

Document Control Sheet

Version and Update History

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Change Control

The contents of this document are subject to change control.

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1.0 INTRODUCTION

Quest Merchant Bank Limited (The Bank) is committed to delivering a high standard of service to all stakeholders across the Bank. Occasionally, the Bank may not live up to stakeholders' expectations and promises, and without an appropriate feedback mechanism to manage stakeholders' complaints and expectations, to avoid loss of customers, erosion of public confidence, and reputational damage to the Bank.

Complaint for the purpose of this policy is defined as "an expression of dissatisfaction made to the Bank, with respect to the quality of products and services, processes, any unsatisfactory conduct of an employee or any individual acting on behalf of the Bank, or the complaints-handling process itself, where a response or resolution is explicitly or implicitly expected".

Efforts have been made to align the policy to the underlisted regulatory requirements as well as leading practices in complaints management:

- a) The Central Bank of Nigeria (CBN) – Consumer Protection Framework 2016;
- b) The Central Bank of Nigeria (CBN) – Consumer Protection Regulation 2019
- c) The Central Bank of Nigeria (CBN) – Circular directing Deposit Money Banks to expand the existing ATM help desk to handle all consumer complaints, and for discount houses and all other Financial Institutions to establish a consumer complaint help desk;
- d) The Central Bank of Nigeria (CBN) – Circular directing Banks and Other Financial Institutions (BOFIs) to automate the complaints handling process and render daily returns on the new CBN Consumer Complaints Management System (CCMS);
- e) Securities and Exchange Commission (SEC) – Rules Relating to Complaints Management Framework of the Nigerian Capital Market; and
- f) The Nigerian Stock Exchange (NSE) – Compliant Management Requirements for all Listed Companies.
- g) The Federal Competition and Consumer Protection Act, 2018 (FCCPA)

2.0 OBJECTIVE OF THE POLICY

This Policy is aimed at ensuring effective and efficient management of complaints brought to the attention of the Bank. Specifically, the policy aims to ensure that:

- a) Complainant is provided a fair, responsive and transparent reparation process;
- b) Complaints are resolved in a consistent, and systematic manner
- c) Causes of complaints are identified and resolved/eliminated, trends are monitored, ultimately to improve the bank's operations; and
- d) Comply with sector-specific regulations on complaints management, particularly as it relates to CBN, SEC, and NSE regulations and other relevant regulations on complaints management to be issued from time to time.

3.0 POLICY STATEMENT

This policy is designed to provide guidance on how the Bank manages customer complaints. The Bank is committed to achieving service excellence and will strive to deliver services in a professional, consistent, coordinated, and timely manner.

The Bank encourages all aggrieved customers to lodge their complaints, as these when appropriately handled would lead to improve on its services and products. Also, the Bank encourages staff to take complaint as a gift and endeavor to anticipate customer/clients' needs and expectations.

The Bank is committed to ensuring the following:

- a) That customers/clients and staff understand the process of handling complaints.
- b) That complaints are objectively investigated using available information or evidence.
- c) Complaints are considered on their merits, considering circumstances surrounding the incident; and
- d) Recognition of customers/clients' right to provide feedback and complain about product or services received.

Finally, the policy shall be made available to all stakeholders on the website of the Bank, and an extract of the policy shall also be made available to shareholders in the Annual Report and Accounts of the Bank.

4.0 SCOPE OF THE POLICY

This policy shall apply to:

- a) Quest Merchant Bank Limited, and all categories of employees within the Bank.
- b) All customers/clients, both internal and external.
- c) Third parties working in association, partnership, or in contractual arrangements with the Bank.
- d) Third-party auditors and service providers.
- e) External organizations providing customer representation, such as advocacy and complaints services.
- f) Regulators, and
- g) Other stakeholders not listed above.

