



KAIMOSI FRIENDS UNIVERSITY COLLEGE

(A CONSTITUENT COLLEGE OF MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY)

Office of public complaints

Complaints lodging form

Ref. no	
1. Complainant's Details (all information given is voluntary)	
Name (Prof / Dr / Mr / Mrs / Ms)	
ID Number	
Postal address	
Mobile	
Email	
County	
Age	
2. How did you get to know about the institution's complaints mechanism?	
Newspaper/ TV/Radio/WhatsApp/ Referral by friend	
Other (please specify)	
3. Which issue or public institution or public officer or office are you complaining about	.?
Ministry/department/agency:	

4. Have you reported this matter to any other public institution/ public official?

Yes / No

5. If yes, which one?
6. Has this matter been the subject of court proceedings?
Yes/ No
7. Please give a brief summary of your complaint and attach all supporting documents [Note to indicate all the particulars of <i>what</i> happened, <i>where</i> it happened, <i>when</i> it happened and by <i>whom</i>]
8. What action would you want to be taken?
Signature
Date