

REQUEST (Art. 90(1)) * or COMPLAINT (Art. 90(2)) *

Cover form to be sent to DG ADMIN.B.2 (SC-11 5/45)

Name, Forename⁽¹⁾: Personnel No: Grade: Employment (DG, Department, etc.): Administrative address: Telephone:

Brief purpose/subject: Decision challenged (complaints only)
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I attach for registration my request * / complaint * in quadruplicate.

I am sending a further copy to my hierarchical superior (except in cases concerning private life or if the matter concerns that person directly).

Date and place:

Signature:

<i>INITIALS OF HIERARCHICAL SUPERIOR</i>				<i>REGISTRATION ADMIN.B.2</i>
Name of superior	Title	Date	Signature	

*** Delete as appropriate**

N.B.: The procedure for the treatment of requests and complaints was published in Administrative Notices No 83-2001 of 20.09.2001 You should receive a reasoned decision within four months of the date of submission of the request/complaint. If you do not, your attention is drawn to the periods set out in Articles 90 and 91 of the Staff Regulations.

⁽¹⁾ Where the same complaint is submitted by several people, a list containing the names and administrative addresses of each of them should, if possible, be attached.