5.0 COMPLAINTS TO BE HANDLED BY THIS POLICY

The customer complaint includes but not limited to the following:

- a) Allegations that the Bank has flouted or failed to comply with the code of conduct and regulations governing all customer-related activities, any instruction given by a customer, or any agreement made with the company and the customers.
- b) Accusations that the Bank has acted unprofessionally, fraudulently, dishonestly, or recklessly; and
- c) Allegations that the Bank treated a customer unfairly or delivered services of an unethical standard.

Any person or organization (the complainant) who is dissatisfied with a product or service provided by the Bank, for any reason, may contact the Bank to inform it of the issue. In addition, the underlisted are the various forms of complaints this Policy is designed to manage:

- a) complaints which may require formal or informal feedback, concerns, statements of issues/omissions and points of disagreement or dispute.
- b) Complaints by competitors of any of the Bank's businesses.
- c) Complaints by or through Regulators, such as Central Bank of Nigeria (CBN), Securities and Exchange Commission (SEC), Nigeria Stock Exchange (NSE), and/or self-regulatory organisations like Financial Market Dealers Quotation (FMDQ); and
- d) Other Complaints which could be in the form of trade manipulations, frauds, etc.

6.0 COMPLAINTS NOT COVERED BY THIS POLICY

The under-listed complaints are not covered by this policy:

- a) Complaints on matters that are sub-judice or in arbitration, including employee related dispute.
- b) Complaints falling outside the purview of the business of the Bank, and
- c) Complaints which may not require a resolution or formal follow-up. While this type of feedback is valuable, the Policy does not apply to feedback of this nature.

7.0 CHANNELS FOR COMPLAINTS REPORTING

Quest Merchant Bank shall provide multiple dedicated channels to receive and handle consumer complaints, including verbal complaints. The channels may include letters, e-mails, telephone lines, social media, and digital software platforms. The following requirements shall apply in the deployment of the channels:

- a) Be effective, functional, efficient, and accessible always.
- b) Generate a unique identification number and acknowledge complaints within 24 hours of lodgement, containing: a unique identification or tracking number, contact details of the complaints desk, expected resolution timelines, escalation options, and an assurance that the complaint is being addressed.

Customers can report complaints through one or all of the following avenues:

- a) Written communication (soft and hard copy), addressed to the Bank's Head Office or to any of its offices in Abuja and Port Harcourt.
- b) By telephone or verbally through any member of the Bank's staff or any individual acting on behalf of the Bank.
- c) Physical walk-ins to the Bank's Head Office or to any of its offices in Abuja and Port Harcourt.
- d) Official online channels of the Bank, which include its website, and
- e) E-mail/e-platform correspondences, post mails /official letters, or Short Messaging Service (SMS). (Details of contact addresses in Appendix 1 below).

8.0 COMPLAINT CATEGORIES

Customers' complaints can be categorized into the following:

- a) **Low risk:** These complaints can easily be resolved at any of our office locations or via the medium through which it was received. The complaints are usually resolved immediately or shortly after it is received. This category has zero to minimal financial or legal implications and can be handled by any of our staff members without any specialised expertise.
- b) **Medium risk:** These are complaints that can be resolved on the spot but require the assistance of the staff of the Bank at any of our locations. This category also has zero to minimal financial and legal implications.
- c) **High risk:** These are complaints that have high potential financial or legal implications and require the expertise of the Bank's complaint management desk for resolution. Examples of such complaints includes unauthorised transactions, account fraud, complaints from a legal firm, etc.

9.0 HANDLING A COMPLAINT

All complaints to the Bank shall be sent to the addresses contained in section 19 and Appendix 1 of this Policy. All complaints shall contain at a minimum the following:

- a) Name of complainant.
- b) Relationship with the affected entity within the Bank (i.e., the nature of your engagement with the Bank, for example, whether it is a client, vendor, etc.
- c) Contact details, such as full address, mobile number, e-mail address, and any other relevant contact information.
- d) Date
- e) Nature and description of complaints.
- f) Supporting documents, if any; and
- g) Signature of the complainants.

