



## **Making a Complaint**

### **Have we let you down?**

We aim to offer our members high quality and value for money services. We can only do this with your help. If we have let you down, please tell us.

### **Our commitment to you**

We aim to deal with your complaint as thoroughly and as quickly as possible. If your complaint cannot be resolved immediately, we will tell you when you can expect a response and keep you advised of progress. We aim to acknowledge your complaint within seven days and resolve your complaint within a maximum period of eight weeks.

### **Your first steps**

The best way to make a complaint depends on how the situation arose. If an officer of the Credit Union has written to you or is already dealing with you, you should make contact with that person, either by telephone, in writing or by calling into the Credit Union's office. Alternatively, please address your complaint to the Complaints Officer.

Tips on making a written complaint:

- Include your full name, address and your membership number at the top of the letter
- Insert the date at the top of the letter – this will help you to keep a record of when you made your complaint and the length of time before you receive a response.
- Write a brief summary of your complaint at the beginning of the letter
- List the facts clearly and in a sensible order; by date or time order can be useful.
- Do not go into too much detail and avoid repetition
- Send photocopies of any relevant documents – but make sure you keep originals
- Keep a photocopy of every letter you write

### **If you are still unhappy**

In the majority of cases, complaints can be resolved quickly and to everyone's satisfaction. If not, please ask for your complaint to be referred to The Complaints Officer. The Complaints Officer has special responsibility for complaints within the Credit Union. They will undertake an independent review on your behalf and provide you with a written response. If your complaint has been taken through the complaints procedure and you are dissatisfied with the credit union's final response letter, you can take your complaint to the Financial Ombudsman Service.

### **What is the Financial Ombudsman Service?**

The Financial Ombudsman Service – sometimes referred to as the FOS, has been set up to provide consumers with a free and independent service to resolve disputes with financial providers.

If you have a complaint that you cannot resolve with your bank, building society, Credit Union, insurance company, mortgage or pension provider, then you may be able to take it to the Financial Ombudsman Service. Before you take your complaint to the Ombudsman, you must first have tried to resolve your complaint through the internal complaints procedure of the organisation you are complaining about.

Further information is available from:

Financial Ombudsman Service

Exchange Tower

Harbour Exchange

London

E14 9SR

Phone: 0800 023 4567

Website: [www.financial-ombudsman.org.uk](http://www.financial-ombudsman.org.uk)