

COMPLAINTS PROCEDURE

A complaint is an oral or written expression of dissatisfaction which alleges that the complainant has suffered (or may suffer) financial loss, distress, inconvenience, or detriment.

We aim to resolve any complaint you have about the service we have given you as quickly as possible. If you are unable to reach a satisfactory conclusion with the person who has been dealing with you please contact Helen Sukangkit hsukangkit@thepartnershiplimited.com post: Artillery House, 71-73 Woodbridge Road, Guildford, GU1 4QH. Tel: 01483 579978

Once we have received your complaint, Helen Sukangkit will write to you within 7 days to explain how your complaint will be investigated if a complete response to your complaint has not been made by that time. You will be told the latest date by which a complete answer will be given to your complaint (this should be not more than 28 days after we received your complaint). If you have made the complaint verbally - either at a meeting or on the telephone - we will set out in our full response our understanding of the nature of your complaint.

The assessment of the complaint will be based upon a sufficient and fair investigation. We will explain in writing our findings and where the complaint is upheld will offer remedial action or redress. This will be actioned promptly.

If you are dissatisfied with any aspect of our handling of your complaint, please feel free to contact Kate Atkinson email katkinson@thepartnershiplimited.com post: Artillery House, 71-73 Woodbridge Road, Guildford, GU1 4QH. Tel: 01483 579978, who will conduct a separate review of your complaint. You will be told about the conclusion of this review within 28 days.

If after following the review process you remain dissatisfied with any aspect of our handling of your complaint, you may contact directly the **Legal Ombudsman** to ask them to consider the complaint further: 0300 555 0333, enquiries@legalombudsman.org.uk / www.legalombudsman.org.uk/LegalOmbudsman, PO Box 6167, Slough, SL1 0EH

Unless it agrees there are good reasons not to do so, the Legal Ombudsman will expect you to allow us to consider and respond to your complaint in accordance with the procedure set out above in the first instance. You can refer your complaint up to 6 months after you have received our final written response to your complaint. You can also use the Ombudsman service if we have not resolved your complaint within 8 weeks of us receiving it. A complaint can be referred to the Legal Ombudsman no later than one year from the date of the act or omission being complained about; or one year from the date when the complainant should have realised that there was cause for complaint. The Ombudsman deals with service-related complaints; any conduct related complaints will be referred to the Council for Licensed Conveyancers.

We are obliged to inform you about entities that provide Alternative Dispute Resolution services. Alternative complaints bodies (such as Promediate www.promediate.co.uk) exist which are competent to deal with complaints about legal services should both you and our company wish to use such a scheme. We would not choose to use Promediate.