

RICHMOND OAKS GROUP

Our commitment to you

At Richmond Oaks Group each of our customers are important to us, and we believe you have the right to a fair, swift and courteous service at all times.

If you wish to contact us about a complaint, please write to:

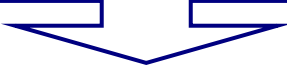
Complaints, Richmond Oaks Group, 39 St. Vincent Place, Glasgow G1 2ER

Or email us **complaints@richmond-oaks.com**


When we are in receipt of your complaint, we will deal with it promptly, effectively and in a positive manner.

Richmond Oaks Group Complaints Procedure

1) We will acknowledge your complaint within 5 working days of receipt of your complaint.



2) We will endeavour to send a final response to you within 4 weeks of receipt of your complaint. If we are unable to provide you with a final response within this time frame, we will write to you explaining why and advise you when you can expect a final response.



3) If more than 8 weeks from the date of your complaint has past and you haven't received a final response, or you are dissatisfied with the final response you have received (at any stage of the process) you can write to:

Financial Ombudsman Service (FOS)
South Quay Plaza
183 Marsh Wall
London
E14 9SR

You must refer your complaint to the Financial Ombudsman within 6 months of the date on the final response.