

Easy-to-read version



COMPLAINT FORM



Fill in this document if you wish to make a complaint on the breach of the rights enshrined in the Charter and the Convention relating to the implementation of the EU Cohesion Policy.

If you need help with making a complaint, please check our Instructions for completing the complaint form.

The information is given in an easy-to-read format.

If you need help, you can also reach us at 080 20 23 between 9:00 and 12:00 from Monday to Friday.

The call is free of charge.

1. Personal data

If you are a natural person:

Name: _____

Surname: _____

Telephone number: _____

E-mail: _____

If you are a legal person

(for example, association, company, institute,
organisation, etc.):

Name of the legal person: _____

Telephone number: _____

E-mail: _____

2. Who has supposedly breached rights?

Name and surname of the person who has supposedly breached the rights or has taken part in the breach:

If the rights have been breached by a legal person, write down the name of the legal person who has supposedly breached the rights or has taken part in the breach:

3. EU Funds

Use the X sign to mark which EU Fund provided the money for the project subject to the alleged breach of rights.

If you don't know, you can leave the box blank.

- European Regional Development Fund
- European Social Fund Plus
- Cohesion Fund
- Just Transition Fund
- Other

4. Describe how the breach of rights happened.

5. Have you already reported the breach of rights to anyone?

Circle NO if you have not yet reported the breach.

Circle YES if you have already reported the breach to someone.

If YES, please indicate to whom you have reported the breach.

NO,

I have not yet reported the breach of rights to anyone.

YES,

I have already reported the breach of rights to someone.

If you circled YES,

write down **to whom you have reported the breach of rights.**

6. Evidence of a breach of rights

If you know the person who witnessed the breach of rights, you can write down their name, surname and telephone number or e-mail.

Name: _____

Surname: _____

Telephone number: _____

E-mail: _____

Name: _____

Surname: _____

Telephone number: _____

E-mail: _____

When submitting the form, please enclose other evidence of the breach of rights (for example, documents, letters, photos):

7. Date and signature

Place and date: _____

Signature: _____

Declaration on the protection of personal data

By submitting the complaint form, I confirm that I am aware that the Ministry of Cohesion and Regional Development will process and carefully protect my personal data in accordance with the General Data Protection Regulation.

About the information in this document

Information in this document is given in an easy-to-read format.

The information is meant for everyone who has trouble reading and difficulty understanding the content.

The document follows the recommendations for writing in an easy-to-read format.

The recommendations are published in *Lahko je brati: Nasveti za lahko branje v slovenščini, 2. zvezek*.

This is why we use the Slovenian easy-to-read sign:

© Slovenian Sign for Easy Reading: the Risa Institute.



The document also follows the European Union's recommendations for easy reading.

The recommendations are published in the book *Information for All*.

That is why we also use the European easy-to-read logo.

© European Easy-to-Read Logo: Inclusion Europe



The document uses photos and illustrations which are available for free on the Internet.

We got the photos and illustrations also on the website *Freepic* and *Lahko je brati*.

Complaint form

Adapted by: Živa Jakšič Ivačič

Expert review: mag. Jerneja Stanišič and
mag. Petra Potrpin Bertole.

Test readers: Blaž Kern, Aljaž Bohinc Hušič,
Andrej Tehovnik and Darko Pejić.

Expert support for test readers:

Vlasta Stupar and Kristina Stražišar.

Linguistic review: Marjanca Scheicher

Designed by: Oblikovalni studio 76, Marko Bradica s. p.

Published by: Ministry of Cohesion and Regional
Development

For the publisher: Dr Aleksander Jevšek, Minister

Digital edition.

Information available at:

<https://evropskasredstva.si/lahko-branje/>

Ljubljana, 2023

CIP