



ASAR

Australian Sonographer
Accreditation Registry

Form 5-1

Complaint Notification Form



Australian Sonographer Accreditation Registry Limited
GPO Box 7109 Sydney NSW 2001

Email: registry@asar.com.au, Telephone: (02) 9299 9785, Facsimile: (02) 9299 0493, Website: www.asar.com.au

Issue 1 | Version 2 | Complaint Notification | 11 May 2014



Instructions

- Please read the Feedback/Complaint Procedure information available on the ASAR website at www.asar.com.au before completing this form.
- Use BLOCK letters and black or blue ink when filling in this form if not filling in this form electronically.
- Answer all questions.
- Attach photocopies of any relevant documents, please do not send originals.
- If you require more space to include information, please attach another sheet with your name and signature clearly marked on it.
- Sign the form and mail it to ASAR.

Section 1: Your details

Title (Dr, Mr, Ms, Mrs)

Surname

Given Names

Address

State

Postcode

Phone

Fax

Mobile

Email



Section 2: Details of the complaint.

Summarise the main problem/issues of concern to you.

Please describe the problem/issues in detail below. Outline the specific items you would like addressed. Attach photocopies of any supporting documentation to the end of this form.

Have you tried to resolve the problem/issue before lodging this complaint?

No Yes (Please describe what happened).

Have you lodged this complaint with another organisation (for example, Medicare Australia)?

No Yes (Please provide details).



Section 3: Consent to disseminate information

I consent to ASAR sending a copy of my complaint to the person and/or organisation about whom it is made.

Name

Signature

NB. Submission of this form via email will count as a digital signature

Date

(DD.MM.YY)

How to submit this form

Please follow this simple guide to submit your form

1. Save form to your local drive
2. Fill out the form on screen or print the form and fill it out by hand
3. Choose your method of submission:

→ Email form as attachment by clicking here:

→ Manually attach form to an email and send to: registry@asar.com.au

→ Send via fax to: 02 9299 0493

→ Send by post to:
The Secretariat
Australian Sonographer Accreditation Registry Limited
GPO Box 7109
Sydney, NSW 2001, Australia