

## How to lodge a complaint?

1. Customers may lodge a query or complaint with our Complaints Management Unit at the iTaukei Land Trust Board (TLTB) using the following mode:



iTaukei Land Trust Board 431 Victoria Parade, G.P.O Box 116, Suva. TOLL FREE 0800 3312 533



info@tltb.com.fj



In person



iTaukei Land Trust Board



text or call (679) 9995 386



(679) 9995 386



@iTaukeiLand

2. Customers need to provide basic information including TLTB File Reference Number, Lease Aplication Number, etc. to assist TLTB in dealing with the issues in a timely manner.

## 3. Customers/Complainants to provide:

- iv. For active leases:
  - a.) TLTB Ref or Lease Account Nos
  - b.) Gist of complaint to be clear
- ii. Lease Applications:
  - a.) Lease Application Case No.
  - b.) Lease Application fee receipt No.
  - c.) Lease Applicant's name
  - d.) Location of area applied for e.g Nausori/Namalata/ Sabeto/Lautoka
  - e.) Gist of complaint to be clear
- iii. LOU Issues:
  - a.) LOU Name
  - b.) If ED application matter, DOB, LOU Name, TK No (if possible), Tokatoka Name, Village, District, Province
- 4. It is important for customers to provide his or her contact (telephone number, mobile or email address), while lodging a complaint so that TLTB can provide a response.

## **Our Contacts:**

**Complaints Management Unit**:



(679) 3312 733 Ext. 639



(679) 9995 386



info@tltb.com.fj

\*All complaints will be treated with urgency and confidentiality.