## WHAT TO DO IN CASE OF A COMPLAINT?

Know your rights	<ul> <li>Every employee of the Amundi-ACBA is obliged to:</li> <li>Refer you to an employee dealing with complaints.</li> <li>Provide with communication information (Phone number, e-mail address).</li> </ul>	<ul> <li>The responsible employee is obliged to:</li> <li>Inform about your rights and the compliant examination process,</li> <li>Provide with the appropriate rules of the organization and the application form.</li> </ul>
Apply	Amundi-ACBA Asset Management Submit a written complaint to the responsible employee or send it to the following addresses: <u>info-armenia@amundi.com</u> 10 V. Sargsyan, premises 100-101, Yerevan 0010,	<ul> <li>Specify your details to get the answer.</li> <li>Be sure your compliant is well receipted and keep the receipt confirmation until the final solution is held.</li> </ul>
10 days later	RA + 374 11 31 000 00 You can also submit your compliant via Financial Mediator.	
Learn about the response	The organization takes a decision on the complaint within 10 working days (to satisfy, to partially satisfy, to reject).	If you have any questions, please contact the person in charge.
Not satisfied	<ul> <li>TO THE MEDIATOR OF THE FINANCIAL SYSTEM, if:</li> <li>You are an individual, an individual entrepreneur who is a micro-entrepreneur or a</li> </ul>	<ul> <li>ARBITRATION MOVEMENT</li> <li>If an arbitration agreement has been signed between you and the organization, the</li> </ul>
Apply	<ul> <li>legal person, including also a guarantor, mortgagor or other person who has a mortgage related compliant.</li> <li>The complaint concerns the service provided and you have a monetary claim (up to 10 million AMD), or the complaint relates to the credit history.</li> <li>You have not received a response within 10 working days or you have not received a response at all.</li> <li>The complaint is not examined in court or in the arbitral tribunal or by Financial System Mediator</li> <li>Less than 6 months have passed since the answer.</li> <li>The protesting action or inaction took place</li> </ul>	<ul> <li>disputes between you are subject to resolution by the arbitral tribunal.</li> <li>When concluding the contract, you have the right to refuse the arbitration agreement; in that case, the organization is obliged to provide you with a service accordingly.</li> <li>Remember, even if there is an arbitration agreement, you can apply to the Financial System Mediator until the complaint is examined in the tribunal.</li> <li>The Mediator is not authorized to accept the complaint if it is already being examined in the tribunal.</li> </ul>
	<ul> <li>THE protesting action of inaction took place after August 2 of 2008.</li> <li>THE SERVICES ARE FREE OF CHARGE Yerevan 0010, M. Khorenatsi street 15, Elite Plaza business center, 7th floor, +374060 701111</li> </ul>	<ul> <li>You can always go to court.</li> <li>The court's decision is not subject to review by the Financial System Mediator.</li> </ul>

## **CENTRAL BANK**

- You can also apply to the Central Bank and your complaint will be answered within 15 working days. (Yerevan 0010, V. Sargsyan 6, +374 10 592 697, consumerinfo@cba.am)
  If your complaint is within the jurisdiction of other institutions/structures, the Central Bank will direct your question to their domain.
- The Central Bank advises to apply to a financial organization with your problem first (step 2).

## In case of questions apply

"Amundi-ACBA Asset Management" CJSC, RA, Yerevan 0010, Vazgen Sargsyan 10, 100-101 premises, (+374 11) 31-00-00, info-armenia@amundi.com