

Complaint Form

Zati Lebanon Association for Autism

1. Complainant Information *

- **Full Name:**
- **Address:**
- **Phone Number:**
- **Email Address:**
- **Preferred Method of Contact:**
 - Phone
 - Email
 - Mail

2. Child's Information (if applicable)

- **Child's Full Name:**
- **Child's Date of Birth:**
- **Relationship to Child:**
 - Parent/Guardian
 - Other (please specify): _____

3. Details of the Complaint *

- **Date(s) of Incident(s):**
- **Location of Incident(s):**
- **Names of Individuals Involved (if known):**
- **Description of the Complaint:** (Please provide a detailed description of the issue or concern. Attach additional pages if necessary.)

4. Supporting Documentation

This Complaint Form provides a structured way for parents and members of society to raise concerns regarding Zati Lebanon Association for Autism, ensuring that all complaints are handled in a fair and transparent manner.

- **Supporting Documents:** (Please list and attach any relevant documents, such as emails, letters, photographs, or other evidence.)

5. Desired Outcome *

- **What would you consider a satisfactory resolution to your complaint?**

6. Previous Actions Taken *

- **Have you previously reported this complaint to anyone within the association?**
 - Yes
 - No
- **If yes, to whom did you report it and what actions were taken?**

7. Signature and Date *

By signing below, I affirm that the information provided is accurate and truthful to the best of my knowledge.

- **Signature:**
- **Date:**

8. For Office Use Only

- **Date Complaint Received:**
- **Received By:**
- **Complaint Reference Number:**
- **Action Taken:** (Include details of the investigation, findings, and resolution. Attach additional pages if necessary.)

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- **Resolution Provided to Complainant:**
 - **Date of Resolution:**
 - **Signature of Investigator:**
 - **Date:**
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Contact Information

For any inquiries or to submit this form, please contact:

Zati Lebanon Association for Autism

Address: 6th floor, Rahbani building, Jdeideh, Mount Lebanon, Lebanon

Phone: +961 71 846 156

Email: info@zatilebanon.org

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