

### **How do I register my complaint online in SCORES?**

To register a complaint online on SCORES portal: Φ Click on “Complaint Registration” under “Investor Corner”. Φ Fill the complaint registration form containing personal details Φ Provide the complaint details Φ Ensure that you fill the mandatory fields on the form. These fields include Name, Address for correspondence, State, Email Address of Investor and PAN Card no. in case of complaints against the broker. Φ Select the correct complaint category, entity name, nature of complaint. Φ Provide complaint details in brief (up to 1000 characters). Φ A PDF document (up to 2MB of size for each nature of complaint) can also be attached along with the complaint as supporting document. On successful submission of complaint, system generated unique registration number will be displayed on the screen which may be noted for future correspondence. An email acknowledging the complaint with complaint registration number will also be sent to the email id entered in the complaint registration form. In case, you are not able to register a complaint online, you can send your complaint through post to any of the SEBI offices whose addresses are given at SEBI Website on [http://www.sebi.gov.in/cms/sebi\\_data/templates/SebiAddresses.html](http://www.sebi.gov.in/cms/sebi_data/templates/SebiAddresses.html)