

IPC01B: CHECKLIST:

Preparation and submission of a complaint to the SAIT

Criteria	Y/N ✓
1. Has the complaint been printed or legibly handwritten in black ink on white A4 paper with a font of 12pt and line spacing of 1.5 or 2?	<input type="checkbox"/> <input type="checkbox"/>
2. Has provision been made for a left margin of at least 3cm, and bottom, right and top margins of 2.5cm?	<input type="checkbox"/> <input type="checkbox"/>
3. Is the complaint in the form of an affidavit, properly commissioned by a commissioner of oaths?	<input type="checkbox"/> <input type="checkbox"/>
4. Is the content of the affidavit divided into numbered paragraphs?	<input type="checkbox"/> <input type="checkbox"/>
5. Have external documents and annexures been attached and correctly referenced? (e.g. "Annexure A", "Annexure B" etc)	<input type="checkbox"/> <input type="checkbox"/>
6. Do you have the original documents saved for the possibility of inspection at a later date?	<input type="checkbox"/> <input type="checkbox"/>
7. Have you clearly indicated particular points being referred to, should your document be voluminous? (e.g. Annexure A, Paragraph 5, Page 6)	<input type="checkbox"/> <input type="checkbox"/>
8. <u>Are all pages sequentially numbered on the top right hand corner of the page, from the first page to the last page?</u>	<input type="checkbox"/> <input type="checkbox"/>
9. Have you included sufficient contact particulars for yourself (telephone number, fax number and e-mail address)?	<input type="checkbox"/> <input type="checkbox"/>
10. Have you completed, signed and attached the IPC01A Referral of Complaint <u>and</u> Declaration and Undertaking by Complainant?	<input type="checkbox"/> <input type="checkbox"/>
11. Has the complaint and annexures been scanned as a 200dpi, black & White PDF document?*	<input type="checkbox"/> <input type="checkbox"/>

* Bundles that are too big to scan and email as a single bundle may be divided into three or four parts e.g.:

Part 1 – pages 1 to 45; Part 2 – pages 46 to 88, Part 3 – pages 89 to 115.