

## Complaint Form

If you have a complaint regarding **Steens & Partners Accountants & Adviseurs** and wish to submit it in writing, we kindly ask you to use this form and send it to the attention of Mr. Jeffrey Derkx, P.O. Box 81167, 3009 GD Rotterdam, The Netherlands.

For a description of the further handling of your complaint, please refer to our complaints procedure.

Name client (company)	
Name client (personal)	
Address	
Post Code / City	
Phone Number	
Email Address	

For a prompt and careful handling of your complaint, we kindly ask you to describe it as specifically as possible. Please explain the nature and scope of the issue, what and/or whom it concerns, how long it has been ongoing, and whether it has occurred once or multiple times.

Description complaint:
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If relevant: if you already have an idea of a possible solution, or of the response you would like from us, please describe it below. What would that be?

Desired Solution / Response:
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Have you already discussed this complaint by telephone? If yes, when did this take place, who did you speak with, and what was the outcome?
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Date: ...../...../.....

Signature: .....