

# Meridiem Investment Management Limited Complaints Policy

## Contents

|  |          |
|--|----------|
| <b>Introduction</b> .....                                    | <b>2</b> |
| Definition of a complaint.....                               | 2        |
| <b>Meridiem Approach</b> .....                               | <b>2</b> |
| How to complain .....  | 2        |
| How your complaint will be handled .....                     | 2        |
| Complaints resolved by close of the third business day ..... | 2        |
| Final response within eight weeks .....                      | 2        |
| <b>Governance</b> .....                                      | <b>3</b> |
| Policy Ownership.....  | 3        |
| Training.....  | 3        |

## Introduction

Meridiem Investment Management Ltd (“MIM Ltd”) is authorised and regulated by the Financial Conduct Authority (“FCA”). Regulated firms are required to have in place and operate appropriate and effective internal complaint handling procedures. This policy is issued to new clients and whenever we receive a complaint.

## Definition of a complaint

A complaint is any oral or written expression of dissatisfaction, whether justified or not, from, or on behalf of, a person about the provision of, or failure to provide, a financial service or a redress determination which alleges that the complainant has suffered (or may suffer) financial loss, material distress or material inconvenience.

## Meridiem Approach

### How to complain

If the client is unhappy with any aspect of the services we offer and wishes to complain the client should write, in the first instance, to the Compliance Officer. It is preferable if complaints are in writing, however oral complaints made to the client’s investment manager, or any other employee will be treated in the same way.

### How your complaint will be handled

When a complaint is received, MIM Ltd will promptly send the client a written acknowledgement providing the reassurance that the complaint has been received and is being dealt with. MIM Ltd will designate a senior member of staff, not involved in the management of the client’s portfolio, to oversee the investigation surrounding the complaint. The complaint will be investigated promptly and fairly.

### Complaints resolved by close of the third business day

If the complaint can be resolved by the close of business on the third business day following the day on which it is received, MIM Ltd will issue the client with a written response which refers to the fact that the client has made a complaint and informs the complainant that MIM Ltd now considers the complaint to have been resolved. This response will also inform the client that if they subsequently decide that they are dissatisfied with the resolution to the complaint, they may be able to refer the complaint to the Financial Ombudsman Service.

### Final response within eight weeks

If the complaint cannot be settled within three business days, MIM Ltd will ensure that the client is kept informed of the progress of any measures being undertaken to resolve the complaint and provide some indication of when we will correspond further. We aim to respond to a complaint promptly and in any event within eight weeks, by sending the client a final response. The final response will:

- Accept the complaint and, where appropriate, offer redress or remedial action; or
- Offer redress or remedial action without accepting the complaint; or
- Reject the complaint and gives reasons for doing so and inform the client that if they remain dissatisfied with the final response, they may refer their complaint to the Financial Ombudsman Service.

## Financial Ombudsman Service

The Financial Ombudsman Service contact details are as follows:

Address: The Financial Ombudsman Service  
Exchange Tower  
London  
E14 9SR

Helpline: 0800 023 4567

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

Fax: 020 7964 1001

Website: [www.financial-ombudsman.org.uk](http://www.financial-ombudsman.org.uk)

Any referral to the Financial Ombudsman Service must be made within six months of the date of the final response.

## Financial Services Compensation Scheme

MIM Ltd is covered by the Financial Services Compensation Scheme. Clients which are deemed eligible complainants be entitled to compensation from the scheme if MIM Ltd cannot meet its obligations. This depends on the type of business and the circumstances of the claim. Most types of investment business are covered for up to £85,000 per eligible person provided that the Client is entitled to compensation.

The Financial Services Compensation Scheme contact details are as follows:

Postal Address: The Financial Services Compensation Scheme  
PO Box 300  
Mitcheldean  
GL17 1DY

Telephone: 0800 678 1100

Website: [www.fscs.org.uk](http://www.fscs.org.uk)

## Governance

### Policy Ownership

The Compliance Officer is responsible for complaints and any concerns should be raised to them.

### Training

Staff are made aware of the complaints policy through refresher training and at induction onboarding.