**Submission for Determination**

**(*Note that this document is provided as a template and guide only. Additional pages may be added to this document or a different format may be used.)***

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| **Submission made by** | …………………………………………………………………………………………………………  *(The person making the statement)* |
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| Your role in the dispute? ……………………………………………………………………………………………………. | |
| **Your contact details** | |
| **Name** |  |
| **Phone** |  |
| **Email** |  |

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| **Background**  In this section you should provide some background information:   * Provide details of the parties' relationship * Describe the events / matters leading to the issue in the order of when they happened * What are the relevant sections of the *Motor Vehicle Insurance and Repair Industry Code of Conduct* if applicable? * Explain where the obligations / rights come from (eg. the Code; authorisation of an estimate; a contract; etc. |
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| **Content**  In this section you should provide the main content and more detailed information:   * Provide arguments / reasons for your claim * Make sure that you support your claim/s by referring to any evidence that supports your claim noting the attachment number |
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| **Evidence**   * List the documents, witness statements, photographs or any other evidence that you are providing to support your claim. * Make sure that each item is individually identified with letters / numbers (ie. Attachment A, B, C) |
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| **Other comments or additional information** | |
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| **I confirm that the information provided above is correct at the time of the submission.** | |
| **Signed** |  |
| **Name** |  |
| **Date** |  |