

Notification of complaints form

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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.

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.

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
Clerkenwell Workshops, Office CS1.11
27/31 Clerkenwell Close
Farringdon
London EC1R 0AT

Or email to martynd@ifa.org.uk