

## **Procedure for Filing a Complaint**

1. Kindly mention the subject line as “Complaint” followed by the department to which it belongs, followed by U.C.C and PAN. For E.g “Complaint – Accounts – 11S001 – ACXXXXXX98” etc. from the registered Email ID.
2. Mention the Complaint in detail.
3. Upon receipt of Complaint a 6 digit token Number will be generated and shared with you on the same email Id.