

**Complaint Outline**  
**Form 7-1A**

**1. Complainant:**

Name: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**2. Member/Firm:**

Name: \_\_\_\_\_

Company/Firm Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**3. Member/Firm Relationship**

a. What is your relationship to the Member/Firm you are complaining about?

Client                      Employee                      Employer

Partner                      Family member

Other (please specify): \_\_\_\_\_

b. Did you hire this Member/Firm?

**Yes** (If there are documents that show you hired the Member/Firm, please attach a copy, e.g. engagement letter(s), cheque(s) payable to the Member/Firm, etc.)

When was the Member ~~DA~~ hired? ~~AAAAAA~~ \_\_\_\_\_

What was the Member ~~DA~~ hired to do? \_\_\_\_\_

Is the matter completed? ~~AAAAA~~ Yes No

Is the Member ~~DA~~ still working for you? Yes No

**No**

Who did the Member ~~F~~ Firm provide services to? \_\_\_\_\_

How are you involved? \_\_\_\_\_

c. What is the subject matter of your complaint relate to?

Corporate Financial Statements

Individual Taxation

Corporate Taxation

Client Service Issue

Other (please specify): \_\_\_\_\_

d. Does your complaint involve a matter currently before a court or other tribunal?

Yes

No

**4. Complaint:**

Please tell us about your complaint (if you require more space, please attach to outline)

Please list the documents you are sending (do not send originals)

5. What do you hope will happen as a result of your complaint? (if you require more space, please attach to outline)

6. Acknowledgement, consent, and signature:

I understand and agree that CPA Ontario may share with and provide copies of the information and/or documents that it receives from me and other parties to the Member or Firm complained about. I understand that CPA Ontario may not be able to process my complaint without supporting documents. I have attached copies of documents that relate to my complaint.

*Note: CPA Ontario is a professional regulatory organization. We cannot award damages or other financial compensation. The Professional Conduct Committee does not resolve fee disputes between Members and their clients or former clients. To access the fee mediation service, please call Practice Advisory at 416-962-1841 ext 4456.*

Date signed: \_\_\_\_\_ Signature of Complainant: \_\_\_\_\_