

Complaint Handling Process

INTRODUCTION

Leverate Financial South Africa (Pty) Limited with the brand name FXPN (hereinafter "FXPN", "us" or "we") is authorized and regulated by the Financial Services Board in South Africa as a financial services provider (FSP).

The Financial Advisory and Intermediary Services Act, 2002 ("the FAIS Act") requires that all FSPs must maintain and manage an internal complaints resolution system and procedure in the event that a complainant complains about a financial service rendered by the FSP. Each FSP has a responsibility to conduct itself with integrity, fairness and dignity and must act in an ethical manner in all its dealings with the public, clients and other industry participants.

It is FXPN's policy to provide the highest possible level of service to our customers. It is inevitable from time to time some customers may be dissatisfied with aspect(s) of the service FXPN provides and we acknowledge the right of customers to have any expression of dissatisfaction dealt with courteously, professionally and in a timely manner.

In the unlikely event that you have any reason to feel dissatisfied with any aspect of our service, in the first instance you should contact our customer services team, as the vast majority of issues can be dealt with at this level, via: <https://www.fxpn.com/about-us/contact-us/>

Very often issues may arise as a result of misunderstandings and can be easily resolved by our customer services team.

COMPLAINTS UNDER THE FAIS ACT

In terms of the FAIS Act, a "complaint" means, a specific complaint relating to a financial service rendered by a financial services provider or representative to the complainant on or after the date of commencement of this Act, and in which complaint it is alleged that the provider or representative:

- Has contravened or failed to comply with a provision of the FAIS Act and that as a result thereof the complainant has suffered or is likely to suffer financial prejudice or damage;
- Has fully or negligently rendered a financial service to the complainant which has caused prejudice or damage to the complainant or which is likely to result in such prejudice or damage; or
- Has treated the complainant unfairly.

HOW TO SUBMIT A COMPLAINT

If a complainant has a complaint against FXPN, it must be submitted to FXPN's Complaints Department via email to complaints@fxpn.com. The complaint should contain sufficient detail and must include:

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- The full name, ID/registration number and contact details of the complainant;
- The full name, ID/registration number and contact details of the client (if different to the complainant);
- Proof of authority for the complainant to act on behalf of the client;
- Specific details about the nature of the complaint, which would include sufficient facts;
- Dates and supporting documentation to enable FXPN to deal with the complaint quickly and fairly.

RECEIPT OF COMPLAINT

The complaint will be entered into our Complaints Register on the same day that it is made, and written confirmation of receipt will be forwarded to you within 7 working days of receipt of the complaint. We will keep record of the complaint and maintain such record for 5 years as required by legislation.

The complaint will immediately be brought to the attention of the compliance officer in charge of the relevant department for allocation to a trained and skilled person who is able to properly respond to your complaint.

After receipt and recording of the complaint, the Compliance Officer will forward the complaint as soon as practically possible to the relevant staff appointed to consider its resolution and ensure that:

- The complaint receives proper consideration;
- Appropriate management controls are available to exercise effective control and supervision of the consideration process; and
- The complainant is informed of the results of the consideration.

The Complaints Department must inform the complainant of the results of the consideration process within 6 (six) weeks of the date of receipt of the initial complaint from the complainant:

- Where a complaint is resolved in favor of the complainant, FXPN must ensure that a full and appropriate level of redress/compensation is offered to the complainant without any delay;
- Where the complaint is not resolved in favor of or to the satisfaction of the complainant, the Complaints Department will inform the complainant that addresses all the issues, and sets out the reasons for the decision.

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OFFICE OF THE OMBUDSMAN FOR FINANCIAL SERVICES PROVIDERS

The Office of the Ombudsman for Financial Services Providers (FAIS Ombud) is appointed by the Financial Services Conduct Authority (the “FSCA”) to act as an adjudicator in disputes between clients and financial services providers. The referral to the Ombud must be done in accordance with the provisions of section 27 of the Financial Advisory and Intermediary Services Act 2002 and the rules promulgated in terms of that section.

If you cannot settle your complaint with us, you are entitled to refer it to the FAIS Ombud. The complainant should do so within 6 months of the date of notification by FXPN that it was unable to resolve the complaint, failing which, it will fall outside the Ombudsman’s jurisdiction.

You may contact the FAIS Ombud with the following details:

PO Box 74571, Lynnwood Ridge 0040, Pretoria, South Africa.

Tel 012 470 9080

Fax 012 348 3447

info@faisombud.co.za

www.faisombud.co.za