# GLOBAL BANKING & MARKETS

# **Complaints**

We aim for the highest standards of service and conduct. Whether you are a customer or someone from the general public, we take any expression of dissatisfaction seriously.

Should you wish to make a complaint, this document clarifies how to go about doing so. You should expect to be treated fairly and impartially. You should also expect reasonable efforts on our part to resolve your complaint as quickly as possible.

#### How?

There are no formal rules restricting how you may make a complaint. You may do so:

- Verbally, which includes in person, over the phone, by video conference. or
- In writing, which includes by letter, e-mail, chat.

You aren't required to have a business relationship with us. You may even do so anonymously.

#### To whom?

You have four options. Whichever pathway, our employees know how to handle your complaint, in line with customer service standards and regulatory requirements. You may address your complaint to:

- 1. Your usual contact person and/or Relationship Manger
- 2. Their supervisor
- 3. Email:
  - o Ireland SIDAC.Compliance@scotiabank.ie
  - o United Kingdom: <a href="mailto:loncomplaints@scotiabank.com">loncomplaints@scotiabank.com</a>
  - o **United States:** USComplaintCoordinator@scotiabank.com
  - o **Other:** <u>GBM.Complaints@scotiabank.com</u>
- 4. In writing to the relevant compliance contact below

Local Addresses for Mailing a Written Complaint (Option 4)	
Canada	United States of America
Scotiabank Compliance	Scotiabank Compliance
4 King Street West, 12 <sup>th</sup> Floor	250 Vesey Street
Toronto ON M5H 1A1	New York, NY 10281 U.S.A.
Australia	Brazil
Scotiabank Compliance	Scotiabank Brazil S.A. Banco Multiplo
	Compliance

C 11 2 1 2 1 4 4 C 2 2 2 2 DE III 2 T 2 2 4	A Division Francisco 2277 7th (Lease Co.)
Suite 2, Level 44, Governor Phillip Tower, 1	Av. Brigadeiro Faria Lima, 2277, 7th floor, São
Farrer Place	Paulo – SP, Brasil   01452-000
Sydney NSW 2000, Australia	
Chile	China
Scotiabank Chile S.A. Compliance	Scotiabank Compliance
Parque Titanium – Avenida Costanera Sur	Guangzhou Branch
2710, Torre A, Piso 11, Las Condes, Santiago,	Unit 1503, Tower A, Center plaza, 161 Linhexi
Chile	Road, Guangzhou
	P.R. China 510620
	Shanghai Branch
	Unit 2904 Jin Mao Tower, No.88 Century
	Boulevard, Shanghai
	P.R.China 200121
Colombia	Hong Kong
Scotiabank Colpatria S.A. Compliance	Scotiabank Compliance
Cra 7 N° 114 – 33, Piso 9 y 16 Torre Scotiabank	Suite 2101, Central Tower
Bogotá, Colombia	28 Queen's Road Central, Hong Kong.
India	Ireland
Scotiabank Compliance	Scotiabank Compliance
Customer Grievance Handling Officer	Three Park Place,
Ground Floor, Mittal Tower "B" Wing	Hatch Street Upper,
Nariman Point, Mumbai, India 400 021	Dublin 2, Ireland, D02 FX65
Japan	Mexico
Scotiabank Compliance	Scotiabank Inverlat S.A. Compliance
Scotia Securities Asia Limited, Tokyo Branch	Blvd. M. Ávila Camacho No. 1 Piso 1
Pacific Century Place 31F	Col. Lomas de Chapultepec
Marunouchi 1-11-1, Chiyoda-ku, Tokyo 100-	México D.F. 11009
6231	
Peru	Singapore
Scotiabank Perú SAA Compliance	Scotiabank Compliance
Torre Sura. Rep de Panamá 3411 3435 - piso	1 Raffles Quay, #20-01, North Tower
9, San Isidro, Lima, Perú.	Singapore 048583
United Kingdom	
Scotiabank Compliance	
201 Bishopsgate, 6 <sup>th</sup> Floor	
London EC2M 3NS	
United Kingdom	

In Canada, you also have the option to escalate your complaint, as follows:

# Contact the Escalated Customer Concerns Office (ECCO)

If your complaint is not resolved after 14 days, it will be escalated to the Escalated Customer Concerns Office (ECCO) You may also request escalation at any time during the 14 days or if you are dissatisfied with the response provided.

