

STANDARD REPORTING FORM

[This form should be used to report alleged Misconduct against a Member of the Institute]

Name of Member(s) against whom the complaint is lodged:	
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Particulars of the organisations they are employed by / contracted to / affiliated with:	
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Date on, or time period within which, the Misconduct took place:	
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Location where the Misconduct took place (includes publications or online activity):	
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Describe the Misconduct that took place: (Provide as much detail as possible (names, dates, circumstances) and attach any documents in support of the allegations. Use additional pages if necessary)

Name and particulars of any witness(es) who may substantiate or verify the allegations of Misconduct:	
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Is the Misconduct described above already being dealt with (or concluded) in any civil-, or criminal- or employer-based proceedings against the Member? (if yes, please provided details of such proceedings – e.g institution or court, case number, outcome, etc.)

Complainant's name and surname:	
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If you are lodging the complaint on behalf of another, please state the name of the person	
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or entity on behalf of whom the complaint is lodged and your relationship to them:	
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Complainant's contact number(s):	
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Complainant's email address:	
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Complaint's relationship with the Institute: (e.g. Member, contractor, employee, director)	
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I confirm that the information provided in this form, and any annexures thereto, is to the best my knowledge and belief, true and accurate:

.....
COMPLAINANT'S SIGNATURE

.....
DATE

SUBMIT THIS FORM TO:

Compliance Institute Southern Africa NPC
Att: Rianné Potgieter
By email: rianne@compliancesa.com
or by hard copy: Grayston Ridge Office Park Block B, Lower Ground Floor Office, 144 Katherine Street Sandown, Sandton, 2146
