

**1.1.d\_COMPLAIN & FEEDBACK FORM** [*For official use only*]

<b>Respondent information</b>	
Name	
Identification number	
Date of complain & feedback	
Contact number	
Address	
<b>Respondent course information (if applicable)</b>	
Course enrolled	
Date of course	
Name of trainer	
Name of assessor	
<b>Nature of complain / feedback</b>	
Details of complain and feedback.	
<b>Course of action</b>	
Response to the complain / feedback and reasons.	
Date response communicated to complainer.	
Respondent's signature	



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Hong Lim Complex  
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