

[illegible]

Date : _____ Time: _____ Received by : _____



INSTITUTE OF MATERIALS, MALAYSIA

4. Action Taken

5. Acknowledgement

Complainant/feedback provider was informed of the action taken by letter/email/phone
(Attach a copy of the letter/email or a short note of the phone conversation)

6. Complaint/Feedback Closed

☐

Yes

☐

No

If no, please state the reason(s)

IMM Secretariat:

Name: _____

Date: _____

Verified by:

Name: _____

Date: _____