

本行處理投訴的程序

本行對任何客戶投訴，均會認真處理，並按「香港金融管理局」的指引設有一套有效的處理投訴程序，以確保所有投訴個案均得到公平、公正及迅速的處理。有關本行的處理投訴程序撮要如下：

- 本行在接獲投訴起計7天內向投訴人確認已接納有關個案正進行調查，並提供負責處理有關個案的職員之姓名或職銜及聯絡資料。
- 在調查過程中，本行專設的投訴處理組將以獨立身份監察進度，以確保每個個案均能得到公平及公正的處理。
- 在一般情況下，本行均會於接獲投訴起計30天內發出最後答覆。若事件仍未獲解決，本行會向投訴人解釋延遲答覆的原因及指明預期可提供最後答覆的時間，在任何情況下均不會超過接獲投訴日起計60天內發出。
- 如有需要，本行的投訴處理組會以電話或面談方式與投訴人了解個案。
- 第三者轉達的意見，本行會直接聯絡有關客戶，以保障客戶私隱。
- 所有投訴個案資料均會絕對保密。

Complaint Handling Procedures

Our Bank handles every customer complaint seriously. We have in place a set of effective complaint handling procedures which are established in accordance with the guidelines of the Hong Kong Monetary Authority to ensure that all customer complaints are handled in a fair, consistent and prompt manner. Our complaint handling procedures are summarized as follows:

- An acknowledgement will be issued to the complainant within 7 days upon receipt of the complaint, providing the name or job title and contact details of the person handling the complaint.
- Our independent Complaint Handling Section will monitor the progress of investigation, ensuring that all cases are handled in a fair and consistent manner / approach.
- Normally, a final response will be given to the complainant within 30 days from the receipt of the complaint. Otherwise, a response will be sent out giving reasons for the delay and indicating when a final response is expected to be provided. In any case, a final response will be sent to the complainant not exceeding 60 days from the receipt of the complaint.
- If required, customer interview will be conducted by the Complaint Handling Section by phone or in person.
- For the feedback lodged by a third party, we will only contact the customer (first party) to protect his / her privacy.
- All complaints will be handled in a strictly confidential manner.

Shanghai Commercial Bank Limited
Risk Management Division
P.O. Box 139
General Post Office
Hong Kong

BUSINESS REPLY SERVICE LICENCE NO.
商業回郵牌號：591

POSTAGE
WILL BE PAID
BY LICENSEE
郵費由持
牌人支付

NO POSTAGE
STAMP NECESSARY
IF POSTED
IN HONG KONG
如在本港投寄
毋需貼上郵票

Serving Hong Kong
since 1950

客戶意見書 Customer FEEDBACK Form

改善
Improvement

滿意
Satisfaction

讚賞
Appreciation

建議
Suggestion

 上海商業銀行
SHANGHAI COMMERCIAL BANK

處處為您着想

請與我們分享你的寶貴意見/表揚 Please share your feedback / compliment with us:

職員姓名 Staff Name : _____ 分行 / 部門 Branch / Department : _____

原因 / 內容 / 客戶體驗 Reasons / Particulars / Customer Experience :

聯絡資料 Contact Information

請填寫下列資料以便聯絡及跟進，閣下亦可選擇以不記名方式提供意見。Please provide us with your personal particulars so that we can contact you for follow up purpose. You may also choose to provide your feedback anonymously.

姓名 / 公司名稱及聯絡人
Name / Company Name & Contact Person: _____

日間聯絡電話 Daytime Contact Number: _____

賬戶號碼 (如適用) Account Number (if applicable): _____

日期 Date: _____

多謝您的寶貴意見！Thank you for sharing your feedback with us!

此欄由銀行填寫 For Bank use only		
Received by		
Name	Business Unit	Date and Time

我們致力為客戶提供一站式、個人化銀行及投資服務。我們非常樂意聆聽您的寶貴意見，以便我們不斷改進並為您提供更優質的服務。

閣下如對本行產品或服務有任何意見，歡迎填寫此客戶意見書，並透過郵寄、傳真或以下途徑與我們聯絡：

電話： (852) 2525 9495
(星期一至五，上午9時至下午5時，
星期六、日及公眾假期除外)

傳真： (852) 2191 4970

電郵： customercare@shacombank.com.hk

郵寄： 香港郵政總局信箱139號

分行： 親臨本行任何一間分行

We are always dedicated to providing one-stop, personalized banking & investment services. To strive to serve you better, we would like to know what you think of us.

If you have any comments on our products or services, please complete this Customer Feedback Form and return it to us by post or fax or contact us through one of the following channels:

Telephone : (852) 2525 9495
(Monday - Friday, 09:00 - 17:00,
except Saturday, Sunday and public holiday)

Fax : (852) 2191 4970

Email : customercare@shacombank.com.hk

Mail : G.P.O. Box 139 Hong Kong

Branch : Visit any of our branches