

THE CHARTERED INSTITUTE OF PUBLIC FINANCE & ACCOUNTANCY

COMPLAINT FORM

You can find information on how to make a complaint about a CIPFA accountant in the guidance document "Complainants' guide to CIPFA's Disciplinary Scheme". Please also read the notes at the end of this form for guidance on answering the questions below.

The information you provide in this form and as part of your complaint will be used for the purposes of enquiries carried out by CIPFA's disciplinary scheme pursuant to Bye-Laws 23 and 25 of CIPFA's Supplemental Charter and Bye-Laws.

Please complete in block capitals.

1 YOUR DETAILS

NAME _____

ADDRESS _____

DAYTIME TELEPHONE NO. _____

EMAIL ADDRESS _____

2 DETAILS OF THE CIPFA MEMBER ABOUT WHOM YOU WISH TO COMPLAIN

NAME _____

EMPLOYER (IF ANY) _____

ADDRESS OF EMPLOYER _____

NAME OF FIRM IF SELF EMPLOYED _____

ADDRESS OF FIRM _____

3 PLEASE GIVE A BRIEF DESCRIPTION OF YOUR COMPLAINT
(Continue on separate sheets if necessary)

4 HAVE YOU LODGED A COMPLAINT ABOUT THIS CIPFA MEMBER BEFORE? IF SO, PLEASE GIVE DATE OF COMPLAINT.

YES/NO*

(Please delete as appropriate)

5 HAVE YOU TAKEN THE COMPLAINT UP WITH THE CIPFA MEMBER OR THE MEMBER'S EMPLOYER?

YES/NO*

(Please delete as appropriate)

6 IF SO, WHAT HAPPENED?

7 HAVE YOU TAKEN THE COMPLAINT UP WITH THE AUDITOR OF THE ORGANISATION FOR WHOM THE CIPFA MEMBER WORKS?

YES/NO*

(Please delete as appropriate)

8 IF SO, WHAT HAPPENED?

9 HAVE YOU MADE A COMPLAINT TO THE LOCAL GOVERNMENT OMBUDSMAN OR ANY OTHER COMPLAINTS HANDLING BODY?

YES/NO*

(Please delete as appropriate)

10 IF SO, WHAT HAPPENED?

Please enclose relevant supporting copy documents regarding your complaint.

I understand that a copy of this form, enclosures and future correspondence may be copied to the CIPFA member and any other interested third parties.

Signed _____

Dated _____

COMPLETING THE COMPLAINTS FORM

Introduction

Please use this form to make a complaint to CIPFA's professional disciplinary scheme about the conduct of a CIPFA member.

Please fill in those sections which are relevant to your particular circumstances. We will consider anonymous complaints, but we may not be able to take such complaints forward.

If you need help completing this form please contact the Disciplinary Scheme Manager on 020 7543 5721.

Please send the form to:

**The Disciplinary Scheme Manager
CIPFA
3 Robert Street
London
WC2N 6RL**

Question 4

If you cannot be specific about the date of a previous complaint, please give month and year.

Questions 5-10

You may lodge a complaint with CIPFA at any time. You do not have to complain to the member's employer or other regulatory bodies first or, if you do, you do not have to await the outcome of any other complaint. However, CIPFA members are regulated in a number of ways and it will be helpful for us to know what investigations/enquiries have been carried out previously.

Supporting documents

Please enclose copies of all documents that you consider may be relevant. If there is anything else we need we will contact you and let you know.