10.0 COMPLAINANT'S RIGHTS

The Bank is committed to formally acknowledging all complaints immediately upon receipt. Once a complaint has been received, the Bank will undertake an initial review of the complaint. The complainant has the right to enquire as to the status of a complaint by contacting the appropriate contact persons handling the complaint. Details of representatives of the Bank authorized to handle complaints are defined in this Policy.

11.0 INTERNAL DISPUTE RESOLUTION PROCEDURE AND TIMELINE

It shall be the policy of the Bank to endeavour to resolve complaints within the regulatory timeline, but this will not be possible on all occasions. Where the review exceeds this timeline, the complainant shall be contacted to provide reasons for the delay and indicate when a formal position to complete our review of the complaint should be expected. At the conclusion of the review of the complaint, the complainant shall be provided with a written response. Where the complainant remains dissatisfied with the response of the Bank or any of the subsidiaries, the matter shall be escalated for reconsideration to the Executive Compliance Officer or an equivalent, who is the Bank's Complaints Officer. Such a request should be made in writing and sent by email to the address provided in this Policy. Other guiding principles for handling customer complaints in the Bank are as follows:

- a) Complaints shall be attended to in person, in writing, or by telephone.
- b) Complainants shall be informed of the time frame within which their matter will be resolved.
- c) All received complaints shall be acknowledged within 24 hours.
- d) All complaints shall be logged onto the electronic complaint register application. This shall be done by the complainant, the Relationship Manager, or the Customer Care representatives. To facilitate direct logging of complaints by customers, the portal on the Internet shall be directly linked to the electronic complaint register application.

- e) The Head of Customer Experience Unit (CEU) or designate shall review the complaint register application twice a week to ensure all issues are resolved and closed on the application.
- f) Complaints are treated in line with CBN Consumer Protection Guideline, 2019 as amended.
- g) Internally, all unresolved issues within 2days shall be escalated to the HOP and unresolved issues outstanding for 5days shall be escalated to Management (CRO, CCO, DH).
- h) Monthly returns on customer complaints shall be generated at the end of every month in line with the existing regulatory process.

12.0 THE CUSTOMER COMPLAINT PORTAL

The Bank shall have an electronic portal, which shall serve as a repository for all customer complaints. The portal, which shall be available to customers and other stakeholders online (through the Bank's website), shall be accessible to appropriate representatives and employees of the Bank, who are permitted to receive complaints from customers. Accordingly, entries onto the portal shall either be logged directly by the customers (and other external stakeholders) themselves, or by authorized employees upon receipt. The following minimum fields and/or requirements shall exist in the Complaint Portal:

- a) Name of the complainant: First and Last Name
- b) Contact details: email and phone numbers.
- c) Location
- d) Country
- e) Reason for Contacting the Bank: This could be a) to provide feedback; b) Raise Complaint c) ask a question or d) others.
- f) Date of the complaints.
- g) Details of the incident/of complaints.
- h) Complaints details in brief;

13.0 COMPLAINTS MANAGEMENT PRINCIPLES

In line with extant regulations and best practices, the underlisted principles shall guide the complaints management process of the Bank:

Principle	Application
Visibility	The Complaints Management Policy is well publicised to customers, clients, staff, and other stakeholders on the Bank’s website, with extracts of the policy in the Annual Reports and Accounts.
Accessibility	The Complaints Management Policy is made user-friendly and available to all customers/clients and other stakeholders. Complaints are welcome from customers/clients who are dissatisfied with the Bank’s decisions, actions or services.
Responsiveness	<ul style="list-style-type: none"> ▪ Complaints will be acknowledged and resolved promptly. ▪ Complaints will be handled efficiently and effectively, and accorded the urgency it deserves. ▪ Complainants will be treated courteously and kept informed of the progress of their complaint throughout the complaint-handling process.
Objectivity	Each complaint is addressed in an equitable, objective, and unbiased manner through the complaints-management process.
Charges	Access to the Bank’s complaints management process is free of any charge to the complainant.
Confidentiality	Complaints are handled confidentially to avoid any form of embarrassment to innocent people. Personally identifiable information concerning the complainant is actively protected from disclosure and only made available for the purposes of addressing the complaint.
Customer/Client-focused approach	Management is committed to efficient, prompt and fair resolution of complaints. The Bank is open to feedback and constantly reminds customers/clients of their right to make complaints.
Accountability	The Bank accept responsibility for effective complaints handling, and units responsible for complaints management will ensure that, where appropriate, issues raised as a result of failure in the complaints handling process are adequately addressed.
Continual Improvement	The complaints management policy and process will be reviewed as required, to enhance its overall efficiency and delivery of effective outcomes.

