**Complaint Logging Form**

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| --- | --- | --- |
| **Date Complaint received** | **Time Complaint received** | **NZKGI employee logging Complaint** |
|  |  |  |
| **Complainant’s name** | **Complainant’s email** | **Complainant’s cellphone** |
|  |  |  |
| **Description of Complaint** |
|  |
| **Assigned NZKGI employee** | **Priority of Complaint** | **Response time** |
|  |  |  |
| **Complainant contacted*****(date)*** | **Issues identified (key issues)** | **Third party referral (date/n/a)** |
|  |  |  |
| **Resolution reached (date)** | **Resolution communicated (date)** | **Issue closed (date)** |
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