

## Complaints/Appeals Form

**By filling in this form you will be lodging a formal complaint.**

Comm Unity Plus Services Ltd deals with complaints in accordance with the requirements of the Data Protection Act 2014 (Vic) and/ or the Privacy Act 1988 (Cth) and treats all complaints confidentially.

We thank you for taking the time to notify us of your concern. We value your feedback and hope to be able to resolve your complaint as soon as possible.

A reply will be forwarded to you within 7 days.

Date: Verbal  Written

Name:

Received by:

Please detail your concern in full, giving as much detail as possible, include extra pages if necessary.

Signature: \_\_\_\_\_

WE WILL BE IN CONTACT WITHIN 7 DAYS

THANK YOU