



HORSE SPORT
IRELAND

HSI Complaint Form

Section A: Your Details		
Full Name:		
Email Address		
Contact Number		
Postal Address	Address 1	
	Address 2	
	Address 3	
	County	
	Eircode / Post Code	
Please state by which of the above methods you would like us to contact you:		
Your requirements If our usual way of dealing with complaints makes it difficult for you to use our service, please tell us so that we can discuss how we might help you. The person who experienced the problem should normally fill in this form. If you are filling this in on behalf of someone else, please fill in section B. Please note that before taking forward the complaint we will need to satisfy ourselves that you have the authority to act on behalf of the person concerned.		

Section B: Making a complaint on behalf of someone else: Their details		
Full Name:		
Postal Address	Address 1	
	Address 2	
	Address 3	
	County	
	Eircode / Post Code	
What is your relationship to them?		
Why are you making a complaint on their behalf?		

Section C: About your complaint (Please continue your answers to the following questions on a separate sheet(s) if necessary)

Please provide a summary of your complaint below to include information like but not limited to:

- What do you think we did wrong, or failed to do?
- How you personally or the person you are representing suffered or has been affected.
- What do you think should be done to put things right?
- Details of any interaction with HSI staff up to now.

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Section D: Signature

Print Name	
Date:	
Signature:	

When you have completed this form, please send it to:

Email: complaints@horsesportireland.ie

Post: Complaints Officer, Horse Sport Ireland, 1st Floor, Beech House, Millennium Park, Naas, Co. Kildare, W91 TK7N.