

# **Standard format for the submission of complaints**

SUBMISSION OF A COMPLAINT

(to be sent by the client to the crowdfunding service provider)

*1.a Personal data of the complainant*

Last name/Legal entity name	First name	Registration number and LEI (If available)

Address: street, number, floor (for firms registered office)	Postcode	City	Country

Telephone	Email

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

Last name/Legal entity name	First name	Registration number and LEI (If available)

Address: street, number, floor (for firms registered office)	Postcode	City	Country

Telephone	Email

*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/Legal entity name	First name	Registration number and LEI (If available)

Address: street, number, floor (for firms registered office)	Postcode	City	Country

Telephone	Email

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

Last name/Legal entity name	First name	Registration number and LEI (If available)

Address: street, number, floor (for firms registered office)	Postcode	City	Country

Telephone	Email

**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 complaint's 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 \_\_\_\_\_ (place) on \_\_\_\_\_ (date)*

*SIGNATURE*

