

# CUSTOMER SERVICE CHARTER

## A. BACKGROUND

The Customer Service Charter (also referred to as Charter) was set up in 2011 with the intention to outline key commitments and service standards for all banks when providing service to customers.

Our customer service charter sets out our commitment to provide you, our customer, with the service you can expect. We aim to provide quality service and assistance to our customers to meet their different banking needs. We recognize that there will always be room for improvements, and as we establish new and better ways of working, we will formalize processes and procedures and include them here in our Customer Service Charter.

This Customer Service Charter is for information purposes only and is not intended to, and does not, create any legally binding rights or obligations.

## B. SERVICE STANDARDS

### Pillar 1: Know Your Customer

#### Description:

To understand the customer profile that enables the bank to:

- Anticipate the customer's needs and preference.
- Offer products and services as per his/her requirements.

#### Expected Outcome:

BUILD TRUST

No	Commitment	Service Standards
1.1	We strive to help customer find the right product to suit his/her need/profile.	<ol style="list-style-type: none"><li>We ensure that our customers are treated fairly by being honest, professional and ethical in all our dealings.</li><li>Knowledgeable staff is available to serve customer.</li><li>Customer's information is gathered during new account opening process to get to know the customer, which may include the completion of banking forms and asking for supporting documents.</li><li>Information on features and fees for the various products and services is available to customer through various channels (i.e. <u>branch/ bank's website</u>).</li><li>The bank conducts periodic customer satisfaction feedback/surveys to ensure that customer's needs are fulfilled.</li></ol>

## Pillar 2: Timely & Efficient Service

### Description:

Deliver a seamless basic/general banking services wherein the customer is aware of:

- Time that will be taken.
- Broadly, the steps involved in executing their instructions.

### Expected Outcome:

BEING RELIABLE

### Service Level Target:

80% of the customers are served within the expected service level.

No	Commitment	Service Standards
2.1	We will set a clear expectation on time taken for various services.	a. Information on time taken to deliver services to customer i.e. expected service standard is made available through various channels (i.e. <u>branch/ bank's website</u> ).
2.2	We will serve customers promptly at our branch counter service.	<p><b><u>Customer Waiting Time:</u></b> Within 10 minutes.</p> <p><b><u>Customer Serving Time:</u></b></p> <ul style="list-style-type: none"> <li>• Within 5 minutes for simple transactions e.g. single transaction, account holder cash withdrawals.</li> <li>• Within 20 minutes for complex transactions e.g. Remittance/FD Transaction. (Completed withdrawals slip and full instruction documents received)</li> </ul>
2.3	We will efficiently attend to account applications at our branch counter service.	<p><b><u>Account Application Turnaround Time</u></b> <i>(From full documents and information received).</i></p> <p>a. Open Basic Savings Account</p> <ul style="list-style-type: none"> <li>• New Customer: within 15 minutes.</li> <li>• Existing Customer: within 10 minutes.</li> </ul> <p>b. Open Basic Current Account</p> <ul style="list-style-type: none"> <li>• New Customer: within 20 minutes.</li> <li>• Existing Customer: within 10 minutes.</li> </ul> <p>c. Close Account Turnaround Time</p> <ul style="list-style-type: none"> <li>• Basic Savings Account: within 10 minutes.</li> <li>• Basic Current Account: within 20 minutes.</li> </ul> <p>Note: <i>This does not take into account onboarding process – banks have their own onboarding process/introduction to banks' products and services.</i></p>
2.4	We will efficiently attend to banking transactions.	<p><b><u>Executing a foreign currency remittance</u></b> <i>(The currencies should be specified by the respective banks)</i></p> <p>a. Inward – depending on the cut off time.</p> <ul style="list-style-type: none"> <li>• Before cut off time: credited on the same day.</li> <li>• After cut off time: credited on next working day.</li> </ul>

