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### **Complaints** (For Financial Services only)

If you have a complaint about the service provided by us you should:

1 Let us know your concerns. We value your feedback and the opportunity to improve our service. In the first instance, please let us know your concerns.

Alternatively you can email or write setting out details of your complaint to:

The Complaints Manager,

PATRON Financial Services Pty Ltd

Email: enquiries@patronfs.com.au; or

Post: PO Box 1856, Sunshine Plaza QLD 4558; or

Telephone: (07) 5458 9400.

2. Outline the specific areas of service, which have not met with your satisfaction. Detail in your letter, as simply as possible, all the facts relating to your complaint and how you believe we can investigate and resolve this matter to your satisfaction.

3. Infocus will investigate your complaint and will make every effort to ensure you receive a fair and prompt reply. Infocus will endeavour to resolve your complaint within 30 business days. We will keep you informed of what is happening to your complaint if this investigation cannot be resolved within this time.

4. If you still do not get a satisfactory outcome, you have the right to take the complaint to the Financial Ombudsman Service (FOS).

Infocus is a member of the external complaints resolution scheme operated by FOS. FOS provides free advice and assistance to customers not satisfied with the responses provided by member companies to their complaints.

FOS may undertake an independent external investigation of the complaint or enquiry. Member companies like Infocus are bound by any decisions made by FOS.

You can write to the Financial Ombudsman Service,

GPO Box 3, Melbourne VIC 3001

or telephone toll free 1300 780 808.

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