

Centrepay Complaints Policy

If you have a complaint regarding Origin's use of Centrepay, we want you to let us know. Any complaints relating to Origin's use of Centrepay or the management of your Deduction Authority will be handled in accordance with this policy.

This policy is supported by Origin's *Standard complaints and dispute resolution procedure*, located at originenergy.com.au/complaints and Origin's *Privacy Policy*, located at originenergy.com.au/privacy.

Origin can be contacted for all enquiries, including Centrepay, by phone on **13 24 61**. Consultants receiving these enquiries are trained in the effective handling of complaints and resolution of disputes.

Alternatively, you may wish to address your complaint to us in writing. This correspondence should be addressed to:

Origin Energy
GPO Box 1199
Adelaide SA 5001

Facsimile: 1800 132 463

Email: enquiry@originenergy.com.au

Origin will ask if you would like a copy of this policy when you set up a Centrepay arrangement with us. If requested, we'll provide you with a copy of this policy within five business days.

Origin will aim to resolve your Centrepay complaint within 20 business days where possible. If we need longer to resolve your complaint, we'll let you know.

To assist us in resolving your complaint, please provide the following information:

- Name of the person and the Customer Reference Number (CRN) the payments relate to.
- The Origin account number that the payment was paid to (you'll find this on your bill).

Helpful extra information (if you have it handy) if you're concerned about particular Centrepay deductions:

- The dates that you made the Centrepay payments and the amount you paid in each payment.
- The reference number used to make the payments.
- How your Centrepay arrangement was set up (through Origin or Services Australia).
- The date you asked for your Centrepay arrangement to be set up, changed or cancelled (if relevant for your complaint).

What you can expect when you make a complaint

Acknowledging and responding to your complaint – we'll confirm that we've received your complaint and provide an initial response in the way that works best for your situation. This may be by phone or in writing.

If we can't resolve it straight away – we'll explain the steps we'll take to resolve your complaint and give you an expected timeframe for updates or resolution.

We aim to resolve complaints within 20 business days wherever possible and will keep you updated until the matter is resolved.

Providing a resolution – we'll let you know the outcome of your complaint in the way that works best for your situation. This may be by phone or in writing.

Keeping records – we'll maintain a record of your complaint, including what happened, when, and the resolution.

Origin seeks to resolve any complaints directly, but if we're unable to resolve your complaint to your satisfaction, you can contact your state's energy Ombudsman. Contact details for each Ombudsman can be found in Origin's *Standard complaints and dispute resolution procedure* located at originenergy.com.au/complaints.

Origin will notify Services Australia within 5 business days of us becoming aware you are not satisfied with the outcome of your complaint.