**ANNEXURE A**

|  |
| --- |
| **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:** |  |
|  |  |
| **Particulars of the organisation(s) they are employed by / contracted to / affiliated with:** |  |
|  |  |
| **Date on, or time period within which, the alleged misconduct took place:** |  |
|  |  |
| **Location where the alleged misconduct took place (includes publications or online activity):** |  |
|  |  |
| **Details of alleged misconduct:** ***(Provide as much detail as possible (names, dates, circumstances) and attach any documents in support of the allegations. Use additional pages if necessary) Provide reference(s) to specific clauses of the CISA Code of Ethics and Professional Conduct applicable to the alleged misconduct.***  |
|  |
|  |  |
| **Name and particulars of any witness(es) who may substantiate or verify the allegations of misconduct:** |  |
|  |  |
| **To the best of your knowledge, is this alleged misconduct the focus of any ongoing or concluded civil-, 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:** |  |
|  |  |
| **If you are lodging the complaint on behalf of another, please state the name of the person or entity on behalf of whom the complaint is lodged and your relationship to them:** |  |
|  |  |
| **Complainant’s contact number(s):** |  |
|  |  |
| **Complainant’s email address:** |  |
|  |  |
| **Complaint’s relationship with the Institute:** **(e.g. Member, contractor, employee, director)** |  |
|  |
| ***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 NPCAtt: CEOBy email: ceo@compliancesa.com |