

April 2023



IRONCLAD **ASSET MANAGEMENT**

Complaints Management Framework

Ironclad Asset Management (Pty) Ltd | 2015/062854/07

155 West Street, Sandown, Sandton, 2031 | +27 (0) 10 970 3200 | **Director:** Bruno Schwalbach, CFA

Contents

Complaints Management Framework.....	1
1. PURPOSE	2
2. OBJECTIVE	2
3. APPLICATION	2
4. DEFINITIONS	2
5. ALLOCATION OF RESPONSIBILITIES	3
a. COMPLAINTS MANAGEMENT	3
b. DECISION MAKING.....	3
6. CATEGORISATION OF COMPLAINTS	3
7. COMPLAINTS RESOLUTION PROCESS.....	4
9. REPRESENTATIVES AND SUPPLIERS	5
10. DECISIONS RELATING TO COMPLAINTS	5
11. COMPLAINTS ESCALATION AND REVIEW PROCESS	5
12. RECORD KEEPING, MONITORING AND ANALYSIS.....	5
13. COMMUNICATION WITH COMPLAINANTS.....	6
14. ENGAGEMENT WITH OMBUD AND REPORTING.....	6
15. APPROVAL	7
Annexure A - Definitions.....	8
Annexure B – Complaints Resolutions Process.....	11
Annexure C – Acknowledgement Letter	19
Annexure D – Letter where outcome is not in favour of customer.....	20
Annexure E – Letter where outcome is in favour of customer	21
Annexure F – Important contact details	22

1. PURPOSE

The FAIS General Code of Conduct requires that a financial services provider (FSP) must establish, maintain and operate an adequate and effective complaints management framework to ensure the effective resolution of complaints and the fair treatment of complainants.

Treating Customers Fairly (TCF) Outcome 6 provides that “Customers do not face unreasonable post-sale barriers imposed by firms to change a product, switch providers, submit a claim or lodge a complaint”.

This document provides a complaints procedure in conformance with legislative expectations and sets out the process that the FSP will follow in order to resolve the complaint.

2. OBJECTIVE

The Complaints Management Framework aims to assist our personnel and Representatives to apply a consistent and fair response to all complaints. Ironclad Asset Management (Ironclad) is committed to treat all complaints in line with the regulatory requirements and the TCF outcomes.

3. APPLICATION

This framework applies to all Ironclad personnel and Representatives (Reps) that have been appointed to Ironclad’s licence.

Ironclad is also a Juristic Representative (JR) of Prime Asset Managers (Pty) Ltd so complaints relating to business conducted under the PAM license should be handled according to the PAM Complaints Framework.

4. DEFINITIONS

The definitions as defined in the FAIS General Code of Conduct as amended are set out in Annexure A.

5. ALLOCATION OF RESPONSIBILITIES

a. COMPLAINTS MANAGEMENT

The board of directors or in the absence of a board, the governing body and key individuals of the FSP is responsible for the effective complaints management and must:

- approve and oversee the effectiveness of the implementation of the business complaints management framework.

The Head of Operations is responsible for keeping a record of all complaints, maintaining the Complaints Register, managing the communication between the client, the Rep, and the Key Individuals, reviewing the Complaints Management Framework, reporting to the Key Individuals, identifying processes to be implemented by Ironclad and/or its Reps in order to avoid the recurrence of complaints of a similar nature, arranging training of all Reps on the Ironclad Complaints Management Framework.

b. DECISION MAKING

Any person that is responsible for making decisions or recommendations in respect of complaints generally or a specific complaint must:

- be adequately trained,
- have an appropriate mix of experience, knowledge, and skills in complaints handling, fair treatment of customers, the subject matter of the complaints concerned and relevant legal and regulatory matters,
- not be subject to a conflict of interest, and
- be adequately empowered to make impartial decisions or recommendations.

The Director and Head of Operations are responsible for making decisions or recommendations in respect of complaints received within the FSP.

