**Form for submitting a complaint**

**to the Ireland National Contact Point (NCP) for the OECD Guidelines for Multinational Enterprises (MNEs)**

If you would like to submit a complaint to the Ireland NCP, please first read our [*Procedures for Dealing with Complaints Brought Under the OECD Guidelines for Multinational Enterprises*](https://enterprise.gov.ie/en/Publications/Publication-files/Procedures-Ireland-NCP-under-OECD-Guidelines.pdf) *(referred to as rules of procedure)* and then complete this submission form.

This submission form is intended to provide relevant information to assist the Ireland NCP consider the complaint and carry out an initial assessment in line with its rules of procedure. Additional information can also be provided accompanying this form. Please note the Ireland NCP will forward any information provided to the enterprise, unless a strongly argued case is made for specified information to be withheld, e.g. need for anonymity for personal safety.

The Ireland NCP will consider complaints relating to a multinational enterprise registered in Ireland, or an Irish multinational operating in another country. If you wish to issue a complaint about the activity of a multinational in another country, you should contact the NCP of that country (if it exists).

If you have any questions about the process to submit a complaint or wish to submit a complaint using this submission form, you can email the Ireland NCP at [oecdncp@enterprise.gov.ie](mailto:oecdncp@enterprise.gov.ie). Alternatively you can submit your complaint by post to:

Ireland National Contact Point for the OECD MNE Guidelines,

Trade Division,

Department of Enterprise, Trade and Employment,

23 Kildare St,

Dublin 2,

D02 TD30

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| **Complainant information (please provide details for at least two contact persons)** | |
| **Contact Person I** | |
| Name |  |
| Title |  |
| Email address |  |
| Telephone number |  |
| Street address |  |
|  |  |
| **Contact Person II** | |
| Name |  |
| Title |  |
| Email address |  |
| Telephone number |  |
| Street address |  |

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| **Organisation and mandate** | |
| *If you are submitting this complaint on behalf of an organisation, please outline the organisation’s purpose, goals and mission:* | |
| Organisation website |  |
| Organisation address |  |
| *Please outline your interest in lodging this complaint. If you are bringing a complaint on behalf of others, please outline your mandate to do so:* | |

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| **Respondent enterprise information** | |
| Company name |  |
| Location and address of company headquarters |  |
| Contact person (if known) |  |
| Email address (if known) |  |
| Telephone number (if known) |  |
| *Please provide any available information about the corporate structure of the enterprise:* | |

In assessing specific instance complaints, the Ireland NCP will have regard to the criteria outlined in the Implementation Procedures of the [OECD Guidelines for Multinational Enterprises](https://www.oecd.org/daf/inv/mne/48004323.pdf), p. 82, paragraph 25.

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| **Complaint information** |
| *In which country or territory did the breaches of the OECD Guidelines occur?* |
| *Is this complaint relevant to the National Contact Points of any other OECD member states?* |
| *Please state the underlying facts of the complaint, outlining the ways in which the enterprise breached the OECD Guidelines, including the names of relevant dates, parties and locations:* |
| *Please list the provisions of the OECD Guidelines which you believe the enterprise has breached, along with information outlining the nature of each violation:* |
| *Provide evidence or information to support the allegations, e.g. official documents, reports,*  *studies, articles, witness statements can all be considered. Please note that the Ireland NCP cannot consider anecdotal evidence or unsubstantiated claims:* |
| *Please list any annexes or supporting documents you wish the Ireland NCP to consider:* |

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| **Contacts with enterprise** |
| *Outline any contacts your organisation has had with the respondent enterprise to date, including any attempts to resolve the issues. Provide copies of correspondence if available:* |
| **Parallel proceedings** |
| *Please outline any parallel proceedings which have been undertaken to resolve this issue through other fora:* |
| **Objectives and outcomes** |
| *What outcomes does your organisation hope to achieve through this process?* |
| *What action(s) do you think the enterprise should take to resolve the issue(s)?* |