



**Alternative Dispute Resolution**

**ADR UBUNTU**

**Complaints Form**

1 April 2025

Prepared and revised by Adv Frank J Stanley



## **COMPLAINTS FORM**

(Once completed, please scan and email to [registrar@adrubuntu.co.za](mailto:registrar@adrubuntu.co.za))

### **COMPLAINANT'S DETAILS**

Date Lodged	
Name	
Surname	
Physical Address	
Email Address	
Contact Number	
Legal Representative Name and Surname	
Legal Representative Email Address	
Legal Representative Contact Number	

### **MEDIATOR'S DETAILS**

Name	
Surname	

### **DETAILS OF COMPLAINT**

Date of Incident	
Details of Incident	See attached "Annexure A" – Please attach explanation and any other documentation relevant to complaint.

### **IMPORTANT NOTES**

1. By completing, scanning and sending the complaint form to the Registrar the Complainant acknowledges that they have read and understand the terms and conditions as set out in the Complaints and Disciplinary Policy of ADR UBUNTU.
2. By completing, scanning and sending the complaint form to the Registrar the Complainant acknowledges that the information made available in the form is true and correct to the best of their knowledge.
3. By completing, scanning and sending the complaint form to the Registrar the Complainant provides the authorization to ADR UBUNTU to collect, use and process their personal information as required to investigate the complaint lodged and/or for any other purpose warranted and applicable to said complaint.
4. Once completed please scan and email the COMPLAINTS FORM to [registrar@adrubuntu.co.za](mailto:registrar@adrubuntu.co.za).
5. The Registrar will upon receipt acknowledge the registered complaint and proceed to investigate the complaint as set out in the Complaints and Disciplinary Policy.