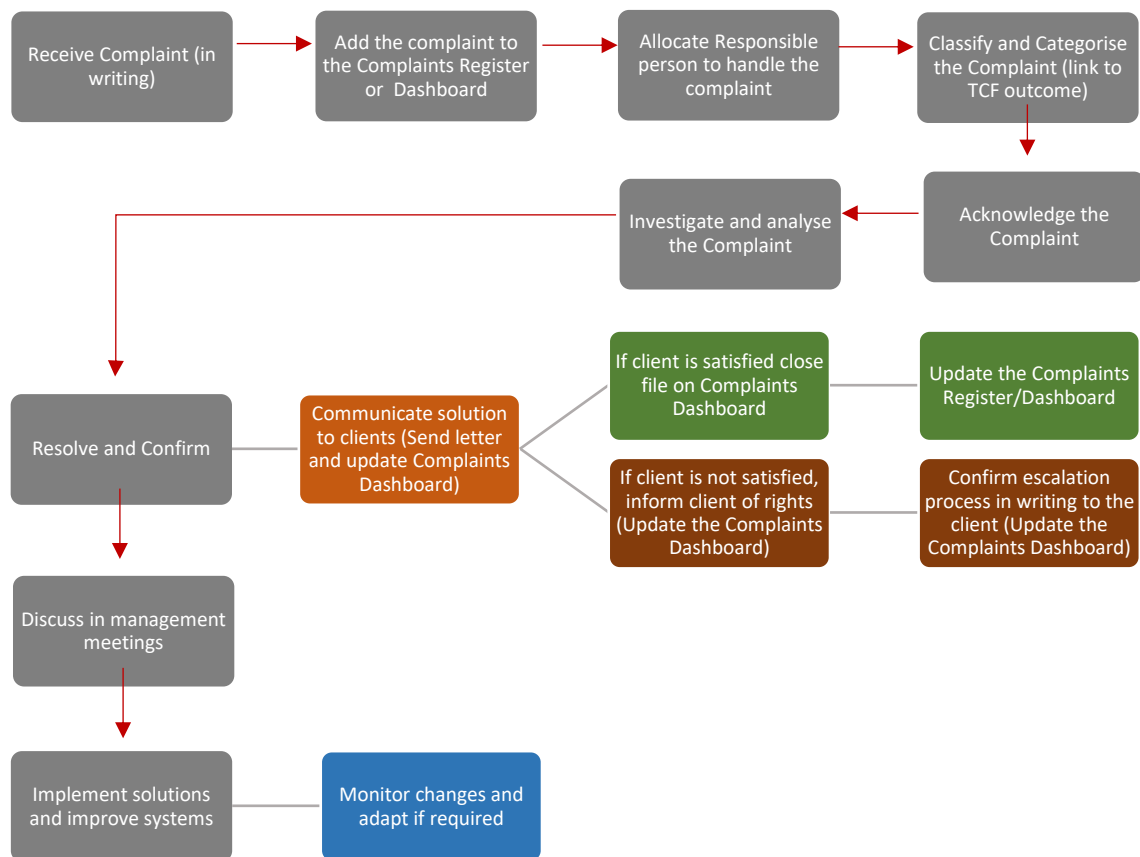
6. CATEGORISATION OF COMPLAINTS

The categories of complaints that PAM has identified have been set out in the Complaints Register.

7. COMPLAINTS RESOLUTION PROCESS

The complaints management process that will be followed by Ironclad and its Reps has been illustrated below.

Please refer to Annexure B for the detailed complaints process.



9. REPRESENTATIVES AND SUPPLIERS

The process that has been set up in this document must be followed by Reps as described.

Where the complaint relates to the product and/or services of a supplier, Ironclad (together with its Reps) will raise the matter immediately with the relevant supplier, keep the client informed of all correspondence and ensure that a response is received from the supplier timeously.

10. DECISIONS RELATING TO COMPLAINTS

Ironclad undertakes to ensure that:

- where a complaint is upheld, any commitment by the FSP to make a compensation payment, goodwill payment or to take any other action will be carried out without undue delay and within any agreed timeframes.
- where a complaint is rejected, the FSP will provide the complainant with clear and adequate reasons for the decision and inform the complainant of any applicable escalation or review processes, including how to use them and any relevant time limits.

