NACVA Complaint Report Form

Please complete the following information so that we may properly review and investigate your complaint. NACVA is a highly professional organization, and we view our obligation to our profession, or members and the public as being critical to the long-term success of our profession. All matters and names of individuals put before the Ethics Oversight Board or the Executive Advisory Board shall be kept in strict confidence. (Print or Type)

Date of Complaint: _____

Is this matter/case currently involved in any form of litigation? ❑ Yes ❑ No

If so, this Board cannot consider a complaint until the matter has been resolved. At that time, you may file a complaint, if applicable.

Complaining Party:

Name: _____ Name of Firm/Company: _____

Address: (include Mail Stop, if applicable) _____

City: _____ State: _____ ZIP: _____

Tel: _____ Fax: _____ E-mail: _____

Name of NACVA Member you are Filing your Complaint Against:

Name: _____ Name of Firm/Company: _____

Address: (include Mail Stop, if applicable) _____

City: _____ State: _____ ZIP: _____

Tel: _____ Fax: _____ E-mail: _____

- Please describe in detail why you believe this member is in violation of NACVA's Professional Standards. (We do not investigate fee disputes.) In your description, please identify **specific** problems with the member's report (found to be in violation).
- Identify which Standards have been violated (for example, 3.7 Valuation Approaches and Methods, 3.11 Capitalization/Discount Rate, 4.3.b.(1) Reporting Standards—Detailed Reports, Non-operating assets and liabilities, etc.) Note: If/when the litigation engagement is subject to discovery and/or cross-examination, NACVA's Reporting Standards do not apply. Click on the following link to refer to NACVA's Professional Standards: http://www.nacva.com/PDF/NACVA_Standards_FINAL.pdf.
- You **must** identify (**mark/label**) the specific page number(s) in the report and/or exhibits, and (**highlight/underline**) where each violation exists within the report. This level of detail will greatly assist the Board in reviewing your Case and in their investigation of this Complaint (include additional pages as necessary).

Reference Standard #	Standard Violated	Describe in Detail the Potential Violation of Referenced Standard

NACVA Complaint Report Form

Reference Standard #	Standard Violated	Describe in Detail the Potential Violation of Referenced Standard

Attach additional pages, if necessary, to fully describe your case. Please provide complete documentation that will assist the Board in determining whether an investigation is warranted.

You **must** familiarize yourself with NACVA's Ethics Policies and Procedures. This document can be found on NACVA's website at: http://www.nacva.com/PDF/Ethics_PP.pdf. The purpose for this is to advise you of the process should your Case warrant an investigation. Any action taken by the Ethics Oversight Board could potentially take several months due to the Board's limited meeting schedule. You will **not** receive updates during the investigation. You will, however, receive a final closing letter.

Attestation: I hereby attest that the information provided above is true and accurate to the best of my knowledge. I grant NACVA the right to verify and investigate any of the information provided.

Attestation/Signature*: _____ **Date:** _____

* *Your signature will authorize NACVA to confirm the above information via e-mail and/or fax, if necessary, and authorize NACVA to use either medium for future communication. NACVA will not disclose or share this information with third parties to secure confidentiality.*

Submit Complaint Form (along with a copy of the report in question) to:
Pam Bailey, Executive Director
E-mail: pamb1@nacva.com, Private Fax: (801) 412-7218, or Mail in Confidence to NACVA Headquarters

NACVA—National Association of Certified Valuation Analysts
1111 Brickyard Road • Suite 200 • Salt Lake City • Utah • 84106-5401
Tel: (801) 486-0600 • Fax: (801) 486-7500 • Internet: www.nacva.com