(On the Letter Head of the Company)

Dated:

To,

The Department of Corporate Services   
(Name and Address of the Stock Exchanges where the Company is listed)

**Sub:** Disclosure under Regulation 13 (3) of Securities and Exchange Board of India (Listing Obligations And Disclosure Requirements) Regulations, 2015

Dear Sir,

This is to bring to your kind notice that company is hereby submitting Statement for Investor Complaints and Grievance Redressal Mechanism for quarter ended……..

|  |  |
| --- | --- |
| **Particulars** | **Quarter Ended ……..** |
| Investor Complaints |  |
| Pending at the beginning of the quarter |  |
| Received during the quarter |  |
| Disposed of during the quarter |  |
| Remained unsolved at the end of the quarter |  |

You are requested to take the same on your record and acknowledge the receipt.

Thanking You,

Yours faithfully,

For << Name of Company >>

<<Name of Director>>

<<DIN :- >>