11. COMPLAINTS ESCALATION AND REVIEW PROCESS

As Ironclad is a relatively small business, and all decisions relating to complaints must be approved by the Key Individuals, there is no escalation process. However, should the client be dissatisfied with the outcome of a complaint, they can request for a reconsideration of the initial decision, in which circumstances the Board of Directors and Key Individuals will consult for a second review, and this will be communicated to the client.

12. RECORD KEEPING, MONITORING AND ANALYSIS

The Ironclad operational team will be responsible to maintain the Complaints Register and to store all correspondence and supporting evidence relating to the complaint in a folder on Ironclad's SharePoint.

The Ironclad operational team will provide the Key Individuals with a report at the quarterly Key Individual meeting of any complaints during the period and will recommend processes which could be implemented to ensure that complaints of a similar nature can

be avoided. The Ironclad operational team will be responsible to implement any agreed new or changes in processes. If necessary, the Risk Register will be updated with any newly identified risks as a result of the complaints received.

13. COMMUNICATION WITH COMPLAINANTS

Ironclad will ensure that:

- its complaint processes and procedures are transparent, visible and accessible through channels that are appropriate to the provider's clients.
- It does not impose any charge for a complainant to make use of complaint processes and procedures.
- All communications with a complainant will be in plain language.
- Wherever feasible, it will provide clients with a single point of contact for submitting complaints.
- The following information is disclosed to a client:
 - the type of Information required from a complainant
 - where, how and to whom a complaint and related information must be submitted
 - expected turnaround times in relation to complaints
 - any other relevant responsibilities of a complainant
- within a reasonable time after receipt of a complaint, it will acknowledge receipt thereof and promptly inform a complainant of the process to be followed in handling the complaint including:
 - contact details of the person or department that will be handling the complaint
 - indicative and, where applicable, prescribed timelines for addressing the complaint
 - details of the internal complaints escalation and review process if the complainant is not satisfied with the outcome of a complaint
 - details of escalation of complaints to the office of a relevant ombud and any applicable timeline
 - details of the duties of the provider and rights of the complainant as set out in the rules applicable to the relevant ombud.
- Complainants will be kept adequately informed of:
 - the progress of their complaint
 - causes of any delay in the finalisation of a complaint and revised timelines, and
 - the FSP's decision in response to the complaint.

14. ENGAGEMENT WITH OMBUD AND REPORTING

Ironclad and its Reps will co-operate with the relevant Ombud and provide the appropriate and relevant information if requested to do so, within the required timelines.

Should the Regulator require any report relating to client complaints, Ironclad will co-operate and provide the necessary information within the required timelines.

15. APPROVAL

The Framework is approved by the board of directors.

Annexure A - Definitions

"client query" means a request to the provider or the provider's service supplier by or on behalf of a client, for information regarding the provider's financial products, financial services or related processes, or to carry out a transaction or action in relation to any such product or service;

"complainant" means a person who submits a complaint and includes a –

- a) client;
- b) person nominated as the person in respect of whom a product supplier should meet financial product benefits or that person's successor in title;
- c) person whose life is insured under a financial product that is an insurance policy;
- d) person that pays a premium or an investment amount in respect of a financial product;
- e) member;
- f) person whose dissatisfaction relates to the approach, solicitation marketing or advertising material or an advertisement in respect of a financial product, financial service or related service of the provider,

who has a direct interest in the agreement, financial product or financial service to which the complaint relates, or a person acting on behalf of a person referred to in (a) to (f);

"complaint" means an expression of dissatisfaction by a person to a provider or, to the knowledge of the provider, to the provider's service supplier relating to a financial product or financial service provided or offered by that provider which indicates or alleges, regardless of whether such an expression of dissatisfaction is submitted together with or in relation to a client query, that -

- a) the provider or its service supplier has contravened or failed to comply with an agreement, a law, a rule, or a code of conduct which is binding on the provider or to which it subscribes;
- b) the provider or its service supplier's maladministration or wilful or negligent action or failure to act, has caused the person harm, prejudice, distress or substantial inconvenience; or
- c) the provider or its service supplier's has treated the person unfairly;

