The **co-operative** bank

Customer Complaints Form

We know that sometimes things go wrong and here at The Co-operative Bank we really value your feedback. Letting us know when you are not happy with our products or service, provides us with the opportunity to put it right as quickly as possible and helps us to improve our service for all our customers.

Our promise is to:

- treat your complaint fairly and promptly
- try to resolve complaints straight away, when you first contact us
- keep you informed of our progress



Please ensure <u>all</u> sections of this form are completed in all circumstances.

For further guidance and contact information please visit ourwebsite co-operative bank.co.uk.

Your Details:

Forsecurity reasons	please do <u>not</u> include any account details.	
First Name		
Last Name		
Postcode		
Contact Number		
Email Address		
Product Type		
If your product is a on the account.	Business or Community account, please confirm the organisation	nαme registered



We use Transport Layer Security (TLS) to encrypt and protect email traffic. If your mail server does not support TLS, you should be aware that any emails you send to us, or emails you request from us, may not be protected in transit.

Where possible, we will provide a final response to your complaint via email. If

you would prefer to receive this via post please tick here:

Details of your complaint:							
hat can	we do to r	resolve the	e situatio	n?			

What happens next?

We'll always do everything we possibly can to resolve a complaint straight away. Where this isn't possible, we will keep you informed of our progress until your complaint has been resolved.

Once you have completed this form, please email it to us at co-operativebank.co.uk including your name and day time contact number where we can contact you between the hours of 8am - 8pm Monday to Friday, 9am -1pm Saturday.

Not satisfied with our response?

Should you remain unhappy with our response, you have the option to refer the matter to the Financial Ombudsman Service. For more information about the Financial Ombudsman Service visit: Website: www.financial-ombudsman.org.uk

Or contact them:

Post: The Financial Ombudsman Service, Exchange Tower, London, E14 9SR

Phone: 0800 0 234 567 or 0300 123 9 123

Email: complaint.info@financial-ombudsman.org.uk