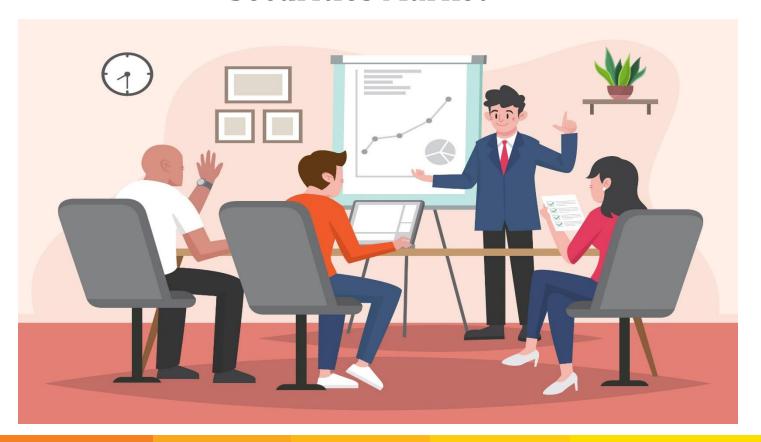
# **Grievance Redressal System in Securities Market**



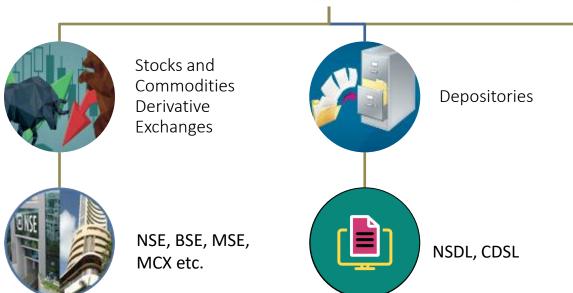


## Indian Securities Market - Overview



#### Market Regulator SEBI







Other Intermediaries



Stock Brokers, RTAs, Mutual Funds, Investment Advisors etc.

# Starting Investment in Securities Market



#### **Accounts Required**



**Bank Account** 



**Trading or Broking Account** 

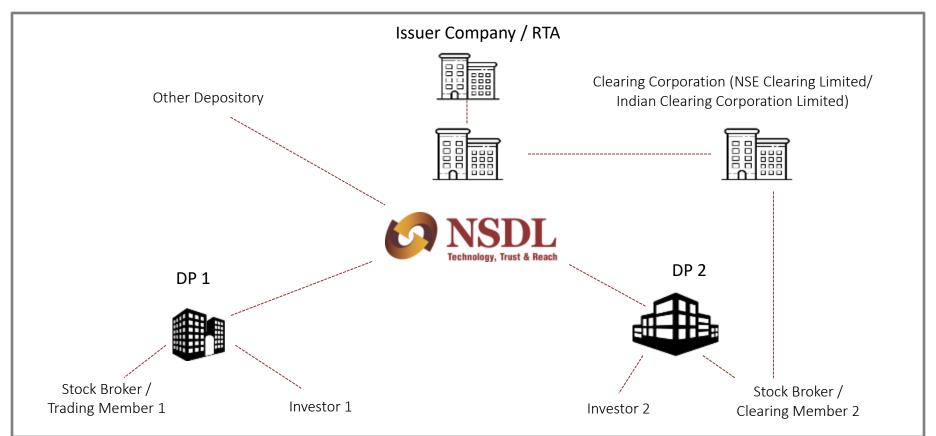


**Demat Account** 

Many DPs offer a 3-in-1 account opening facility which gives you the convenience of opening a trading, demat and bank account – all together. Now many DPs are offering online demat account opening. Trading or Broking account is required only if you want to buy / sell shares through stock exchange.

# Indian Securities Market - Depository System





# Services offered by Depository Participant

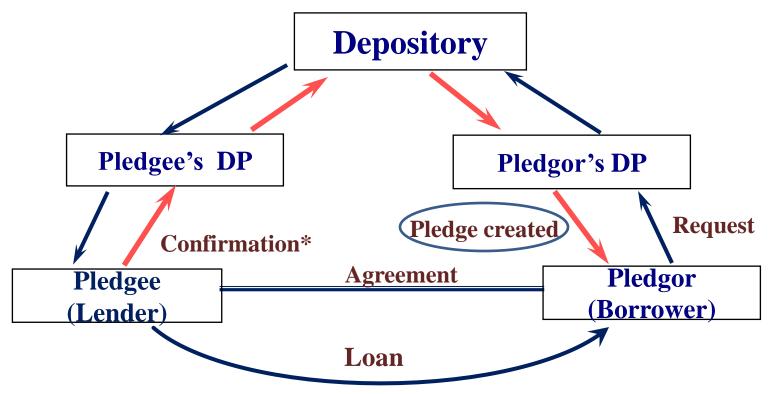




<sup>\*</sup>Even unlisted shares can be dematerialized. \*\*Transfer of securities held in physical form not allowed w. e. f. April 1, 2019. Re-lodgement of transfer deeds which were submitted prior to this, but were rejected or returned, was allowed till March 31, 2021. Shares pending for transfer with listed company / its RTA shall be issued only in demat.