"compensation payment" means a payment, whether in monetary form or in the form of a benefit or service, by or on behalf of a provider to a complainant to compensate the complainant for a proven or estimated financial loss incurred as a result of the provider's contravention, non-compliance, action, failure to act, or unfair treatment forming the basis of the complaint, where the provider accepts liability for having caused the loss concerned, but excludes any -

- a) goodwill payment;

- b) payment contractually due to the complainant in terms of the financial product or financial service concerned; or
- c) refund of an amount paid by or on behalf of the complainant to the provider where such payment was not contractually due;

and includes any interest on late payment of any amount referred to in (b) or (c);

"goodwill payment" means a payment, whether in monetary form or in the form of a benefit or service, by or on behalf of a provider to a complainant as an expression of goodwill aimed at resolving a complaint, where the provider does not accept liability for any financial loss to the complainant as a result of the matter complained about;

"member" in relation to a complainant means a member of a -

- a) pension fund as defined in section 1(1) of the Pension Funds Act, 1956 (Act 52 of 1956);
- b) friendly society as defined in section 1(1) of the Friendly Societies Act, 1956 (Act 25 of 1956);
- c) medical scheme as defined in section 1(1) of the Medical Schemes Act, 1998 (Act 131 of 1998); or
- d) group scheme as contemplated in the Policyholder Protection Rules made under section 62 of the Long-term Insurance Act, 1998, and section 55 of the Short-term Insurance Act, 1998;

"rejected" in relation to a complaint means that a complaint has not been upheld and the provider regards the complaint as finalised after advising the complainant that it does not intend to take any further action to resolve the complaint and includes complaints regarded by the provider as unjustified or invalid, or where the complainant does not accept or respond to the providers proposals to resolve the complaint;

"reportable complaint" means any complaint other than a complaint that has been -

- a) upheld immediately by the person who initially received the complaint;
- b) upheld within the provider's ordinary processes for handling client queries in relation to the type of financial product or financial service complained about, provided that such process does not take more than five business days from the date the complaint is received; or
- c) submitted to or brought to the attention of the provider in such a manner that the provider does not have a reasonable opportunity to record such details of the complaint as may be prescribed In relation to reportable complaints; and

"upheld" means that a complaint has been finalised wholly or partially in favour of the complainant and that -

- a) the complainant has explicitly accepted that the matter is fully resolved; or
 - b) it is reasonable for the provider to assume that the complainant has so accepted;
- and

all undertakings made by the provider to resolve the complaint have been met or the complainant has explicitly indicated its satisfaction with any arrangements to ensure such undertakings will be met by the provider within a time acceptable to the complainant.

Annexure B – Complaints Resolutions Process

Process Step	Step Details
1. Lodge/Receive a Complaint	<ul style="list-style-type: none"> • The client is to submit the complaint to the FSP in writing by email to admin@ironcladam.com or to the Rep that the client is dealing with. • The client must submit sufficient detail of the complaint, this includes their: <ul style="list-style-type: none"> ○ Name and surname ○ Policy number ○ ID number ○ Postal address ○ Financial Advisor ○ Product Supplier ○ Product Type ○ Brief detail of the complaint
2. Acknowledge	<p>The FSP will:</p> <ul style="list-style-type: none"> • Acknowledge all complaints within 48 hours of receipt (or 24 hours if received by a third party or legal advisor). • Clearly and transparently communicate the availability and contact details of the relevant Ombud services to complainants (clients) at all relevant stages of the relationship with a client, including at the start of the relationship and in relevant periodic communications. • Ensure all communication with a complainant is in plain language. • Provide, wherever feasible, clients with a single point of contact for submitting complaints. • Promptly inform a complainant of the process to be followed in handling the complaint, including- <ul style="list-style-type: none"> ○ Contact details of the person or department that will be handling the complaint; ○ indicative and, where applicable, prescribed timelines for addressing the complaint; ○ details of the internal complaints escalation and review process if the complainant is not satisfied with the outcome of a complaint; ○ details of escalation of complaints to the office of a relevant Ombud and any applicable timeline; and ○ details of the duties of the provider and rights of the complainant as set out in the rules applicable to the relevant Ombud • Follow up telephonic acknowledgments with a written response either by SMS or email. • Despatch a complaint reference number to the complainant on the acknowledgment of the complaint. • Disclose to the client: <ul style="list-style-type: none"> ○ the type of information required from a complainant; ○ where, how, and to whom a complaint and related information must be submitted;

