

## INSTRUCTIONS

- Please complete a separate form for each individual against whom a report/complaint is being made.
- Please write in BLOCK CAPITALS.

## PART A - YOUR DETAILS

Dr  Mr  Ms  Other:

First Name:  Surname:

Physical Address:

Mailing Address:  Postal Code:

Work Phone:  Mobile Phone:

Home Phone:  Email:

## PART B - YOUR REPORT/COMPLAINT (Please indentify the person against whom this report/complaint is made)

Who are you reporting/complaining about? *(if known)*

Name of Individual:

Position:

Name of Organisation:

Physical Address:

Mailing Address:  Postal Code:

Work Phone:  Mobile Phone:

Home Phone:  Email:

What are you reporting/complaining about?

Describe in detail the events that you want to make a report/complaint about. We need to know:

- What happened?
- When?
- Who was there?
- How did you become aware of this matter, i.e. were you there, or did someone tell you about it?
- When did you become aware of this matter?
- Why would you say that what happened was corrupt or wrong? *(note that we only investigate corruption offences as specifically defined under the Anti-Corruption Act. Please refer to our website for an explanation of these offences)*

**PART B - YOUR REPORT/COMPLAINT** *(continued)*

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**PART C - FURTHER INFORMATION** *(continue on additional pages as needed)*

Are you making this report/complaint on behalf of someone else? Yes  No

If yes, how and when did you become aware of the incident?

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## PART C - FURTHER INFORMATION *(continued)*

Do you have any documents, or other evidence, in your possession which supports your report/complaint? *(if so, please describe and attach)*


If you believe there is evidence which would support your report/complaint, but which is not in your possession, please describe this evidence, how you are aware of it, where it is held and by whom.


Are there any other people who may be aware of this matter and may be able to assist the Commission in investigating it? If so, who are they and how may they be contacted?


What do you want to happen as a result of making this report/complaint?


## PART C - FURTHER INFORMATION *(continued)*

Have you reported, or complained about, this matter to any other person or agency? If so, to whom or to which agency? What was the outcome? *(please attach any relevant correspondence)*


Have you tried to resolve this matter in any other way? If yes, please give details and attach any relevant documents.


Are you willing for the Commission to contact you further regarding this matter? If so, how would you like the Commission to do this?

Mailing Address:		Postal Code:	
Work Phone:		Mobile Phone:	
Home Phone:		Other Phone:	
Email:			
Other:			

## Declaration

I hereby declare that the above information is true to the best of my knowledge and belief. I understand that providing false, misleading, or inconsistent information to an investigator acting on behalf of the Anti-Corruption Commission may amount to an offence for which the punishment, on conviction under section 25 of the Anti-Corruption Act (2019 Revision) (as amended), may be a fine up to KYD\$10,000 or a term of imprisonment of up to 3 years.

Signature:

Date:

Remember to:  Sign and date this document; and

Attach copies of any relevant documents

Send your completed form via email to: [info@anticorruptioncommission.ky](mailto:info@anticorruptioncommission.ky)

If the matter is urgent, direct contact should be made with the Senior Investigating Officer (the "SIO") to expedite the process.

To arrange a meeting with the SIO:

Call: +1 (345) 244-3685

Email: [Richard.Oliver@gov.ky](mailto:Richard.Oliver@gov.ky)

Visit the office in person:

4th Floor George Town Financial Center

90 Fort Street, George Town, Grand Cayman

KY1-1106

## For Official Use Only

Case Reference Number:

Date and Time Received:

Name of Secretariat Representative:

Date Placed on the Commission's Agenda:

Report/Complaint Subject to Further Action:

## Privacy Notice

*The personal information collected on this form is for the purpose of processing a complaint pursuant to s.4 of the Anti-Corruption Act (2019 Revision) (as amended) ("Act"). Your personal data will be stored securely and may only be accessed by authorised employees.*

*Your personal data will be shared only as required in order to establish a proceeding before the Anti-Corruption Commission (ACC), to enable the ACC to exercise our functions under the Act or otherwise required by law or order of a competent court. The ACC will ensure that we deal with personal data appropriately and use it only for the purposes of collection.*

*We will share your data if we are required to do so by law - eg., if court ordered, or if your complaint is required to be referred to another agency, eg the Attorney General's Chambers, the Royal Cayman Islands Police, or the Director of Public Prosecutions; however, we will make every effort to inform you before this happens and will only disclose the minimum amount of data required to fulfill the request.*

*We will never rent, sell or share your information with third parties for marketing purposes or purposes other than those described in the paragraph immediately above. Our full Privacy Notice can be reviewed on our website at <https://anticorruptioncommission.ky>.*

*Any questions regarding this privacy notice and/or our privacy practices should be sent by email to the Information Manager at [info@anticorruptioncommission.ky](mailto:info@anticorruptioncommission.ky). Information about your data rights and any complaints regarding the processing of your personal information can be found at <https://ombudsman.ky/data-protection>.*