



# ICL SUPPORT SERVICES LIMITED

Rinsurance House (17th Floor) | Tel: (01) 2702517-8  
46, Marina, Lagos, Nigeria | Fax: (01) 2702520  
Email: info@iclsst@investmentcentretd.com | Website: www.investmentcentretd.com

## COMPLAINT/MAINTENANCE FORM

FROM: .....

DATE: .....

TO: .....

Property/Item: .....

Personnel: .....

Origin of Complaint: .....

### List of item(s) for repairs/replacement:

1. ....
2. ....
3. ....
4. ....
5. ....

Any previous complaint: ..... if any when:

Date of last repair(s)/Maintenance (if any)

Action taken.....

Comments: .....

Complainant signature: ..... Date: .....

Implementing officer Name: .....

Signature: ..... Date: .....