

COMPLAINT

What is your complaint? (Please provide us with any documentation/correspondence related to the complaint)

Empty text box for complaint details.

If not stated above what do you think should be done to resolve the matter

Empty text box for resolution suggestions.

Have you referred your dispute to any other organisation for resolution? E.g. IBANZ – If Yes, please give details  Y  N

Empty text box for details of other organizations.

Is this the first time you have made this complaint? If, no please give details  Y  N

Empty text box for details if not the first time.

PRIVACY ACT 1993

The personal information supplied by you to Classic Cover, or obtained about you by Classic Cover, will be used only for the investigation of your complaint or, at the conclusion of the investigation, for reference purposes with Classic Cover.

To enable the investigation of your complaint, personal information about you may be disclosed to the insurance company, or to a third party, unless you advise Classic Cover that you wish specific information not to be disclosed.

You have the right to request access to and correction of any personal information held by Classic Cover. You are entitled to be supplied, on request, with details of any agencies to which Classic Cover has disclosed personal information about you.

Failure to supply any personal information requested by Classic Cover may affect the ability of Classic Cover to consider and investigate your complaint.

I/We accept that my/our complaint will be investigated in accordance with the provisions of the Privacy Act 1993

SIGNATURE/CLIENT(S)

DATE

SIGNATURE/COMPLAINT(S) (IF NOT THE CLIENT)

DATE



# Understanding you better

CLIENT COMPLAINT GUIDE





At Classic Cover we see complaints as a means to understand your requirements better and to improve the service we deliver to you.

### UNDERSTANDING YOU BETTER

We are always open to receiving complaints from our clients and appreciate the time taken to notify us of your concerns.

Some complaints may require no action but every complaint is important and we review all complaints regularly to establish where there are opportunities to make your experience with us that much better in the future.

### IMPROVING OUR SERVICE

When action is required the following will help you understand the steps that will be followed when a complaint is made.

#### Classic Cover will record your complaint

- If you make a complaint by email or telephone we will request information from you.
- You may be asked to complete a Complaint Form. This will ensure you are given the opportunity to fully explain your complaint. It also means we have the information required to review and investigate your complaint.
- All complaints will be recorded.

#### Classic Cover will acknowledge your complaint

We know that making a complaint involves some inconvenience and possibly, expense. You are looking for a resolution and we will keep you informed of progress.

We will respond to your complaint within three working days.

It may be that we cannot resolve the issue within three working days. In this case we will acknowledge that your complaint has been received and is being reviewed.

#### Classic Cover will investigate and review your complaint

When we are investigating and reviewing your complaint we will:

- be fair
- strive to understand both sides of the story
- keep a record of all meetings, conversations and findings
- forward the complaint to the appropriate level of authority for resolution
- keep you informed of progress if your complaint cannot be resolved within 10 days of acknowledging your complaint
- ensure resolutions are consistent with company policy and company values

#### Classic Cover will propose a resolution to your complaint

We will respond with a resolution to your complaint within 20 working days or less.

We will check any necessary action has been carried out and that you are satisfied with the resolution.

#### Third party involvement

If an issue cannot be resolved satisfactorily we will refer you to disputes resolution scheme provider, Financial Services Complaints Ltd (FSCL). Please refer to the website [www.fscl.org.nz](http://www.fscl.org.nz) for additional information on the services that they offer.

Before FSCL can consider your complaint Classic Cover must have been given the opportunity to resolve the complaint with you directly.

### OUR COMPANY

Classic Cover Insurance Ltd is a majority New Zealand owned company specialising in insuring extra ordinary vehicles since 1983. For more information visit [www.classiccover.co.nz](http://www.classiccover.co.nz).

## Complaint form

Thank you for taking the time to lodge a complaint.  
Please complete this form fully so that we may resolve your complaint as quickly and fairly as possible.  
Please return this form to [admin@classiccover.co.nz](mailto:admin@classiccover.co.nz) or to PO Box 974, Hamilton 3240.

### YOUR DETAILS

Complainant(s) (If complainant is not the policyholder, please explain relationship)

### CLIENT DETAILS

Company name (If applicable)

Title: Mrs/Ms/Miss/Mr

Surname

First name

Street address

Postal address

Home telephone

Work telephone

Mobile telephone

Fax

Email address

### POLICY DETAILS

(If available and/or relevant)

Insurance company name

Classic Cover branch

Policy No

Type of policy

Expiry date of policy

Amount in dispute