OFFICIAL PACKAGE COMPLAINT

INSTRUCTIONS:

- This guideline has been developed to assist you to request a formal Registration complaint.
- This entire package must be completed to proceed to a Registration Committee hearing.
- A hearing will not be scheduled until the entire package is completed.
- This package will provide the CKC Registration Committee the opportunity to review the evidence of the complaint.
- The Canadian Kennel Club Registration hearings are not "trials", but administrative tribunals and all evidence is supplied to both complainant and defendant in this process.
- Canadian Kennel Club official complaints are administrative in nature and hearings are scheduled at recommended intervals of 30 minutes.
- The CKC Registration Committee holds several Meetings throughout the year, and your completed package will be forwarded to the next available meeting, and all parties will be notified.

Please note the following:

- Evidence: The complaint evidence should not exceed 30 single sided pages including evidence and all supporting documents.

- Forms: Failure to include all forms, documents and the checklist will result in your complaint being rejected.

- Appearance: Zoom links will only be provided if you indicate to the CKC you wish to participate in the hearing.

CHECK LIST TO FILE A REGISTRATION COMMITTEE HEARING

☐ I have completed and signed the Request for a Registration Committee Hearing and the Official Complaint form.

☐ I have identified all my Evidence and ensured that they are relevant and specific.

☐ I have remitted the appropriate hearing fee plus applicable tax as per the Schedule of Fees on the CKC Website, and I understand that Registration hearings are administrative tribunals and not trials and are scheduled at recommended 30-minute time intervals. All evidence is supplied to all parties to a complaint. All evidence must be received by the deadline indicated in the Notice of Hearing. Note: Payment must be made by credit card or cheque.

☐ I am ready to proceed and am requesting the Hearing to be scheduled.

☐ A copy of the complaint form will be included in the file.

☐ I have read the Checklist for having a successful hearing and agree to abide by the procedure set forth.

CORRESPONDENCE SHOULD BE FORWARDED TO:

The Canadian Kennel Club
5397 Eglinton Ave. W., Suite 101
Etobicoke, Ontario
M9C 5K6

CANADIAN KENNEL CLUB® CLUB CANIN CANADIEN MD

5397 EGLINTON AVENUE WEST, SUITE 101, ETOBICOKE, ON M9C 5K6 | TEL (416) 675-5511 | 1 (855) 364-7252 | www.ckc.ca

FILING REQUEST FOR A REGISTRATION COMMITTEE HEARING

Name: _____

Address: _____

_____

Telephone No: Home: ☐☐☐☐☐☐☐☐☐☐

Business: ☐☐☐☐☐☐☐☐☐☐

E-mail: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Membership Number: ☐☐☐☐☐☐☐ **Non Member:** ☐

Certified Cheque: ☐ **Visa:** ☐

Mastercard: ☐ **Money Order:** ☐

Credit Card Number: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Expiry Date: ☐☐☐☐ **CVV:**

DD YYYY

Signature of Credit Card Holder: ☐

Authorized Cardholder Signature

See CKC Schedule of Fees

Fees for goods and services delivered to; Ontario will be subject to 13% HST; Nova Scotia 14% HST; New Brunswick, Newfoundland and Labrador, PEI 15% HST. Fees for goods and services delivered to all other provinces and territories are subject to 5% GST.

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OFFICIAL COMPLAINT FORM

Please type or print when completing this form.

Complainant _____ Defendant _____

_____ _____

_____ _____

_____ _____ _____ _____

E-mail Address Telephone Number E-mail Address Telephone Number

I/We, _____

Declare that _____

_____

_____

_____

The following supporting documents are enclosed:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

_____ _____

Signature of Person Making Declaration