

## **PROCEDURE FOR FILING A COMPLAINT WITH STOCKHOLDING SERVICES LIMITED**

- **STEP 1** - Query or complaint lodged by calling our Customer Care Executive at - +91 806 985 0100 / 022- 61778622
- **STEP 2** - The customer support helpdesk is an agent assisted service available on working hours during all business days
- **STEP 3** - The queued call shall be passed to our representative who shall assist you with the explanation and provide resolution to the raised concerns.
- **STEP 4** - Customer interactions are registered and recorded with us and can be tracked after informing Unique Client Code (UCC) on subsequent call
- **STEP 5** - If the resolution provided does not meet your expectation, you can approach Grievance Redressal Officer through any of our access channels mentioned on <https://stockholdingservices.com/> Investor Grievance Redressal