

PROCESS OF FILING CONSUMER COMPLAINT

When clients encounter issues or concerns with any of the Company's services, it's important to have a clear and efficient procedure for filing complaints and tracking their progress. Here's a detailed write up outlining the procedure, along with a flowchart for visual reference:

Step 1: Initiating the Complaint

Clients can initiate the complaint resolution process by sending an email to us on our designated email address (investorrelations@libord.com) for complaints. This email address is specifically established to handle and address client grievances.

Step 2: Providing Relevant Information

- In the email, clients should provide essential details:
- Full name and contact information.
- A clear and concise description of the complaint, including relevant dates and other details, if any
- Any supporting documents or evidence that can help in understanding the issue.

Step 3: Acknowledgment

Upon receiving the complaint email, we shall send an acknowledgment email to the client, confirming the receipt of the complaint.

Step 4: Initial Review and Assigning

The complaint is then reviewed by the relevant department within the organization. Based on the nature of the complaint, it is assigned to the appropriate personnel for investigation.

Step 5: Investigation and Response

The assigned team investigates the complaint thoroughly, gathering all necessary information, records, and documents. They analyse the client's concerns in relation to our policies and practices.

Step 6: Providing Resolution

After a comprehensive analysis, they prepare a detailed response addressing the client's complaint. This response is sent to the client's email address.

Step 7: Amicable Resolution Attempted

If the client finds the resolution satisfactory, the complaint is considered resolved. The Company and the client work together to ensure that the solution aligns with the client's expectations.

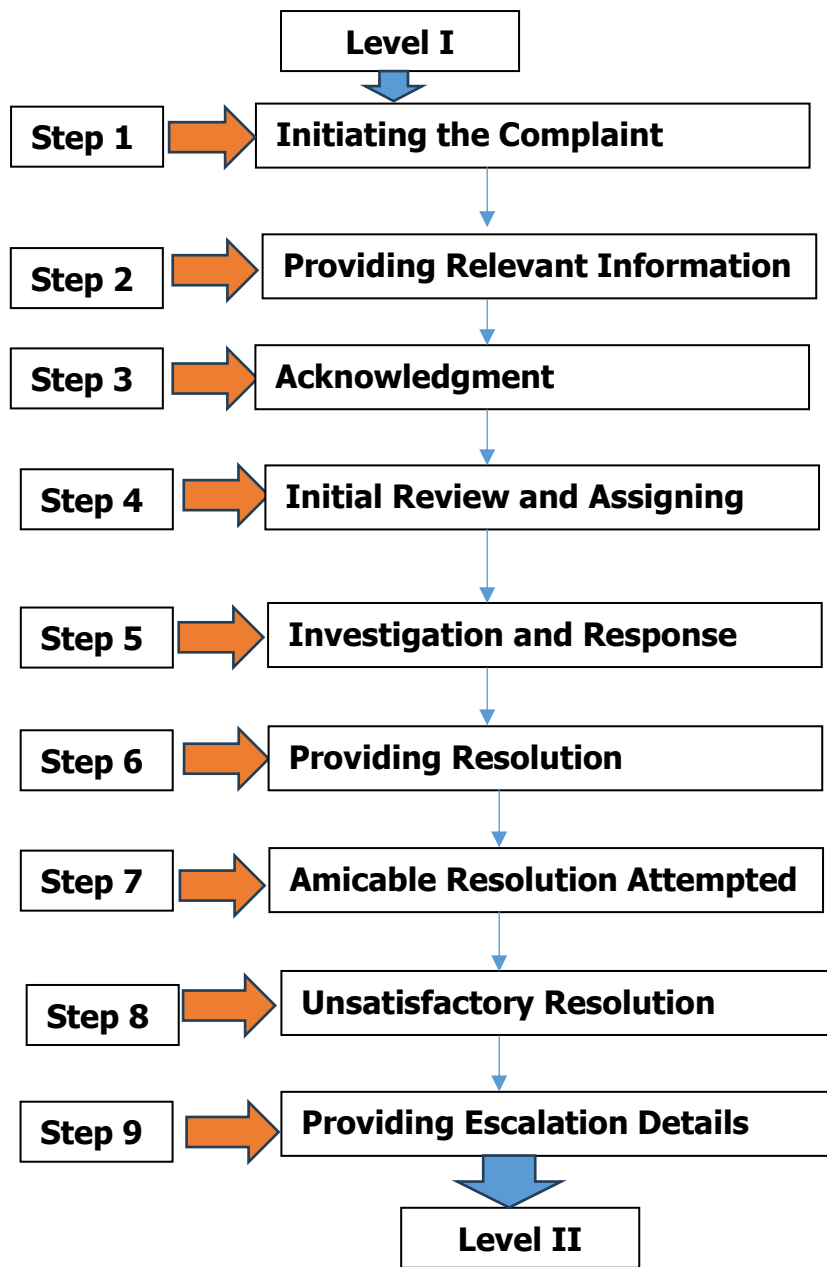
Step 8: Unsatisfactory Resolution

If the client remains unsatisfied with the Company's resolution, or if the issue is not fully addressed, the client may choose to escalate the complaint further.

Step 9: Providing Escalation Details

The client is provided with information about the escalation process in the Flowchart annexed herewith. This includes instructions on how to escalate the complaint to a higher authority.

ANNEXURE: PROCESS OF FILLING CONSUMER COMPLAINTS



Escalation Matrix	
Level 1	Email providing relevant information at investorrelations@libord.com
Level 2	Contact Principal Nodal Officer at office@libord.com