**Complaints Form**

**Before completing this form**

The MAA Disciplinary Action is a statement about appropriate and expected management of complaints. Please ensure you complete all aspects of this form to assist with expedition of your complaint. This Disciplinary Action statement in the Rules 2017 must be reviewed prior to completing this form.

To enable the MAA to address and resolve your complaint effectively, please complete this form (electronic completion is preferred) and return to the MAA via: [Secretary@millineryaustralia.org](mailto:Secretary@millineryaustralia.org)

The MAA will not address any complaints made against an MAA member that are frivolous, vexatious or outside the jurisdiction of the MAA’s control.

The person the allegations are against has, as a right of natural justice, to respond to the allegations.

|  |  |
| --- | --- |
| Surname |  |
| First name |  |
| Brand |  |
| Address |  |
| Email address |  |
| Phone |  |
| Personal records | I agree/do not agree that, MAA can request all records in relation to the complaint to assist the Disciplinary Subcommittee |
| Authorisation |  |
| Date | Signature |
|  |  |
| Allegations or Circumstances | |
| Person against whom your complaint(s) is/are directed |  |
| Please state the principles of the MAA that are alleged to have been breached |  |
| Name and contact details of any witnesses or individuals that can support your allegations |  |
| Relevant Dates of complaints | Please state all the relevant facts, and times of the incidents as accurately as possible. Please attach further information/notes you feel necessary to support your complaint. |
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