

COMPLAINANT PROCEDURE COMMUNICATION

PURPOSE OF THIS DOCUMENT

The organisation is an authorised Financial Services Provider, and as such we have certain specific duties towards you – our valued client. One of these duties is the establishment of a formal complaint management and resolution framework, which will enable you to exercise your rights as provided for in the Financial Advisory and Intermediary Services Act.

The purpose of this document is to inform you of the procedure which will be followed in order to provide a resolution for the complaint which you have submitted.

COMPLAINT MUST BE RELEVANT

In terms of the FAIS Act, a “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 –

- 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;
- 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
- The provider or its service supplier has treated the person unfairly.

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. Where the complaint relates 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 **7 (seven) working days**.

In instances where the complaint relates to any matter that is not within our control, such as product information or investment performance, we will forward the complaint to the product supplier concerned. Please be advised that we reserve the right to recover costs or damages that we may suffer as a result of clients making frivolous, vexatious or unreasonable claims.

PROCEDURE

Our internal complaints resolution process is intended to provide for the fair and effective resolution of complaints. The time periods set out in this procedure will be adhered to as strictly as possible but may be varied if necessary. The following step by step guideline sets out the procedures we will adopt and demonstrates how a complaint will be dealt with, once received by us:

- Your complaint and all communications in connection with your complaint must be in writing. All verbal communications made in connection with the complaint must be confirmed in writing within **3 (three) days working days** of the communication.
 - Please indicate the following information:
 - Your name, surname and contact details;
 - A complete description of your complaint and the date on which the financial service which led to your complaint was rendered;
 - The name of the person who furnished the financial advice or rendered the intermediary service that led to your complaint; and
 - How you would prefer to receive future communications regarding your complaint (i.e. via fax or e-mail).
 - 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. We will keep record of the complaint, and maintain such record for **5 (five) years** as required by legislation. Please take into consideration that the method of communication chosen by you will determine how quickly we will respond to your complaint.
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- The complaint will immediately be brought to the attention of the senior manager in charge of the relevant department for allocation to a trained and skilled person who is able to properly respond to your complaint (i.e. the Complaint Dispute Facilitator).
- The complaint will be investigated and we will revert to you with our preliminary findings **within 7 (seven) working days** from the date of receipt of the complaint. In all instances we will advise you of the reasons for our decisions.
- The preliminary findings will be discussed with all internal parties concerned, and a proposed solution will be communicated to you within a **further 7 (seven) working days**. In all instances we will advise you of the reasons for our decisions.
- If you are not satisfied with our solution, you may refer the complaint to the Managing Director of our Business. The Managing Director may amend the solution or confirm it. Please be informed that certain decisions may have to be approved by the management committee of the FSP. In such a case we will communicate that fact to you, as well as the date on which a decision relating to your complaint will be taken.
- If, after having referred the complaint to the Managing Director, 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 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 offices of 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.
- In instances where we have not been able to arrive at a resolution **within 6 (six) weeks** after you have submitted your complaint, you may refer the matter to the Ombud. The Ombud acts independently and objectively and has jurisdiction in respect of complaints relating to advice or intermediary services, which has arisen after 15 November 2002.
- You must, if you wish to refer the matter to the Ombud, do so **within 6 (six) months** from the date of the notice in which we inform you that we are unable to resolve your complaint to your satisfaction. The Ombud will not adjudicate in matters exceeding a value of R3 500 000.
- The FAIS Ombud – Adv. John Simpson – may be contacted at his offices in Pretoria at the following address:

Physical Address:

125 Dallas Avenue
Menlyn Central
Waterkloof Glen
Pretoria
0010

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

Facsimile: +27 12 470 9097 / +27 12 348 3447

Postal Address: P.O. Box 41, Menlyn Park, 0063

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

Website: www.faisombud.co.za

◆ 1. Purpose

The purpose of this framework is to establish a clear, fair, and effective process for the **management and resolution of client complaints**, ensuring that:

- Clients are treated fairly and consistently;
- Complaints are resolved in a timely, transparent, and impartial manner;
- Regulatory requirements under the **FAIS Act**, **FSCA Conduct Standards**, and **POPIA** are met;
- Root causes of complaints are identified and addressed to improve service delivery.

