

# Customer Rights Policy

## **PREFACE**

Customer protection is an integral aspect of financial inclusion. The following comprehensive Customer Rights Policy based on domestic experience and global best practices is brought out to enhance such protection.

The Customer Rights Policy enshrines basic rights of the customers of the banks regulated by the Reserve Bank of India. It spells out the rights of the customer and also the responsibilities of the bank. The Policy applies to all products and services offered by the bank or its agents, whether provided across the counter, over phone, by post, through interactive electronic devices, on internet or by any other method.

This is not a legal document creating rights and obligations. The charter has been prepared to promote fair banking practices and to give information in respect of various activities relating to customer service.

We wish to acknowledge the initiative taken by the Reserve Bank of India and the Indian Bank's Association for encouraging us to bring out this charter.

We maintain constant consultations with our customers to evaluate, improve and widen the range of service to customer. However, all our customers are requested to keep us informed of their experiences about the various services rendered by the Bank and feel free to comment on this policy.

## **NOTE**

Information given in this document pertains to Barclays Bank Plc and is subject to change / revision. Information given in this booklet is as of August 2018, which is subject to change/revision. This booklet should not be considered as a legal document creating rights and obligations. It is for promoting better understanding between Customer and Banker.

Only key information on various services/ facilities has been provided in this document. Each service has its own detailed terms and conditions, which are displayed on our website [www.barclays.in](http://www.barclays.in) or can be made available on request.

For further details / information, please visit our website [www.barclays.in](http://www.barclays.in) or visit your nearest Barclays Bank branch.

## **OUR CUSTOMERS' RIGHTS**

Barclays Bank Plc recognises the following basic rights and aims to uphold these through products and services offered by the bank or its agents, whether provided across the counter, over phone, by post, through interactive electronic devices, on internet or by any other method.

### **1. Right to Fair Treatment**

We believe that, both the customer and the Bank have a right to be treated with courtesy. The customer should not be unfairly discriminated against on grounds such as gender, age, religion, caste and physical ability when offering and delivering financial products.

In pursuance of the above Right, Barclays Bank Plc will -

- I. Promote good and fair banking practices by setting minimum standards in all dealings with the customers;
- II. Promote a fair and equitable relationship between Barclays Bank Plc and the customer;
- III. Train bank staff attending to the customers, adequately and appropriately;
- IV. Ensure that staff members attend to customers and their business promptly and courteously;
- V. Treat all customers fairly and not discriminate against any customer on grounds such as gender, age, religion, caste, literacy, economic status physical ability, etc..

Barclays Bank Plc may, however, have special schemes or products which are specifically designed for members of a target market group or may use defensible, commercially acceptable economic rationale for customer differentiation. Barclays Bank Plc may also have schemes or products as part of an affirmative action such as for women or backward classes. Such schemes / products will not tantamount to unfair discrimination. The rationale for such special schemes or terms will be explained by bank wherever required;

Barclays Bank Plc will ensure that the above principle is applied while offering all products and services and that the products and services offered are in accordance with relevant laws and regulations;

While it will be the endeavors of the bank to provide our customers with hassle free and fair treatment, Barclays Bank Plc expects our customers to behave courteously and honestly in their dealings with the bank.

It will also be Barclays Bank Plc's endeavors to encourage our customers to approach our internal grievance redressal machinery and approach alternate fora after exhausting all their remedies under bank's internal grievance mechanism.

### **2. Right to Transparency, Fair and Honest Dealing**

Barclays Bank Plc will make every effort to ensure that the contracts or agreements it frames are transparent, easily understood by and well communicated to, the common person. The product's

price, the associated risks, the terms and conditions that govern use over the product's life cycle and the responsibilities of the customer and financial service provider, will be clearly disclosed.

We believe that the customer should not be subject to unfair business or marketing practices, coercive contractual terms or misleading representations. Over the course of their relationship, Barclays Bank Plc will not threaten the customer with physical harm, exert undue influence, or engage in blatant harassment.