# Pledge Creation and Confirmation

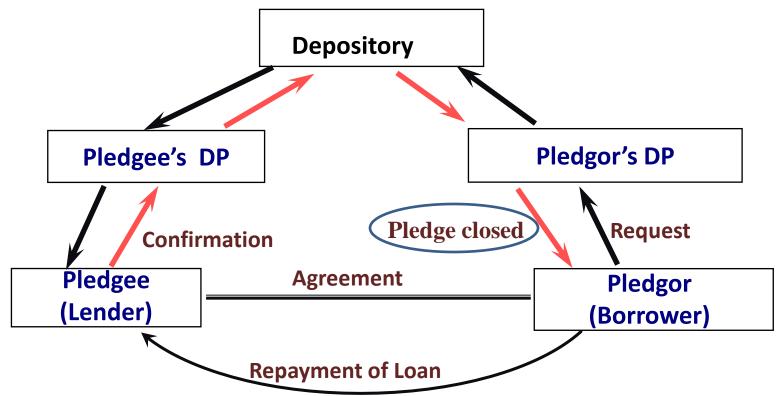




<sup>\*</sup> Not needed if Pledge Standing Instruction is enabled

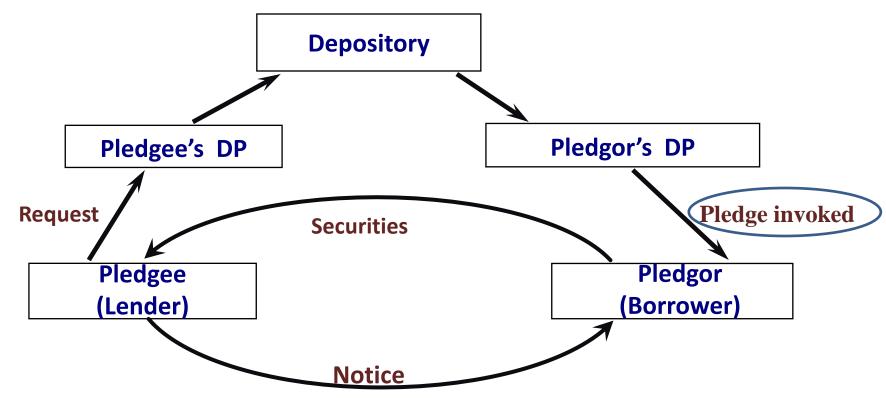
# Pledge Closure (Normal)





# Pledge Invocation





# Key points on Anti-Money Laundering



#### Legislative and Regulatory References

- Prevention of Money Laundering Act, 2002
- Prevention of Money Laundering (Rules), 2005
- SEBI Master Circular October 15, 2019

#### What is Money Laundering (ML)?

• Money Laundering is "the process in which the proceeds of crime are converted and disguised as legitimate assets"

#### What is Anti-Money Laundering (AML)?

• Anti-Money Laundering is "the initiative to effectively prevent, detect, control and report ML activities to the authorities"

#### What are Suspicious Transactions?

Transactions (including attempted transactions), that may involve proceeds from a predicate offence, do not have any economic rationale, made in circumstances of unusual or unjustified complexity or gives rise to a reasonable ground of suspicion that it may involve financing of activities relating to terrorism

Key Authorities – Financial Intelligence Unit (FIU-IND), Ministry of Home Affairs and the Enforcement Directorate

# Key points for all Investors



#### Índividuals:

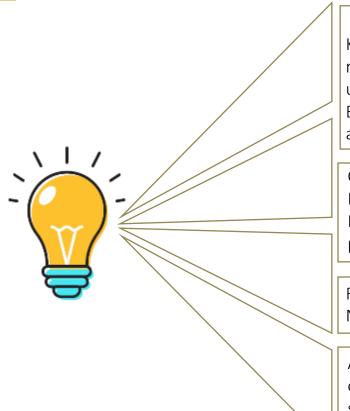
- Provide officially valid documents for proof of identity and address
- Furnish correct information on income, occupation, business, marital status, etc.
- Provide accurate financial information salary or business income as applicable
- Inform about any changes to the above information
- Invest only using own sources of funds, not third party funds
- Do not fall prey to any gimmicks or schemes from anyone

#### Non - Individuals:

- Provide Officially Valid Documents (OVD) for proof of identity and address
- Furnish information about Beneficial Owner(s), where applicable
- Furnish all other related documents (AoA, MoA, Partnership deed, ASL, etc.)
- Provide correct information about nature and type of business
- Changes to the above information may be duly informed to DPs

Cooperate with DPs who may seek any additional information for due diligence
Be diligent and aware about various money laundering schemes
Contact your DP or broker in case of any doubts





Keep record of documents signed, account statements, contract notes received and payments made. Save important emails and take periodic back up of data.

BO may note that off-market transfer of shares leads to change in ownership and cannot be treated as pledge.

Change password of your online accounts frequently.

Never share your passwords, OTP, CVV and PIN with any one.

Never click on suspicious links received via SMS, email or social media platforms.

