



At Butterfield Trust (Guernsey) Limited we are committed to providing a high quality service to our clients. However, we recognise that there may be times when you have cause to complain. Occasionally things may go wrong and we will do our utmost to resolve your issue fairly and to your satisfaction at the earliest possible opportunity.

This procedure explains what you can do in the event that you have cause to complain about our services and/or products. It also outlines the timescales you should expect for resolving the matter and who to contact if you are not satisfied with our response.

HOW TO COMPLAIN

If you are not satisfied with any aspect of our service or products, please contact us in any of the following ways to ensure we can investigate the matter promptly and fairly:

- Telephone your Relationship Manager on + 44 (0) 1481 711521
- Send an e-mail to the Compliance Department at ggcompliance@butterfieldgroup.com
- Send an e-mail to your Relationship Manager
- Write to:
The Head of Compliance,
Butterfield Trust (Guernsey) Limited,
PO Box 25, Regency Court,
Glategny Esplanade,
St Peter Port, Guernsey,
GY1 3AP

WHAT HAPPENS NEXT

Once we have received your complaint, we will promptly (no longer than five business days) acknowledge its receipt and confirm when you can expect to hear from us. We will aim to resolve your complaint as quickly as possible (usually within 8 weeks, and in any event, no longer than 3 months. You have the right to inform our Regulator (The Guernsey Financial Services Commission) directly of your complaint should you wish to do so. We will keep you regularly informed of the progress we are making in trying to resolve the issue. Once we consider your complaint resolved we will send you a final response with a timeline for you to respond prior to us closing the complaint.

WHAT DO I DO IF I REMAIN DISSATISFIED?

Included in our response will be details of the action you can take if you remain dissatisfied with the resolution of your complaint, such as referring the issue to the Channel Islands Financial Ombudsman (CIFO).

The CIFO is the joint operation of two statutory ombudsman roles, established in law by the Financial Services Ombudsman (Jersey) Law 2014 and the Financial Services Ombudsman (Bailiwick of Guernsey) Law 2014.

The primary role of CIFO is to resolve complaints about financial services provided in/from Jersey, Guernsey, Alderney and Sark. Individuals, microenterprises and, subject to consultation, small local charities will be able to bring complaints. It operates from a shared office in Jersey, with the same board, ombudsman and staff. Further information is available from the CIFO website.

You will be able to contact CIFO at:

Channel Islands Financial Ombudsman
P O Box 114
Jersey, Channel Islands
JE4 9QG
Email: enquiries@ci-fo.org
Website: www.ci-fo.org
Guernsey local phone: 01481 722218
International phone: +44 1534 748610.

Butterfield Trust (Guernsey) Limited

PO Box 25, Regency Court Glategny Esplanade, St. Peter Port, Guernsey, GY1 3AP

Tel: +44 (0) 1481 711521 | guernsey@butterfieldgroup.com

www.gg.butterfieldgroup.com

THE BAHAMAS | BERMUDA | CAYMAN ISLANDS | GUERNSEY | SINGAPORE | SWITZERLAND | NEW ZEALAND

Butterfield Trust (Guernsey) Limited is licensed and regulated by the Guernsey Financial Services Commission under the Regulation of Fiduciaries, Administration Businesses and Company Directors, etc (Bailiwick of Guernsey) Law, 2000, as amended. Company registration No 31645 Registered Office address: Regency Court, Glategny Esplanade, St Peter Port, Guernsey GY1 3AP. Butterfield Trust (Guernsey) Limited is registered by the Guernsey Registry for the purposes of The Companies (Guernsey) Law 2008.

Butterfield Guernsey entities are registered under The Data Protection (Bailiwick of Guernsey) Law, 2017. COS-2743 © 08/2018 Butterfield Trust (Guernsey) Limited

Butterfield Trust is the marketing name used for the Trust business line conducted through seven separately incorporated companies in The Bahamas, Bermuda, Cayman Islands, Guernsey, Singapore, Switzerland and New Zealand which are part of the Butterfield Group.