



**The Kitchen Specialists
ASSOCIATION**

Facsimile/ Memorandum

To:

Date:

Re: Dispute Registration Form

Please find herewith a Dispute Registration Form. Kindly complete this document detailing your complaint – please be brief and concise.

Your completed form will be faxed to the member concerned, for their comment. The KSA will attempt to resolve the complaint amicably between the two parties, however, if unsuccessful, a site mediation will be scheduled and a mediator allocated to assess the installation and detail any corrective action.

All outstanding monies will need to be deposited into the KSA Trust a/c prior to attending to this dispute. Funds will only be released to the member once you are satisfied that the work is completed and the job is signed off by yourself.

The bank account details are as follows:

**Gauteng & Western Cape
The Kitchen Specialists Association
Nedbank Hyde Park
Branch Code: 197205
Account Number: 1972 094 262**

**Kwazulu Natal
The Kitchen Specialists Association
Nedbank
A/c No.: 1648 065 740
Branch: Business KZN
Branch code: 164-826**

We await your completed form and endeavour to assist you in reaching a fair resolve.



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ASSOCIATION**

Dispute Registration Form

- PLEASE**
1. Print or type
 2. Use black ink
 3. Be brief and concise
 4. Include copies of all relevant documents
 5. Provide all particulars

A. PERSONAL PARTICULARS

NAME: _____

RESIDENTIAL ADDRESS: _____ POSTAL ADDRESS _____

CODE: _____ EMAIL: _____

TEL: _____ WORK TEL: _____

CEL: _____ FAX: _____

Preferred method of correspondence: email / fax: _____

ARE THERE ANY MONIES OUTSTANDING?, IF SO HOW MUCH:

**B. PARTICULARS OF PARTY WHOM / WHICH COMPLAINT IS BEING
LODGED**

NAME: _____ NAME(S) AND DESIGNATION(S) OF
_____ PERSON(S) YOU HAVE DEALT WITH:

ADDRESS: _____

CODE: _____

TEL: _____

FAX _____

STATE WHAT YOU THINK WOULD BE A REASONABLE SOLUTION TO THE PROBLEM

DATE: _____ SIGNATURE: _____

NB: HAVE YOU INCLUDED ALL RELEVANT DOCUMENTS?

Please send your complaint to the correct region, please find regional contact details under contacts.