



**NZEMA EAST MUNICIPAL ASSEMBLY**

**CLIENT SERVICE UNIT (CSU)**



**COMPLAINTS/ENQUIRIES UPDATE/REPORT FORM**

**Date:..... Time.....**

<b>Name of Client:</b>		<b>Client (or Proxy) Contact Details</b> (Address/Tel.no/Location / e-mail/Community)	
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**ACTIONS TAKEN**

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<b>Sign:</b>	
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<i>Comments/Notes by Head of CSU</i>	
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<b>Sign:</b>	
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<i>Comments/Notes by Administrative Head (CD/RCD/MMDCD)</i>	
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<b>Date:</b>		<b>Sign:</b>	
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