## Mechanism to raise your Grievance Redressal

**Mechanism to raise your grievance**- You can send us an email on <u>info@accsysindia.com</u> or call us @ 080-69050505

## **Documents and Information Required**

To ensure the timely resolution of all your redressal, full details like Distributor ID, documents (if required) and the concern in clear words must be provided at the time of raising the request.

Grievance Tracking - You will receive a complaint number on each complaint raised over email or call

## **Timeline for Grievance Redressal**

**Acknowledgement** – You will receive the acknowledgement of your grievance within 48 hours from the time of its receipt.

Solution - Your grievance will be redressed within a period of One month from thedate of its receipt

**Appeal** – If you are not satisfied with the response or closure, you can appeal the matter, you may write to Grievance Redressal Officer and provide the following-

- Reason for escalation
- Complaint Number

Grievance redressal officer will acknowledge the appeal within 48 working hours from the time of its receipt. Your appeal will be redressed within a period of One month from the date of its receipt.

You can track your complaint at any point of time through our website – <u>www.accsysindia.com</u> or also you can call @ our toll-free number 080-69050505

Name	E-mail Address	Contact Number
Mrs.Priya	grievanceofficer@accsysindia.com	044-47737785