



IFP

INVESTMENT MANAGEMENT S.A.

---

## **COMPLAINTS HANDLING POLICY**

6B route de Trèves  
L-2633 Senningerberg  
Luxembourg

## TABLE OF CONTENT

INTRODUCTION .....	3
1. DEFINITIONS.....	3
2. THE COMPLAINTS HANDLING OFFICER.....	4
3. HOW TO FILE COMPLAINTS? .....	4
4. HANDLING OF AN INVESTOR’S COMPLAINT.....	5
5. PROCEDURE BEFORE THE CSSF: .....	6
6. REGISTER OF COMPLAINTS.....	7
7. REPORTING TO THE BOARD OF DIRECTORS: .....	7
8. COMMUNICATION TO THE CSSF.....	7
9. AVAILABILITY OF THE PROCEDURE .....	8
ANNEX I .....	9

## INTRODUCTION

IFP Investment Management SA (IFPIM) is a management company authorised by the CSSF (Commission de Surveillance du Secteur Financier):

- from March 27<sup>th</sup> 2007 for the management of undertakings for collective investments as per article 101(2) of the Law of December, 17<sup>th</sup> 2010 on undertakings for collective investment;
- and from 6<sup>th</sup> August 2013 for discretionary portfolio management and investment advisory services as referred to in Article 101(3)(a)(b) of the Law of December, 17<sup>th</sup> 2010.

This policy is designed with a view to comply with the below laws and CSSF, regulations and circulars in force:

- The Law of December, 17<sup>th</sup>, 2010 on undertakings for collective investment (article 112)
- The CSSF Regulation N° 10-04 (in its article 7), of December 20<sup>th</sup>, 2010 transposing Directive 2010/43/EU of July 1<sup>st</sup>, 2010 implementing Directive 2009/65/EC of the European Parliament and of the Council, as regards organisational requirements, conflict of interests, conduct of business, risk management and content of the agreement between a depositary and a management company;
- The CSSF circular 12/546 (point 5.2.2) of October 24<sup>th</sup>, 2012, regarding authorisation and organisation of Luxembourg Management Companies subject to Chapter 15 of the UCI Law;
- The CSSF Regulation 13-02 of October 28<sup>th</sup>, 2013 relating to the out-of-court resolution of complaints
- The CSSF Circular 14/589 of June 27<sup>th</sup>, 2014 on details concerning the CSSF Regulation 13-02.

The purpose of this document is to ensure that complaints are processed in a prompt, efficient and adequate manner, in accordance with the applicable laws and regulations.

### 1. DEFINITIONS

A complaint is the expression of dissatisfaction by or on behalf of an Investor with a service or product provided or offered by the Company. The communication should clearly indicate that it is a complaint.

Investor complaints can take various forms and the Company, as well as each of its employees, must pay particular attention to any indication given by the investor that he is not satisfied with the level of services or communication received from the Company.

The complaint is to be distinguished from a request for information as well as expression of dissatisfaction which are solved by initial contact or by a direct corrective measure.

## **2. THE COMPLAINTS HANDLING OFFICER**

According to the CSSF regulation 13-02 and circular 14/589, the Board of Directors is responsible for the implementation of a Company's policy related to customer complaint handling. Stéphanie Mével-De Paz, Compliance Officer of the Company, is in charge of the customer complaint handling ("the Complaints Handling Officer"). The name of the Complaints Handling Officer must be notified to the CSSF beforehand.

The Complaints Handling Officer is responsible for dealing with complaints fairly and promptly. If the complaint is addressed against the Complaints Handling Officer, then it is directly submitted to the Board of Directors.

Any change regarding the designated Complaints Handling Officer will be notified to the CSSF.

## **3. HOW TO FILE COMPLAINTS?**

Investors can lodge their complaints in writing by sending:

- an email to the following address: [stephanie.mevel-depaz@ifpim.lu](mailto:stephanie.mevel-depaz@ifpim.lu)
- a Letter to:  
Stéphanie Mével-De Paz  
IFP Investment Management  
6B route de Trèves,  
L-2633 Senningerberg

The Company will ensure that local distributors and paying agents are aware of this policy and that they bring to the Complaints Handling Officer's attention any investor complaint.

For confidentiality purposes, only complaints received from investors or from persons who have the investor's express and written authorization will be considered by this procedure.

#### 4. HANDLING OF AN INVESTOR'S COMPLAINT

Within a maximum period of 10 business days after the receipt of a customer's complaint, the Company sends to the complainant a written acknowledgement of receipt of the customer's informing him/her of:

- The name and the contact details of the person handling the complaint.
- An indicative timetable for handling the complaint.

