



Submit a complaint

With this form, you can submit a complaint about the way in which the SZW unit of RCN or a member of staff treated you.

***Please note:** this form is not intended for lodging an objection to a decision. Do you disagree with a decision of the SZW unit of RCN? In that case, you must lodge an objection. The decision sets out how you can do this.*

1 Details of the complainant

Name	
Address	
Place of residence	
Telephone number	
Email address	

2 What is your complaint about?

Which member of staff, department or conduct does your complaint relate to?	
Name member of staff (if known)	
Location	

3 When did the event take place

Date	dd mm yyyy
Time (if known)	
Place	

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4 Description of your complaint

Describe as clearly as possible what happened.

5 Have you already discussed your complaint?

With whom?

When?

What was the outcome?

If no, why not?

6 What do you expect from the handling of your complaint?

7 Enclosures

Are you enclosing documents?

☐ Yes ☐ No

Which?

8 Signature

I hereby declare that I completed this form truthfully.

Place

Date

dd mm yyyy

Signature

Send

You can send this form to:

klachten-szw@rijksdienstcn.com

Or print it out and hand it in at one of the offices of the SZW unit of RCN.

Upon receipt, you receive a written confirmation of receipt.

Your complaint is handled in accordance with Chapter 9
of the General Administrative Law Act.