

	<b>Punjab Halal Development Agency</b>		Doc # : PHDA/REC-01		
	<b>Customer Complaint Form</b>		Rev # : 00		Page : 1/2
			Effective Date : 09-01-2012		

Name		Date/ Time	
Organization		Phone	
Postal address		Email address	

Nature of complaint: \_\_\_\_\_

Description of complaint: \_\_\_\_\_

\_\_\_\_\_

Signature of complainant

(For Official Use)

Complaint Received By: \_\_\_\_\_

Action Taken: \_\_\_\_\_

Informed Customer of Initial Action Taken:  – Yes  – No

Informed Client of any further action taken: \_\_\_\_\_

File handed over to Compliance Officer:  – Yes  – No

Signature of Concerned Authority: \_\_\_\_\_

Comments of the Committee based on appellant forum to feedback to customer:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Signed of Committee