

**ANNEXURE II: SUBMISSION OF REPRESENTATION OR APPEAL BEFORE  
OMBUDSMAN**

**REPRESENTATION APPEAL BEFORE THE OMBUDSMAN**

Note: \* indicates compulsory fields

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

To

The Ombudsman

(specify full address)

Dear Sir / Madam

SUB: (please make a mention of the order of the Forum from which a representation / Appeal to the Ombudsman is being made)

Details of the grievance or Appeal are as under:

1. Name of the Complainant/Licensee: \_\_\_\_\_
2. Full address of the Complainant/Licensee\*: \_\_\_\_\_  
Pin Code\*: \_\_\_\_\_  
Phone 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 3 copies of the grievance):  
\_\_\_\_\_
7. Details of the representation / Appeal, facts giving rise to the representation / appeal\* (If space is not sufficient please enclose separate sheet)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Whether the Complainant or Licensee has received the final decision of the Forum?  
(If yes, please enclose three copies of the Forum's order conveying its final decision)

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9. If the Complainant or Licensee has received the final decision of the Forum, whether any amount was assessed by the Forum to be paid by the consumer to the Licensee?  
(If yes, please enclose receipt of the deposit of 1/3rd of such amount with the Ombudsman)

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10. Nature of relief sought from the Ombudsman

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

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12. Declaration

(a) I / We, the Complainant/s or Licensee 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 or Appeal 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 or Appeal has not been settled through the Office of the Ombudsman in any previous proceedings.

(d) The subject matter of the present representation or Appeal 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 or Director of the Licensee name in block letters)

NOMINATION – (If the Complainant / Licensee 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 Complainant/Licensee 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 presence.

I / We the above named Complainant/Licensee 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 presence.

ACCEPTED

(Signature of Representative)

(Signature of Complainant) /

(Signature of Director)

**Note: In case of engaging an Advocate, this authorisation is not necessary. Advocate may file a memo of appearance on his letter head.**