

Our Complaints Handling Procedure

Close Brothers Motor Finance, a trading style of Close Brothers Limited, is committed to providing the highest levels of service to our customers. Should you feel in any way dissatisfied with the service you have received from us, we will endeavour to resolve the matter promptly, fairly and efficiently.

The following information summarises the steps we will take in the event that you have a complaint.

If you have a complaint -

Close Brothers Motor Finance takes all complaints seriously. If you are unhappy with the service you have received, please contact any member of staff and we will endeavour to resolve the matter straight away. Alternatively, if you want to write to us, please send your complaint to:
Complaints Department, Close Brothers Motor Finance, Roman House, Roman Road, Doncaster, DN4 5EZ.

If we can't resolve the matter straight away -

Some complaints do take a little time to resolve, particularly where we have to liaise with third party suppliers or obtain documents from storage. If we can't resolve your complaint within three working days of receipt we will write to you and acknowledge your complaint within five working days of receiving it and confirm who will be dealing with the matter for you.

Within eight weeks -

Once an investigation into your complaint has been completed, we will write to you with our findings and any proposed resolution. Our intended maximum response time for our Final Response is eight weeks; this is in line with regulatory timescales.

In the event that we have been unable to complete our investigation and fully respond to you within eight weeks, we will provide you with an update at that time and inform you when we expect to be able to send you our Final Response.

Clearly we would prefer to resolve any concern you raise with us directly. However, following the issue of our Final Response, or the expiry of the eight weeks, providing your complaint falls within the jurisdiction of the Financial Ombudsman Service (FOS) you may be entitled to refer the matter to FOS should you feel it necessary to do so.

With our Final Response or at the eight week point we will enclose a FOS consumer leaflet for your information explaining the referral process should you remain unhappy. Please note that should you decide to refer this matter to the FOS, you will have six months from the date of our Final Response letter in which to do so.

FOS can be contacted at: Financial Ombudsman Service, Exchange Tower, London, E14 9SR.
Telephone number: 0300 1239123. Website financial-ombudsman.org.uk

FOS provide a free consumer complaint referral process. Following our complaints process does not affect your right to seek independent legal advice.