

# **Complaints Handling Policy**

FAIR • TRANSPARENT • SIMPLE



This information is prepared in accordance with the provisions of the General Regulation of the Autorité des Marchés Financiers (AMF) and AMF Instruction No. 2012-07.

It is intended to inform unit holders (hereinafter referred to as the "Client(s)") of Aecus Partners about the procedure relating to the handling of complaints.

Only statements expressing the Client's dissatisfaction with the professional are considered, excluding requests for information, opinions, clarifications, services, or provisions.

Any Client wishing to send a complaint to Aecus Partners is invited to send a letter to the following address:

#### **AECUS PARTNERS**

Operations Team 128 rue du Faubourg Saint-Honoré, 75008 Paris, France

A complaint can also be sent to Aecus Partners:

- by phone: +33 (0)1 8480 8182
- by email: operations@aecuspartners.com

## In order to ensure that a client's complaint has been received, we recommend that it be sent alongside a request for acknowledgement of receipt.

#### Complaint processing time:

Accus Partners commits to sending the client an acknowledgment of receipt within 10 days, in the event that a complaint cannot be processed more quickly. From the date of this acknowledgment, the request will be handled within a period not exceeding 2 months.

#### Recourse:

If you are not satisfied with the outcome of your complaint, you can appeal:

 To the AMF's independent mediator for management services on behalf of third parties and investments:

#### Autorité des Marchés Financiers

Madame Marielle Cohen-Branche Médiateur de l'AMF 17 place de la Bourse 75082 Paris Cedex 02

The application form for mediation with the AMF and the mediation charter are available on the <u>https://www.amf-france.org/fr/le-mediateur website</u>.

 To the insurance mediator for insurance brokerage services or management of unit-linked arbitration mandates:

### La Médiation de l'Assurance TSA 50110 75441 Paris Cedex 09

The mediation request form is available on the website <u>http://www.mediation-assurance.org/Saisir+le+mediateur</u>.

 For clients based in EEA member countries other than France, as well as Switzerland and the United Kingdom:

Concerning services provided in countries other than France within the European Union, as well as in Switzerland and the United Kingdom, Aecus Partners informs of the possibility of referring the matter to the independent mediator of the National Competent Authority, the list of which is kept by the European Commission: <u>FIN-NET members</u>.

The procedures are confidential, free of charge, adversarial and non-binding. Each of the parties can put an end to it whenever it wishes and retains the right to go to court.

However, before contacting the mediator, the client must first take their initial steps of registering the complaint with Aecus Partners.