

New Zealand Telecommunications Forum
Code Compliance Framework

NOTICE OF POTENTIAL BREACH

NOTIFICATION DETAILS			
Notification Date:			
TCF Code to which this Notice relates:	(full name and date of Code)		
COMPLAINANT ORGANISATION			
Legal Company Name:			
Postal Address:			
Telephone:			
Is your organisation a:	Signatory to the Code to which this Notice relates?	YES/NO	
	Third party identified in the Code to which this Notice relates?	YES/NO	
<i>Note: Only Code Signatories or select Third Parties may file a Notice of Potential Breach. In all other instances please contact the Compliance Officer for further information.</i>			
COMPLAINANT CONTACT DETAILS			
Details of person authorized to discuss this Notice.			
Full Name:			
Position:			
Postal Address:	(if different to organisation postal address above)		
Email address:			
Phone:		Fax:	
PARTY ALLEGED TO BE IN BREACH			
Details of party against which this Notice of Potential Breach is made.			
Legal Company Name:			
DETAILS OF POTENTIAL BREACH			
Date breach occurred:			
Description of circumstances:			
TCF Code clauses alleged to be breached:			
Impact of potential breach:			
Resolution:	(Describe any steps that could be taken to minimise or resolve the impact)		
Supporting attachments:	(Where applicable, provide any supporting evidence or information to support investigation of this Notice of Potential Breach.)		
Confidentiality:	(Please identify any information you consider confidential)		
SELF-REPORTED BREACH			
Is this a self-reported breach?	YES (complete this section) / NO (skip this section)		
What action is being taken to resolve the breach?			
What is the expected timeframe for resolution?			
DECLARATION			
I confirm that the information provided in this Notice of Potential Breach is true and correct to the best of my knowledge.			
Name:		Date:	
Signature:		Position:	

Please send the completed form to: compliance@tcf.org.nz