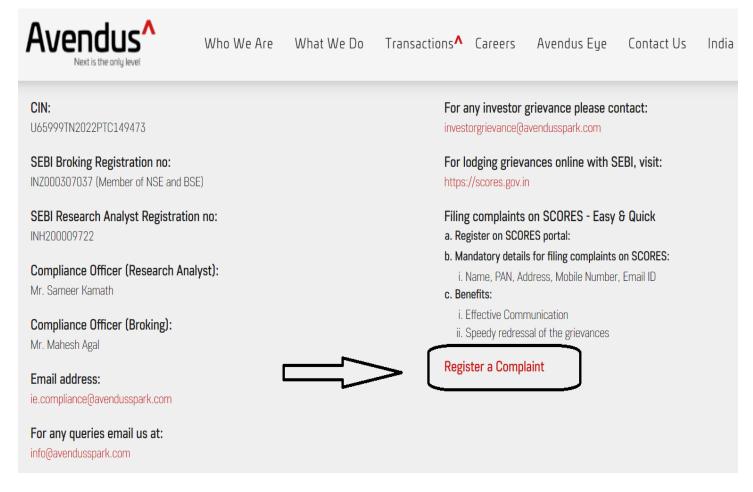


## PROCEDURES FOR REGISTER A COMPLAINT ON OUR WEBSITE

## **STEPS REQUIRED**

- Visit https://www.avendusspark.com/
- 2. Click on the 'Register a Complaint'



3. On clicking, the Client lands on the complaint page where the Client is expected to fill in all the details.

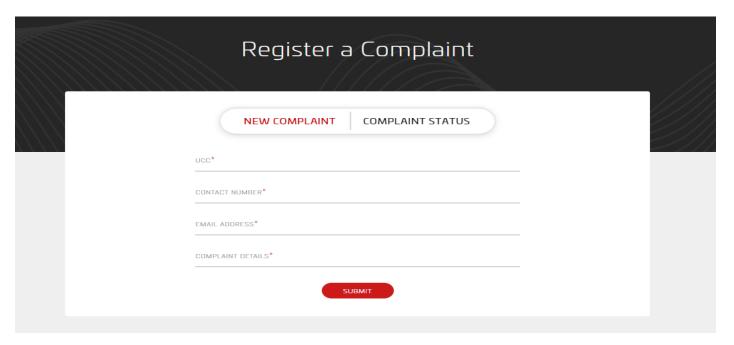
Spark Institutional Equities Pvt. Ltd EA Chambers Tower II, No 49, 50, 5th floor, Whites Road, Royapettah, Chennai - 600 014.

T: +91 44 4344 0000

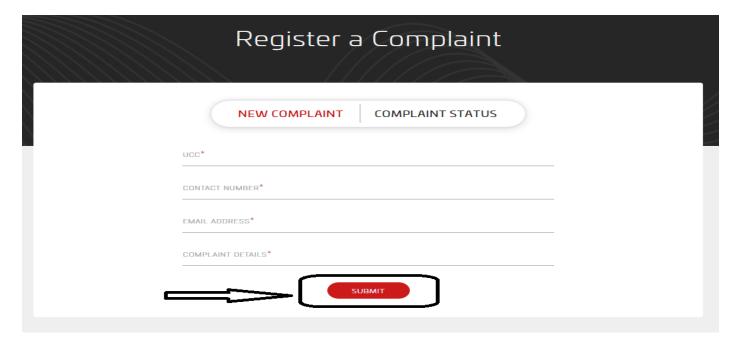
**W**: www.avendusspark.com **E**: info@avendusspark.com

CIN: U65999TN2022PTC149473 SEBI Broking Registration No.: INZ000307037





4. After filling all the details click on Submit Button below and Client's complaint will be registered with Spark Institutional Equities Private Limited. The client will also receive an email with the complaint reference number (Unique ticket number) on the Email Id mentioned during the registration of the complaint.



Note: Client must enter the correct details for an effective and timely Complaint resolution. Also, Client can email his complaint to investorgrievance@avendusspark.com for Broking related complaints.



## STEPS TO CHECK STATUS OF REGISTERED COMPLAINT

Client can check the status of an existing Broking related complaint by sending an email to <a href="mailto:investorgrievance@avendusspark.com">investorgrievance@avendusspark.com</a>

Client must mention the complaint reference number (Unique ticket number) generated at the time of complaint raised.

T: +91 44 4344 0000 W: www.avendusspark.com E: info@avendusspark.com

CIN: U65999TN2022PTC149473 SEBI Broking Registration No.: INZ000307037