

ANNEX 2: Sample Complaint Form

Complaint Form	
Name of complainant:	
Detail address (village, commune, district, province/city, country):	
Contact phone number(s):	
Email or Facebook....:	
What is the issue/event?, who have been impacted (you, individual, communities)?	
When did the issue/event happen? (if you don't remember exact date, provide approximate month/period)	

<p>Where did the issue occurred? how it happened and who are the key actors involved in creating the issue/event?</p>	
<p>Can you provide witness names in the issue/event?</p>	
<p>Have you informed other stakeholders such as local authorities, law enforcement team, or any staff of WWF? Please specify</p>	
<p>Has the issue/event been raised to WWF previously?</p>	
<p>Do you request not to share the issue/event with third party? Key reasons?</p>	
<p>Date of submitting the complaint:</p>	
<p>Signature or thump-print of complainant(s):</p>	