

**PRINCE EDWARD ISLAND
HUMAN RIGHTS COMMISSION**

RESPONDENT'S RESPONSE FORM

The purpose of this form is to assist you in providing relevant information to the Prince Edward Island Human Rights Commission. The complaint form specifies the allegations and gives a summary of the information on which the complaint is based. Your response to the issues identified in the complaint will assist the Commission staff to complete their investigation as quickly as possible. If you have any questions about the issues you should address, please contact the Human Rights office. While we require the following information immediately, additional information may be provided later.

1. a) Full legal name:

b) Indicate whether the establishment is a corporation, partnership or sole proprietorship:

c) Name and title of Chief Executive Officer and or owners:

d) Name, business address and telephone number of company official or agent with whom we should deal:

2. Please attach a detailed response to the allegations set out in the enclosed complaint. The information provided should be specific with respect to dates, times, places and persons involved. Indicate if any items in the complaint are incorrect or incomplete.

3. Please attach copies of any documentation which may be relevant to the issues of this complaint.

4. Can you suggest how, in your opinion, this matter might reasonably be resolved?

Signature of Respondent

Title or position

Date

Mail or hand deliver to: Prince Edward Island Human Rights Commission
98 Water Street
PO Box 2000
Charlottetown PE C1A 7N8