## **UPSE Securities Ltd.**

## **Investor Complaints Redressal Policy**

- 1. Client's Complaint is forwarded to the concerned sub-brokers advising him to submit his reply within a week.
- 2. Sub-broker's reply is forwarded to the client seeking his rejoinder.
- 3. Client's rejoinder is forwarded to the sub-broker and both parties are called before the Compliance Officer of the company on a fixed hearing date at the office of the company.
- 4. Both the parties are heard by Compliance Officer and if needed Board Member.
- 5. Further hearing date/s may also be fixed if needed.
- 6. After hearing matter is decided by the above stated officials and copy of which is sent to both the parties for compliance.
- 7. The party aggrieved by the decision may take further course of action as provided in the Rules.
- 8. Adequate steps shall be taken to resolve the complaint within 30 days from the date of receipt of the complaint.
- 9. The designated email id for investors grievance is <u>upseseccomplaints@gmail.com</u>
- 10. The CEO of the company is the Compliance officer.

Last reviewed on 18.08.2017