



CONTINUITY
CAPITAL
PARTNERS

Complaints Management Policy

Continuity Capital Partners Pty Limited and its subsidiaries, including Continuity Capital Investment Services Limited (“Continuity Capital”).

Approved: December 2021



CONTINUITY
CAPITAL
PARTNERS

VERSION CONTROL

Version Number	Date Updated	Notes
1	September 2021	Original document prepared and finalised in consultation with Sophie Grace Pty Ltd.
2	December 2021	Document approved by Continuity Capital Investment Services Limited and Continuity Capital Partners Pty Limited



CONTINUITY
CAPITAL
PARTNERS

1. INTRODUCTION

- 1.1 Continuity Capital Investment Services Limited (“**CCISL, we or us**”) is committed to effective and efficient complaints management and to fair and transparent dealings in the financial marketplace. CCISL is a wholly-owned subsidiary of Continuity Capital Partners Pty Limited (“**CCP**”), both of which form part of the Continuity Capital corporate Group (“**Continuity Capital**”). CCISL holds Continuity Capital’s Australian Financial Services Licence (AFSL Number: 376122).
- 1.2 A complaint is an expression of dissatisfaction made to or about an organisation, related to its products, services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required.

2. OUR COMPLAINTS MANAGEMENT PROCESS

- 2.1 We take your feedback seriously and will work proactively to investigate and resolve your complaint. If you have a complaint, please contact us by any of the following methods:
- (a) Email: operations@continuitycp.com;
 - (b) Toll-free telephone: 02 6245 4100; and
 - (c) Post: GPO Box 314, Canberra ACT 2601.
- 2.2 Any material relating to CCISL’s Internal Dispute Resolution (“**IDR**”) process will be provided to you free of charge.
- 2.3 We will collect certain information from you, including:
- (a) Your name;
 - (b) Your contact details;
 - (c) How you would prefer to be contacted;
 - (d) A description of your complaint; and
 - (e) How you would like the complaint resolved.
- 2.4 We will acknowledge your complaint, generally within two business days and give you the contact details of the person responsible for dealing with your complaint.
- 2.5 The person responsible for dealing with your complaint will commence their investigation and may require further details from you. Upon completion of their investigation, the person responsible for dealing with your complaint will contact you with an IDR response. This will provide you with information about:
- (a) the final outcome of your complaint at IDR; and
 - (b) information about other remedies that may be available to you.

3. TIMEFRAME FOR RESOLVING COMPLAINTS

- 3.1 We endeavour to resolve all complaints as quickly as practicable. Many complaints can be resolved within days or on the spot. We will keep you informed in relation to your dispute and will provide you with an IDR response within forty-five (45) calendar days of receiving your complaint.



CONTINUITY
CAPITAL
PARTNERS

4. ACCESSIBILITY SERVICES

- 4.1 We take our commitment to provide accessible services to customers seriously.
- 4.2 If you are deaf or have a hearing or speech impairment, you can contact us on the [National Relay Service](#), a government initiative that offers an Australia-wide phone service for people who are deaf or have a hearing or speech impairment. It's available at no additional charge:
- (a) Talk to text users, please call 133 677 and then ask for 02 6245 4100;
 - (b) Speak to listen users, please call 1300 555 727 and then ask for 02 6245 4100;
 - (c) Internet relay users, please [connect to the NRS](#) and then ask for 02 6245 4100.
- 4.3 If you require this Policy in another language, please contact us at the details below.

5. CONTACT US

- 5.1 If you have any questions or would like further information about our complaints handling process, please contact us by:
- (a) Email: operations@continuitycp.com; or
 - (b) Phone: +61 2 6245 4100; or
 - (c) Post: GPO Box 314, Canberra ACT 2601.