



**AA INTERNATIONAL CONSULTANCY PTE LTD**  
**1 Kaki Bukit Road 1, #03-37, Enterprise One**  
**Singapore 415934**  
**Tel: 8086 7889**  
**Email: marketing@aainternational.com.sg**

## Complaint Form

<p><i>The Complainant must complete all 5 sections and sign on this form. The company administrator may act on behalf of the complainant provided both the complainant and the administrator sign the form. Submit the completed form with all supporting evidence (please list all supporting evidence in Section 3) to the above address, fax number or email. The complaint will not be addressed if the form is not signed and/or the supporting evidence not attached. We will respond within 2 weeks. AA International takes all complaints seriously and we seek your full cooperation.</i></p>		<p>Submission Date:</p>  <hr/>	
<b>Section 1: Particulars of Candidate</b>		<b>Section 2: Particulars of Sponsoring Company</b>	
Name		Name of company	
NRIC/FIN (Last 4 digits)		Name of Administrator	
Language spoken		Name of Interpreter	
Address of residence		Company's address	
Contact number		Company's telephone	
Email		Company's email	
<b>Section 3: Background to the Complaint</b>		<b>Section 4: Describe the event / complaint (describe the complaint clearly and why &amp; what do you expect from this complaint)</b>	
Nature of complaint (in a few words)			
Date of event			
AA Int'l personnel involved			
Location of event			
List of supporting documents			
<b>Section 5: DECLARATION / SIGNATURE(S)</b>			
I/We declare that the information supplied here is true and correct to the best of my/our knowledge.			
<hr/> Signatures of Complainant & Sponsoring Company's Administrator			
<b>Internal Use (for AA Int'l personnel only)</b>			
Investigated by (name & signature)		<b>Training Manager's summary of findings and decision to be given to Complainant:</b>	
Verified by Training Manager			
Decision concluded on			
Decision given to complainant on			
Correction Action Memo Issued (describe what was communicated)?			
Date of Corrective Action Memo			