

# Let us fix it

Here's how we'll sort things out



NatWest

# 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.



# 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**

Relay UK: **18001 03457 888 444**

With an account in Scotland

UK: **0345 9000 200**

Overseas: **+44 1183 732 069**

Relay UK: **18001 0345 9000 200**



### If you're a Private customer:

With a Private Banking Manager

UK: **0333 202 3330**

Overseas: **+44 161 933 7239**

Relay UK: **18001 0333 202 3330**

Or you can call your Private Banking Manager directly

Without a Private Banking Manager

UK: **03457 888 444**

Overseas: **+44 3457 888 444**

Relay UK: **03457 114 477**

### If you're a business customer:

UK: **03457 114 477**

Overseas: **+44 3457 114 477**

Relay UK: **18001 03457 114 477**

If you're a Commercial or Corporate customer:  
Businesses with a turnover over £6.5m annually,  
please call your Relationship Manager

## 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](https://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

## 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 your complaint is payment related, you can contact the Financial Ombudsman Service if you have not received an acknowledgement within 15 business days or if we have not resolved your complaint within 35 business days.

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](https://financial-ombudsman.org.uk)



**You can contact the Financial Ombudsman Service by writing to:**

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

Telephone: **0800 023 4567**

Relay UK: **18001 0800 023 4567**

Telephone: **0207 964 1000**

Relay UK: **18001 0207 964 1000**

Email: **complaint.info@**

**financial-ombudsman.org.uk**



**Braille, large print or audio format?**

If you would like this information in

another format, call us on **03457 888 444**

(Relay UK: 18001 03457 888 444).

## The Business Banking Resolution Service

If your complaint is not eligible for the Financial Ombudsman Service, you may be able to have your complaint reviewed by the Business Banking Resolution Service (BBRS).

The Business Banking Resolution Service (BBRS) is an independent organisation set up voluntarily by participating banks to resolve disputes between eligible larger SME business customers and their bank. The service is free to use and is available to business customers with unresolved disputes with participating banks.

If you are interested in finding out more information or using the service, please visit the BBRS website <https://thebbrs.org>, or email [contactus@thebbrs.org](mailto:contactus@thebbrs.org) or call **0345 646 8825**. Alternatively, you can write to the BBRS, 70 Fleet St, London EC4Y 1EU.

We have collected your contact information to enable us to provide you with updates on the progress of your complaint. The complaint record will be stored for 6 years for audit/investigation purposes as required by regulatory authorities.

Our full Privacy Policy is available at [natwest.com/privacy](https://natwest.com/privacy)

National Westminster Bank Plc.

Registered in England and Wales No. 929027.

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London EC2M 4AA.

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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.



## 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)