Read SMS, emails, letters, statements, bills sent by your broker, bank, DP and NSDL. These are sent to you to keep you updated.

Accept the DIS only if serial number is pre printed and Client ID is pre stamped or pre printed. Keep DIS in safe custody. Do not to leave the DIS "blank or signed" with the Depository Participants (DPs) or any other person/entity when not in use.





- Inform your DP about any change in your Personal Information such as address, bank account immediately.
- If your DP is offering you an online account opening facility, you also have the facility to close your account online.

Always mention your Mobile Number and email ID in account opening form and keep them updated.

NSDL publications and presentations are available in Hindi, English and other languages at <a href="https://www.nsdl.co.in">www.nsdl.co.in</a> → Education

Schedule of Awareness Programs, Registration, Feedback and Webinar Recordings are available at <a href="https://www.nsdl.co.in">www.nsdl.co.in</a> → Education

## Be a Prudent Investor – Don'ts





Never deal with any unregistered or unauthorised market intermediary. Check on the SEBI's website that your stock broker / authorised person, mutual fund distributor, investment advisor are registered with SEBI.

Never invest with borrowed money. Avoid unnecessary loans and credits.

Nominate Karo - Surakshit, Samajhdaar, aur Atmanirbhar Niveshak Bano!



#### **NOMINATE YOUR LOVED ONES TODAY!!**

Opt-in/Opt-out of Nomination in your demat account for ensuring smooth transmission of securities and to prevent accumulation of unclaimed assets in securities market.







\*Applicable to single demat account holder (Resident Individual) who have not opted-in/opted-out for Nomination in their demat account.

www.nsdl.co.in







Do Not Fall Prey To Stock Tips, Hot Picks etc. Circulated on Twitter, Instagram, WhatsApp, Telegram, Unsolicited SMS, YouTube Channels etc.



Be a Prudent Investor – Consult a SEBI Registered Investment Advisor and Do Your Own Homework Before Investing



Do Not Invest In Any Ponzi Scheme, Unregistered Collective Investment Scheme or Any Other Schemes Promising Unrealistic Returns



Be a Prudent Investor – Consult a SEBI Registered Investment Advisor and Do Your Own Homework Before Investing

# Be Vigilant! Invest through a SEBI registered Intermediary

Investors are advised to stay away from fraudulent schemes/Apps promising unrealistic returns.

Beware of impersonators !!

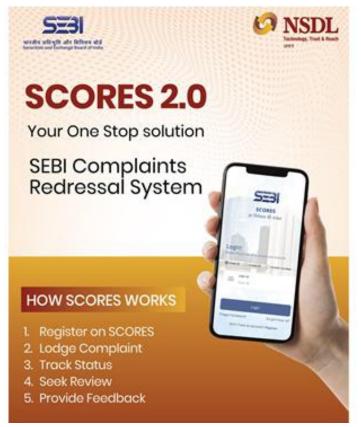
For more information on NSDL Depository Participants registered with SEBI, visit <a href="https://nsdl.co.in/direct\_search.php">https://nsdl.co.in/direct\_search.php</a> on NSDL website.

For SEBI registered Intermediaries, visit <u>SEBI | Recognised Intermediaries</u> on SEBI website.



# **SEBI Complaints Redressal System - SCORES 2.0**





For more information, visit <a href="https://scores.sebi.gov.in/scores-home">https://scores.sebi.gov.in/scores-home</a>

## **Dharohar – Milestones in the Indian Securities Market**







Website: https://mism.org/

Get ready to explore the transformation of India's securities market!

SEBI's 'Dharohar' platform offers a unique glimpse into the market's growth over the years.

For more information, visit <a href="https://mism.org/">https://mism.org/</a>





Launched by SEBI on the occasion of 76th Republic Day, January 26, 2025





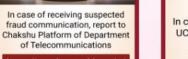












https://sancharsaathi.gov.in/ sfc/Home/sfc-complaint.jsp







### **SEBI Launches Free Online Investor Certification Examination**



#### Enhance your investment knowledge and test your skills with this voluntary certification program





For more information, visit

SEBI Investor Website (https://investor.sebi.gov.in/)

NISM website (https://www.nism.ac.in/sebi-investor-certification-examination/).

## **NSDL** Newsletter for Investors



### The Financial Kaleidoscope – Free monthly newsletter





March 2025

Women and
Financial Planning:
Taking Charge of Your
Financial Future



www.nsdl.co.in



**Education** 



Newsletter - The Financial Kaleidoscope

### **SEBI Investor Website**





#### Learn to Manage Your Money for Financial well-being.

For more information related to investments in securities market, please visit SEBI Investor Website https://investor.sebi.gov.in

# SEBI Saa₹thi 2.0 Mobile App





For more information related to investments in securities market, please visit SEBI Investor Website <a href="https://investor.sebi.gov.in/">https://investor.sebi.gov.in/</a> and SEBI Saa₹thi Mobile App

# If You are holding Securities in Paper form



- 1. Provide PAN, KYC information and Nomination to RTA / Company for all joint holders.
- 2. Get PAN and Aadhaar linked for all joint holders.
- 3. Folio may be frozen if not complied.
- 4. Electronic interface provided by company / RTA for various service requests like issuance of duplicate shares, transmission, change in name etc.
- 5. SEBI has prescribed 'Simplified and Standard Norms' for processing of various service requests [Form ISR -1 and other forms available on website of listed company / RTA].

