IDA Ireland Complaint Form (which will be directed to the Compliance & Information Management Manager to process with the relevant Department Manager)

**Name & Address of Complainant**

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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please give an outline of your complaint giving dates and copies any documentation where appropriate:**

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**Please provide the name of the Office, and if appropriate, person with whom you were dealing:**

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**Please explain what steps you have taken, together with dates, to resolve your complaint with the Office concerned:**

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**Please explain why you are dissatisfied with the response you have received to date:**

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Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_