



Roskow Independent Advisory Pty Ltd
AFSL: 429377
ABN: 38 139 380 260

POLICY DOCUMENT

COMPLAINT HANDLING

Date produced: 1 October 2021

As with all businesses we appreciate that matters do not always go as planned or expected so complaints are part and parcel of doing business including providing financial planning services as we do. This policy is to assist you to understand how complaints are handled by us and how you can notify us if you have a complaint.

Notification of complaint

If you are dissatisfied with the service we have provided to you and you want us to take some action to address the situation you can notify us through:

- An email to your representative (adviser). If you are not comfortable with doing that, send to the relevant State in which you reside, melbourne@roskow.com.au or brisbane@roskow.com.au and in the subject line type 'COMPLAINT'.
- A telephone call to the representative who provided the service or if uncomfortable making that approach directly to 03 9818 1222 or 07 3102 3969 depending on which State you reside.
- Visiting our offices

The format of the lodgement can be written or oral. We may ask you to confirm our understanding of your oral complaint so that we are clear on the situation.

Assistance

If you need assistance in expressing your complaint, then we are prepared to listen and help you to set out the details. We are also prepared to engage with a person that you may nominate to act on your behalf however we will require that authorised consent from you (unless they are acting under a Power of Attorney).

If you are more comfortable using a language other than English, please let us know so that an interpreter can be engaged.

Our process

Once we receive your complaint, we will provide you with an acknowledgement in your preferred method of communication within 1 business day.

We will need to gather information from all parties involved in the complaint and consider that information in light of the situation you have brought to our attention; so, we may need to contact you during our assessment to clarify or obtain further information. Our promise is that we will always conduct investigations and assessments in a fair and unbiased manner.

You will receive our final response with clear explanations for our decisions.

Our final response will be provided to you within 30 calendar days of the receipt of the complaint. However, if your complaint is complex or there are unavoidable delays in receiving requested information from you this may impact our meeting that target. In those unexpected situations we will send you a Delay Notification which will set out the reasons

for the delay and that you may escalate this to the Australian Financial Complaints Authority whose contact details are set out towards the end of this policy.

Timeframes

Just to reiterate our timeframes clearly

Acknowledgement of a complaint	24 hours or 1 business day
Final response	30 calendar days generally unless we issue a Delay Notification

Contact us by:

Telephone:	07 3102 3969 or 03 9818 1222
Email:	melbourne@roskow.com.au or brisbane@roskow.com.au and note as a Complaint in the subject line
Face to face:	at our business offices in the relevant State
Mail:	Corporate House Building, 138 Juliette Street, Greenslopes QLD 4120 or PO BOX 108 Surrey Hills, Victoria 3127

Contact details for the Australian Financial Complaints Authority

Telephone:	1800 931 678 9:00am–5:00pm AEST/AEDT weekdays
Email;	info@afca.org.au
Mail:	Australian Financial Complaints Authority Limited GPO Box 3 Melbourne, VIC 3001
Online:	Online complaint form (afca.org.au)

Importantly making a complaint is at no cost to you at all at any stage