

APPENDIX III

REPLY TO GRIEVANCE AND COMPLAINT FORM

TO: GRIEVANCE AND COMPLAINT COMMITTEE

FROM: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email address: \_\_\_\_\_

RE: Complaint Number: \_\_\_\_\_  
Complaint against: \_\_\_\_\_

REPLY FROM DEFENDANT(S) REGARDING THE FACTS ALLEGED IN THE COMPLAINT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASONS OR BASIS FOR WHICH I (WE) UNDERSTAND THAT THE RULES OR REGULATIONS WERE NOT VIOLATED \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I (WE) AFFIRM that this reply is filed in good faith and that the replies given are truthful according to my (our) best and full knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I (WE) CERTIFY having notified the plaintiff: \_\_\_\_\_ of this reply by \_\_\_\_\_ (manner of notification: address, fax or email), on the \_\_\_\_\_ (day) of \_\_\_\_\_ (month) of 20\_\_\_\_\_, at \_\_\_\_\_ (time).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date