Process Step	Step Details
	<ul style="list-style-type: none"> ○ expected turnaround times concerning complaints; and ○ any other relevant responsibilities of a complainant. ● Despatch the details of the person allocated to the complaint to the complainant within 48 hours from receipt.
<p>3. Allocate a Responsible person</p>	<p>The FSP will ensure that:</p> <ul style="list-style-type: none"> ● The complaint is allocated and dealt with by a trained staff member. ● The person responsible for the clients' complaint will furnish the client with his/her contact details and the reference number of the complaint (if applicable) ● The Complaints Manager/Key Individual has oversight over the complaints allocated to various personnel
<p>4. Classify</p>	<p>The FSP will:</p> <ul style="list-style-type: none"> ● Ensure that all potential issues are captured and classified for escalation, review, and action, as required ● Reduce any complaint, issue or negative client interaction to writing then log and classify for action ● Where a third party is acting on behalf of a complainant, the FSP will ensure that such third party delivers a certified or original consent or power of attorney to act on behalf of a complainant: <ul style="list-style-type: none"> ○ no further dealings will be pursued with such a third party until the proper authority is obtained, however ○ the complaint will be taken up directly with the complainant on whose behalf the complaint is made ● Formally log all complaints using a relevant process / Complaints Register (whether manual or via computer database system) <p>Risk</p> <p>All complaints will be prioritised as follows:</p> <p><u>Low Risk</u> - These are routine complaints with potentially low business impact.</p> <p>Routine complaints:</p> <ul style="list-style-type: none"> ● require a response to the client within 15 working days ● have the potential of becoming serious or official complaints if disregarded or ignored by the FSP ● require staff to review the complaint and its priority with the Complaints Manager/Key Individual before proceeding to the next step ● requires the Complaints Manager/Key Individual to decide on the appropriate person(s) to carry out subsequent steps, including the investigation

Process Step	Step Details
	<p><u>Medium Risk</u> - These complaints are urgent and can have a serious business impact.</p> <p>Serious complaints:</p> <ul style="list-style-type: none"> • require a response to the client within 5 - 10 working days • are logged on media platforms, received from Legal Advisors or immediately evidence contravention of legislation requirements such as failure to conduct a proper Needs Analysis • can cause reputational harm to a business and/or may cause financial loss to a client • need to be handled by the Complaints Manager/Key Individual or a suitable senior person delegated to the task by the Complaints Manager/Key Individual • Complaints received from third parties and/or Legal Advisors will be responded to within 24 hours: <ul style="list-style-type: none"> ○ acknowledge receipt of the complaint ○ further requesting authority to act on the complainant's behalf such as a power of attorney or consent by the complainant to deal with the complaint on the complainant's behalf <p>No information will be divulged to a third party who does not have the proper authority to act on a complainant's behalf.</p> <p><u>High Risk</u> - These are urgent official complaints received from Authorities e.g. FAIS Ombud.</p> <p>Urgent official complaints:</p> <ul style="list-style-type: none"> • are handled by the Complaints Manager/Key Individual • Alternatively, the investigation of the complaint may be delegated to a suitable senior person selected by the Complaints Manager/Key Individual • The required draft response and attachments will be collated by such senior person • The Complaints Manager/Key Individual is responsible for compiling the response to the Authority • The response to the Authority will be made within the stipulated turnaround time stated on the official correspondence
<p>5. Categorisation</p>	<p>The FSP will categorise reportable complaints as per the following minimum categories:</p> <ul style="list-style-type: none"> • Product Design- The design of a financial product, financial service, or related service, including the fees, premiums, or other charges related to that financial product or financial service; • Information - Information provided to clients; • Advice;