In order to assess the complaint, the Complaint Handling Officer first looks at the subject matter of the complaint and determines whether to uphold the complaint in the first place.

During the investigation process, the Complaint Handling Officer uses all available evidence and compares the complaint to other similar complaints received. The comparison is done to ensure that all complaints are dealt with consistency by the Company. The Company endeavors to deal with each complaint as promptly as possible.

The Complaints Handling Officer will inform, in writing, the complainant about the decision it has reached on the matter no later than 30 business days after first receiving the complaint. If at the end of 30 business days, the Company is unable to reach a conclusion on the matter then the Complaints Handling Officer will inform the investor of the reasons why it has been unable to conclude on the matter.

The handling of complaints may require the intervention of a lawyer or external advisor, at the Company's expenses. In no case should this process further delay the prescriptive deadline mentioned above, unless prior notice is given to the investor that the complexity or nature of their request requires time to get a response prepared with external counsels. The Company will then provide the investor with an indicative deadline. When prepared with the assistance of a lawyer or external advisor and unless the latter advises otherwise, the response to the investor's complaint shall be signed by at least two Board Members.

Any response to an investor's complaint should be written on a letterhead, if possible sent by email as well, and in any case, scanned and saved on the Company's server. In case the response solves the complaint, no further action is necessary.

In all responses, the Complaints Handling Officer shall explain to the complainant how the complaint was assessed. If the Company decides that remedial action is appropriate in regards to the complaint, the response will detail how the Company will action the remedies.

Where the complainant did not receive a satisfactory answer from the Company, the Complaints Handling Officer will provide the client with a full explanation of the Company's position and inform the complainant in writing of the existence of the out-court complaint resolution procedure at the CSSF and either send the complainant a

copy of the CSSF regulation 13-02 or the reference to the CSSF website, as well as the different means to contact the CSSF to file a request.

In case of a legal action or CSSF intervention as a mediator, the case will be directly addressed by the Board of Directors.

#### **5. PROCEDURE BEFORE THE CSSF:**

If the complainant is not satisfied with the answer he/she receives or did not receive an answer, he/she can submit a written complaint to the CSSF who will request the Company to take a position and analyzes the complaint and forms its reasoned, but not binding, conclusions within a delay of 90 days, deadline which could be extended in case of complex files. The extension of the delay within the CSSF assesses the complaint is communicated to both parties at the latest, before the end of the initial period of 90 days.

If the complainant's request submit meets the admissibility conditions referred to in the CSSF regulation 13-02 in its article 4 and paragraph 1 to 3, the CSSF transmits a copy thereof to the Company, together with a request to take position within a period of one month from the date at which the request was sent to the CSSF.

The request shall be deemed not admissible by the CSSF in the following cases:

- A request shall be filed with the CSSF under the conditions of Article 5.
- A request shall not be admissible in the following cases:
  - where the complaint has already been subject to a court order or resolved by arbitration in Luxembourg or abroad;
  - where the complaint has been submitted to a Luxembourg or foreign court or arbitrator;
  - where the complaint has been submitted to a Luxembourg or foreign alternative dispute resolution body other than the CSSF;
  - where the complaint concerns the business policy of the professional;
  - where the complaint concerns a product or service of a non-financial nature;
  - where the request is frivolous or vexatious

Both parties can be represented or assisted by a third party at all stages of this referral before the CSSF. The agent in charge of handling complaints before the CSSF must have the knowledge, skills and experience.

The procedure before the CSSF is in writing but the CSSF may convene a meeting with the parties. The request shall be filed in the Luxembourgish, German, English or French language.

The Company will provide the CSSF with any additional information, documents or explanations the Commission may require.

## 6. REGISTER OF COMPLAINTS

The Complaints Handling officer keeps adequate and appropriate records of pending and closed complaints in the register of complaints, even complaints dealt with by another employee.

The records shall be easily and readily accessible.

The Complaints Handling Officer is in charge of ensuring that any change to the records can be easily determined. Additionally, the contents of the records before any amendments have been made have to appear. This effectively means that the Company takes care that its records cannot be manipulated.

All records maintained by the Company will be kept for a minimum period of at least 5 years from the relevant date.

All supporting documentation in relation with the handling of complaints will be centralized in the register of complaints.

## 7. REPORTING TO THE BOARD OF DIRECTORS:

Once the customer's complaint is closed, the Complaints Handling Officers will report to the board of directors on the outcome of the customer's complaint handling.

