

# INFINOX

**Infinox Limited**

## **COMPLAINT HANDLING AND PROCESSING POLICY**

**JANUARY 2021**

## 1. Summary of Complaints Procedure

Infinox Limited fully adheres to the rules on complaint handling.

Infinox Limited will follow these 4 steps to ensure your complaint is dealt in an appropriate manner:

- a. We will record the details of your complaint and contact you within 48 hours of receipt of the complaint and confirm who will be your contact person at Infinox Limited.
- b. We will then thoroughly investigate the basis of the complaint using all the information available to us.
- c. After the investigation is concluded we will correct any errors on the part of Infinox Limited.
- d. We will then let you know the outcome of our investigation.

## 2. Information Required

When making a complaint please could you include the following information:

- Your account number held with Infinox Limited
- Your name and surname
- A description of the problem and affected transaction number (if applicable)
- The date and time that the issue arose
- Any other supporting materials for the complaint

Contact details of where to make your complaint can be found in Section 4.

## 3. Timescales

We will always try and deal with your complaint as quickly as possible. An initial response will be sent to you within 48 hours of receiving the complaint. Within this email we will provide you with further details on the process we will take to investigate your complaint.

We endeavour to resolve all complaints within a 4-week period. If for any reason this will not be possible, we will write to you notifying you of this. At the latest, your complaint will be dealt within 8 weeks from the date of receipt of the complaint. We are committed to resolving complaints through our Complaints Handling Procedure.

## 4. Contact Details

Please direct your complaints to the following:

In writing: 2<sup>nd</sup> Floor, Suite 207, The Catalyst, Silicon Avenue, 40 Cybercity, 72201 Ebène, Republic of Mauritius

Over the phone: +230 467 2000

Via email to : support@infinox.com