



FINANCIAL SERVICES COMMISSION

SECURITIES COMPLAINT FORM

Investigation and Enforcement Division
 39-43 Barbados Avenue, Kingston 5
 Tel: 906-3010(-12)
Complaints@fscjamaica.org

INSTRUCTIONS

1. PLEASE PRINT OR TYPE CLEARLY IN DARK INK.
2. YOU MUST COMPLETE THE ENTIRE FORM. INCOMPLETE OR INELLIGIBLE FORMS WILL BE RETURNED TO YOU.
3. ENSURE THAT YOU ATTACH COPIES OF IMPORTANT DOCUMENTS REGARDING YOUR COMPLAINT.

You are required to complete this form to facilitate the Financial Services Commission's ("FSC") investigation of your complaint. Note that all information provided in this form will be kept confidential unless the FSC is required by law to make any disclosure.

PLEASE INDICATE THE COMPLAINT TYPE:

SECURITIES/INVESTMENTS

Specify: _____

SECTION 1 - PERSONAL DETAILS

Complainant				Co-Complainant*			
Surname		First Name		Surname		First Name	
Dr. <input type="checkbox"/>	Mr. <input type="checkbox"/>	Mrs. <input type="checkbox"/>	Ms. <input type="checkbox"/>	Dr. <input type="checkbox"/>	Mr. <input type="checkbox"/>	Mrs. <input type="checkbox"/>	Ms. <input type="checkbox"/>
Identification Number				Identification Number			
Driver's License	Passport	Electoral Voter ID	Other _____	Driver's License	Passport	Electoral Voter ID	Other _____
Mailing Address				Mailing Address			
Email Address:				Email Address:			
Telephone Number Home : _____ Cell: _____ Work: _____				Telephone Number Home : _____ Cell: _____ Work: _____			
*If there are more than two persons making this complaint, please list the details of the other person(s) on a separate sheet and attach the sheet to this Form.							



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If you have authorized someone to represent you (e.g. a lawyer, relative or friend) please provide the following details and have the representative affix their signature on page [7].

Name of Representative	
Occupation	
Type of Identification and number (Driver's License, Passport, Electoral Voter ID)	
Mailing Address	
Email Address	
Telephone (home, cell, work)	

SECTION 2 – THE COMPLAINT

Details of the Financial Services Provider to which the complaint relates

Name of the Financial Services Provider	
Branch/Agency	
Branch/Agency Address	
Branch/Agency Telephone Number	

Details of the advisor, employee or agent who originally sold the product or service to which the complaint relates. *If different from the name indicated above.*

Name of the Advisor/Employee/Agent	
Branch/Agency	
Branch/Agency Address	
Branch/Agency Telephone Number	

Description of the product or service relating to the complaint

(Please state the name and type of product, transaction or other service type)

<p>.....</p> <p>.....</p> <p>.....</p>
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SECTION 3

	Day	Month	Year
When did the problem first occur?			
When did you first become aware that the product or service provided was unsatisfactory?			
When did you first complain to the financial services provider? ¹			

	Yes*	No
Have there been any proceedings before or in a court of law, tribunal, arbitrator or administrative body or are any such proceedings being planned/contemplated? <i>If yes, please enclose copies of relevant paperwork.</i>		
Have you contacted any regulator or other complaints body about your complaint?		
*If you have answered YES to either question, please give details.		
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Have you received the company’s final decision on your complaint in written format? *If YES, please provide us with a copy of the company’s letter.*

YES NO

Please indicate how you want the matter to be resolved.

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SECTION 4

Complainant’s authorisation for the Financial Services Commission to proceed with the investigation.

I would like the Financial Services Commission (“FSC”) to consider my complaint.
 I understand that:

1. The FSC will need to access personal details, including financial information about me, in order to deal with me complaint effectively. The FSC will handle such information in the strictest confidence unless compelled by law to disclose this information.
2. The FSC and other organizations and official bodies, including the entity/person that I am complaining about/against, have the authority to exchange information about this complaint.
3. My case may be published for educational purposes or be reflected in the FSC’s statistics but without identifying the parties involved.
4. Complaints are handled in a different manner from the courts of law and the FSC would not usually require parties to attend hearings in person but may resolve disputes by correspondence, telephone or other means of communication.
5. If at any time I am not satisfied with the process or the outcome, I am free to take the matter to the court or elsewhere in which case, the FSC will close its files.

By signing this Complaint Form, I:

1. Declare that, I have provided the information to the best of my knowledge and believe the same to be true.
2. Give my consent to the financial entity/individual against which/whom I am complaining, to release whatever information which may be considered necessary to handle my complaint to the FSC.
3. Give consent to the exchange of information relevant to the complaint between the Office of the FSC and the entity/person and other bodies necessary to handle my complaint.
4. Acknowledge that the files of the FSC and the financial institution/individual, against which I am complaining, and discussions between me, the financial entity/individual and the FSC, are confidential, and will not be used in any subsequent legal or other proceedings. In addition, the FSC and staff of the Office of the FSC and advisors will not be called to testify.

Signature of the Complainant/Account Holder or Policyholder	Date	Signature of Authorized Representative(s) (if applicable)	Date

Even if you have appointed someone else to make the complaint on your behalf, your authorized representative should also sign and so indicate the capacity. If you are signing on behalf of a business, please also give your position in that business. If the account is joint, all account holders must sign.

You may return this completed Form and supporting documents to:

Financial Services Commission
 39-43 Barbados Avenue
 Kingston 5

Or via email to: complaints@fscjamaica.org

Have you:

- Included everything necessary about your complaint?
- Enclosed a copy of the financial institution’s final decision letter?
- Enclosed copies of all relevant documents?
- Affixed all relevant signatures?