

**FORM OF COMPLAINT (TO BE LODGED) WITH THE NBFC OMBUDSMAN  
(TO BE FILLED UP BY THE COMPLAINANT)**

To:

*The NBFC Ombudsman*

Place of office of the NBFC Ombudsman .....

Dear Sir,

Sub: Complaint against .....(Name of the NBFC branch)

of

.....(Name of the NBFC)

Details of the complaint are as under:

1. Name of the Complainant .....

2. Full Address of the Complainant .....

.....

.....

Pin Code .....

Phone No/ Fax No. ....

Email .....

3. Complaint against (Name and full  
Address of the branch & NBFC) .....

.....

Pin Code .....

Phone No. / Fax No. ....

Email .....

4. Particulars of NBFC Account (If any)

.....

*(Please state the number and the nature of account viz. deposit/ loan account etc. related to the subject matter of the complaint being made.)*

5. (a) Date of representation already made by the complainant to the NBFC

*(Please enclose a copy of the representation)*

.....

(b) Whether any reminder was sent by the complainant? YES/NO

*(Please enclose a copy of the reminder)*

6. Subject matter of the complaint *(Please refer to Clause 8 of the Scheme)*

.....

.....

7. Details of the complaint:

*(If space is not sufficient, please enclose separate sheet)*

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.....

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8. Whether any reply (Within a period of one month after the NBFC concerned received the representation) has been received from the NBFC? Yes/ No

*(if yes, please enclose a copy of the reply )*

9. Nature of Relief sought from the NBFC Ombudsman

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*(Please enclose a copy of documentary proof, if any, in support of your claim)*

10. Nature and extent of monetary loss, if any, claimed by the complainant by way of compensation (please refer to Clauses 12 (5) & 12 (6) of the Scheme) Rs.....

11. List of documents enclosed:

*(Please enclose a copy of all the documents)*

12. Declaration:

(i) I/ We, the complainant/s herein declare that:

a) the information furnished herein above is true and correct;

and

b) I/ We have not concealed or misrepresented any fact stated in the above columns and in the documents submitted herewith.

(ii) The complaint is filed before expiry of period of one year reckoned in accordance with the provisions of Clause 9(A)(a) and (b) of the Scheme.

(iii) The subject matter of the present complaint has never been brought before the Office of the NBFC Ombudsman by me/ us or by any of the parties concerned with the subject matter to the best of my/ our knowledge.

(iv) The subject matter of the present complaint has not been decided by/ is not pending with any forum/ court/ arbitrator.

(v) I/ We authorise the NBFC to disclose any such information/ documents furnished by us to the NBFC Ombudsman and disclosure whereof in the opinion of the NBFC Ombudsman is necessary and is required for redressal of our complaint.

(vi) I/ We have noted the contents of the Ombudsman Scheme for NBFCs, 2018

Yours faithfully,

(Signature of Complainant)

**NOMINATION** – (If the complainant wants to nominate his representative to appear and make submissions on his behalf before the NBFC Ombudsman or to the Office of the NBFC Ombudsman, the following declaration should be submitted.)

I/We the above named complainant/s hereby nominate Shri/ Smt.....  
..... who is not an Advocate and whose address is .....  
..... as my/  
our REPRESENTATIVE in all proceedings of this complaint and confirm that any statement, acceptance or rejection made by him/her shall be binding on me/ us. He/ She has signed below in my presence.

ACCEPTED

(Signature of Representative)

(Signature of Complainant)

Note: If submitted online, the complaint need not be signed.