# Lodge complaints for Unsolicited Communication and fraudulent activities using telecom resources



In case of Unsolicited Communication and fraudulent activities using telecom resources, you can lodge complaints as follows:

- a) In case of receiving spam or commercial communication make "DND" complaint at respective Telecom Service Provider's App/Website, TRAI DND App, or Call/SMS to 1909
- b) In case of receiving suspected fraud communication, report the same to "Chakshu Platform" of DoT (<a href="https://sancharsaathi.gov.in/sfc/Home/sfc-complaint.jsp">https://sancharsaathi.gov.in/sfc/Home/sfc-complaint.jsp</a>)
- c) In case fraud has already happened Report the same to Cyber Crime helpline number 1930 or website (<a href="https://www.cybercrime.gov.in">https://www.cybercrime.gov.in</a>)



DigiSaathi, 24/7 helpline for automated responses on information related to digital payment opti

Toll-Free Number: 1800-891-3333: A Short Code: 14431: Website: www.digisaathi.info

- · Verify details of website if it requests financial details
- · Do not share personal or bank inform on social media





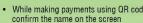


DigiSaathi, 24/7 helpline for automated responses on information related to digital payment opt

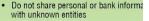
For more details.

visit https://rbikehtahai.rbi.org.in/dp





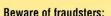




भारतीय रिजर्व बैंक

RESERVE BANK OF INDI





Be smart.

Verify the credentials of

unknown callers, investme

portal sites and requests

for urgent help for money

through social media.

- . Do not answer calls/emails from unknown persons demanding money
- . Check details of websites/Apps offering high returns
- · Verify requests for urgent help for mon





DigiSaathi, 24/7 helpline for automated responses on information related to digital payment op-Toll-Free Number: 1800-891-3333: A Short Code: 14431: Website: www.digisaathi.info Toll-Free Number: 1800-891-3333; A Short Code: 14431; Website: www.digisaathi.info



# Grievance Redressal System at NSDL

## **Grievances Redressal**



- 1. Read Investor Charter at www.nsdl.co.in → Education
- 2. Lodge your complaint with SEBI at <a href="https://scores.sebi.gov.in/">https://scores.sebi.gov.in/</a> or SEBI Saa₹thi Mobile App.
- 3. For filing dispute for resolution by conciliation and arbitration, visit SEBI's Securities Market Approach for Resolution Through ODR (SMART ODR) Portal <a href="https://smartodr.in/login">https://smartodr.in/login</a>
- 4. SEBI Toll free helpline 18002667575 / 1800227575
- 5. NSDL helpline 022-48867000
- 6. Online submission of Grievances at <a href="https://www.nsdl.co.in">www.nsdl.co.in</a> → Query related to Demat
- 7. NSDL email for grievance <u>relations@nsdl.com</u>
- 8. NSDL email for other information <a href="mailto:info@nsdl.com">info@nsdl.com</a>





Home: About Us: Downloadables: Investors

#### Investors

Post your complaints / queries to NSDL

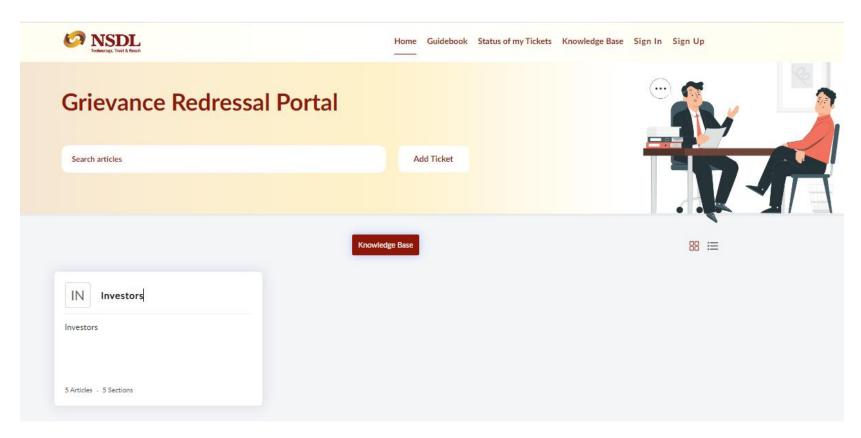


To post your complaint to SEBI Complaints Redress System (SCORES), Click here

Download SEBI SCORES Mobile App at Apple App store September 19 Google Play Store

