

GUIDELINES FOR THE SUBMISSION OF A COMPLAINT TO THE PEPPA DISPUTES COMMITTEE:

Date:	
Complaint / Dispute:	
Complainant Principal:	
Complainant Agent:	
Complainant Agency:	
Witness:	
Witness:	
Translator: <i>If required, to be paid for by the person requiring such Translator. All hearings are to be heard in English.</i>	
Respondent Principal:	
Respondent Agent:	
Respondent Agency:	
Witness:	
Witness:	
Translator: <i>If required, to be paid for by the person requiring such Translator. All hearings are to be heard in English.</i>	
Nature of Complaint: <i>List complaint in chronological order Bullet point format Use the name of the person & their agency being referred to each time. <u>Don't</u> use the words them, they, we, us, then. Be specific about place or communication type. If necessary, use a separate sheet of paper and attach to this form.</i>	
Evidence: <i>To be collated separately in chronological order after the Nature of Complaint. If necessary use a separate sheet of paper and attach to this form.</i>	
Outcome Expected: <i>Specify the desired outcome that you anticipate.</i>	