

# THINGS NOT GONE TO PLAN?

CUSTOMER COMPLAINTS PROCEDURE



## Complaints procedure

We are committed to providing you with the highest standards of service. However, there may be occasions when our service falls short of your expectations.

This easy to use guide is designed to help you make us aware of your views so we can address your concerns. To ensure your maximum protection, our complaints procedure has been designed to meet the requirements of the Regulatory Authority that controls our business, the Financial Conduct Authority.

## We can help

Tell us what part of our service or procedure you are unhappy about and what you would like us to do to resolve the matter. You can do this by writing to:

Customer Relations Department  
Countrywide Principal Services Ltd  
Countrywide House  
88-103 Caldecotte Lake Drive  
Caldecotte  
Milton Keynes  
Buckinghamshire MK7 8JT

If you prefer you may telephone on 01525 244 504 or visit the nearest Connells branch. Alternatively you

may forward details of your dissatisfaction by email to [complaints@cwpsl.co.uk](mailto:complaints@cwpsl.co.uk)

A written acknowledgement will be issued promptly and in any event no later than five working days after receiving your complaint.

- Your complaint will be fully investigated by a member of the Customer Relations Department Mortgage Services team.
- Regulations allow us 8 weeks in which to issue you with our final response, however we will aim to respond to you much sooner than this. However, if we are still unable to respond within 4 weeks of your initial complaint, we will keep you informed as to the reason for this.

## What happens next?

If you find you are unhappy with our final response you have the option to refer the matter to the Financial Ombudsman Service (FOS). The contact details for the FOS are as follows:

Financial Ombudsman Service  
Exchange Tower  
Harbour Exchange Square  
London  
E14 9SR

Telephone: 0800 023 4567 - Calls to this number are free on mobile phones and landlines

0300 123 9123 - Calls to this number cost no more than calls to 01 and 02 numbers

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

## Please note

You should refer your complaint to the Ombudsman within 6 months of the date of our final response. You will also need to complete our internal complaints procedure, before you raise your concerns with the Ombudsman.

Countrywide Mortgage Services is a trading name of Countrywide Principal Services Ltd which is authorised and regulated by the Financial Conduct Authority (Firm Registration Number 301684).

Registered Office: Countrywide House, 6 Caldecotte Lake Business Park, Caldecotte Lake Drive, Milton Keynes, MK7 8JT. Registered in England no. 01707341.