

**ANNEXURE III**  
**REPRESENTATION BEFORE THE OMBUDSMAN**

Date: \_\_\_\_\_

To

The Ombudsman

(specify full address)

Dear Sir / Madam

SUB: *(please make a mention of the order of the Forum against which a representation to the Ombudsman is being made)*

Details of the grievance are as under:

1. Name of the Complainant: \_\_\_\_\_

2. Full address of the Complainant: \_\_\_\_\_

Pin Code: \_\_\_\_\_

Phone No./Mobile No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Email id: \_\_\_\_\_

3. Nature of Connection and Consumer No. *(in case of having applied for a connection, state the application number)*: \_\_\_\_\_

4. Distribution Licensee: \_\_\_\_\_

5. Name and Address of the Forum: \_\_\_\_\_

6. Date of submission of grievance by the Complainant to the Forum *(please enclose a copy of the complaint/grievance)*: \_\_\_\_\_

7. Details of the representation, facts giving rise to the representation *(If space is not sufficient please attach separate sheet)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Whether the consumer has received the final decision of the Forum? *(If yes, please enclose copy of the Forum's order conveying its final decision)*

\_\_\_\_\_

\_\_\_\_\_

9. Nature of relief sought from the Ombudsman

---

---

10. List of documents enclosed (*Please enclose three copies of all relevant documents which support the facts giving rise to the representation*)

---

---

---

11. Declaration

(a) I/ We, the Complainant /s herein declare that:

- (i) the information furnished herein above is true and correct; and
- (ii) I/ We have not concealed or misrepresented any fact stated hereinabove and the documents submitted herewith.

(b) The subject matter of the present representation has never been brought before the Office of the Ombudsman by me/ or by any one of us or by any of the parties concerned with the subject matter to the best of my/ our knowledge.

(c) The subject matter of my/our representation has not been settled through the Office of the Ombudsman in any previous proceedings.

(e) The subject matter of the present representation has not been decided by any competent authority/court/arbitrator, and is not pending before any such authority / court / arbitrator.

Yours faithfully

(Signature)

(Complainant's name in block letters)

**NOMINATION** – (If the Complainant wants to nominate his representative to appear and make submissions on his behalf before the Ombudsman, the following declaration should be submitted.)

I/We the above named consumer hereby nominate Shri/Smt. .... and whose address is .....

..... as my/our REPRESENTATIVE in the proceedings and confirm that any statement, acceptance or rejection made by him/her shall be binding on me/us. He/she has signed below in my/ our presence.

ACCEPTED

(Signature of Representative)

(Signature of Complainant)