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Client Complaint Form

Complaint Information	
Complaint Date :	
Complaint Number :	
Client Name :	
Civil ID / Commercial Registration Number :	
Telephone Number :	
Fax Number :	
Address :	
Email Address :	
Complaint Information	
<div style="border-bottom: 1px dashed black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dashed black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dashed black; height: 15px; margin-bottom: 5px;"></div>	
Document Supporting the Complaint	
<input type="checkbox"/> Attached Document Details <div style="border-bottom: 1px dashed black; height: 15px; margin-top: 5px;"></div> <div style="border-bottom: 1px dashed black; height: 15px; margin-top: 5px;"></div>	<input type="checkbox"/> No Documents Available <div style="border-bottom: 1px dashed black; height: 15px; margin-top: 5px;"></div> <div style="border-bottom: 1px dashed black; height: 15px; margin-top: 5px;"></div>
Acknowledgment	
<p>I, the undersigned, acknowledge that all the information provided by me is correct and sound and that I am hereby fully held responsible of any incorrect or inaccurate information. Furthermore, I do acknowledge that the complaint is not subject to litigation and that I am not entitled to take any further procedure should I reach an agreement with the company to take a corrective action on the subject of the complaint and execution thereof. In addition, I abide by not refiling any complaint to the Capital Markets Authority on this subject.</p>	
Customer Signature :	Date :

For Official Use	
Complaint Number :	_____
Clients Complaints Officer :	_____ _____ _____
Notes of Clients Complaints Unit Officer	
_____ _____	
Signature :	Date :

You can send the form along with its attachments through any of the following methods:

- By hand to the Business Development Department – Customer Complaints Officer.
- By mail to the Business Development Department – Customer Complaints Officer, at: Sharq, Khaled Ibn Al Waleed Street, 25th February Tower, Floor 19.
- By email to the Business Development Department – Customer Complaints Officer, at: sara.sameh@bakertilly.com.kw, or contact the Business Development Department – Customer Complaints Officer at 1887799 ext. 324.
- A response to the complaint will be made not later than 30 days from the date of receiving it.