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# NSW[PLEASE DELETE THIS COVER SECTION]

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Complaint register

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date and complaint no. | Received by (initials) | Received from(name, address, phone no.) | On behalf of | Communication method | Issue | Action | Outcome | Active or closed |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| *(NB: If complaint is still active, proceed to Complaint details form)* |
|  |
| Signed: |  | Date:  |  / /  |
|  |