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|  | <h1>Complaint Form</h1> | <b>AK-GI-FM-024</b><br>Rev. 1<br>Date: 12/06/2025 |
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If you would like to raise an official complaint to Al Koot Insurance & Reinsurance, please complete the following details and return the signed form to Al Koot Insurance at Building No. 44, Street No. 840, Al Rawabi Street, Doha, Qatar, P.O. Box. 24563 or via email to [complaints-gi@alkoot.com.qa](mailto:complaints-gi@alkoot.com.qa)

|                                     |               |
|-------------------------------------|---------------|
| <b>Full name:</b>                   |               |
| <b>Company name:</b>                |               |
| <b>Al Koot Policy ID/ Claim ID:</b> |               |
| <b>Tel:</b>                         | <b>Email:</b> |

Please provide details of your complaint mentioning specific dates, names, locations and claim numbers if applicable.

**Signature:** \_\_\_\_\_

**Received by:** \_\_\_\_\_

**Date:**     /     /

**Date:**     /     /

*For internal staff*

Complaint Ref #

Complaint procedure is available in Al Koot website : <[www.alkoot.com.qa](http://www.alkoot.com.qa)>

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