Process Step	Step Details
	<ul style="list-style-type: none"> • Performance - Financial product or financial service performance; • Service - Service to clients, including those relating to premium or investment contribution collection or lapsing of a financial product; • Complaints - Complaints handling; • Claims - Insurance risk claims which include non-payment of claims; and • Transactions – complaints relating to financial product accessibility, changes or switches, including complaints relating to redemptions of investments • Other <p>Group the Complaints</p> <p>The FSP will thereafter:</p> <ul style="list-style-type: none"> • Categorise, record, and report on reportable complaints by identifying the category to which a complaint closely relates and group complaints accordingly. • Narrow down the categories to the impact on clients • Measure the impact of the complaint by further categorising it according to the following TCF Outcomes <p><u>TCF Outcome 1</u></p> <p>Includes complaints:</p> <ul style="list-style-type: none"> • other complaints relating to management issues <p><u>TCF Outcome 2</u></p> <p>Includes complaints:</p> <ul style="list-style-type: none"> • relating to the design of a product/service • relating to product features and charges that affect this TCF outcome <p><u>TCF Outcome 3</u></p> <p>Includes complaints:</p> <ul style="list-style-type: none"> • relating to unsuitable or inaccurate, misleading, confusing, or unclear information provided to a client throughout the life cycle of a product • FSP to include the Conflict of Interest disclosures required by the FAIS General Code of Conduct (Code); Section 4 and 5 of the Code or any other disclosure requirements in terms of the Code or any other legislation in these disclosures <p><u>TCF Outcome 4</u></p> <p>Includes complaints:</p>

Process Step	Step Details
	<ul style="list-style-type: none"> • relating to the advice given to a client by an Advisor which was misleading, inappropriate, and/or tainted with conflicts of interest which were not disclosed • concerning inappropriate advice given as a result of lack of knowledge, skill, or experience on the part of the Advisor of the product/service being rendered • regarding failure to conduct a Needs Analysis and to consider the clients' financial position, goals, or life stage <p><u>TCF Outcome 5</u></p> <p>Includes complaints:</p> <ul style="list-style-type: none"> • about product performance and service-related issues • relating to a client's disappointment with limitations in a product/service performance of which they were unaware • relating to the inability of a product to meet a client's expectations • related to a Product Supplier's exercise of a right to terminate a product or amend its terms <p><u>TCF Outcome 6</u></p> <p>Includes complaints:</p> <ul style="list-style-type: none"> • relating to product accessibility, changes or switches • relating to handling and complaints relating to claims
6. Investigate	<p>The FSP will:</p> <ul style="list-style-type: none"> • Analyse the root cause of the complaint to enable the complaint to be appropriately dealt with and avoid, if possible, its re-occurrence • Identify and clarify internal and external key facts. • Escalate complaints relating to product features or services handled solely by a Product Supplier. • Whenever a complaint is escalated or reviewed ensure that: <ul style="list-style-type: none"> ○ A balanced approach is followed, bearing in mind the legitimate interests of all parties involved including the fair treatment of clients ○ Internal escalation of complex or unusual complaints at the instance of the initial complaint handler is provided for; ○ Clients may escalate complaints not resolved to their satisfaction ○ the escalation is allocated to an impartial, senior functionary within the provider or appointed by the provider for managing the escalation or review process of the provider. • Ensure that procedures within the complaints escalation and review process are not overly complicated or impose unduly burdensome paperwork or other administrative requirements on complainants (clients) • Document all areas of interaction and communication.

