

STEPS TO FILE STATEMENT OF INVESTOR COMPLAINT DETAILS

- Login to Listing Centre website i.e. listing.bseindia.com
- Click on Corporate Announcement - Compliances – Reg. 13(3) – Statement of Investor Complaints
- Click on Submit Statement of Investor Complaints

The following page will appear:-

Compliance Module | Listing Module | Change Password | Corporate Announcement | Listing Fee Bills | Market Intelligence | Circulars | Investor Complaints | XBRL | GST Preparedness | Sustainability Officer Details | CGS Tool | Company Registration | GST | BSE's International Convention Hall | Reg13(3)Statement

User Manual | Help Desk

de w.e.f. August 10, 2017

OTP is required for submission of filing, kindly select 'Contact For OTP' for filings under Compliance Module
Companies are advised to upload all Book Closure & Record Date related intimations under the category 'Corporate Action' of Corporate Announcement (CAFS) separately
 Submit statement of Investor Complaints

Statement of Investor Complaints

Reporting Quarter*	Select
No. of Investor complaints pending at the beginning of the quarter*	
No. of Investor complaints received during the quarter*	
No. of Investor complaints disposed of during the quarter*	
No. of Investor complaints unresolved at the end of the quarter*	
Add Notes	

Signatory Details

Name of the Signatory*	
Designation*	Select
DIN	
Membership Number	
Contact For OTP	Select

Submit Back

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- Fill in all the requisite details and click on submit button
- After clicking the submit button, corporate announcement would be generated and would be made visible in Corporate Announcement page of your company

Example:-

11 Dec 2017

██████████ - Statement Of Investor Complaints For The Quarter Ended September 2017 Company Update [XBRL](#)

Exchange Received Time 11/12/2017 11:22:24 Exchange Disseminated Time 11/12/2017 11:22:30 Time Taken 00:00:06

No. of Investor complaints pending at the beginning of the quarter	No. of Investor complaints received during the quarter	No. of Investor complaints disposed of during the quarter	No. of Investor complaints unresolved at the end of the quarter
5	5	5	5

Name of the Signatory ██████████
Designation : Authorised Signatory

- Details and acknowledgement of submission can be viewed on the same page i.e. Corporate Announcement - Compliances – Reg. 13(3) – Statement of Investor Complaints

Submit statement of Investor Complaints						
Name of the Signatory	Quarter	Submission Date	Status	Acknowledgement		
RAG	September 2017	26-02-2018	Submitted	Download	Edit	View
ABCD	March 2017	22-03-2018	Submitted	Download	Edit	View
RTY	September 2017	27-03-2018	Submitted	Download	Edit	View

- In order to file revised – Investor Grievance Statement, click on Edit button for the required quarter row, make the necessary changes and click on submit button
- On revised submission, corporate announcement would be re-generated and word **“REVISED”** would be visible in the Corporate Announcement generated

Example:-

[Disclaimer](#)

11 Dec 2017

██████████ - Statement Of Investor Complaints For The Quarter Ended September 2017 (Revised) Company Update [XBRL](#)

Exchange Received Time 11/12/2017 12:02:19 Exchange Disseminated Time 11/12/2017 12:02:24 Time Taken 00:00:05

No. of Investor complaints pending at the beginning of the quarter	No. of Investor complaints received during the quarter	No. of Investor complaints disposed of during the quarter	No. of Investor complaints unresolved at the end of the quarter
8	5	5	8

Name of the Signatory ██████████
Designation : Authorised Signatory

- Once Investor Grievance Statement is submitted thru listing centre-web form, no PDF file is required to be submitted for the same purpose