

Libra Financial Services

FSP Licence No. 6614

COMPLAINTS RESOLUTION POLICY

As a fully compliant and ethical business Libra Financial Services strives to ensure that we do everything in our power to ensure that the client has an above average and satisfactory experience with our company at all times. However there are situations that could arise when this is not possible or achieved and the client needs to make a formal complaint about any aspect of the product or service that he / she has experienced with the company . To this end we have a comprehensive complaints procedure to assist any client with a complaint should the need arise at any time . The full detail of this policy is detailed below .

Complaint has to be in writing:

In order for a complaint to receive the attention that it deserves, we request that your complaint is submitted to us in writing. Please ensure, that where the complaint is delivered by hand or by any other means, that you retain proof of delivery.

Complaint has to be relevant:

The financial services environment is complex. We will endeavour to address all reasonable requests from our clients, but may also refer you to a more appropriate facility. The complaint has to be with regards to any aspect of our business which is covered and regulated by the FAIS Act eg insurance claim . Where the complaint pertains to any aspect of our service, or any disclosures that ought to be made by us, we will endeavour to address those complaints in writing, within five working days.

In instances where the complaint pertains to something not within our control, such as product information or investment performance we will forward the complaint to the product provider concerned.

Procedures:

The following is a step-by-step guideline of how a complaint will be dealt with, once received by us:

1. The complaint will be lodged in our central complaints register on the same day that it is made and confirmation of receipt forwarded to you.
2. The complaint is immediately brought to the attention of the Key Individual of this provider for allocation to a trained and skilled person who specialises in that type of complaint.
3. The complaint will be investigated and we will revert to you with our findings within 15 working days.
4. In the event that you are not satisfied with our solution, you may refer the complaint to the Key individual of our business , namely Mr Dion A. Steyn at + 27 11 672 3325 / + 27 12 259 1345 / 074 225 8655 or dasteyn@librafs.co.za or post to P. O. Box 759 , Ifafi , 0260 . The Key Individual may amend the solution or confirm it. Please be informed that certain decisions may have to be approved by the Board or Management committee of the organisation. In such a case, we will communicate that fact to you, as well as the date on which a decision will be taken.

5. If, after having referred the complaint to the Key Individual , you are still not satisfied with the outcome, we will regard the complaint as being unsatisfactorily resolved. In such a case, you may approach the office of the Ombud for Financial Services Providers or take such other steps as may be advised by your legal representatives. The referral to the office of the Ombud must be done in accordance with the provisions of section 21 of the FAIS Act and the rules promulgated in terms of that section. In instances where we have not been able to arrive at a resolution within six weeks after you have lodged your complaint, the matter may automatically be referred to the Ombud.
6. You must, if you wish to refer a matter to the Ombud, do so within a period of six months. The Ombud will not adjudicate in matters exceeding a value of R800 000.00.
7. The Ombud may be contacted at their offices in Pretoria, at the following address:

Physical Address :

Sussex Office Park
Ground Floor , Block B
473 Lynnwood Road , Cnr. Lynnwood Road and Sussex Ave.
Lynnwood
Pretoria
0081

Postal Address :

P. O. box 74571
Lynnwood Ridge
0040

Tel : + 27 12 762 5000 / + 27 12 470 9080

Fax : + 27 86 764 1422 / + 27 12 348 3447

E-mail Address : info@faisombud.co.za

Website : www.faisombud.co.za

In the event of us not reverting to you within the time periods indicated above, kindly contact Mr Dion A Steyn for an explanation as to why we have not yet communicated with you. Please do not accept any communication from any person until it has been confirmed in writing.