



**Official Complaint Form
for Dishonoured Cheques or Credit Cards
(Tendered in Payment of Entry Fees)**

Should a show-giving club receive a dishonoured cheque or declined credit card:

1. The club holding the event under The Canadian Kennel Club rules must address a registered letter to the owner of the dog and the handler, if applicable, giving the owner of the dog thirty (30) days to reimburse the club the money owing.
2. If, after the expiration of thirty (30) days, the club does not receive satisfactory payment of entry fees, then it may address a complaint to the Discipline Committee of The Canadian Kennel Club.
3. The Discipline Committee will require:
 - (1) A photocopy of the registered letter to the owner of the dog.
 - (2) Canada Post verification of delivery.
 - (3) The original cheque and/or credit card authorization.
4. Upon the above criteria being satisfied and at the discretion of the Committee, the matter may then proceed to a hearing of the Discipline Committee in accordance with The By-laws, Section 15.
5. If, after the expiration of thirty (30) days, the club is not reimbursed, the lower portion of this form must be completed and returned to the Regulatory Division of The Canadian Kennel Club with the documentation noted in 3 above.
6. In accordance with policy, complaints of this nature submitted to The Canadian Kennel Club after 120 days from the date of the event will not be accepted.

	Please Print
Name of Club _____	
Date of Event _____	
List of dog(s) (include name, breed, CKC registration number and catalogue number)	

Owned by _____	
Handled by _____	
Cheque/Credit card tendered by _____	
Signature of Club Official _____	
Address of Club _____	