

COMPLAINTS AND DISPUTES REGULATIONS

Article 1 – Definitions

In these regulations, the terms below have the stated meaning:

Pension Fund:	Stichting Pensioenfonds SABIC (SPF)
Board:	the Pension Fund Board.
Complaints & Disputes Committee:	the committee to which the Board mandates the handling of Complaints, including those of an escalated nature.
Administrating Organization:	DSM Pension Services BV.
Stakeholder:	a member, deferred member, other beneficiary, or pensioner of the Pension Fund who submits a Complaint, including of an escalated nature.
Complaint:	any expression of dissatisfaction by a Stakeholder addressed to the Pension Fund.
Escalated Complaint:	a Complaint that has not been resolved to the satisfaction of the Stakeholder by the Administrating Organization in the first instance and which is dealt with by the Complaints & Disputes Committee in the second instance.
Dispute:	a dispute that arises following the total or partial rejection by the Complaints & Disputes Committee of an Escalated Complaint pertaining to the administration of pension regulations. A dispute also arises when ten weeks have elapsed from receipt of the confirmation of receipt of the Complaint, or twelve weeks from the submission of the Complaint, relating to the administration of the pension regulations and the Stakeholder decides to submit this Complaint directly to the dispute settlement body.

Article 2 – Recording and handling of Complaint

1. A Stakeholder should use the complaint form in Attachment 1, but other means of communication are also permitted.
2. Each Complaint received is recorded in the complaints file. The complaints file contains at least the following information on each Complaint:
 - a. the name and address of the Shareholder;
 - b. the Complaint and date of receipt of the Complaint;
 - c. a description of the Complaint;
 - d. a description of how the Complaint was handled (hereinafter referred to as the 'Complaint Report');
 - e. the date on which the Complaint was settled.

3. The Administrating Organization stores the data recorded in the complaints file for a period of at least seven years after the financial year in which the Complaint was settled.
4. The Administrating Organization confirms receipt of the Complaint within two weeks of receiving the Complaint and states the record number as well as the latest date on which the Stakeholder will receive a response.
5. The handling of the Complaint is carried out by a competent person employed by the Administrating Organization. A Complaint about unfair treatment is handled by a different staff member from the staff member to whom the Complaint relates.
6. If a Complaint can be settled by telephone or direct personal contact with a Stakeholder, and the Stakeholder does not wish to receive a written response, this is recorded in the complaints file in the Complaint Report.
7. If a Complaint cannot be settled by direct or personal contact with the Stakeholder, or the Stakeholder wishes to receive a written response, the Administrating Organization must, within four weeks of receiving the Complaint, communicate its position and any conclusions to the Stakeholder in writing, stating its reasons.

Article 3 – Recording and handling of an Escalated Complaint

1. If a Complaint is not settled to the Stakeholder's satisfaction, and the Stakeholder reports this, this Complaint is regarded as an Escalated Complaint and is handled by the Complaints & Disputes Committee.
2. In order to report an Escalated Complaint, the Stakeholder should use the complaint form in Attachment 1, but other means of communication are also permitted.
3. The Complaints & Disputes Committee confirms receipt of the Escalated Complaint and states the latest date by which it will respond to the Escalated Complaint.
4. Each Escalated Complaint received is recorded in the complaints file. The complaints file contains at least the following information on an Escalated Complaint:
 - a. the name and address of the Shareholder;
 - b. the Complaint and date of receipt of the Complaint;
 - c. a description of the Complaint;
 - d. a description of how the Complaint was handled;
 - e. the date on which the Complaint was settled.
5. The Administrating Organization stores the data recorded in the complaints file for a period of at least seven years after the financial year in which the Complaint was settled.
6. The Complaints & Disputes Committee will investigate the Escalated Complaint.
7. Upon request, the Complaints & Disputes Committee gives the Stakeholder an opportunity to be heard during the investigation process.
8. The Complaints & Disputes Committee communicates its verdict in writing to the Stakeholder no later than eight weeks after the Committee receives the Escalated Complaint.

Article 4 – Extension of timeframes mentioned in Articles 2 and 3

If a Stakeholder is required to provide further information in order to resolve a Complaint or for the Complaints & Disputes Committee to reach a verdict on an Escalated Complaint, a timeframe for a response will be provided at the same time as the request for such information from the Stakeholder. The timeframes mentioned in Articles 2 and 3 are extended by the timeframe for a response, or by the timeframe within which the requested information is received.

Article 5 – Dispute and referral to dispute settlement body, Pensions Ombudsman, or civil court

1. If a Stakeholder disagrees with the verdict of the Complaints & Disputes Committee, the Stakeholder may apply to the civil court or the Pensions Ombudsman (Postbus 93560, 2509 AN Den Haag) or, in the event of a Dispute, to the external dispute settlement body designated by law.

2. The verdict of the Complaints & Disputes Committee states the address of the external dispute settlement body and the applicable timeframe.

Article 6 – Reporting

1. The Administrating Organization reports at least quarterly to the Complaints & Disputes Committee regarding the Complaints received in the sense of Article 2.
2. The Complaints & Disputes Committee reports to the Board about the Complaints and Escalated Complaints at least once a year.
3. If a Complaint leads to an Escalated Complaint, or if an Escalated Complaint leads to a Dispute, the Complaints & Disputes Committee notifies the Board.
4. The Board reports on the pending Complaints, Escalated Complaints, and Disputes annually in the Fund's Annual Report.

Article 7 – Entry into effect and title

1. Adopted by the Board at its meeting on September 20, 2013 and amended at its meeting on June 9, 2023. These Complaints & Disputes Regulations replace the previous regulations.
2. These regulations came into force under the name 'Complaints & Disputes Regulations' and may be amended and supplemented by the Board.

Arnout Korteweg
Chairman

Stuf Kaasenbrood
Vice Chairman

COMPLAINT FORM

Attachment

Your details

Name and initials: _____

Street and house number: _____

Postcode and town/city: _____

Telephone number: _____

Email address: _____

Date of birth: _____

Membership number SPF: _____

Description of complaint/escalated complaint¹

If you need more space, please use the back of this form or continue on another sheet.

Date:

Signature:

Send this form to: SPF, Antwoordnummer 110, 6400 VB Heerlen
(from outside the Netherlands, send it to: SPF, Postbus 6500, 6401 JH Heerlen)

¹ Cross out the option that does not apply The Brochure [Complaints and Disputes](#) explains the difference between a complaint and an escalated complaint.

