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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 |
|  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
| *(NB: If complaint is still active, proceed to Complaint details form)* | | | | | | | | |
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| Signed: |  | | | Date: | / / | | | |
|  | | | | | | | | |