

**GRIEVANCE REDRESSAL POLICY**

<b>Version</b>	1.0
<b>Owned By</b>	Executive Director
<b>Approved By</b>	Board of Directors
<b>Effective date</b>	7 <sup>th</sup> December 2022

## **1. Overview:**

Kushal Finnovation Capital Private Limited, (“Company”) believes in conducting its affairs in a fair and transparent manner by maintaining the highest levels of integrity, honesty and ethical behaviour while dealing with its customers (“Customers”).

In compliance with the guidelines issued by the Reserve Bank of India (“RBI”), as applicable to Non-Banking Financial Companies (NBFC’s), for maintenance of an appropriate grievance redressal mechanism within the Company to resolve the complaints and grievances of its customers, the Company has formulated this Grievance Redressal Policy (“Policy”) setting out the procedure for receiving, registering and disposing of the complaints and grievances of the Customers (“Complaints”) with respect to the products and services of the Company, including but not limited to the Complaints in relation to the services provided by the third party agents or business facilitators appointed by the Company for providing such services on behalf of the Company.

This Policy aims to provide a framework to deal with the Complaints of the Customers in a fair and transparent manner and educate the Customers about the processes to be followed to lodge Complaints with the Company and/or the RBI.

Policy is made available on public domain (Company’s website & Branches)

The Company is a RBI registered NBFC holding COR No. N-02.00352.. This policy is applicable for addressing complaints received from customers.

### **Definitions:**

- **“Grievance”** means any deficiency or gap in service delivery towards the commitment provided to the customer.
- **“Grievance Redressal Officer”** means the authority empowered to make specific and time bound decisions under this Policy.

## **2. Purpose:**

The purpose of the Policy is to ensure that:

- a) the Customers are treated fairly and without bias, at all times.
- b) the Complaints raised by the Customers are dealt with courtesy and resolved in a timely manner.
- c) the Customers are informed of the avenues to escalate their Complaints within the Company.
- d) the Customers are informed of their rights so that they can opt for alternative remedies if they are not fully satisfied with the Company’s response or resolution to their Complaints.

## **3. Process of Grievance Redressal:**

The Customers who have any Complaint, can follow the below process for its redressal:

### **Primary Level:**

The Customers who intend to file a Complaint, may file their Complaint with the Company by using any of the following channels between 10:00 am to 6:30 pm on any working day of the Company and furnishing complete details in relation to such Complaint:

- a) Register the Complaint in a complaint register / complaint box, which is available at the registered office of the Company;
- b) Email at [operations@kfcpl.co.in](mailto:operations@kfcpl.co.in)
- c) Write to the Company at the below mentioned address  
Office No. 407, 4th Floor, Trade Centre Premises Co-operative Society Limited, Opp. MTNL Building, BKC, Bandra [East], Mumbai – 400 051

Kind Attention: Operations Team, Kushal Finnovation Capital Private Limited

**Secondary Level:**

In case, the Complaint is not resolved within 7 (Seven) days from the date of filing of the Complaint or the Customer is not satisfied with the response or the resolution provided to the Customer at Primary Level, the Customer may escalate the Complaint to the of the Company. Mr. Bhavesh Mehra is the Grievance Redressal Officer of the Company and his contact details are as follows:-

Email:- [compliance@kfcpl.co.in](mailto:compliance@kfcpl.co.in)  
Mobile Number:- +91 6264 760 778

**Escalation Matrix:**

*Level 1:*

In case, the Customer is not satisfied with the response or the resolution provided by the Grievance Redressal Officer of the Company at Secondary Level, or the Complaint is still not resolved within the period of 14 (Fourteen) days from the date of receipt of the Complaint by the Grievance Redressal Officer of the Company, the Customer may appeal to the Principal Nodal Officer appointed by the Company under Reserve Bank – Integrated Ombudsman Scheme, 2021.

