**Complaints Form**

You are advised to read SFJ Awards’ Complaints Policy before completing this form which is available on our website; [www.sfjawards.com](http://www.sfjawards.com) by e-mail from complaints@sfjawards.com or by post from;

SFJ Awards

1st Floor

Unit C

Meadow Court Business Park

4 Hayland Street

Sheffield

S9 1BY

**Contact Details**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Email: |  |
| Telephone: |  |
| Organisation: *(if applicable)* |  |
| Position: |  |

**Complaint Details**

|  |  |
| --- | --- |
| **Nature of complaint:***(please give details as fully as possible to describe why you are making the complaint)* |  |
| **Dates:** *(please provide all relevant dates)* |  |
| **What effect or potential effect will this have on you?** |  |

|  |  |
| --- | --- |
| **Who else might be affected?** |  |
| **What effect or potential effect might this have on others?** |  |

**Is there any other information you wish to provide?**

|  |
| --- |
|  |

**Desired outcome from the complaint** *(please state your preferred action(s) as a result of this complaint)*

|  |
| --- |
|  |

**Declaration**

I confirm that to the best of my knowledge, the information I have provided is a true and accurate description of the failure or potential failure I have identified;

|  |  |
| --- | --- |
| Signature: |  |
| Name:*(block capitals)* |  |

Please return this form to the SFJ Awards, either by e-mail directly to complaints@sfjawards.com or by post, addressing the envelope as Private & Confidential to:

SFJ Awards

1st Floor

Unit C

Meadow Court Business Park

4 Hayland Street

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We will confirm of receipt of this form within three working days.