

# Complaint Form

If you have a complaint you wish to make to us about a service we have provided please help us to respond to you by completing as much detail on this form as possible.

## About You

Please fill out the form with as much detail as you can give us, so we can respond as quickly and effectively as possible.

Title:

Forename(s):

Surname:

Postal Address:

  
  
  

Postcode:

E-Mail

Address:

Mobile

Number:

Contact Phone Number:

## About Us

We'd like some information about which service you are complaining about.

Service or product you are complaining about:

Our reference (if applicable):

Have you contacted us before regarding this matter?

Yes  No

Please give the date you last contacted us regarding the complaint matter:

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## Complaint Details

In order for us to resolve your complaint quickly, please give us as much information as you can.

How would you like the issue to be resolved for you?

**Please email the completed form to :**  
complaints@registry-trust.org.uk

**Alternatively please post to:**  
Registry Trust Ltd  
153-157 Cleveland  
Street London  
W1T 6QW