



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 Holding 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.

Please ensure that all 'evidence' is submitted in order for the KSA to act on this complaint. Without "evidence" the KSA is unable to act on this complaint.

Gauteng & Western Cape Banking details for KSA Holding account:

The Kitchen Specialists Association
Nedbank Hyde Park
Branch Code: 197205
Account Number: 1972 094 262

Kwazulu Natal Banking details for KSA Holding account:

The Kitchen Specialists Association
Nedbank
Branch: Business KZN
Branch code: 164 826
Account number: 1648 065 740

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



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 _____