Table 1- Guiding Principles of Complaint Handling

14.0 ROLES AND RESPONSIBILITIES

14.1 Board of Directors

The Board and its Committees are highly committed to promoting an effective and efficient complaints handling across the Bank, and adequate resources shall be deployed towards ensuring the achievement of this objective. The roles of the Board of Directors in relation to this Policy include:

- a) Approve the Complaints Management Policy for the Bank and all subsequent amendments to the Policy;
- b) Ensure that appropriate systems, processes, and mechanisms are in place within the Bank to achieve an effective and efficient complaints handling;
- c) Review reports presented to it by the Complaint Officer or by the Senior Management; and
- d) Make directives and recommendations to Senior Management to ensure achievement of an effective and efficient complaint management process in the Bank.

14.2 Senior Management (MANCOM)

The Senior Management shall be responsible for the implementation of this Policy and all regulations relating to the management of customer complaints throughout the Bank. Other responsibilities of the Management Committee (MANCOM) include:

- a) Put in place appropriate systems, practices, and procedures to ensure that an effective and efficient complaint management system throughout the Bank;
- b) Implement this Policy as approved by the Board and provide appropriate reports to the Board from time to time.
- c) Implement the recommendations and directives of the Board, as well as any regulatory circular relating to customer complaints; and
- d) Whenever the need arises, assist in the resolution of issues arising from customer complaints.

14.3 Customer Experience Unit (CEU)

The CEU shall be primarily responsible for handling all customer complaints throughout the Bank and shall be assisted by the Relationship Officers. Other responsibilities of the Customer Experience Unit:

- a) Ensure that all complaints are appropriately logged on the Complaint portal.
- b) Receive complaints lodged by customers through the various channels, including telephone, online portals, and emails.
- c) Ensure that all received complaints are promptly acknowledged in line with this Policy.
- d) Review and analyse all received complaints.

- e) Ensure prompt and appropriate resolution of customer complaints, and where necessary, escalate to the appropriate senior staff who will ensure prompt resolution.
- f) Provide resolution status to customers and communication of the resolution outcome on all complaints.
- g) Review of resolved cases to ensure appropriate resolution by case owners
- h) Carry out root cause analysis and initiation of service improvement actions as applicable
- i) Provide appropriate and periodic reports for management, as requested and
- j) Promptly render appropriate periodic returns to the regulators, as requested.

14.4 Compliance Function

The compliance function, led by the Chief Compliance Officer (CCO), shall be responsible for:

- a) Ensure adherence and compliance with this Policy across the Bank and its subsidiaries;
- b) Ensure that relevant and extant regulatory directives and legislations regarding customer complaints management is made available to all stakeholders in the Bank and its subsidiaries;
- c) Propose a review of this Policy from time to time in line with changes in the internal operating environment, regulations, laws and other external rules;
- d) Review compliance with this Policy and applicable regulations; and
- e) Provide relevant reports whenever appropriate regarding customer complaint management to the Board and Senior Management.

14.5 Employees

All staff of the Bank shall take responsibility for complaints brought to their notice by customers until the complaint is logged on the Complaint Portal. All complaints (in whatever form) received by staff **MUST** be logged onto the portal to help the Bank determine areas of improvement in policies, processes, and product offerings.

