

# Let us fix it

Here's how we'll sort things out



NatWest

Generated at: Thu Nov 7 14:28:53 2019



client THE ROYAL BANK OF SCOTLAND

account PPB Dist and Digital Channels

project 68213 RB NW Complain Leaflets

job title Complaint Leaflets

order no NO FEES

publication Publication

size 210mm H x 99mm W

ins date 01 Jan 1998

language Eng

country UK

Operator

QC

Acc. Handler

234018338v1

# Tell us what went wrong

We're sorry things didn't work out.

We always try to give you the best possible service, but sometimes we don't always get it right. If you let us know we've then got the chance to put it right – and help prevent the same mistakes in future.



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# How to get in touch

Whichever way you contact us, we'll start investigating straight away.

## Online

Visit [natwest.com/howtocomplain](https://natwest.com/howtocomplain) and you'll be able to:

- use our live WebChat service – over 75% of complaints raised this way are resolved on the same day
- email us using our online complaint form

## By phone

You can call anytime – we're open 24/7. When you call you'll need to have your account information or your telephone banking details handy. We may record your call.

### If you're a personal customer:

With an account in England or Wales

UK: **03457 888 444**

Overseas: **+44 3457 888 444**

Minicom: **0800 404 6161**



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With an account in Scotland

UK: **0345 9000 200**

Overseas: **+44 1183 732 069**

Minicom: **0800 092 9098**

**If you're a Private customer:**

With a Private Banking Manager

UK: **0333 202 3330**

Overseas: **+44 161 933 7239**

Minicom: **0800 027 1395**

Or you can call your Private Banking  
Manager directly

Without a Private Banking Manager

UK: **03457 888 444**

Overseas: **+44 3457 888 444**

Minicom: **0800 404 6161**

**If you're a business customer:**

UK: **03457 11 44 77**

Overseas: **+44 3457 114477**

Minicom: **0800 9005961**

If you're a Commercial or Corporate customer:

Businesses with a turnover over £2m annually,  
please call your Relationship Manager

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## In person

Visit any of our branches and talk to one of our team. You can find your nearest branch and its opening hours at [natwest.com/branch](http://natwest.com/branch)



## In writing

### Personal Customers

Customer Relations Manager,  
4th Floor, 2 St Phillips Place,  
Birmingham  
B3 2RB

### Business Customers

Customer Relations Manager,  
1st Floor, 2 St Phillips Place,  
Birmingham  
B3 2RB

### Credit card customers

NatWest Card Services  
PO Box 5747  
Southend-on-Sea  
SS1 9AJ

## What we'll need to know:

In order to capture, record and fully understand your complaint we will need some or all of the following information:

- ✓ Your name and address
- ✓ Your account number and sort code or credit card number
- ✓ A description of your complaint
- ✓ Any names or dates you've noted if you've already spoken to someone about this problem
- ✓ How you've been affected by this
- ✓ A contact number and convenient time to contact you

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# The Financial Ombudsman Service

The Financial Ombudsman Service is an independent organisation. They sort out complaints consumers and financial businesses haven't been able to settle themselves.

If for some reason we haven't been able to resolve your complaint within 8 weeks, or you're not satisfied with the resolution you can refer your complaint to the Financial Ombudsman Service.

If you receive a final response letter from us, and you want to contact the Financial Ombudsman Service, you'll need to do this within 6 months of receiving our final response letter.

To find out more about the service visit [financial-ombudsman.org.uk](http://financial-ombudsman.org.uk)



You can contact the Financial Ombudsman Service by writing to:

**The Financial Ombudsman Service  
Exchange Tower  
London  
E14 9SR**

Alternatively, you can phone them on **0800 023 4567**.



## Braille, large print or audio format?

If you would like this information in another format, call us on **03457 888 444** (Minicom 0800 404 6161).

National Westminster Bank Plc.  
Registered in England and Wales No. 929027.  
Registered Office: 250 Bishopsgate,  
London EC2M 4AA.

NWB3426 November 2019

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# What we'll do next

We'll always do our best to fix the issue straight away. Please allow us up to 8 weeks to resolve a complaint. We hope to do this much quicker and we'll keep you updated step-by-step. We will aim to resolve payment related complaints within 15 business days.



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### Step 1

If we haven't managed to resolve your complaint, we'll be in touch with an update no later than 10 days after you logged it. We'll give you details of how we intend to resolve your complaint and a note of your complaint reference number.

If we need to call you to find out more, it's worth knowing that some calls may display as 'unknown', 'private' or 'withheld' on certain handsets. We'll send you a text where we can, to let you know we're trying to reach you. We'll also send an email if you give us an address – check your junk email in case these messages end up there.

### Step 2

We'll keep you updated regularly, but if you have any questions, you'll be able to contact our complaints team directly.

### Step 3

We'll try to sort it all out as quickly as possible and also keep you updated on our progress.

If you're unhappy with our progress, you can contact our complaints team through our online form, on WebChat, or on the phone.



For further information  
visit us at [natwest.com/howtocomplain](https://natwest.com/howtocomplain)

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