

## Template for the submission of complaints

### Personal data of the complainant

Full name/Legal entity name

Registration- or personal ID number

Address (street number, postcode, city and country/ firms registered office)

Telephone

Email

### Contact details (if different to above)

Full name/Legal entity name

Registration or personal ID number

Address (street number, postcode, city and country/ firms registered office)

Telephone

Email

### Information about the complaint

Description of the complaint (where relevant, any documents supporting the facts mentioned)



*Effective as of 2025-06-02*

Which service does the complaint concern

Date(s) of the events that have led to the complaint

Description of damage or loss (where relevant)

Other comments or relevant information (where relevant)