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1. Personal details of the Complainant / Informant:

(a) Name : #Name#

(b) Father's / Husband's Name: #FatherName#

(c) Address: #Address#

(d) Phone number & Fax : #Phone#

(e)         Email: #Email#

2. Place of Occurrence:

a) Distance from the police station : #PoliceStation#

b) Direction from the police station: #PoliceStation#

3. Date and Hour of Occurrence: #OccurrenceDate#

4. Offence: #Offence#

a) Nature of the offence (e.g. murder, theft, rape, etc.) : #Offence#

b) Section (To be decided/written by Office only )

c) Particulars of the property (in case one has got stolen):

5. Description of the accused:

6. Details of witnesses (if any): #WitnessDetail#

7. Complaint: Briefly lay down the facts regarding the incident reported in  an  accurate way.

#ComplaintDetail#

Note: At the end of the complaint, the complainant’s/informant’s signature or thumb impression should be there.

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