



Internal Dispute Resolution Policy

1. Purpose

This Policy aims to clarify the process for customers who would like to lodge a complaint about RentPay Technology Pty Ltd ("RentPay"). If you would like to receive this policy in a different format, please contact RentPay and we will do our best to accommodate your request.

2. Lodging a complaint

You may lodge a complaint with RentPay Technology Pty Ltd via:

Telephone	1300 797 933
Email	complaints@rentpay.com.au
Post	GPO Box 2543 Perth WA 6001

If you need assistance with lodging your complaint, the resources below may be of use:

TIS Interpreter Services	www.tisnational.gov.au 131 450
National Relay Services	Voice Relay: 1300 555 727 TTY: 133 677 SMS Relay: 0423 677 767

3. Acknowledging a complaint

RentPay will aim to acknowledge a complaint within 24 hours of receipt and in any event as soon as practicable. We may acknowledge the complaint verbally or in writing. We will take into account the method used by the complainant and any preferences the complainant may have expressed about communication methods when choosing an appropriate communication method.

4. Assessment and Investigation

We will prioritise complaints according to the urgency and severity of the issues raised. We may contact you at various points in our investigation to obtain or clarify information.

We will adopt flexible complaint management approaches to promote early resolution of the complaint wherever possible.

We will consider a broad range of possible remedies when attempting to resolve the complaint. Remedies may include an apology, a refund or waiver of fee, compensation, replacement, correcting incorrect records, ceasing legal or other action which may cause detriment.

5. Internal Dispute Resolution (IDR) Response

5.1. Standard IDR Response

At the completion of our investigation, and in any event no later than 30 days after receiving the complaint, RentPay will provide the complainant with an Internal Dispute Resolution (IDR) Response. An IDR Response is a written communication from RentPay, informing the complainant of:

- (a) The final outcome of the complaint;
- (b) The right to take the complaint to AFCA if they are not satisfied with the IDR Response; and
- (c) The contact details for AFCA.

If RentPay rejects or partially rejects the complaint, the IDR Response will clearly set out the reasons for the decision by:

- (a) Identifying and addressing the issues raised in the complaint;
- (b) Setting out the financial firm's findings on material questions of fact and referring to the information that supports those findings;

Providing enough detail for the complainant to understand the basis of the decision and to be fully informed when deciding whether to escalate the matter to AFCA or another forum.

5.2. Extension

In limited circumstances (i.e. if the complaint is particularly complex or if circumstances beyond RentPay control cause complaint management delays), the IDR Response timeframe may be extended. If an extension is required, RentPay will provide an IDR Delay Notification that will inform the complainant about:

- (a) The reasons for the delay;
- (b) Their right to complain to AFCA if they are dissatisfied; and
- (c) The contact details for AFCA.

5.3. Resolution within 5 Business Days

If RentPay provides an IDR Response within 5 business days of receiving a complaint, RentPay does not need to provide an IDR Response in situations where RentPay has:

- (a) Resolved the complaint to the complainant's satisfaction; or
- (b) Given the complainant an explanation and/or apology when RentPay can take no further action to reasonably address the complaint.

However, we will still provide a written IDR Response, even where the complaint is closed by the end of the fifth business day, if:

- (a) The complainant requests a written response; or
- (b) The complaint is about hardship.

5.4. Closing complaints

We will ensure that the complaint resolution outcome (e.g. refund, correction of records) is implemented in a timely manner once the complaint is closed.

6. Australian Financial Complaints Authority (AFCA)

If you are not satisfied with the outcome of the complaint, then you have the right to complain to the Australian Financial Complaints Authority (AFCA). AFCA is an approved external dispute resolution scheme.

RentPay is a member of AFCA. RentPay's membership number is: 86216

AFCA can be contacted via:

Telephone	1800 931 678
Email	info@afca.org.au
Post	GPO Box 3, Melbourne VIC 3001
Fax	03 9613 6399
Interpreter Services	131 450
National Relay Services	Voice Relay: 1300 555 727 TTY: 133 677 SMS Relay: 0423 677 767