



## PROCEDURE FOR FILING A COMPLAINT ON DESIGNATED EMAIL ID AND FINDING OUT THE STATUS OF THE COMPLAINT

### STEP 1

If you have any complaints or concerns, please email [igassl@ambalalshares.com](mailto:igassl@ambalalshares.com). Kindly provide a detailed description of the issue, including the date, time, persons contacted, actions taken, and any supporting documentation related to the matter.

### STEP 2

Upon receiving your email, our team aims to respond within 36 hours. Please note that the response time may vary based on the nature of your complaint. You can check the status of your complaint at any time by sending an email to us.

### STEP 3

If you are not satisfied with the resolution, you can lodge a complaint with SEBI through their SCORES portal at <https://scores.sebi.gov.in/#main-content>, or with the Exchange via <https://investorhelpline.nseindia.com/NICEPLUS/> or <https://bse.rs.bseindia.com/ecomplaint/frnInvestorHome.aspx>. When submitting your complaint, please include your Service Ticket/Complaint Reference Number.

You may also access the SMART Online Resolution of Dispute Portal at <https://smartodr.in/login>. For further information, you can review the SEBI ODR circular.