.

Signature:		Date:	

Note: The reply to the complaint shall be within 30 days from the receipt date of the complaint by the company

Client Complaint Form

For Official Use Only (Company Use)		
Name:		
Designation:		
Department:		
Complaint Registered:	☐ Yes	☐ No
Complaint Investigation Summary:		
Action Required:	☐ Yes	☐ No
Action Details:		
Signature:		**Date:**

Submission
Kindly fill in the form, sign in and send it through one of the following means: ➢ In-person to Governance and Compliance Department in the Company.   ➢ E-mail the form to: governance.compliance@bdo.com.kw.   ➢ Mail the form to: BDO Kuwait – Block 5 – Sharq – Kuwait City – Khaled Ibn Alwaleed Street – Alshaheed Tower – P.O. Box: 25578, Safat 13116 Kuwait.