- Securities Market Approach for Resolution Through ODR Portal
- Disclosure of investor complaints, arbitration details and penal actions against Depository Participants
- Disclosure of regulatory orders by Depository and arbitration awards
- Standard Operating Procedure (SOP) for reversal of Erroneous Transfer (OTP challenge Cases)
- Post your complaints w.r.t informing market manipulation/fraudulent activities on email id: report-mktmanipulation@nsdl.com







| Complaint Details                       |             |  |            |                                  |              |  |  |  |  |
|---|-------------|--|------------|----------------------------------|--------------|--|--|--|--|
| I have a Complaint * O I have a Query * |             |  |            |                                  |              |  |  |  |  |
| Name of Account Holder                  |             |  |            | PAN of Investor                  |              |  |  |  |  |
| DP ID*                                  |             |  |            | DP Name                          |              |  |  |  |  |
| Client ID*                              |             |  |            | Type of Complaint*               | (See Below)  |  |  |  |  |
| Complaint Sub Type*                     | (See Below) | <b>v</b>                               |            | Name*                            |              |  |  |  |  |
| Queries/Comments/Details Of Complaint*  |             |  |            |                                  |              |  |  |  |  |
|   |             |  |            |                                  |              |  |  |  |  |
|   |             |  |            |                                  |              |  |  |  |  |
|   |             | (Please give complete details of compl | laint/vour | query so that we can effectively | respond you) |  |  |  |  |
|   |             | f                                      |            |                                  |              |  |  |  |  |



| Complaint Details                              |                                      | (See Below) Account Opening Related - (I) |   |
|--|--------------------------------------|---|---|
| I have a Complaint *  Name of Account Holder * | I have a Query *                     | PAN of Investor                           | Demat / Remat Related - issuer - (II-a) Demat / Remat Related - DP - (II-b) Transaction Statement Related - (III) Charges Related - (V) Delivery Instruction Related (DIS) - (VI) Account Closure related - (VII) Manipulation / Unauthorised action related - (VI Company / RTA related - (IX) |
| DP ID*   |                                      | DP Name                                   | others - (X)  CAS (Content related) - (XI)  CAS (Servicing related) - (XII)  CAS (Other issues related) - (XIII)  Improper Services Related - (IV)  UCC Related (Heading) - (XIV)   |
| Client ID*                                     |                                      | Type of Complaint*                        | Account Opening Related - (I)   |
| Complaint Sub Type*                            | Denial in opening an account - (I-a) | Name*                                     |   |
| Queries/Comments/Details                       | Of Complaint*                        |   |   |



Query/Complaint Form Address Line 1 Address Line 2 Address Line 3 Address Line 4 City State Country (See Below) Zip/Pin Code Facsimile(Fax) Telephone\* E-Mail\* Choose File No file chosen Select the area in which Upload File (See Below) you have any queries/ Note:Attachment allowed in PDF only - upto size 1MB. comments and provide the following details Dfdt8Hh



- Your grievance shall be attended and response will be sent by email to you.
- In case, you wish you may Lodge your complaint with SEBI at <a href="https://scores.sebi.gov.in/">https://scores.sebi.gov.in/</a>
- SEBI helpline 1800 266 7575 / 1800 22 7575 (Toll free) / SEBI Mobile App



# Grievance Redressal System at SEBI



#### **SEBI COmplaints REdress System (SCORES)**



- > SEBI has launched SCORES 2.0 version w.e.f. April 1, 2024
- SCORES platform: <a href="https://scores.sebi.gov.in/">https://scores.sebi.gov.in/</a>
- Online platform for investors to lodge their complaints related to securities market.
- Complaints against listed companies and SEBI registered intermediaries
- > Status of every complaint:
- Can be viewed online in the SCORES website
- Can be obtained from toll free helpline
- > Entity/Investor can seek/provide clarification on complaint online
- Unique complaint registration number for future reference and tracking.
- ➤ All complaints received by SEBI against listed companies and SEBI registered intermediaries are dealt through SCORES.

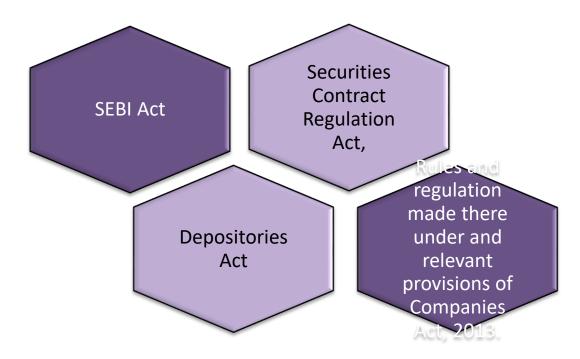




#### Complaints coming under the purview of SEBI



Complaints arising out of issues that are covered under:





#### Matters not considered as complaints in SCORES



- Complaint not pertaining to investment in securities market
- Anonymous Complaints (except whistleblower complaints)
- Incomplete or un-specific complaints
- ➤ Allegations without supporting documents
- Suggestions or seeking guidance/explanation
- ➤ Not satisfied with trading price of the shares of the companies
- ➤ Non-listing of shares of private offer
- ➤ Disputes arising out of private agreement with companies/intermediaries
- ➤ Matter involving fake/forged documents
- Complaints on matters not in SEBI purview
- Complaints about any unregistered/ un-regulated activity



#### Complaints against companies that cannot be dealt on SCORES



Unlisted/delisted companies

Companies placed on Dissemination Board of Stock Exchange

Sick companies

Suspended companies, companies under liquidation, etc.