15.0 TIME LIMIT FOR INVESTIGATION OF COMPLAINTS, REGULATORY REPORTING RESPONSIBILITY AND COMPLAINTS REGISTER

It shall be the policy of the Bank to handle all complaints promptly and as fairly as possible. While it might not be possible to set a specified time limit for the resolution of complaints in view of the diverse nature of complaints, the Bank shall adhere to the timeline as specified in 3.7 above in managing and resolving customer complaints.

The Bank shall also render regular reports on complaints, while the Compliance Department shall monitor compliance with such regulatory reporting requirements, and also ensure implementation of this policy.

16.0 COMMUNICATIONS

The Bank's customer complaints management policy shall be made known to customers during the onboarding process, as follows:

- a) The customer complaints management policy shall be available the Bank's website.
- b) Quest Merchant Bank shall provide information on complaints received to the relevant regulators as required for the customer complaint returns. This data shall cover the number and nature of complaints received.
- c) All records and supporting documents must be maintained for a minimum period of not less than five (5) years from the date of logging the complaint, whether or not the complaint has been resolved.
- d) Information regarding complaints shall be recorded in a format that is accessible to Customers, SEC, and adjudicators on request.

17.0 REPORTING

The Customer Care Unit, which has the responsibility for handling complaint management in the Bank, shall also be responsible for the rendition of all regulatory returns on customer complaints, including daily uploads to the CBN Customer Complaints Management System (CCMS).

18.0 POLICY REVIEW, AMENDMENTS, CUSTODIAN, AND APPROVAL

18.1 Policy Review and Amendment

This policy shall be subject to review from time to time at least every two years, in line with changes in QMB's business model, business environment, material changes in statutory regulations, and critical economic and other factors that will materially alter the profile of the Company. However, more frequent reviews shall be necessitated by changes in the regulatory and legal environments of the Bank, as well as the Bank's internal operations and practices.

18.2 Policy Approval

The Board of Quest Merchant Bank Limited, through the Board Risk Management Committee, hereby approves this QMB's Complaints Management Policy.

19.0 ESCALATION CHANNELS

Customers can lodge their complaints via the customer feedback link (<https://questmb.com/quicklinks/policies/feedback-complaints/>) provided on the Bank's website, www.questmb.com via our dedicated email address info@questmb.com or switchboard numbers, **02018886724**.

Complaints made by customers to any member of staff, including Relationship Officers, via other media apart from those mentioned above must be logged into the Customer Complaints Portal for a holistic view of the Bank's customers' complaints.

APPENDIX 1: Other Contact Addresses and details of the Bank

Customer Experience Department
Quest Merchant Bank Limited.
No. 2 Broad Street Marina
Lagos, Nigeria
E-mail: info@questmb.com
Phone: 02018886724

Compliance Department
Quest Merchant Bank Limited.
No. 2, Broad Street, Marina
Lagos, Nigeria
E-mail : compliance@questmb.com
Phone: 02018886724

Internal Audit Department
Quest Merchant Bank Limited.
No. 2, Broad Street, Marina
Lagos, Nigeria
E-mail: audit@questmb.com
Phone: 02018886724

APPENDIX 2

Definition of Key Terms

- a) Consumer Protection Department: the department of the Central Bank of Nigeria charged with the responsibility of protecting consumers.
- b) Customer: refers to a person who has a relationship, by reason of benefitting from financial products or services offered by a FI.
- c) Complaint: dissatisfaction expressed by a consumer on a financial product or service provided by a FI, which may or may not have caused financial loss.
- d) Complainant: a person who makes the complaint.
- e) Capital Market Operators: the players in the capital market are those who act as intermediaries between the providers of the funds and the fund users.
- f) Financial Institution: refers specifically to financial institutions (together with their staff, agents, or representatives) regulated by the Central Bank of Nigeria. Financial institutions include Commercial or Merchant Banks, Specialized Banks, Micro-finance Banks (MFBs), Discount Houses (DHs), Development Finance Institutions (DFIs), Finance Houses (FHs), Bureaux-de-Change (BDCs), Primary Consumer Protection Framework.