In pursuance of the above Right, Barclays Bank Plc will -

- i) Ensure complete transparency so that the customer can have a better understanding of what he or she can reasonably / fairly expect from the bank;
- ii) Ensure that our dealings with the customer rest on ethical principles of equity, integrity and transparency;
- iii) Provide our customers with clear information about our products and services, terms and conditions, and the interest rates / service charges in simple and easily understandable language, and with sufficient information so that the customer could be reasonably expected to make an appropriate and informed choice of product;
- iv) Ensure that all terms and conditions are fair and set out the respective rights, liabilities and obligations clearly and as far as possible in plain and simple language;
- v) Make known the key risks associated with the product as well as any features that may especially disadvantage the customer to him/her. Most Important Terms and Conditions (MITC) associated with the product or service will be clearly brought to the notice of the customer while offering the product. In general, it will be ensured that such terms will not inhibit a customer's future choice.
- vi) Provide information on interest rates, fees and charges either on the Notice Board in the branches or website or help-desk and where appropriate the customer will be informed directly;
- vii) Display the tariff Schedule on our website and a copy of it will be made available at every Branch for customer's perusal. Also we will display in our branches a notice about the availability of the Tariff Schedule at the branch;
- viii) Give details, in our Tariff Schedule, of all charges, if any, applicable to the products and services chosen by our customer;
- ix) Inform the customer of any change in the terms and conditions through a letter or Statement of Account, SMS or email as agreed by the customer at least one month prior to the revised terms and conditions becoming effective;
- x) Ensure that such changes are made only with prospective effect after giving notice of one month. If the bank has made any change without giving such notice which is favorable to the customer, it will notify the change within 30 days of such change. If the change is adverse to the customer, prior notice of minimum 30 days will be provided and the

customer may be provided options, to close the account or switch to any other eligible account without having to pay the revised charge or interest within 60 days of such notice;

- xi) Provide information about the penalties leviable in case of non-observance / breach of any of the terms and conditions governing the product / services chosen by the customer;
- xii) Display on public domain our Policies on Deposits, Cheque Collection, Grievance Redressal, Compensation ;
- xiii) Make every effort to ensure that staff dealing in a particular product is properly trained to provide relevant information to customers fully, correctly and honestly;
- xiv) Ensure to communicate to the applicant within a reasonable time period as decided by the bank about the acceptance / non-acceptance of applications submitted for availing a product / service and convey in writing the reasons for not accepting / declining the application. Such period will be notified in the bank's website and also in the application of the particular product or service
- xv) Communicate unambiguously the information about –
  - a. discontinuation of particular products,
  - b. relocation of their offices
  - c. changes in working hours
  - d. change in telephone numbers
  - e. closure of any office or branch with advance notice of at least 30 days.

Barclays Bank Plc also affirms that disclosure of information is an on-going process through the life- cycle of the product / relationship and will be diligently followed by us. We will ensure to use all possible channels of communication, including web-site, to ensure that information on all changes are made known to the customer upfront;

- xvi) Advise the customer at the time of selling the product of the rights and obligations embedded in law and/or banking regulation including the need to report any critical incidents that the customer suspect, discover or encounter;
- xvii) The bank's staff members will, when approached by the customer for availing a product or service, provide all relevant information related to the product / service and also provide direction to informational resources on similar products available in the market with a view to enable the customer to make an informed decision;
- xviii) Not terminate a customer relationship without giving reasonable or contractual prior notice to the customer;
- xix) Assist the customer in all available ways for managing his/her account, financial relationship by providing regular inputs in the bank's realms such as account statements/passbooks, alerts, timely information about the product's performance, term deposits maturity etc.;
- xx) Ensure that all marketing and promotional material is clear and not misleading;

- xxi) Not threaten the customer with physical harm, exert influence or engage in behavior that would reasonably be construed as unwarranted harassment. Ensure adherence only to the normal appropriate business practices.
- xxii) Ensure that the fees and charges on products/services and its structure are not unreasonable to the customer

### 3. **Right to Suitability**

Barclays Bank Plc affirms the products offered will be appropriate to the needs of the customer and based on an assessment of the customer's financial circumstances and understanding.

In pursuance of the above Right, Barclays Bank Plc will -

- i) Ensure that it has a Board approved policy for assessing suitability of products for customers prior to sale;
- ii) Endeavour to make sure that the product or service sold or offered is appropriate to the customer's needs and not inappropriate to the customer's financial standing and understanding based on the assessment made by it. Such assessment will be appropriately documented in the it's records
- iii) Sell third party products only if it is authorized to do so, after putting in place a Board approved policy for marketing and distributing third party financial products;
- iv) Not compel a customer to subscribe to any third party products as a quid-pro-quo for any service availed from the bank;
- v) Ensure that the products being sold or service being offered, including third party products, are in accordance with extant rules and regulations;
- vi) Inform the customer about his responsibility to promptly and honestly provide all relevant and reasonable information that is sought by bank to enable them to determine the suitability of the product to the customer.

### 4. **Right to Privacy**

Customers' personal information should be kept confidential unless they have offered specific consent to Barclays Bank Plc or such information is required to be provided under the law or it is provided for a mandated business purpose (for example, to credit information companies). The customer will be informed upfront about likely mandated business purposes. Customers have the right to protection from all kinds of communications, electronic or otherwise, which infringe upon their privacy.

