



**NASARAWA STATE OF NIGERIA**  
**MINISTRY OF TRADE, INDUSTRY, AND INVESTMENT**

Jos Road, Adjacent St. William's Catholic Cathedral  
Phone: 08038213845 Email: office@mtii.nasarawa.com.ng

**GRIEVANCE REDRESS FORM**

**DATE:** .....

**COMPLAINT NUMBER:** .....

**i. NAME OF OFFICER RECEIVING COMPLAINT** .....

Mode of Receipt

**WRITING**

**VERBAL**

**PHONE**

**SMS**

**E-MAIL**

**ii. DETAILS OF COMPLAINANT**

**FULL NAME:** .....

**RESIDENTIAL ADDRESS:** .....

**BUSINESS/OFFICE ADDRESS:** .....

**TELEPHONE NUMBER:** .....

**E-MAIL ADDRESS:** .....

**VEHICLE NUMBER:** .....

**iii. TYPE OF COMPLAINTS:** .....

**iv. RESPONSIBLE MDA:** .....

**v. DESCRIPTION OF THE COMPLAINT (e.g harassment, unauthorized payments, extortion, others)**

Details:.....  
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vi. DETAILS OF ACCOMPANYING EVIDENCE ATTACHED

vii. AMOUNT LOST:.....

viii. DETAILS OF RESPONDENT

FULL NAME: .....

RESPONSIBLE MDA: .....

DESIGNATION: .....

TELEPHONE NUMBER: .....

E-MAIL ADDRESS: .....

ix. REDRESS SOUGHT BY COMPLAINANT

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x. DATE OF RESPONSE TO COMPLAINT:.....

\_\_\_\_\_  
Signature of Receiving Officer & Date

\_\_\_\_\_  
Signature of Complainant & Date