E-mail: escalatedconcerns@scotiabank.com

Mail: Scotiabank, Escalated Customer Concerns Office

44 King Street West Toronto, ON M5H 1H1

Telephone: English 1-877-700-0043 (in Toronto 416-933-1700)

French 1-877-700-0044 (in Toronto 416-933-1780) Fax 1-877-700-0045 (in Toronto 416-933-1777)

#### Still not Resolved?

# Contact the Customer Complaints Appeals Office (CCAO)

You may also appeal the outcome of your complaint in writing to the Customer Complaints Appeals Office (CCAO). The CCAO provides an impartial review of customer complaints upon request of the customer.

We aim to resolve each case as quickly as possible. When your case is concluded at the CCAO, you will be sent communication outlining the Bank's response.

# **Complaint Handling Policy**

We maintain an internal Global Complaints Policy, which governs our practices, including complaint handling. Complaints are handled in accordance with the regulatory requirements where we operate. Where appropriate, receipt of complaints is acknowledged in writing, in addition to the response following our investigation.

# **Regulators and External Complaint Bodies**

Depending on jurisdiction, you may be able to escalate a complaint directly to the relevant regulator or external complaints body. Further information for these bodies may be found below, by jurisdiction.

#### Canada

- Investment Industry Regulatory Organization of Canada
- Montreal Exchange
- Ontario Securities Commission<sup>1</sup>
- <u>Financial Consumer Agency of Canada</u> (FCAC)
  - The FCAC does not resolve individual customer complaints, but if you believe that your complaint relates to a violation of a federal consumer protection law, you may submit your complaint to:

Financial Consumer Agency of Canada Enterprise Building 427 Laurier Avenue West, 5<sup>th</sup> Floor Ottawa ON K1R 1B9

Telephone: 1-866-461-3222

<sup>&</sup>lt;sup>1</sup> Or other provincial or territorial securities regulators, as applicable

- If your complaint is eligible for investigation by the ADR Chambers Banking Ombuds Office (ADRBO) and:
  - Scotiabank has exhausted the 56 calendar day prescribed period for dealing with the eligible complaint; or
  - You are not satisfied with the resolution offered but the CCAO You have 180 calendar days to submit your complaint to the ADRBO after receiving Scotiabank's final response, or in the alternative, if 56 calendar days have passed since you made the complaint.

ADR Chambers Banking Ombuds Office

31 Adelaide St E

PO Box 1006

Toronto ON M5C 2K4

Toll-free telephone: 1-800-941-3655

Toll-free fax: 1-877-803-5127 contact@bankingombuds.ca

Website

# **United States of America**

- The Financial Industry Regulatory Authority
- The Securities & Exchange Commission
- The Commodity Futures Trading Commission
- The National Futures Association

#### **Australia**

- Australian Prudential Regulatory Authority
- Australian Securities and Investments Commission

# **Brazil**

- Central Bank of Brazil
- CVM- Comissão de Valores Mobiliários

# Chile

- Comision para el Mercado Financiero de Chile
- Servicio Nacional del Consumidor

#### China

- The People's Bank of China
- State Administration of Foreign Exchange
- National Administration of Finance Regulation

# Colombia

- Superintendencia Financiera de Colombia
- Autorregulador del Mercado de Valores de Colombia

# **Hong Kong**

- Hong Kong Monetary Authority
- Hong Kong Securities & Futures Commission

If you're dissatisfied with the resolution of your complaint, you may be entitled to pursue the matter further with the Financial Dispute Resolution Centre.

#### India

- Reserve Bank of India
- Securities & Exchange Board of India

# **Ireland**

• Central Bank of Ireland

You may have a right of complaint to the <u>Financial Services and Pensions Ombudsman</u> if you are a trustee of a pension scheme, a Professional Client or an Eligible Counterparty.

# Japan

- Japan Securities Dealers Association, with mediation of disputes outsourced to FINMAC
- Kanto Financial Bureau

#### Mexico

Comisión Nacional Bancaria y de Valores

#### Peru

- Superintendencia del Mercado de Valores
- Superintendencia de Banca, Seguros y AFP

# Singapore

Monetary Authority of Singapore

# **United Kingdom**

• Financial Conduct Authority

If you are an Eligible Complainant as defined by the Financial Conduct Authority, you may fall under the jurisdiction of the  $\underline{\sf Financial\ Ombudsman\ Service}$ .