◆ 2. Scope

This framework applies to:

- All complaints received from clients, including prospective and former clients;
- All services rendered by the FSP, including advice, execution, and administration;
- All employees, representatives, and third-party service providers.

◆ 3. Definition of a Complaint

A **complaint** is defined as an expression of dissatisfaction by a client relating to:

- The advice or intermediary service provided;
- Product performance or information provided;
- Administrative or operational failures;
- Breaches of law, regulation, or company policies.

A **reportable complaint** includes instances involving:

- Financial prejudice;
- Misrepresentation;
- Wilful misconduct, negligence, or non-compliance.

◆ 4. Principles

This framework is based on the following core principles:

- ✓ **Accessibility** – Clients must easily lodge complaints.
 - ✓ **Fairness** – Each complaint is handled objectively and without bias.
 - ✓ **Timeliness** – Prompt acknowledgment and resolution.
 - ✓ **Transparency** – Clear procedures and communication with clients.
 - ✓ **Confidentiality** – Client information is protected in line with **POPIA**.
 - ✓ **Accountability** – Root causes are addressed, and internal controls are strengthened.
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◆ 5. Complaints Process

Step 1: Lodgement

- Clients may submit complaints via:
 - Email: neilj@jancorp.co.za
 - Phone: 082 558 4048
 - Website: jancorpfinancial.co.za
 - In writing at company premises
- All complaints must be logged in the **Complaints Register** within 24 hours.

Step 2: Acknowledgment

- Acknowledge receipt within **2 business days**
- Provide the client with a unique complaint reference number
- Explain the process and expected resolution timeline (maximum 6 weeks per FAIS)

Step 3: Investigation

- Assigned to the **Complaints Officer or Compliance Officer**
- Gather facts, interview relevant staff, review documents
- Escalate to Key Individuals where necessary

Step 4: Resolution

- Provide a formal response **within 15 business days** (or notify if more time needed)
- If resolved in favour of the client, implement remedy (e.g., apology, reimbursement)
- If not resolved, inform the client of the outcome and next steps

Step 5: Referral

- Inform the client of their right to escalate to the **Ombud for Financial Services Providers (FAIS Ombud)**:
 - Website: www.faisombud.co.za
 - Email: info@faisombud.co.za
 - Tel: 012 762 5000

◆ 6. Roles and Responsibilities

Role	Responsibilities
Complaints Officer	Manages complaints, updates register, communicates with clients
Compliance Officer	Monitors process, ensures regulatory compliance
Key Individual	Provides oversight, investigates complex matters
Staff and Reps	Report and escalate complaints immediately

◆ 7. Recordkeeping

- Maintain a secure **Complaints Register** with:
 - Client details, complaint nature, dates, status, outcome
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- Supporting documents and communications

- Retain all complaints records for at least **5 years**
 - Ensure data protection in line with **POPIA**
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- ◆ **8. Monitoring, Reporting & Improvement**

- Quarterly review of complaint trends by Compliance Officer
 - Report serious complaints to FSCA (where applicable)
 - Identify and correct root causes (e.g., training gaps, product miscommunication)
 - Include complaint statistics in management reports and governance packs
 - Review this framework annually or after any material breach or change in regulation
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- ◆ **9. Client Communication & Awareness**

- Publish the complaints procedure on the company website
 - Provide complaints contact info on all client documents and disclosures
 - Reaffirm client rights in welcome packs, client contracts, and service charters
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- ◆ **10. Regulatory Alignment**

This framework complies with:

- **FAIS General Code of Conduct**
 - **FSCA Conduct Standard for Complaints Handling**
 - **TCF Principles**
 - **POPIA** (for data privacy in complaints handling)
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