

# DIGTPAY COMPANY LIMITED

## 1. Introduction

**DIGTPAY** is the trading name for DIGTPAY company limited. The website is operated by DIGTPAY Company Limited;

## 2. Scope and Purpose

The Company is required to establish, implement and maintain effective and transparent procedures for the **reasonable** and prompt handling of complaints or grievances received from complainants and keep records of each complaint as well as any actions taken by the Company to remedy the situation. This Policy sets out the method for the submission of complaints with the Company from its Clients and the processes followed by the Company's personnel when dealing with such complaints.

## 3. Definitions

**"Complaint"** is **defined** as a statement or an expression of dissatisfaction addressed to the Company by a client (natural or legal person) regarding the provision of investment and/or ancillary services provided by the Company to the client.

**"Complainant"** is defined as any person, natural or legal, who has read, agreed with and accepted all the terms and conditions contained in the Client Agreement (without modifications), has opened a trading account with the Company and has lodged a complaint.

The Company considers having a complaint when the complainant has filled out the relevant Complaint Form, hereto attached as Appendix A, and submitted it to the Company via the following methods:

- a. By email at [help@DIGTPAY.com](mailto:help@DIGTPAY.com)
- b. When the complainant has completed the relevant form on the [Contact us page](#).

In case the Company receives a notification through the line of communication established by the Company to receive complaints, but which does not fall within the definition of "complaint" above and can be characterized as an enquiry, this shall be categorized as an enquiry rather than as a complaint and will be forwarded to the relevant department to be handled accordingly. The Complainant maintains the right to request for the reclassification of his/her enquiry as a complaint.

The current Policy applies to all registered clients & trading accounts opened with DIGTPAY Company Limited.

## 4. Complaint Handling Procedure

The Complaints Unit and if necessary, the Compliance Department, shall efficiently handle any complaint received by a Complainant. In the case that the complaint is against the Compliance Department, the complaint shall be handled by a member of the Senior Management.

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## **4.1 Procedure to be followed for Verbal Complaints**

It is the Company's Policy not to accept any verbal complaints or grievances. Should any of the Company's employees (regardless of department) receive a verbal complaint or grievance, the following procedure must be followed:

4.1.1 The employee receiving the verbal complaint or grievance shall take all the necessary actions so that the complaint or grievance is properly addressed. The said employee will inform the Complainant that all the complaints or grievances must be made in writing by completing the relevant Complaint Form, hereto attached as Appendix A, and submit it to the Company via email to [help@DIGTPAY.com](mailto:help@DIGTPAY.com). Once the Complainant completes and submits the Complaint Form, in the manner described above, the *Procedure for Written Complaints* shall be followed as described in paragraph 4.2.

4.1.2 The complaint or grievance in the form that has been received will, be forwarded to the Complaints Unit where the complaint is addressed. If the Complainant submits the Complaint Form to his/her Sales Agent or Account Manager then the complaint or grievance, in the form that has been received, must be forwarded to [help@DIGTPAY.com](mailto:help@DIGTPAY.com) within the same working day.

4.1.3 Subsequently, a member of the Support Department or his/her Sales Agent or Account Manager will inform the Complainant that his/her complaint or grievance has been forwarded to [help@DIGTPAY.com](mailto:help@DIGTPAY.com), providing all details so that the Complainant is aware who is dealing with his/her complaint or grievance.

4.1.4 The member of staff, in addition to the above, should make all best efforts to ensure that in the case of the complaint or grievance being of such nature that can be resolved immediately, to do so that the client will not have to pursue the filing of a formal complaint. The member of staff in such a case shall not:

- Commit himself/herself in any way to the client
- Address any issues in relation to best execution
- Address any issues relating to legal issues
- Commit the Company in taking any action prior to examining the issues in a formal manner

## **4.2 Procedure to be followed for Written Complaints**

When a written complaint is received, in the manner described in Paragraph 3, the procedure which shall be followed by the Company is the following:

4.2.1 If the complaint was not received in the manner described in paragraph 3 (i.e. the complaint was received through internal channels of communication such as chat, client correspondence, BDS LTD personal email, or by a member of the Customer Support Department or by a Sales Agent or an Account Manager or by any other employee of the Company) then the complaint, in the form that has been received, must be forwarded, in the form it has been received, to [help@DIGTPAY.com](mailto:help@DIGTPAY.com) within the same working day.

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4.2.2 Once the Complainant submits a written complaint, a member of the Support Department will send an electronic acknowledgment of receipt to the Complainant's registered email address within five (5) working days following receipt, to verify that the Company has received the written complaint and will request the Complainant to complete the relevant Complaint Form, hereto attached as Appendix A.

4.2.3 Upon completion and submission of the Complaint Form, a member of the Complaints Unit will investigate the grounds of the complaint and if, based on the information provided, the grievance does not fall within the definition of "complaint" or is not considered to be a complaint it will be categorized as an enquiry and will be forwarded to the relevant department to be handled appropriately.

4.2.4 If the grievance falls within the definition of complaint or is considered to be a complaint, then member of the Complaints Unit will register the complaint to the complaint's software maintained by the Compliance Department by giving it a unique reference number which will be communicated to the Complainant within five (5) working days. At the same time, the member of the Complaints Unit will collect all the relevant information and evidence from the system and/or relevant departments in order to analyze and evaluate the data.

4.2.5 In addition, a member of the Complaints Unit shall inform the Complainant from the complaints email of the following:

- That the Complainant must use the given reference number in all future correspondence with the Company regarding the submitted complaint
- The process which is followed when handling a complaint
- Who is the person or the department that is dealing with his/her complaint and their contact details
- What is the indicative handling time (i.e. 15 working days)
- That the complaint handling procedure is free of charge
- That the complainant is able to refer his/her complaint to the Financial Ombudsman of Seychelles

4.2.6 Moreover, the following information should be obtained by the Client and recorded:

- The client's full name and surname
- The client's trading account number
- The affected transactions (if applicable)
- The date that the issue arose and a description of the issue
- The service provided by the Company and related to the complaint
- The employee responsible for the provision of those services
- The department where the employee belongs
- The content of the complaint
- The capital and the value of the financial instruments which belong to the client
- The magnitude of the damage claimed by the complainant
- Reference of any correspondence exchanged between the Company and the complainant

4.2.7 The Complaints Unit will thoroughly examine and assess the following:

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- The facts and the information provided by the complainant
- The facts and the information provided by the employee responsible for the provision of those services (if applicable)
- The information/data which have been retrieved from the Company's archive (i.e., the complainant's transactions, trading history, correspondence, electronic email, recorded telephone calls, IT data etc.)
- The events leading to the complaint

4.2.8 The Company will not handle or investigate a complaint if the Complainant does not complete the Complaint Form, hereto attached as Appendix A, or does not provide the information requested in paragraph 4.2.6. of this Policy. In such an event the Company shall revert back to the Complainant and request him/her to send any additional information. In any event, one of the Company's officials may contact the Complainant directly in order to obtain further clarifications and information relating to his/her complaint. The Company shall need the Complainant's cooperation in order to handle the complaint.

4.2.9 The Company upon examining the complaint and reaching a decision to this respect shall inform the Complainant about the Company's decision, in writing and in plain language which is clearly understood, together with the reasoning of the Company's decision and any remedial measures it intends to take.

4.2.10 The Company shall make every effort to resolve the complaint **within fifteen (15) working days**. When deemed necessary, the Compliance Department shall convey the complaint to the Senior Management for further investigation. In this case, the Company might take additional time to finalize the reply. The Senior Management shall investigate further and coordinate with relevant heads of departments to attend to the subject of the complaint.

4.2.11 In the event that the Company cannot provide a response to the Complainant within the handling time given to the complainant, it will keep the Complainant informed about reasons of delay and indicate when the investigation is expected to be completed. This period of time cannot exceed two months from the submission of the complaint.

4.2.12 Once the complaint is concluded the Head of the Support Department will keep an electronic record of the complaint received, detailing the course of action which was taken, including what information, data and evidence were gathered, what measures were taken for the complaint's resolution, whether any conflicts of interest between the Company and its clients and between other clients were identified, what was the outcome and how that outcome was reached.

4.2.13 Moreover, the Complaints Unit as well as the head of Support will analyse, on an ongoing basis, complaints handling data, in order to identify and address the causes of the individual complaints and/or any recurring or systematic problems and/or any potential legal and operational risks. Subsequently the relevant person or department should be informed and if necessary, take corrective action.

4.2.14 The present Complaints Handling Procedure Policy will be uploaded on the Company's official website.

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4.2.15 The Complaints Handling Procedure Policy is available to all the Company's personnel through email and an internal folder in the Company's channels of communication which can be accessed at any time without any restrictions.

4.2.16 In case the complainant is not fully satisfied with the Support Department's final decision, the company will notify the complainant in writing using a thorough explanation of the company's position on the complaint as well as inform the complainant about his/her option to maintain the complaint through the Financial Services Commission or the relevant courts, within a period of six months for further investigation.

## 5. Record Keeping of Complaints

The Company shall maintain record of all complaints for a minimum period of five years after the closure of the client's trading account. The responsible department shall be the Support Department.

## APPENDIX A

### COMPLAINT FORM

**Client Name:**

**Account Number ID:**

**Residential Address:**

**Telephone Number:**

<b>Date &amp; Time the disputed situation arose:</b>	
<b>Services provided by the Company:</b>	
<b>Employee responsible for the provision of those services:</b>	
<b>Department where the employee belongs:</b>	
<b>Affected transactions:</b>	
<b>The ID's of the affected positions:</b>	
<b>Equity before:</b>	
<b>Equity after:</b>	

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<b>Claimed magnitude of damage:</b>	
<b>Suggested way to be resolved:</b>	

**Brief Description of the Complaint:**

**Date:**

**Signature:**

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Please enclose any relevant evidence and supporting documentation such as: screenshots, reports, error messages and error codes (if any)

Submit the form to [help@DIGTPAY.com](mailto:help@DIGTPAY.com)

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## Complaint Registration Form (For Internal Use)

Complaint received by: \_\_\_\_\_

Employee handling the complaint: \_\_\_\_\_

Date of Receipt: \_\_\_\_\_ Date

initial response: \_\_\_\_\_

Action taken by the Company:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Result and Date of final response: \_\_\_\_\_

Head of Back Office Department signature: \_\_\_\_\_

Head of Compliance Department signature: \_\_\_\_\_

Senior Management signature (if required): \_\_\_\_\_