COMPLAINT ABOUT MALADMINISTRATION

1. From: (name)
   On behalf of:
   Address:
   Tel/ Fax:

2. Against which Community institution or body do you wish to complain?
   - The European Commission
   - The European Central Bank
   - The Council of the European Union
   - The European Parliament
   - The Court of Auditors
   - The Court of Justice*
   - The Economic and Social Committee
   - The Committee of the Regions
   - The European Investment Bank
   - Other Community body
   * except in its judicial role

3. What is the decision or matter about which you complain? When did it come to your attention?
   Add annexes if necessary.

4. What result do you hope to achieve with your complaint? What are your claims?
5. Have you already contacted the Community institution or body concerned in order to obtain redress?

6. If the complaint concerns work relationships with the Community institutions and bodies: have you used all the possibilities for internal administrative requests and complaints, in particular the procedures referred to in Article 90(1) and (2) in the Staff regulations? If so, have the time limits for replies by the Institutions already expired?

7. Has the object of your complaint already been settled by a court or is it pending before a court?

8. Do you agree that your complaint may be passed on to another authority (European or national) if the European Ombudsman decides that he is not entitled to deal with it?

Date and signature:

N.B. 1. Please note that the European Ombudsman should deal with complaints in a public way but that confidential treatment may be granted on request.

N.B. 2. Please send only copies of documents necessary to support your complaint during its preliminary examination.