

FORMAT OF COMPLAINT TO BE FORWARDED TO:

**Forward Markets Commission**  
**Ministry of Consumer Affairs, Food and P.D.,**  
**Department of Consumer Affairs, Government of India**  
**Everest Bldg, 3<sup>rd</sup> floor, 100 Marine Drives,**  
**Mumbai- 400002.**

**Complaint Format**

1. (a) Name of the Complainant :  
(b) Client Code:
2. Contact details of the complainant : -  
(a) Address: (b) Mobile/ Tel. No with STD Code -  
(c) Email id:
3. Name of the Member against whom the complaint is made:
4. Contact details of the authorised person/agent of the Member:-  
(a) Name of the authorised person/agent:  
(b) Office address: (c) Mobile/ /Tel. No. with STD Code-  
FAX-  
(d) Email id:
5. (a) Name of the Exchange on which the trade was executed:  
(b) Last date of trading:
6. Whether client documentation copy [like KYC] available? Yes / No  
[If yes please enclose the document]
7. (a) Brief description of the Complaint:  
(b) Available supporting documents or evidence:  
1.  
2.  
3.
8. (a) Whether the complaint was earlier sent to the Member? Yes / No  
(b) If yes, Date on which sent:
9. Gist of the Member's reply (with date), if any:
10. (a) Whether the complaint was forwarded to the Exchange also? Yes / No  
(b) If yes, Date of forwarding:
11. Gist of the Exchange's reply (with date), if any:
12. List of Enclosures:

Signature of the Complainant

Place:

Date: