CORPORATE SELECTION SUITE OF UMBRELLA FUNDS

Liberty Corporate Complaints Procedure Guide



At Liberty Corporate, we welcome any feedback from members regarding our products and services we provide. We want to reassure our members that all complaints are taken seriously and treated equitably. All complaints are resolved in accordance with our internal complaints policy and the relevant legal frameworks.

Start

Step 1: To lodge a formal complaint

You can write to:

The Complaints Resolution Manager Liberty Corporate PO Box 2094 Johannesburg 2000

Send an Email to:

lc.complaints@libertv.co.za

Complete an:
Online Complaints Form

Give us a call:

Tel: 011 408 2771 Fax: 011 694 5304

24 hours

Step 2: On receipt of your complaint

- You will receive acknowledgement and be issued a unique reference number.
- Progress updates will be provided on a regular basis.
- All complaints and correspondences will be stored electronically as per legislative requirements.

Day 20

Step 3: If your complaint has not been resolved within the indicated time

- A reason will be provided for the delay with an expected timeframe for resolution.
- The complaint will be referred to our Claims and Complaints Resolution Committee (CCRC).

DAY 25

Step 4: When you receive a response

- A reason will be provided for the delay with an expected timeframe for resolution.
- The complaint will be referred to our Claims and Complaints Resolution Committee (CCRC).

Step 5: If you are unsatisfied with the response

• If a complaint is not resolved to your satisfaction, you may contact the relevant legislative body.

Who to contact regarding UNRESOLVED complaints or disputes

About Fund membership:

Contact the Pension Funds Adjudicator

Email: enquiries@pfa.org.za

 Phone:
 012 346 1738

 Fax:
 086 693 7472

 Address:
 PO Box 580

Menlyn 0063

About contractual issues/ long-term insurance policies:

Contact the Ombudsman for Longterm Insurance

 Email:
 info@ombud.co.za

 Phone:
 021 657 5000

 Sharecall:
 0860 10 3236

 Fax:
 021 674 0951

 Address:
 Private Bag X45

Claremont 7735

About advice from a financial advisor:

Contact the FAIS Ombudsman

Email: info@faisombud.co.za

Phone:012 470 9080Sharecall:0860 483 446Fax:086 546 5694Address:PO Box 74571

Lynwood Ridge



When you log a complaint using the contact details provided above, you should receive a unique reference number. If you do not receive this for your complaint, please contact the Complaints Resolution Manager.