<Appendix 2>

Complaint / Appeal Form

|  |  |
| --- | --- |
| Date | (Year)(Month)(Day) |
| Category | □ Complaint on services or activities of EPA Team□ Appeal on decision made by EPA Team |
| Company Name |  |
| Complainant details | Name: |
| Address: |
| Tel: |
| Email: |
| Complaint/ Appeal Summary | \*Summary of your complaint/appeal: when it happened, where it happened, or who was involved. |
| Signature |  |

\*Please attach any information, documentation, or records that support your complaint/appeal. Otherwise, it may not be properly processed or formally treated under the procedure.