



**SAI SETTERS SERVICES  
PRIVATE LIMITED**  
Grievance Redressal Policy



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## 1. Introduction

Customer service is extremely important for sustained business growth and as an organisation we strive to ensure that our customers receive exemplary service across different touch points.

Customer complaints constitute an important voice of customer, and this policy details complaint handling through a structured grievance redressal framework. Complaint redressal is supported by a review mechanism, to minimize and eliminate the recurrence of similar issues in future. The Grievance Redressal policy follows the following principles:

- a) Customers are treated fairly.
- b) Complaints raised by customers are dealt with courtesy and
- c) in a timely manner.
- d) Customers are informed of avenues to escalate their complaints within the organization, and their rights if they are not satisfied with the resolution of their complaints.
- e) The employees work in good faith and without prejudice, towards the interests of the customers.

## 2. Scope of the Policy

The processes contained in this Policy are applicable to all employees (permanent as well as contractual), branches, offices and locations of the Company across the Country and to all activities where there is an interaction with prospective or existing customers.

A complaint is an expression of dissatisfaction or resentment either in the form of a representation or an allegation made in writing or through an approved electronic channel containing a grievance alleging deficiency in the following areas:

- Services, products, policies and procedures of the Company;
- Services provided to customers by any outsourced agent or agency of the Company;
- Employee behavior towards the customers of the Company; and
- Confidentiality and protection of the personal (including sensitive personal information) and financial information of the Company's customers.

Requests that deal with data modification (e.g. request for address change, change of bank details/mandate etc.) or enquiries about loan products / schemes, interest rates or other such similar requests do not fall under the purview of this Policy.

## 3. Grievance Redressal Mechanism

At Saisettors, customer delight is our priority and we are committed to provide our customers best in class experience.

Whilst all efforts are taken to give customers the best services to avoid any grievances the customers are intimated that they can record their grievances, if any, in writing or verbally.

The Company has a dedicated Customer Service Center (CSC) wherein any interaction, request, query or complaint can be lodged by the Customer. CSC has the grievance redressal mechanism which ensures that



all customers are treated fairly and timely. Customers may follow the below mentioned matrix in order to escalate their concerns. This facility has been provided to the customers to register complaints for speedy redressal.

#### A. Registration of Complaint

The Customers can lodge their Complaints through multiple channels.

The customer can approach any of our service touch points given below to register a complaint and expect a response within defined time period from complaint registration. Service Touch points are as indicated below.

➤ **Email** - Customers can write to us at emails Ids mentioned below for complaints related to respective products: [admin@saisettters.com](mailto:admin@saisettters.com)

➤ **Dashboard**: Customers can also raise complaints by logging-in to their personal dashboard on website.

➤ **Letter or post** – Customers can write to us at:  
B-810, Ganesh Plaza, Near Navrangpura Post Office, C.G.Road, Navrangpura, Ahmedabad- 380009.Gujarat, India

The registered complaints will be received by CSC. After examining the matter the complaints would be referred to respective function(s) for resolution.

The turn-around time for addressing and resolving a complaint will depend upon the type and complexity of the grievance. The timelines for different complaints under this Policy is provided as follows:

- Normal cases (other than the one mentioned below): 7 days of receipt of complaint. Customer complaints relating to interest, EMIs, penalty and other charges etc. are some of the types of complaints which will be categorized under this.
- Fraud cases, legal cases and cases which require retrieval of old records and documents: 15 days of receipt of complaint.
- CIBIL-related cases: 15 days of receipt of complaint

#### B. Escalation

##### Grievance Redressal Officer

If customers are not satisfied with the resolution provided through the above referred channels within the prescribed timeline, they may further escalate the concern to the Grievance Redressal Officer:

Grievance Redressal Officer  
Mrs. Seema Patel  
B-810, Ganesh Plaza,  
Near Navragpura Post  
Office, C.G.Road,  
Navrangpura, Ahmedabad –  
380009.Gujarat, India.  
Email:admin@saisettters.com



**4. Internal Machinery to handle Customer complaints**

**Resolution of Grievances**

At Saisettors, we have invested in the best in class technology to ensure timely resolution of the grievances. The system captures the complaints. Once captured in the system, our customer service team is responsible for resolution of complaint/grievance to the customer's satisfaction. Every attempt is made to offer the customer suitable and appropriate alternate solutions wherever possible. However, if the customer continues to remain dissatisfied with the resolution, he can escalate the issue through the grievance redressal mechanism as referred above.

**Time frame**

Suitable timelines have been set for every complaint depending upon the investigations which would be involved in resolving the same. Complaints are suitably acknowledged on receipt and the customers are informed of delays if any, in the resolution.

**5. Review**

- a) This Policy is subject to review by the board of directors of the Company as and when deemed necessary.
- 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

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