

**COMPLAINT REGISTRATION FORM – Against Company** *(Please submit in Duplicate)*
**1. General Information**
**A. Personal Details:**

Name of the Complainant \_\_\_\_\_  
 Residential Address \_\_\_\_\_  
 (For correspondence) \_\_\_\_\_  
 \_\_\_\_\_ Pin code \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_  
 Telephone no. \_\_\_\_\_ Cell no. \_\_\_\_\_  
 E-Mail id \_\_\_\_\_  
 Permanent A/c No.(PAN) \_\_\_\_\_  
 Securities held in ☐ Physical Form ☐ Demat Form

**B. Physical Form**

Folio No. \_\_\_\_\_  
 Certificate No. \_\_\_\_\_  
 Distinctive No. From \_\_\_\_\_ to \_\_\_\_\_

**C. Dematerialized Form**

Client id \_\_\_\_\_  
 DP Name \_\_\_\_\_  
 DP-id \_\_\_\_\_ DP A/c no.: \_\_\_\_\_

**D. In case of Public Offering**

Application number \_\_\_\_\_

**2. Company Particulars**

Name of the company \_\_\_\_\_  
 Name of Registrar Transfer Agent \_\_\_\_\_  
 Symbol of Securities \_\_\_\_\_ Face Value: \_\_\_\_\_  
 No. of Securities in dispute \_\_\_\_\_

**3. Nature of Complaint: (please tick relevant box)**
**A. Public / Further offerings: Complaint regarding non-receipt of...**

- |   |                          |
|---|--------------------------|
| a. Allotment Advice                                     | <input type="checkbox"/> |
| b. Securities purchased through an Initial Public Offer | <input type="checkbox"/> |
| c. Refund Order   | <input type="checkbox"/> |
| d. Interest on delay Redemption / Refund Amount.        | <input type="checkbox"/> |
| e. Sale Proceeds of Fractional Entitlement              | <input type="checkbox"/> |
| f. Composite Application Form for Rights Offer          | <input type="checkbox"/> |
| g. Securities purchased through a Rights Offer          | <input type="checkbox"/> |
| h. Letter of Offer for Buyback                          | <input type="checkbox"/> |

**B. Corporate Actions: Complaint regarding non-receipt of...**

- |  |                      |
|--|----------------------|
| a. Dividend  | <input type="text"/> |
| b. Interest on Debentures, Bonds or other Debt Instruments     | <input type="text"/> |
| c. Securities on account of Bonus/De-merger/Merger/Stock Split | <input type="text"/> |
| d. Redemption Amount   | <input type="text"/> |

**C. Transfer of Securities: Complaint regarding non-receipt of...**

- |   |                      |
|---|----------------------|
| a. Securities after Dematerialization           | <input type="text"/> |
| b. Securities after Transfer / Transmission     | <input type="text"/> |
| c. Duplicate Certificate relating to Securities | <input type="text"/> |

**D. Miscellaneous: Complaint regarding**

- |  |                      |
|--|----------------------|
| a. Non-receipt of copy of the Annual Reports | <input type="text"/> |
| b. Others, Please specify _____              | <input type="text"/> |

**4. Value of Claim** (Provide the statement of calculation): Rs.

**5. List of documents enclosed with the Complaint:**

- (i) \_\_\_\_\_
- (ii) \_\_\_\_\_
- (iii) \_\_\_\_\_

**6. Details of Complaints taken up with Company:**

- Date of your complaint \_\_\_\_\_
- Name of the contact person & designation \_\_\_\_\_
- Response received from company \_\_\_\_\_

**7. Additional information (if any):**


Place: \_\_\_\_\_

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

\_\_\_\_\_  
Complainant's Signature