Process Step	Step Details
	<ul style="list-style-type: none"> • Ensure accurate, efficient, and secure recording of complaints and complaints-related information • In respect of each reportable complaint, keep a record of: <ul style="list-style-type: none"> ○ All relevant details of the complainant and the subject matter of the complaint ○ Copies of all relevant evidence, correspondence, and decisions ○ The complaint categorisation ○ The progress and status of the complaint, including whether such progress is within or outside any set timelines • Concerning reportable complaints categorised on an ongoing basis record the number of complaints: <ul style="list-style-type: none"> ○ Received, ○ Upheld, ○ Rejected and their reasoning, ○ Escalated by complainants (clients) to the internal complaints escalation process, ○ Referred to an Ombud and their outcomes; ○ and amounts of Compensation payments made, ○ and amounts of goodwill payments made, ○ the total number of complaints outstanding. • Ensure complaints information recorded is scrutinised and analysed on an ongoing basis and utilised to manage conduct risks and effect improved outcomes and processes for clients, and to prevent recurrences of poor outcomes and errors • Obtain consent from the complainant to ensure that no personal information is divulged or processed without the complainant’s knowledge or consent. • Keep the complainant appropriately updated on the progress of the investigation.
<p>7. Resolve and Confirm</p>	<p>The FSP will:</p> <ul style="list-style-type: none"> • Ensure that the proposed resolution meets the Treating Customers Fairly Outcomes, does not prejudice the FSP or complainant, and does not involve any unnecessary legal or financial implications. • Document and assess the proposed action agreed upon with the Complaints Manager and/or affected Key Individual and Representative. • Discuss and review the signed off resolution with the complainant to ensure fairness and clarity and to further ensure that the resolution deals with the root cause of the complaint. • Include recognition and documentation of any underlying issues that have contributed to the complaint and recommendations for actions to prevent the further occurrence in the review.

Process Step	Step Details
8. Respond to Client	<p>The FSP will:</p> <ul style="list-style-type: none"> • Ensure the complaint process is accessible through channels that are appropriate to the FSP's clients • Ensure there are no charges for making use of the complaint process • Ensure communication is in plain language • Clearly explain the details of the findings and proposed resolution to the client - within the agreed timeframes. • Where a complaint is upheld, if there has been any commitment by the FSP to make a compensation payment, goodwill payment, or to take any other action ensure it is carried out without undue delay and within the agreed timeframes • Where a complaint is rejected, the complainant must be provided with clear and adequate reasons for the decision and must be informed of any applicable escalation or review processes, including how to use them and any relevant time limits. • Send a written acknowledgment of the complaint to the complainant, with contact details of the FAIS Ombud, if the complaint cannot be addressed within three weeks and a single point of contact for submitting complaints. <p>If within six weeks of receipt of a complaint the FSP has been unable to resolve the complaint to the satisfaction of a complainant, the complainant may:</p> <ul style="list-style-type: none"> • refer the complaint to the Office of the FAIS Ombud if he/she wishes to pursue the matter; and • the complainant must do so within six months of receipt of such notification. • Appropriate processes for engagement with the Ombud
9. Follow up and review	<p>The FSP will:</p> <ul style="list-style-type: none"> • Diarise complaints to ensure it remains within the appropriate turnaround times. • Keep complainant appropriately informed of the progress of their complaint, • Keep complainant appropriately informed of causes of any delay in the finalisation of a complaint and revised timelines, should a complaint exceed the turnaround time due to unforeseen and reasonable circumstances. • Keep complainant appropriately informed throughout the complaints process of the resolution being sought. • Conduct a follow-up on the resolution of the complaint, to ascertain whether the client was satisfied with the complaints-handling process and the resolution sought and whether the resolution was proper and fair. • Action any negative responses in the review of complaints.

Process Step	Step Details
10. Quality Assurance and Close	<p>The FSP will:</p> <ul style="list-style-type: none"> • Ensure the Board of Directors/Governing Body/Complaints Manager/Key Individual ensures that all employees of the business have access to the Complaints Management Framework. • Ensure the Board of Directors/Governing Body/Complaints Manager/Key Individual approves and oversees the effectiveness of the implementation of the Complaints Management Framework. • Ensure the responsible person, making a decision or recommendation is adequately trained, has an appropriate mix of experience, knowledge, and skills in complaints handling, fair treatment of customers, subject matter concerned, relevant legal and regulatory matters also not subject to conflict of interest and be adequately empowered to make impartial decisions or recommendations. • Ensure clients will be made aware of the Complaints Management Framework and will have access to the manual upon request. • All complaints will be reviewed quarterly and will be used as TCF Management Information to improve overall TCF outcomes. • Action all complaints to prevent re-occurrence of poor outcomes and errors, where feasible. • Ensure complaints are scrutinised and analysed on an ongoing basis • Ensure complaints are utilised to manage conduct risks • Ensure complaints effect improved outcomes and processes for its clients • Update the Complaints Register. • Ensure compliance with any prescribed requirements for reporting complaints information to any relevant designated authority or the public as may be required by the Registrar. • Close the matter.