In pursuance of the above Right, Barclays Bank Plc will –

- i) Treat customer's personal information as private and confidential (even when the customer is no longer banking with us), and, as a general rule, not disclose such information to any other individual/institutions including its subsidiaries / associates, tie-up institutions etc. for any purpose unless :
  - a. The customer has authorized such disclosure explicitly in writing
  - b. Disclosure is compelled by law / regulation;
  - c. Barclays Bank Plc has a duty to the public to disclose i.e. in public interest
  - d. Barclays Bank Plc has to protect its interests through disclosure
  - e. It is for a regulatory mandated business purpose such as disclosure of default to credit information companies or debt collection agencies
- ii) Ensure such likely mandated disclosures be communicated immediately to the customer in writing
- iii) Will not use or share customer's personal information for marketing purpose, unless the customer has specifically authorized it;
- iv) Will adhere to Telecom Commercial Communications Customer Preference Regulations, 2010 (National Customer Preference Registry) issued by Telecom Regulatory Authority of India, while communicating with customers.

#### **5. Right to Grievance Redress and Compensation**

Barclays Bank Plc, affirms that, the customer has a right to hold the Bank accountable for the products offered and to have a clear and easy way to have any valid grievances redressed. Barclays Bank Plc will also facilitate redress of grievances stemming from sale of third party products. We will communicate our policy for compensating mistakes, lapses in conduct, as well as non-performance or delays in performance, whether caused by the provider or otherwise. The policy will lay out the rights and duties of the customer when such events occur.

In pursuance of the above Right, bank will –

- i) deal sympathetically and expeditiously with all things that go wrong;
- ii) correct mistakes promptly;
- iii) cancel any charge that has been applied wrongly and by mistake;
- iv) compensate the customer for any direct financial loss that might have been incurred by the customer due to its lapses.

Barclays Bank Plc has also –

- i) Placed in our website [www.barclays.in](http://www.barclays.in) our Customer Grievance Redressal Policy, including the grievance redressal procedure available for our customers;
- ii) Placed in our website [www.barclays.in](http://www.barclays.in) the compensation policy for delays / lapses in conducting / settling customer transactions within the stipulated time and in accordance with the agreed terms of contract;
- iii) Designed our Grievance redressal policy to ensure that we have a robust and responsive grievance redressal procedure and it clearly indicates the grievance resolution authority who will be approached by our customer;
- iv) Designed our Grievance redressal policy to ensure that grievance redressal mechanism is easily accessible to our customers;
- v) Designed our Grievance redressal policy to advise our customers about how to make a complaint, to whom such a complaint is to be made, when to expect a reply and what to do if the customer is not satisfied with the outcome;
- vi) displayed the name, address and contact details of the Grievance Redressal Authority / Nodal Officer.
- vii) Inform the complainant of the option to escalate his complaint to the Banking Ombudsman if the complaint is not redressed within the pre-set time;
- viii) placed in our website [www.barclays.in](http://www.barclays.in) communication about the Banking Ombudsman Scheme;
- ix) Display at customer contact points the name and contact details of the Banking Ombudsman under whose jurisdiction the bank's branch falls.

Further, the bank will -

- i) Acknowledge all formal complaints (including complaints lodged through electronic means) within Five working days and work to resolve it within a reasonable period, not exceeding 1 month (including the time for escalation and examination of the complaint by the highest ranking internal official responsible for grievance redressal). The 1 month period will be reckoned after all the necessary information sought from the customer is received. For complaints requiring more time beyond 1 month the customer shall be updated accordingly. The customer may approach the Banking Ombudsman beyond the 1 month period if not satisfied.

ii) Provide aggrieved customers with the details of the Banking Ombudsman Scheme for resolution of a complaint if the customer is not satisfied with the resolution of a dispute, or with the outcome of a dispute handling process;

In addition, Barclays Bank Plc will

a) clearly spell out, at the time of establishing a customer relationship, the liability for losses, as well as the rights and responsibilities of all parties, in the event of products not performing as per specifications or things going wrong. However, Barclays Bank plc will not be liable for any losses caused by extraneous circumstances that are beyond its reasonable control (such as market changes, performance of the product due to market variables, etc.).

b) Ensure the customer is refunded without delay and demur, if it cannot show beyond reasonable doubt to the customer on any disputed transaction (along with interest/charges)

**Suggestion/Comment**

In case any member of the public has any suggestion/comment to offer in regard to the Customer Rights Policy, he may write to

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Dr Annie Besant Road,  
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