No	Commitment	Service Standards
		<p>b. Outward – processing time depending on the cut off time.</p> <ul style="list-style-type: none"> <li>• Before cut off time: processed on the same day.</li> <li>• After cut off time: processed on next working day.</li> </ul> <p>Note: <i>The date of receiving funds subject to completeness of information and extent of checks/due diligence performed by individual banks.</i></p>
2.5	We will efficiently attend to product applications.	<p><b><u>Product Application Turnaround Time.</u></b>  <i>(From full documents and information received by the bank)</i></p> <p>a. Mortgage Loan Application (individual): Within 5 working days.  b. Loan Application (<a href="#">Small and Medium Enterprise - SME</a>): Within 3 weeks.</p>
2.6	We will follow through and provide the requisite updates to our customer's queries.	<p><b><u>a. Phone</u></b></p> <ul style="list-style-type: none"> <li>• Where no follow up is required – Immediate such as first call resolution.</li> <li>• Where follow up is required – Within 3 working days from date of 1st call.</li> <li>• Where enquiry is complex, bank will provide a reasonable timeframe and keep the customer updated accordingly.</li> </ul> <p><b><u>b. Written (Email, fax or letter)</u></b></p> <ul style="list-style-type: none"> <li>• For e-mail <ul style="list-style-type: none"> <li>i. Provide acknowledgement response within 24 hours</li> <li>ii. Respond within 3 working days from date of receipt of enquiry if enquiry is not complex.</li> </ul> </li> <li>• For letter or fax <ul style="list-style-type: none"> <li>i. Provide timeframe and keep customer updated upon receipt.</li> </ul> </li> </ul> <p>Note: <i>Where enquiry is complex, bank will provide a reasonable timeframe and keep the customer updated accordingly.</i></p> <p><b><u>c. Counter</u></b></p> <ul style="list-style-type: none"> <li>• Where no follow up is required, bank will endeavor to provide first touch point resolution immediately.</li> <li>• Where follow up is required – within 3 working days from date of 1st visit.</li> <li>• Where enquiry is complex, bank will provide a reasonable timeframe and keep the customer updated accordingly.</li> </ul>
2.7	We will address customer's complaints/issues consistently and promptly.	<p>a. Acknowledge customer's complaints/issues within 24 hours of a working day.  b. Communicate clearly on the complaint/issue.  c. Address the complaint/issue in an equitable, objective and timely manner by informing customer on bank's decision no later than 14 calendar days from the date of the receipt of the complaint.  d. Keep customer updated if unable to address issues within the stipulated timeframe.  e. Provide information on escalation to higher alternative avenues if the queries are not to the customer's satisfaction at first instance.</p> <p>Note: <i>Complaints management is governed by the guidelines spelt out by Bank Negara Malaysia (BNM) and banks will operate accordingly.</i></p>

## Pillar 3: Transparent & Personable Service

### Description:

Endeavour to deliver the customer experience wherein the customer:

- Is given access to products and services related information.
- Is handled by competent and knowledgeable staff who will strive to provide good service.

### Expected Outcome:

#### BETTER ENGAGEMENT

No	Commitment	Service Standards
3.1	We are open and transparent in our dealings and ensure that terms in our contracts or agreements are well communicated to customers.	We ensure that our customers are provided with clear, relevant and timely information on all our products and services. The following Information is made available through any of the various channels of communication such as branch/ bank's website so that our customers can make informed decisions regarding our products and services most suited to their needs :-  a. Fees, charges, penalties and relevant interest rates and obligations in the use of a banking product or service. b. Product related details (i.e. product disclosure sheets, terms and conditions) are shared at the point of sale. c. Critical terms will be brought to customers' attention and explained to the customers.
3.2	We train our bank personnel to have adequate knowledge to advise and assist customers on banking products and services.	Sales personnel/ Relationship Manager is knowledgeable about the bank's products and services in order to provide quality advice and recommendation to our customers.
3.3	We provide customers a personable service experience.	a. First Impressions <ul style="list-style-type: none"> <li>• Acknowledge customer when customer walks in/approaches the bank counter.</li> <li>• Offer to assist the customer.</li> </ul> b. Understand the customer's needs <ul style="list-style-type: none"> <li>• Ask questions to understand what the customer wants.</li> <li>• Listen attentively to customer.</li> </ul> c. Handle the queries/instructions <ul style="list-style-type: none"> <li>• Provide options that meet customer's needs.</li> <li>• Use simple words and explanations with the customer.</li> <li>• Perform end to end follow-up until customer's issue is resolved.</li> </ul>

