

## Debt Advice Complaints Procedure

### Consumer Credit Activities

This complaints procedure relates to any complaints which we receive in relation to our FCA regulated activities. As at the date of this procedure, those activities are limited to the following:

- debt counselling;
- debt adjusting;
- credit information services; and
- limited credit-broking.

We will therefore apply this procedure to any complaints we receive in relation to these activities. This will typically be the activity of the Debt Advice service.

If you have a complaint then this procedure sets out the stages you may follow. Complaints may include unsatisfactory customer service, the way a representative of Amplius has behaved, a misunderstanding of information provided or another breakdown in communication relating to our regulated activities as explained above.

1 The first stage is to get in touch with us and see if we can help. You should get in touch with your usual contact at Amplius or its representative. We may be able to resolve your complaint immediately.

1.1 Contact us on 0300 123 5544 Monday to Friday, 8:45am to 5pm

1.2 Or you can complete our 'make a complaint' form at:  
[www.guhg.co.uk/contact-us/complaints/](http://www.guhg.co.uk/contact-us/complaints/)

It would assist if you could provide details of your complaint, including the circumstances around how the complaint has arisen, details of who handled the complaint or caused the complaint, how you would like us to solve the problem for you and how we can contact you.

If you set out as much detail as possible, including dates and any supporting evidence, this will help us to resolve the complaint for you

We will then record and log your complaint and acknowledge it in writing. We will respond in full to the details as soon as we can taking into account the nature of your complaint.

If your complaint is resolved by the end of the third business day after you made it, we will send you written confirmation that you made a complaint that we consider has been resolved, and that if you decide later that you are dissatisfied with the resolution of the complaint, you may be able to refer it to the Financial Ombudsman Service.

If your complaint is not resolved by the end of the third business day after you made it, we will continue to investigate it, keeping you updated as to how we

are proceeding. We will give you a full written response not more than eight weeks after we receive your initial complaint.

Please note that if the complaint relates to the conduct of our representatives, we will liaise with our representatives and ask them to take appropriate action and report their proposed resolution of your complaint to us.

We might contact you during this process to obtain more information from you about your complaint in order to help us take the appropriate action. You should also be aware that we may record any calls and will log your complaint formally for our own records.

- 2 If you're not satisfied, the next stage will be for you to report the matter to the Financial Ombudsman Service. You can do this:
  - (a) if you are not satisfied with our formal response, as long as you refer the matter to the Ombudsman Service within six months of the date we formally responded; or
  - (b) if we have not responded to your written complaint within eight weeks.

When we provide you with our formal response we will also provide you with a copy of the Ombudsman's guidance leaflet to assist you with this process. The latest version can be viewed here:

[www.financial-ombudsman.org.uk/publications/consumer-leaflet.htm](http://www.financial-ombudsman.org.uk/publications/consumer-leaflet.htm).

The contact details for the Financial Ombudsman Service are:

**Enquiries and consumer helpline**

0800 023 4 567

Monday to Friday: 8am to 5pm

Calls to this number are free on mobile phones and landlines.

These numbers may not be available from outside the UK, so if calling from abroad, please dial +44 20 7964 0500.

if you're worried about the cost of calling, the Financial Ombudsman Service can phone you back.

If you feel you need to speak to the Service more urgently, it's probably best to call so they can help there and then.

Phoning will be quicker than emailing, but you can email the Service at:

[complaint.info@financial-ombudsman.org.uk](mailto:complaint.info@financial-ombudsman.org.uk)

Emails are automatically acknowledged – so check your "junk-mail" folder or "spam" filter if you don't get a reply.