



Mercia Securities Ltd

(formally Initial Merit Secure Ltd)

Complaints Handling Policy

August 2026

CIF Licence No. 229/14 | Registration No. HE 291905

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Introduction

Mercia Securities Ltd (hereafter “the Company”) is a Cyprus Investment Firm (hereafter ‘CIF’) authorized and regulated by the Cyprus Securities and Exchange Commission (hereafter “CySEC”) with License Number 229/14 and operates in compliance to the Investment Services and Activities and Regulated Markets Law 87(I)/2017.

The Company hereby adopts this Complaints Handling Policy establishing a fair and clear process for handling complaints that may arise during your business relationship with the Company and the Company’s products and services without undue delay. You are therefore kindly requested to read this form carefully as it contains essential information with the complaint handling process.

Definitions

“**Complaint**”, is a statement of a dissatisfaction address to the Company, as indicated in the Procedure, by a natural or a legal person (the Complainant) in relation to one of the investment services provided by the Company.

“**Complainant**”, is any person, natural or legal person, eligible to submit a complaint to the Company, and who has submitted an official complaint according to this Procedure.

“**Client**” means a client of the Company, as categorised in accordance with the Company’s Client Classification Policy and applicable law, including Professional Clients and Eligible Counterparties where relevant.

Purpose

The purpose of the Complaints Handling Policy (hereafter “the Policy”) is to outline the procedure to be followed and the appropriate actions required to be taken by the Company in case you wish to submit a complaint according to the provisions of the Law 87(I)/2017 and the European Delegated Regulation 2017/565 as regards organisational requirements and operating conditions for investment firms.

Submission of a Complaint

You may submit your complaint in writing and addressed to the Compliance Function of the Company who is authorized to handle and investigate complaints that may be submitted from our Clients.

Please use the relevant Complaints Form provided as Appendix 1 herein and submit it in any of the following ways:

- By sending by post or delivering in person the attached Complaints Form at the following address: **3 Pythagora Street, Pythagoras Court, 4th Floor, 3027 Limassol, Cyprus.**
- By submitting the Complaints Form electronically at the following email address: compliance@merciasecurities.com
- By Facsimile at: +357 25 754323

Once you successfully submit your complaint, the Compliance Department of the Company shall handle and investigate your complaint.

Acknowledgment of receipt of complaint

Upon submission of the complaint and within **five (5)** days from the submission of complaint, the client shall receive an email from the Company acknowledging receipt of the complaint and provide the client with a “unique complaint reference number” which shall be used in all future communication between the Client and the Company, the Financial Ombudsman and/or CySEC regarding the specific complaint.

Investigation of the Complaint

Upon the acknowledgment of client’s complaint, the Company shall make every endeavor to review, investigate and resolve it without any undue delay. During the investigation of your complaint, a Company’s officer may contact you (including communications by phone, email etc.) in order to obtain any clarifications and/or additional information relating to your Complaint. Your cooperation with Company officers is essential for the complaints handling process.

The Company commits to making every effort to investigate your complaint and provide you with its Final Decision within **two (2)** months from the date the client submitted the complaint. Throughout the investigation process, the Company shall inform the complainant of the handling process of his/her complaint(s) and if needed request for further information in order to facilitate the resolution of the complaint. Please note that the Company shall consider your complaint as closed and cease the relevant investigation in case you fail to respond to our officers within the period of three (3) months from the date of the submission of your complaint.

In the event that your complaint requires further investigation and the Company is unable to resolve it within two (2) months, the complainant shall be informed of the reasons for the delay and an estimated time to resolve the issue will be provided. In any event, we shall provide you with the outcome of our investigation no later than one (1) month from the issuing of the holding response, depending on the complexity of the case and your cooperation.

When we reach an outcome, we will inform you of it together with an explanation of our position and any remedy measures we intend to take (if applicable).

The Company shall document and keep in its records the following information:

- i. The identity of the complainant who filed the complaint
- ii. The name, department and identity of the employee that undertook to provide the service to the complainant
- iii. The date of receipt of the complaint
- iv. The details and full description of the complaint
- v. The date and content of the Company's reply to the complaint

Final Decision

Upon the completion of the complaint investigation, the client will be informed with a full explanation of the investigation's findings of the Company's final decision as well as any settlement/compensation/reimbursement offer if the Company considers such offer as appropriate.

In the event you are not satisfied with the Company's final decision; you may maintain the complaint through the Financial Ombudsman of Cyprus and seek mediation for a possible compensation. Please note that you should contact the Financial Ombudsman of Cyprus no later than four (4) months after Company has provided you with its final decision, otherwise the Financial Ombudsman of Cyprus may not be able to deal with your complaint.

In the unlikely event where the three (3) month period (from the date of submission of your complaint) has elapsed and the Company did not provide you with its final decision, your right to contact the Financial Ombudsman of Cyprus remains unaffected. Please note that you should contact the Financial Ombudsman of Cyprus no later than four (4) months after Company ought to have provided you with its final decision, otherwise the Financial Ombudsman of Cyprus may not be able to deal with your complaint.

A. The Financial Ombudsman contact details are as follows:

Postal Address: P.O. Box 25735, 1311 Nicosia, Cyprus

Phone: +35722848900 (main number)

Facsimile (Fax): +35722660584, +35722660118

E-mail: Complaints: complaints@financialombudsman.gov.cy

Website: www.financialombudsman.gov.cy

Please note that you may maintain your complaint with the Cyprus Securities and Exchange Commission ("CySEC"). However, the Company would like to reiterate that CySEC does not have restitution powers and does not investigate individual complaints. The CySEC takes complaints into consideration as part of its supervisory role.

B. Contact Details of the Cyprus Securities and Exchange Commission:

Website: <http://www.cysec.gov.cy>

General email: info@cysec.gov.cy

Postal Address: P.O. BOX 24996, 1306 Nicosia, Cyprus

Telephone: +35722506600

Fax: +35722506700

It is understood that your right to take legal action remains unaffected by the existence or use of any complaints procedures referred to above.



Additional Information

The Company reserves the right to review and/or amend its Policy and arrangements whenever it deems this appropriate according to the terms of the Client Agreement between the Company and the Client.

Should you require any further information and/or have any questions about this policy please apply your request and/or questions to compliance@imsmarkets.com

APPENDIX 1

COMPLAINTS FORM

This is the form you need to fill-in if you wish to submit your complaint to Mercia Securities Ltd (hereinafter the “Company”). Complete, accurate and up-to-date information is required to be provided to the Company for the proper investigation and evaluation of your complaint.

Please note that the Complaint Form below is only indicative and may not be exhaustive. The Company may request further information and/or clarifications and/or evidence with regard to your complaint.

Date (dd.mm.yyyy):
Complaint Reference No.:

CLIENT INFORMATION

Name:	
Surname:	
ID or Passport Number:	
Country of nationality:	
Legal Entity Name (in case the Client is a legal person):	
Account Trading Number:	

CONTACT DETAILS OF THE CLIENT

Postal Address:	
City/Province:	
Code:	
Country:	
Telephone Number:	
Email:	

Please accompany this form with a screenshot of your Trading Platform if you feel it would further support your claim request.

☐ I hereby certify and confirm that to the best of my knowledge, the information furnished above is true, accurate, correct and complete.

FOR OFFICIAL USE ONLY

Complaint Reference No.:

Received on:	
Received by:	
Assigned to:	
To be replied by:	