Vanishing company

Company falling under the purview of other regulatory bodies

Complaints that are sub-judice

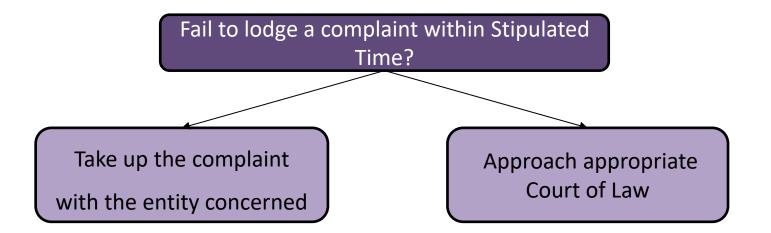
Company where a moratorium order is passed in winding up / insolvency proceedings



#### **Lodging complaint in SCORES**



➤ Lodge a complaint on SCORES within <u>three (03)</u> years from the date of cause of complaint.





#### **Lodging complaint in SCORES**



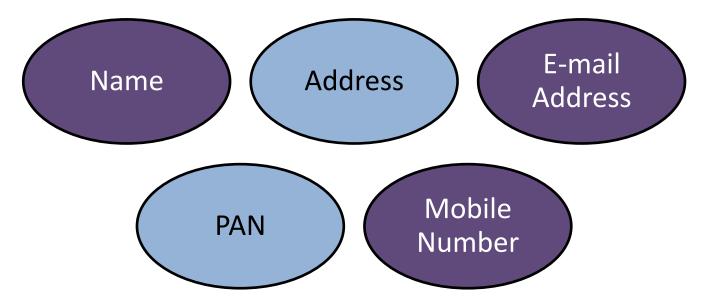
- Investor may lodge complaint on SCORES within <a href="three">three</a> (03) years from date of cause of complaint, where;
  - Investor has approached listed company or registered intermediary for redressal of complaint and,
  - Concerned listed company or registered intermediary rejected the complaint or,
  - Complainant hasn't received any communication from listed company or intermediary concerned or,
  - Complainant is not satisfied with reply given to him or redressal action taken by the listed company or an intermediary.



#### **Mandatory information required**



For lodging a complaint in SCORES, following personal information has to be mandatorily provided by investors/complainants:





#### How to lodge complaint online in SCORES?



# Visit SEBI SCORES website.



# Register on SCORES before lodging a complaint.

#### **SCORES Website Homepage**



#### **SCORES Complaint Registration Form**

| B Securities and Ex                    | আহ বিশিল্প আর্থ<br>change Board of India Sebi COmplaints REdress System                   |
|--|---|
| EBI                                    |   |
|  | Home About Us Entry Status FAQs Contact Us  |
|  |   |
| W become and                           | advised to mention Mobile Numbers while filing the complaint on :                         |
| Complaint Registration Form            | advised to mention Mobile Numbers while filing the complaint on a                         |
| Personal Details                       |   |
| Name of Investor                       |   |
| Compleint Ladged by                    |   |
| *Address of Correspondence of Investor |   |
|  |   |
| Pincode                                |   |
| *State/UT                              | Telangana   |
| *City/Location                         | [Hyderabad V]   |
| PAN of Investor                        |   |
| Author Number of Investor              |   |
| CKYC ID of investor                    |   |
| Phone Number                           |   |
| *Mobile Number (For receiving SMS)     |   |
|  | Enter a valid mobile number of 10 digits without first digit as 0 and +91 e.g. 9876543210 |
| *E-mail Address of Investor            |   |
| Bank Account Number of investor        |   |
| Bank Name                              |   |
| Bank IFSC Code                         |   |



#### How to lodge complaint online in SCORES?



Provide your complaint details.



Select correct complaint category, entity name and nature of complaint.



PDF document

(up to a maximum size of 2 MB) can also be attached along with complaint as supporting



Provide complaint details in brief (up to 1000 characters).

