



INSTITUTE OF
**FINANCIAL
ACCOUNTANTS®**

A MEMBER OF THE IPA GROUP

Notification of complaints form

Institute of Financial Accountants

Clerkenwell Workshops, Office CS111, 27-31 Clerkenwell Close, Farringdon, London EC1R 0AT

T: +44 (0)20 3567 5999 **E:** mail@ifa.org.uk

www.ifa.org.uk

Your details (person making complaint)

Title:	
First name(s):	
Surname:	
Address:	
Email address:	
Home tel:	
Business tel:	
Mobile tel:	

Accountant's details (IFA member against whom the complaint is being made)

Name (and IFA membership number if known):	
Address:	
Email address:	
Company address:	
Company email address:	
Home tel:	
Business tel:	
Mobile tel:	

Relationship to IFA member (e.g. client, employee etc)	
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Summary of the complaint

Please provide a clear and concise note of your complaint. Indicate pertinent dates and list and attach all relevant supporting documentation. There may be no further opportunity to provide information, unless specifically requested by the Institute, so it is very important that your complaint is fully supported by all the evidence.

Status of the complaint

Please indicate whether you have taken up your complaint directly with the IFA member and if so, what the outcome was.

Legal proceedings

Please advise whether you are aware that any proceedings or other related complaints are intended, or have already commenced by you or anyone else.

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Statement of truth

To the best of my knowledge and belief, I declare that the above statements and facts included in this notification of compliance and/or accompanying evidence are true and entitled to be relied upon. I understand that if any further evidence is submitted by me between now and any conduct committee hearing, it will be joined to this statement and be affirmed by me.

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Signed:	
Date:	

Consent

I understand and agree that a copy of this form, enclosures and all communications and documents submitted in evidence may be copied to the IFA member, IFA conduct committees, the IFA disciplinary team and other regulators as appropriate, and may be used in evidence at conduct committee hearings.

Signed:

Date:

When you have completed this form, please send it by post, marked 'Private & Confidential' to:

Disciplinary Case Manager
Institute of Financial Accountants
Office CS111
Clerkenwell Workshops
27-31 Clerkenwell Close
Farringdon
London
EC1R 0AT

Or email to lisam@ifa.org.uk

USING YOUR PERSONAL INFORMATION

We will treat your personal information in accordance with data protection legislation. We will use your information to carry out our responsibilities as a regulator and as a professional body. We may, either as required by law or to carry out those responsibilities, share your personal information to comply with the requirements of government departments, agencies and regulators. We may transfer your information outside the European Economic Area (EEA) e.g., to one of our offices. These countries may not have similar data protection laws to the EEA so, if we do transfer your information, we will take the necessary steps to ensure that your privacy rights are still protected. To do this, we may share your information with other organisations as required by law. We will transfer your information outside the UK specifically to Australia where, as part of the IPA Group, we have shared IT systems. When we transfer your information, we will take the necessary steps to ensure that your privacy rights are still protected. Copies of the IFA Data Protection Policy and the Privacy and Cookie policies are available to view on the IFA website.

Please note that hearings of IFA's Disciplinary Committees are open to the public and all orders and findings are publicised unless the Committee determines otherwise. If your complaint is against a dual or multi-qualified member, we may share details with other professional association(s).