

COMPLAINT AGAINST MEMBER GUIDE

Step 1:

Attend to fill out the **FPI complaints against members form** and lodge the same to the FPI via email or facsimile.

Step 2:

The FPI will attend to verify whether the member against whom the complaint has been lodged is, in fact, a member of the FPI.

If the person against whom the complaint has been lodged is, in fact, not a member of the FPI, the FPI does not have the jurisdiction to investigate or hear a dispute in the matter.

Step 3:

The FPI will take the matter into consideration and, depending on the merits, will request that you submit the complaint in the form of an **affidavit**. The matter will be referred to the Disciplinary Committee.

If the FPI or Disciplinary Committee concludes that the matter does not have sufficient merits, it will not continue further investigation or disciplinary proceedings.

Step 4:

The FPI will afford the member against whom the complaint has been lodged, the opportunity to reply to the allegations against him/her within 21 days of notification thereof, if he/she would wish to reply to the allegations.

Step 5:

The Disciplinary Committee will consider all the available information.

If the Disciplinary Committee concludes that the matter does not warrant the furtherance of disciplinary proceedings, a disciplinary hearing will not be arranged.

Step 6:

A Disciplinary Tribunal will be appointed and a disciplinary hearing will be arranged in terms of the FPI's **Disciplinary Regulations**.