

**Business Loan Network Limited
ThinCats Loan Syndicates Limited
ThinCats Participations Limited**

**Complaints Procedure
(Borrower – other than small business)**

Our commitment to you

All of our customers are important to us, and we believe you have the right to a fair, swift and courteous service at all times.

We are in receipt of your complaint and we will deal with it promptly, effectively and in a positive manner.

Our Complaints Procedure

1. We will acknowledge your complaint, by email (complaints@businessloannetwork.co.uk), within 24 hours (1 business day) of receipt of your complaint. At the same time, you will be advised of the person who will be handling your complaint.
2. We will investigate your complaint, and send an initial response within 5 business days. We will endeavour to send a final response to you within 4 weeks of receipt of your complaint. If we are unable to provide you with a final response within this time we will send you an update.
3. We will endeavor to send a final response to you within 8 weeks of receipt of your complaint. If we are unable to provide you with a final response within this time frame, we will write to you explaining why and advise you when you can expect a final response.
4. If you are not satisfied, then you can respond to the email requesting that the matter is escalated to the Chief Executive Officer, who will investigate your complaint and will endeavor to send a final response to you within 4 weeks of receipt of your request.