

Client Complaint Form

Date : / /

Name		Civil ID No.	
Address			
Telephone No.		Fax No.	
E-mail Address		Trading No.	

Complaint Subject

Documents Required

- 1- A Copy of Civil ID/ Authorized person 2- A copy of the trading authorization if the complaint from the authorized person

List of attached documents, if any

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Acknowledgment:

I declare that all the information provided is correct and a true reflection of reality. I undertake to bear full responsibility for any misleading statements or inaccuracies contained herein. I also declare that the subject matter of this complaint is currently not being heard at any court nor will I commence any judicial application or measure in this regard. Any rights to seek any other remedial measures are hereby relinquished should I come to a corrective agreement with the company and the company successfully acts upon its terms and conditions. I further undertake not to resubmit any complaint to the concerned regulatory authority in connection with the subject matter contained herein.

Signature.....

Remarks:

Kindly fill the form, sign it, and send it through one of the following means:

- 1- In-person to the Clients Complaints Unit at the company.
- 2- By mail, Clients Complaints Unit, address: Sharq - block 7 - Al Mutanabi Street - Al khaleejia Complex)
- 3- By E-mail, Clients Complaints Unit, at complaints@nic.com.kw

Note: the reply to the client shall be within 30 days from the day of receipt of the complaint by the Complaints Unit

For Company's use only

The Employee Name		Date Received	
Complaint No.		Signature	