

PCSL/SEC/2017-18

January 6, 2018

The National Stock Exchange of India Limited
Exchange Plaza, 5th Floor, Plot No.C/1, G Block
Bandra Kurla Complex
Bandra (E), Mumbai – 400 051

The Bombay Stock Exchange Limited
1st Floor, New Trade Ring, Rotunda Building, PJ Towers,
Dalal Street, Fort, Mumbai – 400 001

Dear Sirs,

Sub: Certificate from Registrar and Share Transfer Agent – Statement of Grievance Redressal Mechanism

Ref : Scrip Code : 532254

We are enclosing herewith the Statement of Grievance Redressal Mechanism under Regulation 13(3) of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 received from our Registrar and Share Transfer Agent, Karvy Computershare Private Limited for the quarter ending 31st December 2017, the details of which are as under:

Complaints opening as on 1 st October 2017	Complaints received during the period	Total	Complaints resolved during the period	Complaints pending as on 31 st December 2017
NIL	6	6	6	NIL

We request you to take the above on record and ensure compliance.

Thanking you,

Your sincerely,
For Polaris Consulting & Services Limited


Christina Pauline Beulah
Company Secretary & Compliance Officer



Polaris Consulting & Services Limited

Registered Office & Corporate Headquarters: 34, IT Highway, Navallur, Chennai - 600 130, Tamilnadu, India
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www.polarisFT.com

CIN No. L65993TN1993PLCO24142

COURIER

IGR/MRVS/POL/2018
Dt: 04.01.2018.

**The Company Secretary,
Polaris Consulting & Services Ltd
No 34 IT High Way
Navallur
Chennai – 603103.**

Dear Sir,

Subject: Investor Grievance Report for the period 01.10.2017 to 31.12.2017

We are furnishing below the status of Investor complaints during the period of 01.10.2017 to 31.12.2017 in terms of regulation u/s 13(3) of SEBI (Listing Obligation and Disclosure Requirement Regulation, 2015.

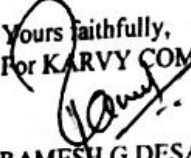
Complaints Opening as on 01.10.2017	Complaints received during the period	Total	Complaints resolved during the period	Complaints pending as on 31.12.2017
NIL	6	6	6	NIL

A list of statement subject wise pertaining to these complaints are enclosed.

Further, we confirm that there is no complaint pending more than 30 days.

Thanking you,

Yours faithfully,
For **KARVY COMPUTERSHARE PRIVATE LIMITED**


RAMESH G DESAI
Manager



Karvy Computershare Private Limited

Corporate office: "Karvy Selenium Tower B", Plot No. 31 & 32, Financial District, Nanakramguda, Gachibowli, Hyderabad- 500 032. Telangana, INDIA. T: +91-40-67162222, 33211000, F: +91-40-23420814, e-mail: support@karvy.com

Registered Office: Karvy House, 46 Avenue 4, Street No.1, Banjara Hills, Hyderabad - 500 034.
T: +91-40-2331-2454/2332-0751/752/251 | F: +91-40-2331-1968 | www.karvy.com | www.karvycomputershare.com | CIN: U72400TG2003PTC041636

Australia | Bahrain | Canada | Channel Islands | Germany | Hong Kong | Ireland | New Zealand | Philippines | South Africa | United Kingdom | USA

POLARIS CONSULTING & SERVICES LTD

STATUS OF REQUEST/ COMPLAINTS DURING THE PERIOD 01/10/2017 TO 31/12/2017

	Subject	RECEIVED	REPLIED/ RESOLVED
A. REQUESTS			
		3	3
		2	2
1	CHANGE/CORRECTION OF ADDRESS	4	4
2	RECEIPT OF DIVIDEND WARRANTS/REFUND ORDER FOR REVALIDATION	0	0
3	SPECIMEN SIGN CHANGE / NOT MENTIONED IN APPLICATION	0	0
4	CHANGE/CORRECTION OF BANK MANDATE	0	0
5	CHANGE/CORRECTION OF BANK MANDATE/NAME/DAMAGE ON DW	0	0
6	RECEIPT OF IB FOR ISSUE OF DUPLICATE DW	2	2
7	QUERY REGARDING PAYMENT OF DIVIDEND WARRANT	0	0
8	RECEIPT OF DD(S) /AGAINST DW FROM COMPANY/BANK	0	0
9	REQUEST FOR ECS FACILITY (ELECTRONIC CLEARANCE SERVICES)	8	8
10	LETTERS FROM CLIENTS REGARDING BILLS/PAYMENTS	0	0
11	POSTAL RETURN DOCUMENTS	0	0
12	LETTER FROM SEBI/STOCK EXCHANGE/CBI/ACKNOWLEDGE MENT	1	1
13	REGISTRATION OF POWER OF ATTORNEY	1	1
14	LOSS OF SECURITIES AND REQUEST FOR ISSUE OF DUPLICATE	0	0
15	RECEIPT OF IB AND AFFIDAVIT FOR ISSUE OF DUP SECURITIES	1	1
16	REQUEST FOR CONSOLIDATION/SPLIT OF SECURITIES	0	0
17	DELETION OF JOINT NAME DUE TO DEATH	0	0
18	REQUEST FOR TRANSFER OF SECURITIES	27	27
19	REQUEST FOR TRANSMISSION OF SECURITIES	0	0
20	REQUEST FOR DEMAT NSDL & CDSL /REMAT	2	2
21	DD RECEIVED FROM BANKS AGAINST ECS REJECTIONS	1	1
22	CHANGE / CORRECTION OF NAME ON SECURITIES	0	0
23	CLARIFICATION REGARDING SHARES	0	0
24	REQUEST FOR EXCHANGE OF CERTIFICATES		
25	QUERY REGARDING UNDELIVERED DOCUMENTS	1	1
26	OTHERS(ACKNOWLEDGEMENT/NSDL OPERATION/ELECTRONIC DP REQ/ PAN NO. REQ FOR COMMUNIC , EMAILS/Lodgement of conversion form	53	53
TOTAL (A)			
B. COMPLAINTS			
		1	1
		2	2
1	NON-RECEIPT OF ANNUAL REPORT	3	3
2	NON-RECEIPT OF DIVIDEND WARRANT	0	0
3	NON-RECEIPT OF SECURITIES	0	0
4	NON RECEIPT OF DUP/TRANSMISSION/DELITION OF SCS	0	0
5	NON-RECEIPT OF REFUND ORDER		
6	SEBI/BSE/NSE Complaints	6	6
TOTAL(B)		59	59
TOTAL (A) + (B)			

Note: Further we confirm that there is no complaint to resolve/attend pending more than 30 days

