

Procedure for filing a complaint on a designated email id

The register of complaints is centrally maintained. The Company has a dedicated Customer Care Team to monitor & redress complaints lodged by clients through mail to Customer Care Team where they are redressed on online basis. If the complaint is not resolved at this level, then it is forwarded to Compliance Department. The pending investor complaints and redressal at this level is monitored by the compliance officer. The analysis of such complaints is done by the management and preventive measures are taken and implemented.

□ The Company has designated an exclusive e-mail ID to enable the investors to register their complaints and such ID has been displayed on the company's website and printed on KYC Form, statements, Welcome kit etc.

1. The company has a designated investor grievances email id Feedback@gargsec.com on which the client or investor can make a complaint.
2. The company has a designated Customer Care / Investor Care telephone no. [0657-2421417](tel:0657-2421417) on which the client or investor can make a query / complaint.
3. Designated person shall login the designated investor grievances email id on daily basis to look after the investor complaint and revert timely with information about the status of the complaint.
6. The full detail of the complaint must be passed to the concerned department and inform the compliance officer of the company as soon as it is received.
7. Compliance Department will obtain all information available on the complaint which is considered necessary for a proper investigation. Look into all the necessary information and resolve the as soon as possible.
8. There is standing policy of the company to resolve the investor complaint within prescribed time of the receipt of the same expect the complicated case.
9. A serious complaint (where the written response does not settle the issue) must be referred to the director of the company.
10. The Compliance Officer of the Company shall review the investor complaint register on regular basis to find out whether complaint has been resolved within time or not.
11. The Designated Director / MD of the Company shall review the redressal of investor complaint on regular basis to find out whether complaint has been resolved within time or not.
12. Board of the Company shall review the redressal of investor complaint on fort-nightly or in Immediate next meeting, whichever is earlier.