



AD-HOC FORM (QUESTIONNAIRE) FOR SUBMITTING COMPLAINTS



Important note : Please send the completed form to the address in the header and/or by e-mail to christian.schuller@eco.etat.lu.
Mark the envelope and e-mail with the mention "Complaint to the Luxembourg OECD National Contact Point".

This interactive form requires at least version 8.1.3 of Adobe Acrobat® Reader®. The latest version of Adobe Acrobat Reader for all operating systems (Windows®, Mac, etc.) can be downloaded free of charge from the Adobe Systems [Adobe Systems Incorporated](http://www.adobe.com) website.

1. Information

Fields marked with a * are mandatory

About the complainant

Name(s) of the complainant(s)¹ :*

Registration number:

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Postal address:

Street address:

Website:

E-mail address :* Phone number :*

Contact person

Name :*

Position:

E-mail address :* Phone number :*

Second contact person

Name:

Position:

E-mail address: Phone number:

You are complaining :* ☐ on behalf of your own members ☐ on behalf of others

If your organisation is filing a complaint on behalf of others, how would you describe your organisational mandate to represent the allegedly aggrieved party in this case ?*

What does your organisation hope to achieve by filing this complaint ?*

¹ Does not have to be an organisation. Can also be a private person, for instance. The term "organisation" is used for the sake of simplicity. Several organisations can also send in a joint complaint.



Fields marked with a * are mandatory

About the co-complainant (if relevant)

Name:*	<input type="text"/>		
Position:	<input type="text"/>		
E-mail address:*	<input type="text"/>	Phone number:*	<input type="text"/>

About the company / legal entity against which the complaint is filed

Name:*	<input type="text"/>
Address of the main office:*	<input type="text"/>

If the complaint concerns a subsidiary or similar entity:

Name of the company/entity:*	<input type="text"/>
Address of the company/entity:*	<input type="text"/>
Affiliation with the main company/entity:*	<input type="text"/>

About the complaint

In your opinion, which provision(s) in the OECD Guidelines has/have been breached by the company or legal entity concerned?*

Give a specific, detailed account of the controversial practice, including information about where the activity or activities have taken place.*

Please provide/list documentation, reports, testimonies or other types of evidence that support the allegations of practices that are in breach of the Guidelines.*

Is the complaint relevant for other countries' National Contact Points, and if so, which countries? Why?*



Fields marked with a * are mandatory

What should the company or legal entity do to remedy the situation described in the complaint?*

Other information of relevance for the Contact Point's consideration of the complaint.

Contact with the company or legal entity

Has your organisation been in contact with, or taken the initiative to establish contact with, the company or legal entity named in the complaint as regards this matter? If so, give an account of how this was done and the outcome of the contact. Provide any documentation such as minutes of meetings, etc.*

Have you taken up the situation described in the complaint, or taken it up in other forums or other NCPs? If so, give an account of any measures that have been taken on the basis of this. Provide any documentation such as minutes of meetings, etc.*

2. Signature

By submitting this complaint form you agree that:

- the complaint and any further material complementing it thereafter will be sent to all involved party(ies) and that the Luxembourg NCP may inform or share the material with any authority or expert it deems appropriate for handling the case
- the Luxembourg NCP, when submitted a Specific Instance, will inform NCP's of other countries involved or potentially involved and share the material with them
- that the National Contact Point has a policy of openness in its proceedings and that any material or information you supply on this form may be subject to public disclosure
- you have in a proper manner marked the specific material it is not permissible to mark all of the material as confidential that may not be subject to public disclosure as confidential, and have stated grounds as to why such confidentiality is necessary
- your active participation is required in order to assess the complaint properly and that you will, to the best of your ability, act in a timely manner and meet the deadlines set by the Luxembourg National Contact Point for dealing with the matter

Date:*

Signature:*