

Client Complaint Form

Section A: Complainant Details

- 1. Investor Name: _____
- 2. Folio / Client Code: _____
- 3. PAN Number: _____
- 4. Email ID: _____
- 5. Mobile Number: _____
- 6. Address: _____

Section B: Complaint Details

- 1. Date of Occurrence: _____
- 2. Date of Complaint Submission: _____
- 3. Nature of Complaint (Select one):
 - ☒ Transaction delay / error
 - ☒ Incorrect NAV / execution issue
 - ☒ KYC / documentation issue
 - ☒ Commission / disclosure issue
 - ☒ Miscommunication / misleading info
 - ☒ Others (please specify): _____

- 1. Description of Complaint:

- 2. Documents Attached (if any):
 - ☒ Transaction slip ☒ Email copy ☒ AMC letter ☒ Screenshot ☒ Others: _____

Declaration:
I confirm that the above information is true and complete to the best of my knowledge.

Investor Signature: _____
Date: _____

- Note:**
- Please retain a copy of this form and acknowledgment for your records.
 - Unresolved complaints after 21 days may be escalated to SEBI through the SCORES Portal.
 - This complaint process complies with SEBI Master Circular (May 2023) & AMFI Code of Conduct (Clause 8).

Section C: Office Use Only (Internal)

Action Taken	Responsible Person	Date	Remarks
Acknowledgment Sent			
Complaint Investigation			
Response Sent to Client			
Complaint Closed			

Akshar Invest

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