## 8. COMMUNICATION TO THE CSSF

The Complaints officer shall communicate to the CSSF on an annual basis:

- A summary report of the complaints and of the measures taken to address them.
- A table (Annex 1) classifying the complaints by type of complaints and provide the following information e.g.:
  - ❖ Company General information:
    - Company name
    - CSSF identification number
    - Name of the person responsible for the handling of customers' claims
  - ❖ General information on claims:
    - Total number of claims
    - Reporting period
  - ❖ Number of claims by category
    - Staff behaviour
    - Conflict of interest
    - Fees /commissions
    - Best execution/execution order
    - Sale prospectus
    - Subscription/repurchase of shares

- Marketing material
- Other

In case no complaints have been received for the period being reported, the Company will confirm the CSSF not having received any complaints over the said period.

For the period from 1<sup>st</sup> July to 31<sup>st</sup> December 2014, the Complaints Handling Officer will report to the CSSF by 1<sup>st</sup> March 2015. Going forward and as from 2016, the Company shall provide the annual report covering the previous calendar year by 1<sup>st</sup> March.

**9. AVAILABILITY OF THE PROCEDURE**

This Procedure is freely available at the registered office of the Company.

The procedure shall be made available to all relevant staff.

Policy last reviewed and updated on December 22<sup>nd</sup>, 2017.



Table listing the complaints registered by the professional (Article 16 (3) paragraph 1 of CSSF Regulation N° 13-02 relative to extrajudicial dispute resolution

### 1. GENERAL DATA ON YOUR COMPANY

<b>1.1 Company name</b>	Company XYZ
<b>1.2 Identification number</b> <i>(including letter "B" (Bank), "P" (PSF), etc. indicating the type of activity of the establishment)</i>	
<b>1.3 Name of the manager responsible for processing claims</b>	Mr. XYZ

### 2. CLAIMS RECORDED BY YOUR COMPANY

#### 2.1. General information about claims

<b>2.1.1. Reference period</b>	from DD/MM/YYYY to DD/MM/YYYY
<b>2.1.2. Total number of claims that your company had to face during the reference period</b>	

#### 2.2. Number of complaints by category

Categories	Number of claims
------------	------------------

#### Claims not related to a specific product or service

Staff behavior	
Banking secrecy	
Disclosure of documents (excerpts, statements etc.)	
Other (please specify)	
<b>Grand total</b>	<b>0</b>

### Accounts and Payment Services

Refusal to open an account	
Termination of Account	
Blocking of the account	
Disputed Transaction	
Pricing	
Other (please specify)	
<b>Grand total</b>	<b>0</b>

### Savings products

Denunciation of savings account	
Yield	
Other (please specify)	
<b>Grand total</b>	<b>0</b>

### Consumer credit

Denial of credit	
Termination of credit	
Demand for debt restructuring	
Prepayment	
Interest rate	
Pricing	
Other (please specify)	
<b>Grand total</b>	<b>0</b>

### Mortgages

Denial of credit	
Termination of credit	
Demand for debt restructuring	
Prepayment	
Interest rate	
Pricing	
Other (please specify)	
<b>Grand total</b>	<b>0</b>

### Home purchase savings schemes

Termination of contract	
Yield	
Prepayment	

Pricing	
Other (please specify)	
<b>Grand total</b>	<b>0</b>

**Payment cards**

Refusal to grant a card	
Revocation of card	
Unauthorized use	
Pricing	
Other (please specify)	
<b>Grand total</b>	<b>0</b>

**Web Banking**

Unavailability of service	
Technical failure	
Other (please specify)	
<b>Grand total</b>	<b>0</b>

**Safe**

Access to safe	
Pricing	
Other (please specify)	
<b>Grand total</b>	<b>0</b>

**Investment activity**

Conflict of interest	
Dispute over order execution	
Quality of advice	
Non-compliance with the investment profile of the customer	
Non-compliance with contract management	
Pricing / Commissions	
Other (please specify)	
<b>Grand total</b>	<b>0</b>

**Undertakings for Collective Investment**

Prospectus	
------------	--

Investment Policy	
Subscriptions/redemptions of shares/units	
Marketing document	
Other (please specify)	
<b>Grand total</b>	<b>0</b>

**Other category of claims (please specify)**

<b>Grand total</b>	<b>0</b>

**Other category of claims (please specify)**

<b>Grand total</b>	<b>0</b>

**Other category of claims (please specify)**

<b>Grand total</b>	<b>0</b>