Mr. Jayesh Modi is the Principal Nodal Officer of the Company and his contact details are as follows:-

Email:- [jayeshmodi@kfcpl.co.in](mailto:jayeshmodi@kfcpl.co.in)  
Mobile Number:- +91 98208 09972

*Level 2:*

In case, the Customer is not satisfied with the response or the resolution provided by the Principal Nodal Officer or the Complaint is still not resolved within the period of 9 (Nine) days from the date of receipt of Complaint by the Principal Nodal Officer, the Customer may file a complaint with RBI Ombudsman at <https://cms.rbi.org.in/cms/indexpage.html#eng>

Alternatively, if the Customer is not satisfied with the response or the resolution provided by the Principal Nodal Officer or the Complaint is still not resolved within the period of 9 (Nine) days from the date of receipt of Complaint by the Principal Nodal Officer, the Customer may file an appeal with the Officer-in-Charge of the Department of Supervision (NBFCs) of Reserve Bank of India's Bengaluru Regional Office. The contact details of such Officer-in-Charge maybe taken from the website of the Reserve Bank of India.

**4. Redressal of the Complaints:**

- a) The Customers are advised to file the Complaint by furnishing complete details of the same to the Company.
- b) Upon receipt of the Complaint by the Company, the acknowledgement along with a complaint identification number and the details of the designated officer, who will be dealing with the Complaint, shall be provided to the Customer within 3 (Three) days from the date of receipt of such Complaint.
- c) The Company shall provide the necessary clarification / justification with respect to the Complaint, to the satisfaction of the Customer and take all appropriate measures to resolve the Complaint within 30 (Thirty) days from the date of receipt of such Complaint.
- d) In case any additional time is required for resolution of the Complaint, the Company shall inform the Customer about the requirement of such additional time along with the expected timelines for the resolution of such Complaint.
- e) The Executive Director of the Company shall ensure that all Complaints filed by the Customers are resolved within the stipulated time frame.
- f) A record of all Complaints filed by the Customers and the response or resolution provided by

the Company shall be maintained by the Company as per the Company's policy formulated for document preservation and archival.

- g) A grievance shall be considered as disposed off and closed in any of the following instances, namely;
- Where the customer has not preferred any appeal or has not responded within fifteen days from the date of receipt of resolution of the grievance communicated by the Company.
  - Where the Grievance Redressal Officer has certified under intimation to the customer that the Company has discharged its contractual, statutory and regulatory obligations and therefore closes the complaint.

## **5. General:**

This policy shall not be used to bring frivolous or malicious complaints against the Company. Making a knowingly false complaint subjects the customer to disciplinary or corrective action. However, if a legitimate concern has been raised in good faith and an investigation finds the concern to be unfounded, no action will be taken.

Notwithstanding anything contained in this Policy, the Company shall ensure compliance with any additional requirements as may be prescribed under any laws/regulations either existing or arising out of any amendment to such laws/regulations or otherwise and applicable to the Company from time to time.

## **6. Review:**

- a) This Policy is subject to review by the Board of Directors of the Company as and when deemed necessary. The Board of Directors of the Company shall annually review the functioning of the grievance redressal mechanism.
- b) This Policy shall be subject to the applicable laws including but not limited to the rules, regulations, guidelines, directives and instructions issued by the RBI, from time to time and shall supersede the earlier version of the Policy. Any change/amendment in applicable laws with regard to maintenance of an appropriate grievance redressal mechanism shall be deemed to be incorporated in this Policy by reference and this Policy shall be deemed to have been amended and revised accordingly.

## **7. Revision:**

The Company reserves the right to revise the policy at any time and in any manner without any prior notice. Any change or revision will be updated on the Company's website and Branches of the Company.

## **8. Disclosure:**

This policy shall be uploaded on the website of the Company located at <https://www.kfcpl.co.in/>

Company reserves the right to record and maintain a repository of all communications between the customer and Company, including but not limited to emails, notices, letters, messages, digital messages and all other forms of verbal and written communications for the purpose of complying with applicable laws and regulations.