Preliminary Report for Reporting complaints

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| V1.0  APRIL 2021 | |
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This form is for reporting complaints made in relation to the I-REC Standard Foundation, the International Attribute Tracking Standard, Accredited Product Codes, or any other governance documents, as well as processes or role requirements. Please complete the form in as detailed manner as possible. For more information contact, please contact the I-REC Standard secretariat at [secretariat@irecstandard.org](mailto:secretariat@irecstandard.org).

*Please note that Any Entity or group of Entities may submit a complaint to the Board. The Board will review all received complaints and determine the most appropriate process for its resolution. Complaints can be made at any time by any Entity.* *Approved applications, excluding confidential details, will be published on the I-REC Standard website. As such, all final Accreditation or IT changes will eventually need to be updated in this report for publication.*

The word count provided in this document are an estimate necessary to provide clear, well-defined descriptions and processes for reporting a complaint.

**Please provide an explanation of the complaint. (100-400 words).**

**Who is submitting the complaint? Please provide the contact information for all relevant parties, if possible.**

**What is the urgency associated with the complaint?**

**What is the confidentiality associated with the complaint?**

**If applicable, please describe previous attempts to resolve the issue with the relevant parties. Note: in the case the complaint is related to the work of an Accredited or Market Entity, you must provide verifiable documentation of its previous attempts to resolve the issue in addition to this form.**

**Please provide a proposal, if any, for the rectification or improvement of the described complaint. (100-300 words).**

**Is there any additional information you feel is necessary for the I-REC Standard Foundation Board to consider with regards to the complaint, attempts to resolve the issues, etc.**