



United Malacca Berhad  
(1319-V)

## COMPLAINTS AND GRIEVANCES FORM

### *BORANG ADUAN*

Complainant Detail	
Name/ <i>Nama</i> :	Position/ <i>Jawatan</i> :
Contact No./ <i>Telefon</i> :	Estate/ <i>Ladang</i> :
Nationality/ <i>Kewarganegaraan</i> :	Address/ <i>Alamat</i> :

Complaint Information	
Complaint Date/ <i>Tarikh Aduan</i> :	Complaint Taken by/ <i>Pencatat Aduan</i> :
Complaint Detail/ <i>Maklumat Aduan</i> :	
Response to Complaint/ <i>Tindak Balas terhadap Aduan</i> :	
Corrective Action/ <i>Tindakan</i> :	
Cause Arose from Complaint/ <i>Punca Kejadian</i> :	
Follow-up Action/ <i>Tindakan Seterusnya</i> :	
Steps to Consider to Avoid Repeating the Problem/ <i>Langkah untuk Mengelakkan Masalah Berulangan</i> :	

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Complainant's Signature/*Tandatangan Pengadu*  
Date/*Tarikh*:

**For official's use only**

Complaint Status:

Completion Date:

Signature: