

COMPLAINTS PROCEDURE FOR
CLIENTS
OCTOBER 2018
V.2

SQUARED FINANCIAL (CY) LTD

205, ARCH. MAKARIOS AVENUE
VICTORY HOUSE, 5TH FLOOR
3030, LIMASSOL

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COMPLAINTS PROCEDURE FOR CLIENTS

1. General

- 1.1. We, Squared Financial (CY) Limited (ex. Aspid Financial Ltd. And hereinafter, the “Company”), have adopted this Complaints Procedure in order to ensure a fair and quick process for handling complaints that may arise from our relationship.
- 1.2. The Company owns and operates the brand **SquaredDirect**. Squared Financial (CY) Limited is authorised and regulated by the Cyprus Securities and Exchange Commission as a Cyprus Investment Firm (CIF License Number 329/17). Squared Financial (CY) Limited is registered in Cyprus under the Companies Law, with registration number HE 355968. Its registered office is at 9, Kedrou, Mesa Geitonia, 4004, Limassol, Cyprus.

2. Submitting your Complaint

- 2.1. In order to submit a complaint to the Company, you are kindly requested to complete and submit the Online Complaint Form of the Company (click the button below). Please note that the Company may not accept complaints submitted to it by any other mean/method (i.e. e-mail, telephone, etc.).

[**Click Here to proceed to the Complaint Form**](#)

- 2.2. Once you successfully complete and submit your complaint, the Compliance Department of the Company shall handle and investigate your complaint.

3. Acknowledging your Complaint

- 3.1. We will acknowledge receipt of your complaint within five (5) days from the receipt of your complaint and provide you the unique reference number of your complaint. The unique reference number should be used in all your future contact with the Company, the Financial Ombudsman and/or CySEC regarding the specific complaint.

4. Handling of your Complaint

- 4.1. Once we acknowledge receipt of your complaint we will review it carefully, investigate the circumstances surrounding your complaint and will try to resolve it without undue delay. We shall make every effort to investigate your complaint and provide you with the outcome of our investigation within two (2) months from the date you have submitted your complaint to us. During the investigation process we will keep you updated of the handling process of your complaint. One of our officers may contact you directly (including communication by email or phone) in order to obtain, where needed, further clarifications and information relating to your complaint. We will require your full cooperation in order to expedite the investigation and possible resolution of your complaint.

4.2. In the event that your complaint requires further investigation and we cannot resolve it within two (2) months, we will issue a holding response in writing or another durable medium. When a holding response is sent, it will indicate the causes of the delay and when the Company's investigation is likely to be completed. In any event, we shall provide you with the outcome of our investigation no later than one (1) month from the issuing of the holding response, depending on the complexity of the case and your cooperation. Please note that the Company shall consider your complaint as closed and cease the relevant investigation in case you fail to respond to our officers within the period of three (3) months from the date of the submission of your complaint. When we reach an outcome, we will inform you of it together with an explanation of our position and any remedy measures we intend to take (if applicable).

5. Final Decision

5.1. When we reach an outcome, we will inform you of it together with an explanation of our position and any remedy measures we intend to take (if applicable).

Contact Details of the Financial Ombudsman of the Republic of Cyprus:

Website: <http://www.financialombudsman.gov.cy>

Email: complaints@financialombudsman.gov.cy

Postal Address: P.O. BOX: 25735, 1311 Nicosia, Cyprus

Telephone: +35722848900

Fax: +35722660584, +3572266011

5.2. In the unlikely event that the Company was unable to provide you with a final response within the three (3) month time period specified above you may again contact the office of the Financial Ombudsman of the Republic of Cyprus no later than four (4) months after the date when we ought to have provided you with our final decision.