#### **Complaint Details**

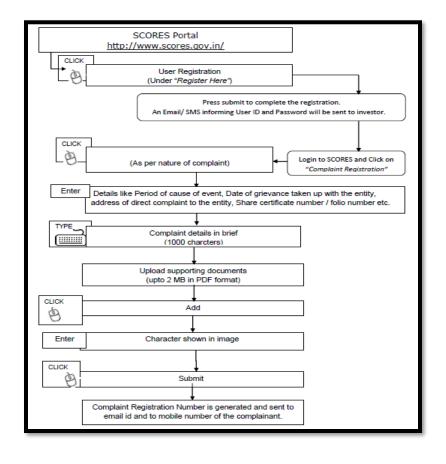
|  | Categories                      |  |   |                    |
|--|---------------------------------|--|---|--------------------|
| Listed Companies/ Registrars & Transfer Agents / Exchanges Depos   | tory Participants/ Mutual Funds | Other Entities Manipula                | Investment Adviser / Research Analyst 🔻 | Fake and<br>Forged |
| NUH-Delinet alita incrinet **  |                                 |  |   |                    |
| Have you lodged a complaint with the concerned<br>ntermediary / listed company for redressal of your<br>complaint? | <sup>:</sup> Oyes               |  | ONo .                                   |                    |
| Selected Category :  | : Refund/A<br>Redempt           | llotment/ Dividend/Tra<br>ion/Interest | nsfer/ Bonus/Rights/                    |                    |
| Enter Company Name   | :                               |  |   |                    |
| Designated Stock Exchange  | :                               |  |   |                    |
| Nature of Complaint Related to   |                                 | llotment/ Dividend/Tra<br>ion/Interest | nsfer/ Bonus/Rights/                    |                    |
| ☐ Issue ☐ Transfer ☐ Corporate Benefits  | ☐ Interest for delay            | ☐ Debt/Bond                            | Other Complaints                        |                    |
| Type of Securities<br>eg. shares, debentures etc. or name of the scheme<br>ertaining to mutual fund)               | :                               |  |   |                    |
| Mode of Holding Securities   | : OPhysi                        | cal                                    | ODemat                                  |                    |
| 9 0 2  |                                 |  |   |                    |
|  |                                 | characters as show                     |   |                    |

document.



#### How to lodge complaint online in SCORES?



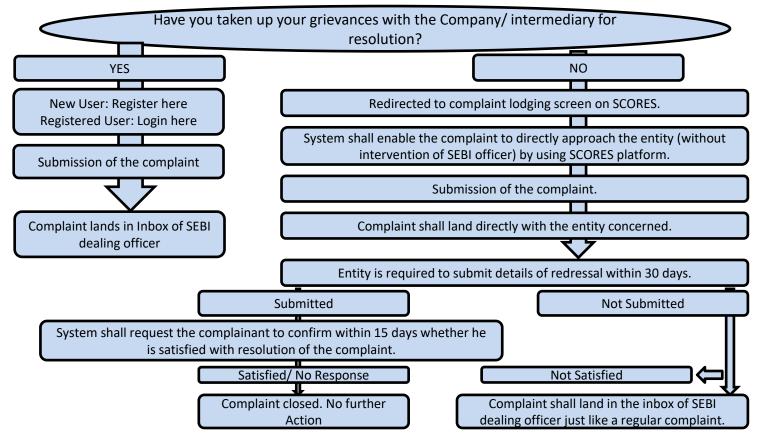




#### **How are investor complaints handled? – Existing**

NSDL
Technology, Trust & React

(Effective from August 01, 2018)





#### **Disposing of Investor Complaints**



#### **Scenarios when SEBI disposes off complaints**

On receipt of satisfactory action taken report along with supporting documents, if from the any, concerned entity responsible for resolving the complaint.

On failure by the investor/complainant to give complete details/documents required for redressal of their complaint within the prescribed time.

When the concerned entity's case is pending with court/ other judicial authority.

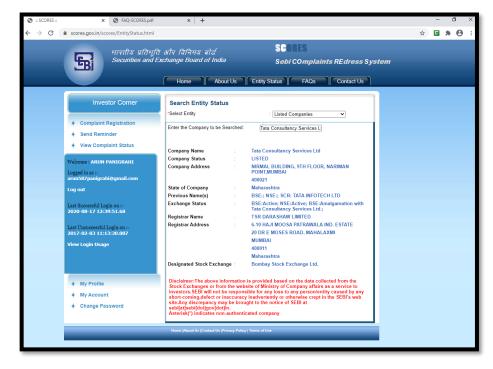


#### **Entity Status in SCORES Website**



#### **Entity Status:**

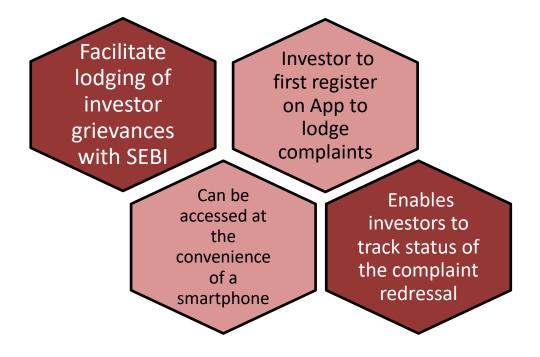
- Available in entity status tab in SCORES Website.
- Figures information regarding listed companies, SEBI registered intermediaries, CIS, etc.





