

Annex 1: Complaint Form

1. Download the form – 2. Open in Acrobat – 3. Fill in the form/or copy text in – 4. Save the form; change the filename with actual date and evt. name complainant – 5. Mail to communication@climateneutralgroup.com

A Name and contact details of the complainant (unless the grievance is submitted anonymously):

B Name or description of the person or entity the complaint is filed against (defendant):

C Description of the complaint:

D Description of the complainant's request (what does complainant want or what is a satisfactory outcome for the complainant):

E Supporting evidence (optional but recommended). Please attach in separate documents and list all attachments hereunder:

F Description of the steps already taken to resolve the complaint at an informal or direct level:

G Other comments:
