



Xkeys Ltd Complaint Form

Please fill in this form in as much detail as possible.

Your name: _____ Date of complaint: _____

Who or what is your complaint about?

Please describe the incident, including date, time, and location.

Please use reverse of page if needed.

All the details I have given are truthful and correct and I would like this matter to be investigated by the camp manager.

Signature: _____ Date: _____

WITNESSES DECLARATION

Witness name:

The above is a true and fair reflection of what happened:

SIGNED:

Date:

To be completed by camp manager/supervisor.

What measures have been taken? Give full details:

Print name: _____

Signed and dated: _____