



P.O Box 3242, Somerset Park, 4021 • Tel: 031 572 7800 / Fax: 086 586 9125
Email: info@aaa-bee.co.za • www.aaa-bee.co.za

COMPLAINTS PROCEDURE & FORM

AAA BEE Verification Agency undertakes to investigate all complaints about AAA BEE Verification Agency and make every effort to resolve the matter. The investigation is conducted in accordance with the confidentiality commitment made to the Client and the identity of the complainant is also kept confidential.

AAA BEE Verification Agency will endeavor to conclude the investigation and provide you with the outcome, in writing, within 30 working days from receipt of your complaint plus supporting documentation.

COMPLAINANT DETAILS:

Company Name: _____

Responsible Person: _____

Postal Address: _____

Tel No: _____ E-mail address: _____

PLEASE PROVIDE THE FOLLOWING INFORMATION TO ENABLE US TO INVESTIGATE YOUR COMPLAINT:

Company Name: _____

AAA BEE Verification Agency Certificate No. _____

Reason for complaint:

NB: Evidence on which complaint is based is required (Documents must be certified or commissioned if applicable).

RETURN COMPLETED FORM TO:

AAA BEE Verification Agency
P.O Box 3242, Somerset Park, Umhlanga Rocks, 4012
Tel: 031 572-7800 / Fax: 086 586 9125