## Pillar 4: Banking Made Accessible

### Description:

Offer an engagement model wherein the customer is aware of:

- Multi-channel options.
- Accessibility.

### Expected Outcome:

#### PROVIDE CONVENIENCE OF BANKING FOR CUSTOMER'S PEACE OF MIND

No	Commitment	Service Standards
4.1	We are easily accessible via various channels i.e. physically & virtually.	<p>Customer is kept informed on the physical and virtual channels available to him/her, using the various modes of communication such as <u>branch/ bank's website</u>.</p> <p>Specifically, the customer has access to the following:</p> <ul style="list-style-type: none"> <li>• List of physical channels which include branches.               <ul style="list-style-type: none"> <li>a. Kuala Lumpur Branch</li> </ul> </li> <li>• List of virtual channels which include internet banking (with the website addresses provided).               <ul style="list-style-type: none"> <li>a. <a href="https://www.bk.mufg.jp/malaysia/index.html">https://www.bk.mufg.jp/malaysia/index.html</a></li> </ul> </li> </ul> <p>Note: Channel availability may vary from bank to bank and customer will be informed of the same.</p>
4.2	We provide customers with efficient services via our virtual platforms outside of normal banking hours.	<p>Strive to ensure that our virtual channels meet the following target service levels:-</p> <ul style="list-style-type: none"> <li>• Internet banking (service uptime/month) – 98%.</li> </ul>
4.3	We inform customers on the various options for more convenient banking.	<p>Share with the customer the various options for performing transactions through alternate channels, depending on the banks channel presence and where applicable.</p> <p>This can be done via any of the following means:</p> <ul style="list-style-type: none"> <li>• Engagement by the bank personnel.</li> <li>• Corporate website.</li> </ul>
4.4	We actively seek thoughts and suggestions on how banks can serve customers better.	<p>Provide channels for customer to render feedback via:</p> <ul style="list-style-type: none"> <li>• Corporate website (<a href="https://www.bk.mufg.jp/malaysia/index.html">https://www.bk.mufg.jp/malaysia/index.html</a>).</li> <li>• Branch               <ul style="list-style-type: none"> <li>a. Kuala Lumpur Branch</li> </ul> </li> <li>• Periodic customer satisfaction surveys.</li> </ul>

No	Commitment	Service Standards
		<p>Bank Negara Malaysia (BNM) and Ombudsman for Financial Services (OFS) details are included as alternate avenues.</p> <p><b>Customer Contact Centre (BNMTELELINK)</b>  Bank Negara Malaysia  P.O. Box 10922  50929 Kuala Lumpur</p> <p>Tel: 1-300-88-5465 (1-300-88-LINK)  Overseas: 603-2174-1717  Operating Hours: 9.00 a.m. - 5.00 p.m. (Monday – Friday except public holiday)  Web form: <a href="http://telelink.bnm.gov.my">telelink.bnm.gov.my</a></p> <p><b>Ombudsman for Financial Services</b>  Level 14, Main Block, Menara Takaful Malaysia  No.4, Jalan Sultan Sulaiman, 50000. Kuala Lumpur  Email to: <a href="mailto:enquiry@ofs.org.my">enquiry@ofs.org.my</a>  Website : <a href="http://www.ofs.org.my">www.ofs.org.my</a></p>