



# Grievance and Complaints Submission Form

## Personal Information:

- **Name:**
- **Contact Number:**
- **Email Address:**

## Grievance Details:

- **Date of Incident:**
- **Location of Incident:**
- **Detailed Description of the Grievance:** (Please provide a clear and detailed account of the incident or issue, including any relevant facts and dates.)

- **Documentation:** (Attach any relevant documents or evidence supporting your grievance. Include emails, photographs, written statements, or other pertinent information.)

### Attachments:

- 1.
- 2.
- 3.

## Desired Resolution:

- **What outcome are you seeking with this grievance?** (Please describe the resolution you expect. Be as specific as possible regarding any requests or actions you believe will resolve the issue.)

**Declaration:**

- I hereby declare that the information provided above is true and accurate to the best of my knowledge and belief. I understand that any false information, misrepresentation, or omission of facts may be grounds for rejection of this grievance or further action.

**Signature:**

**Date:**

**Office Use Only:**

- Received by:
- Date Received:
- Action Taken:

Please send this form completed with all relevant documentation to [grievances@impaakt.com](mailto:grievances@impaakt.com).