

**SHAREHOLDER'S COMPLAINT/QUERY FORM**

1	Name of Shareholder(s)	
2	Folio Number / Client ID	
3	Nature of complaint/query (Pls tick the relevant details mentioned hereunder & write in details under col.no.6)	
	a) Change of Address (Pls fill in col.4)	
	b) Transfer Related Queries	
	c) Non receipt of dividend	
	d) Demat related queries	
	e) Loss of share cert.	
	f) Splitting of share cert.	
	g) Others (pls specify) - eg.consolidation of holdings, Transmission etc.,	
4	a) Current Address	
	b) New Address	
5	Signature of the shareholder(s) (Mandatorily required for change of address)	
6	Description of complaint/query(other than change of address)	
7	Particulars of lodgement/correspondence pending with Company or the Registrar	
8	For Office use :	
	Ref. No.	
	Request received on	
	Action taken on	
	Intimation of action taken sent on	