

# Complaints Policy



At Allianz Trade, we strive to provide excellent customer service to all our clients. However, on occasions we may fall short. Having you take the time to voice your dissatisfaction helps us not only to resolve your issue as soon we can, but also to review our processes and communication to tackle the root cause of your concern. We therefore thank you for taking the time to raise your concern with us.

## How to submit a complaint?

Should you be dissatisfied with any aspect of our service, taking the time to voice your concern will help us improve. You can get in touch with us through the channel of your choice:



+ 32 (0) 2 289 44 00 to speak with our Customer Line



Email our Customer Line at [customerlinebe@allianz-trade.com](mailto:customerlinebe@allianz-trade.com)



Euler Hermes SA  
Avenue des Arts 56 |  
1000 Brussels | Belgium

To ensure speedy handling, could you please provide the following information when raising your concern:

- Full Name
- Company Name
- Address
- Policy Number (if applicable)
- Phone Number
- Email Address
- Details pertaining to your concern or dissatisfaction

## What to expect when you submit a complaint?

### 1. Confirmation of receipt

Once your concern has been received, we will do our best to answer as soon as possible. Should we be unable to address your concern within one business day, you will receive a confirmation email. The email confirmation will contain all the contact information you need to address any further questions you may have.

### 2. Status updates and notification of resolution

Some issues might require us to coordinate multiple stakeholders to fully answer your queries. This can take a few days to be properly processed. You may get in touch with us at any time you may feel necessary using the contact information we will have provided you in the acknowledgement email.

### 3. Answering your query

You may receive the answer to your query through various channels; however, we tend to respond via the same channel you used to get in touch with us.

### 4. Ensuring ongoing satisfaction

As a quality control measure and to ensure that your concern has been fully resolved to your satisfaction, you will receive an email requesting your participation in a brief survey which will give you the opportunity to provide feedback on the level of service received during the Complaint Management Process. You may also receive a follow-up call from one of our representatives.