### **SEBI SCORES App**



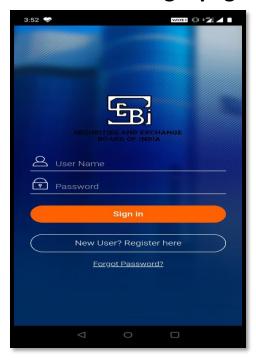




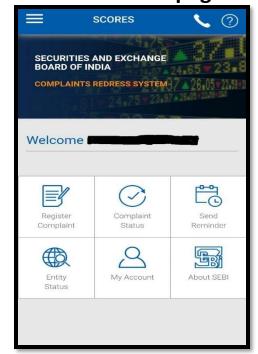
### **SEBI SCORES App**



#### **SCORES APP login page**



#### **SCORES Home page**

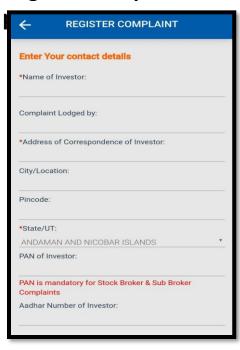




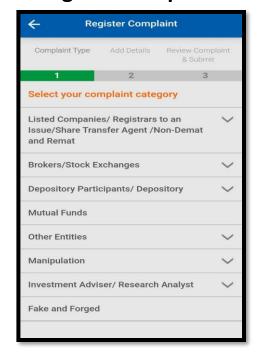
#### **SEBI SCORES App**



#### **Register Complaint**



#### **Register Complaint**



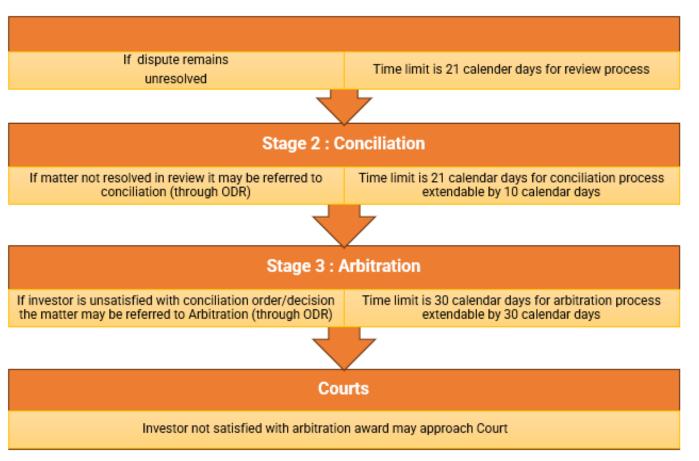
#### SMART Online Dispute Resolution (SMART ODR) Mechanism



- An investor/client (including institutional/corporate client) shall first take up grievance directly with the Market Participant by lodging a complaint.
- 2. If the grievance is not redressed satisfactorily, the investor/client may escalate through SEBI SCORES.
- 3. If the investor/client is still not satisfied with the outcome, then the investor/client can initiate ODR through the SMART ODR portal.
- 4. An investor/client can initiate dispute through ODR if grievance is lodged directly with Market Participant and remains unresolved; <u>OR</u> after lodging grievance on SCORES and is not satisfactorily resolved.
- 5. Market Participant may also initiate dispute through the ODR Portal by giving notice period of 15 calendar days to the investor/client for resolution of the dispute, which is not resolved.
- 6. For more information, visit SEBI Circular No. SEBI/HO/OIAE/OIAE\_IAD-3/P/CIR/2023/195 dated July 31, 2023 on SEBI website.

#### Stages of SMART ODR







#### **SEBI Toll Free Helpline**



> SEBI Toll Free Helpline Numbers:

1800 266 7575

1800 22 7575



> Operational hours: 9:00 a.m. to 6:00 p.m.

[except public holidays declared in the state of Maharashtra]

➤ Languages: 8

[English, Hindi, Bengali, Gujarati, Marathi, Kannada, Telugu and Tamil]

➤ **Objective:** Facilitating replies to various queries of general public on matters relating to securities market



## Regulators/Authorities for grievances not dealt by SEBI



| Regulators/ Authorities                           | Grievances pertaining to  |
|---|---|
| Reserve Bank of India (RBI)/<br>Banking Ombudsman | <ul> <li>Banks deposits and banking products</li> <li>Fixed Deposits and other matters with Non-Banking<br/>Financial Companies (NBFCs)</li> <li>Primary Dealers</li> </ul>   |
| Ministry of Corporate Affairs(MCA)                | <ul> <li>Deposits u/s 73 &amp; 74 of Companies Act, 2013</li> <li>Unlisted companies</li> <li>Mismanagement of companies, financial performance of the company, Annual General Meeting, etc.</li> <li>Nidhi Companies</li> <li>Companies struck off from RoC</li> <li>Vanishing Company.</li> <li>All matters as delegated under overriding powers under Companies Act 2013</li> <li>Sick companies or a company where a moratorium order is passed in winding up</li> <li>Companies under liquidation</li> </ul> |



# Regulators/Authorities for grievances not dealt by SEBI



| Regulators/ Authorities  | Grievances pertaining to  |
|--|---|
| Insurance Regulatory and Development<br>Authority of India (IRDAI) | - Insurance Companies / Brokers / Agents/<br>Products and Service |
| Pension Fund Regulatory and Development Authority (PFRDA)          | - Pension funds   |
| Competition Commission of India (CCI)                              | - Monopoly and anti-competitive practices                         |
| National Housing Bank (NHB)  | - Housing Finance Companies                                       |
| Insolvency and Bankruptcy Board of India                           | - Companies where insolvency proceedings has started              |
| Respective Stock Exchange  | - Complaints against suspended companies                          |

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