



Minhaj Halal Certification (Pvt.) Limited

Doc # : MHC/REC-01

Customer Complaint Form

Rev # : 00

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Effective Date : 15 Feb, 2021

Name		Date/ Time	
Organization		Phone	
Postal Address		Email address	

Nature of Complaint: _____

Description of Complaint: _____

Signature of Complainant

(For Official Use)

Complaint Received By: _____

Action Taken: _____

Informed Customer of Initial Action Taken: Yes – No

Informed Client of any further Action Taken: _____

File handed over to Compliance Officer: Yes – No

Signature of Concerned Authority: _____

Comments of the Committee based on appellant forum to feedback to customer:

Signed of Committee