

# Complaint Process

If you need to make a complaint



Cunningham   
O Lindsey

## **If you need to make a complaint**

We are committed to providing excellent service, and will always aim to do so. It is, however, inevitable that on occasions disagreements and errors may occur. If you are reading this leaflet we probably didn't get it right.

If this situation has occurred and not been resolved to your satisfaction and, as a consequence, you wish to make a complaint, Cunningham Lindsey commit to the following:

- We will accept your complaint in the medium which suits you best, i.e. telephone, email, fax or letter
- Your complaint will be dealt with in a diligent, timely and fair manner
- Your complaint will be investigated impartially and independently of the person(s) against whom the complaint has been made
- The Cunningham Lindsey complaint process complies fully with the requirements of the Financial Services Authority and Association of British Insurers

## **How long will it take?**

We aim to resolve the issue immediately. If we are unable to achieve this within 24 hours we will:

- Acknowledge your complaint in writing, advising you of the name, position and contact details of the person responsible for investigating your complaint

- We will aim to provide you with a final response within ten working days, or earlier if required by your insurers
- If we are unable to issue a final response within this time because of the complexities of the case, or because of the necessity to await information from others, we will advise you of the reasons and provide you with the date by which we expect to be able to issue a final response
- If you are unhappy with our final response we will undertake to inform your insurers, to enable them to advise you what further dispute resolution options are available to you

## **Who do I contact?**

We believe that dealing with the problem as close to source as possible facilitates speedy resolution, and we suggest notification to the complaint referral point you have been given at the outset of your claim.

Our complaint process is overseen by our Product Assurance Department at:

Cunningham Lindsey

Aquila House

London Road

Redhill

Surrey RH1 1NJ

Tel: **01737 784749**

Fax: 01737 784773

Email: [complaints@uk.cunninghamlindsey.com](mailto:complaints@uk.cunninghamlindsey.com)

Website: [www.cunninghamlindsey.com](http://www.cunninghamlindsey.com)

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