

Standard format for the submission of complaints

<b>SUBMISSION OF A COMPLAINT</b> (to be sent by the client to the crowdfunding service provider)
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**1.a Personal data of the complainant**

<b>LAST NAME/LEGAL ENTITY NAME</b>	<b>FIRST NAME</b>	<b>REGISTRATION NUMBER AND LEI (IF AVAILABLE)</b>

<b>ADDRESS: STREET, NUMBER, FLOOR (for firms registered office)</b>	<b>POSTCODE</b>	<b>CITY</b>	<b>COUNTRY</b>

<b>TELEPHONE</b>	<b>E-MAIL</b>

**1.b Contact details (if different from 1.a)**

<b>LAST NAME / LEGAL ENTITY NAME</b>	<b>FIRST NAME</b>

<b>ADDRESS: STREET, NUMBER, FLOOR (for firms registered office)</b>	<b>POSTCODE</b>	<b>CITY</b>	<b>COUNTRY</b>

<b>TELEPHONE</b>	<b>E-MAIL</b>

**2.a Personal data of the legal representative (if applicable) (a power of attorney or other official document as proof of the appointment of the representative)**

LAST NAME	FIRST NAME/LEGAL ENTITY NAME	REGISTRATION NUMBER AND LEI (IF AVAILABLE)

ADDRESS: STREET, NUMBER, FLOOR (for firms registered office)	POSTCODE	CITY	COUNTRY

TELEPHONE	E-MAIL

**2.b Contact details (if different from 2.a)**

LAST NAME/LEGAL ENTITY NAME	FIRST NAME

ADDRESS: STREET, NUMBER, FLOOR	POSTCODE	CITY	COUNTRY

TELEPHONE	E-MAIL

**3. Information about the complaint**

**3.a Full reference of the investment or agreement to which the complaint relates (i.e. investment reference number, name of the project owner/company or crowdfunding project, other references of the relevant transactions, ...)**

**3.b Description of the complaints' subject-matter (please clearly specify the subject matter of the complaint)**

**Please provide documentation supporting the facts mentioned.**

**3.c Date(s) of the facts that have generated the complaint**

**3.d Description of damage, loss or detriment caused (where relevant)**

**3.e Other comments or relevant information (where relevant)**

In \_\_\_\_\_ on \_\_\_\_\_  
place date

*SIGNATURE*

**COMPLAINANT/LEGAL REPRESENTATIVE**

Documentation provided (please check the appropriate box):

Power of attorney or other relevant document .....

Copy of the contractual documents of the investments to which the complaint relates.....

Other documents supporting the complaint:

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