

## **Complaints Procedure Leaflet**


### **Our commitment to you**

At Greenfield Capital each of our customers is important to us, and we believe you have the right to a fair, swift and courteous service at all times.


We are in receipt of your complaint and we will deal with it promptly, effectively and in a positive manner.

### **Greenfield Capital Complaints Procedure**


1) We will acknowledge your complaint within 2 working days of receipt of your complaint.



2) We will investigate your complaint and endeavour to send a final response to you within 4 weeks of receipt of your complaint. If we are unable to provide you with a final response within this time we will send you an update.



3) We will endeavour to send a final response to you within 8 weeks of receipt of your complaint. If we are unable to provide you with a final response within this time frame, we will write to you explaining why and advise you when you can expect a final response.



4) If more than 8 weeks from the date of your complaint has past and you haven't received a final response, or you are dissatisfied with the final response you have received (at any stage of the process) you can write to:

Financial Ombudsman Service (FOS)  
South Quay Plaza  
183 Marsh Wall  
London  
E14 9SR

Website <http://www.financial-ombudsman.org.uk/>

You must refer your complaint to the Financial Ombudsman within 6 months of the date on the final response.