

**Select Portfolio**  
**Request for complaint investigation.**

If you have a complaint about a matter regarding your experiences with Select Portfolio, please complete the form below to enable us to investigate your issues.

Before doing so, we advise you to read the guidance on our website:  
<http://www.select-portfolio.co.uk/about-us/complaints>

If you have any additional documentary evidence to support your complaint, it should be submitted with this form. Evidence submitted should be as concise as possible and relevant to the complaint. Unreasonable quantities of evidence or evidence which is deemed not to be relevant to your complaint may not be considered. Investigation of your complaint will not commence until you confirm that your supporting documentation is complete.

Once completed, this form should be submitted by email to [complaints@select-portfolio.co.uk](mailto:complaints@select-portfolio.co.uk) or by post to:

**Select Portfolio**  
1st Floor, 1 Old Generator House,  
Bourne Valley Road,  
Poole,  
Dorset,  
BH12 1DZ

**1. Personal Details**

<b>First Name</b>	
<b>Surname (Family Name)</b>	
<b>Address</b>	
<b>Email</b>	
<b>Telephone Number</b>	

**2. Your Complaint**

- a. Please provide a summary of your complaint (Max 500 words)

b. Please explain how you would like your complaint to be resolved (Max 300 words)

**3. Supporting documentation**

- a. Do you wish to submit any supporting documentation for consideration? Yes / No
- b. If yes, please tick here to indicate you have submitted all documentation

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_