

Anonymous Complaints & Feedback Form

Instructions:

1. Complete this form.
2. Forward with any relevant information to our Complaints Manager using the following

Organisation Name:	Prosper Plan Management Pty Ltd
Email Address:	Admin@prosperpm.com.au
Postal Address	1/33 Anson Street, Bentley Park Cairns 4869

3. Remember not to include your name if you prefer to remain anonymous.


Who is the person, or what is the service, about whom you are complaining or providing feedback about?

Name or Person or Service:		
Does the person <i>(if applicable)</i> know you are making this complaint/providing feedback?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

What is your Complaint/Feedback about?

Please provide relevant details to help us understand your concerns.

Include what happened, where it happened, the time it happened and who was involved.





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Supporting Information

Please attach copies of any documentation that may help us to investigate your complaint/feedback (for example letters, references, emails)?

What outcomes are you seeking because of the complaint/feedback?



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Date complaint received:	
Action taken or required:	
Date action completed:	
Name and Role/Position Title of Organisation's Representative:	
Signature:	