

## **Filing a Complaint via Designated Email:**

**Identify the Designated Email Address:** Our dedicated email address for complaint submissions is [investorcomplaints@ajmera.co.in](mailto:investorcomplaints@ajmera.co.in). Please ensure you use this address to ensure your complaint reaches the appropriate department.

**Compose Your Complaint:** When drafting your complaint email, provide precise details about the issue you are facing. Be sure to include relevant information such as your contact details, transaction or account numbers, dates, and a comprehensive description of the problem.

**Subject Line:** Use a clear and descriptive subject line that summarizes the nature of your complaint. This helps us quickly identify the purpose of your email.

**Attach Supporting Documents:** If your complaint requires supporting documents, such as receipts, screenshots, or relevant correspondence, please attach these files to your email. This assists us in comprehending the issue fully.

**Address and Send:** Address the email to the appropriate department or individual responsible for handling complaints. Double-check the recipient's email address before sending.