**Complaints Form**

Please submit your completed form to complaints@endorsement-board.uk.

1. **Personal details**

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| --- | --- |
| **Title** |  |
| **First name** |  |
| **Last name** |  |

1. **Contact details**

|  |  |
| --- | --- |
| **Email address***(Please provide at least one form of contact otherwise we may not be able to assist. If you do not have an email address, do put N/A.)* |  |
| **Email address** *(Please provide email address again to ensure accuracy)* |  |
| **Telephone/mobile number** |  |
| **Address** |  |

1. **What does your complaint relate to?**

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1. **Please provide full details of your complaint below**

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1. **Has more than 12 months passed since the matters complained about?**

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1. **What outcome would you like to see following the consideration of your complaint?**

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1. **Whistleblowing – Do you consider this to be a protected disclosure (are you a whistleblower?)**

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1. **I understand that the UKEB may ask for my co-operation, including further information or clarification, in order to consider my complaint, including whether it falls within the UKEB’s remit.**

[ ]  **I understand (please tick the box)**

1. **I understand that difficulties in handling unreasonably vexatious, persistent or repetitive complaints can place strain on time and resources, and that the UKEB maintains an** [**Unreasonable Complaints and Communications Policy**](https://www.frc.org.uk/getattachment/b22834a9-a27f-4927-bf7f-b14016db71dd/Unreasonable-Complaints-and-Communications-Policy-Novemeber-2019.pdf)**.**

[ ]  **I understand (please tick the box)**

**Further Assistance**

If you have a disability and require any assistance or adjustment in submitting this complaint, please email us on complaints@endorsement-board.uk or call the Complaints Team on 0207 492 2300 so that we can assist you.