Annexure C – Acknowledgement Letter

Dear Mr / Mrs ***[Name of Customer]***

We acknowledge receipt of your written complaint, received by us on ***[date]***.

We will investigate the matter and attempt to resolve the complaint within a period of ***[timeframe]***. If we are unable to resolve the complaint within this time, we will notify you of the reasons for the delay.

The staff member who will be dealing with your complaint is ***[staff member's name]***. ***[He/She]*** may be contacted at the details that appear above.

While we regret that you have cause for concern regarding our financial services rendered, be assured that we will investigate and attempt to resolve your complaint in a timely and fair manner.

Thank you for bringing this to our attention, and for your patience while we investigate this matter.

A copy of our Complaints Resolution Manual is available from our offices, upon request.

Yours faithfully

[FSP]

Annexure D – Letter where outcome is not in favour of customer

Dear Mr / Mrs *[Name of Customer]*

We refer to your written complaint that was received by us on *[date]*.

Thank you for your patience whilst we conducted a thorough investigation into the matter.

We unfortunately regret to advise that we were unable to resolve the complaint in your favour. Our decision is based on the following reason(s):

- 1.
- 2.
- 3.

Should you wish to pursue the matter further with us, the details of our internal complaints escalation and review process is as follows *[include the relevant timeframes and staff member to contact]*:

.....
.....

Alternatively, should you wish to pursue the matter further; you may refer the complaint to the FAIS Ombud. This should be done within six months of receipt of this letter.

The office of the FAIS Ombud may be contacted at:

Postal Address	FAIS Ombud P.O. Box 74571 Lynwood Ridge 0040
Telephone	012 762 5000 / 0860 663 247
E-mail	info@faisombud.co.za
Website	www.faisombud.co.za

Further steps available to you include seeking legal advice from an Attorney or you may refer the matter to arbitration.

Yours faithfully

[FSP]

Annexure E – Letter where outcome is in favour of customer

Dear Mr / Mrs *[Name of Customer]*

We refer to your written complaint which was received by us on [date].

Thank you for your patience whilst we conducted a thorough investigation into the matter.

It gives us pleasure to advise that the complaint has been resolved in your favour. The decision is based on the following reasons:

- 1.
- 2.
- 3.

We would like to offer you the following redress:

- 1.
- 2.
- 3.

Kindly advise whether this is acceptable to you, so that we can confirm our agreement in writing.

Once again, our sincere apologies for the cause which led to this complaint. We hope that we can still be of service to you in the future.

Yours faithfully

[FSP]

Annexure F – Important contact details

FAIS Ombud

Postal Address FAIS Ombud
 P.O. Box 74571
 Lynwood Ridge
 0040

Telephone 012 762 5000 / 0860 663 247

E-mail info@faisombud.co.za

Website www.faisombud.co.za

Long Term Insurance Ombudsman

Postal Address The Ombudsman for Long Term Insurance
 Private Bag X 45
 Claremont
 Cape Town
 7735

Telephone 021 657 5000 / 0860 103 236

Facsimile 021 674 0951

E-mail info@ombud.co.za

Website www.ombud.co.za

Short Term Insurance Ombudsman

Postal Address The Ombudsman for Short Term Insurance
 P.O. Box 32334
 Braamfontein
 2017

Telephone 011 726 8900 / 0860 726 890

Facsimile 011 726 5501

E-mail info@osti.co.za

Website www.osti.co.za

Pension Fund Adjudicator (PFA)

Postal Address Pension Fund Adjudicator
 P.O. Box 580
 Menlyn
 0063

Telephone 012 346 1738 / 012 748 4000

Facsimile 086 693 7472

E-mail enquiries@pfa.org.za

Website www.pfa.org.za

Ombudsman for Banking Services / Banking Adjudicator

Address The Ombudsman for Banking Services
34-36 Fricker Road, Ground Floor,
34 Fricker Road, Illovo
Johannesburg

Telephone 011 712 1800 / 0860 800 900

E-mail info@obssa.co.za

Website www.obssa.co.za