

MAHINDRA AND MAHINDRA FINANCIAL SERVICES LTD
Customer Grievance Redressal Policy

Name of Document	Mahindra & Mahindra Financial Services Limited Customer Grievance Redressal Policy
Version	1.1
State whether Policy/ Code / Manual	Policy & Procedure
Group Level / Sector Level (Specify)	Mahindra & Mahindra Financial Services Limited
Issuing Authority	Board on July 28 th , 2023
Owner(s) of the Document	COO
Effective Date of Document	
Release Date / Review Date	August 1 st , 2023
Version History	NA

Contents

1. Introduction
2. Objective
3. Scope & Principles of Grievance Redressal Mechanism,
4. Modes of Raising Complaints
5. Grievance Redressal Process
6. Complaints received through Regulator/Government Authority/Departments:
7. Internal Ombudsman
8. Board Review
9. Complaint categories and TAT

1. Introduction

At Mahindra Finance we are committed to our customers and strive to provide seamless service experience. Our endeavour is to always partner with our customers to meet their expectations and provide support & resolution. We believe in customer centric approach and constantly make efforts to take care of their needs, thereby enhancing customer satisfaction.

2. Objective

The objective of the policy is to provide the framework for grievance redressal which is laid down for receiving and addressing complaints from customers. This Policy is being framed for laying out the broad guidelines and procedures to be followed, for the response and redressal of grievances/complaints raised by the Customers of the company, in compliance with the directions/guidelines issued by the Reserve Bank of India ("RBI") and other regulators from time to time. The policy sanctifies an effectual and appropriate mechanism for receiving and addressing complaints from customers with specific emphasis on resolving such complaints fairly and expeditiously regardless the source, to ensure that:

- 1 All customers are always treated fairly and in an unbiased manner.
- 2 All issues raised by customers are dealt with courtesy and in a timely manner.
- 3 Awareness is spread for the Customers regarding various avenues available to escalate their grievance within the company and their rights to alternate remedies if they are not fully satisfied with the response or resolution to their grievance;
- 4 All employees work in good faith and without prejudice towards the interest of customer.

3. Scope & Principles of Grievance Redressal:

The processes contained in this document shall apply to all branches, offices and locations of the company across India and to all activities where there is an interaction with customer. The complaints pertaining to any of the Outsourced Agencies engaged for the area of operations would follow the prescribed guidelines in Company's Outsourcing policy.

The company shall be guided by the following principles in its approach to grievance redressal:

- i. **Fairness & transparency.** The Company shall ensure that the customer's grievance shall be examined in all fairness and a unbiased approach is taken to resolve the same. The Company will ensure resolution of customer grievances in timely and efficient manner.
- ii. **Timely resolution of grievances:** The Company shall put in all efforts to ensure that the grievances raised by the Customers are resolved within the specified timelines.
- iii. **Review.** The company shall have a regular process of review of customer grievances at multiple levels to enhance quality and effectiveness of customer service.

4. Modes and channels of Raising Complaints

The company provides multiple channels to customers for registering their grievances as mentioned below:

a. Website –

Customer can raise his complaint by visiting our website - www.mahindrafinance.com.

b. Phone to Call Center –

Customers can lodge a complaint by way of phone call to the Call Center. Our Call Center executive shall capture the concerns raised by the Customer post primary level of authentication of the Customer. The call centre executive will resolve complaints of certain predefined categories at their end. The balance complaints will move further in the Grievance Redressal system managed by the Company for action and timely resolution

[1800 233 1234 \(Mon-Sun, 8am to 10pm\)](tel:18002331234) (Except National Holidays)

c. E-Mail –

Customers can lodge a complaint by email to this designated E-mail - service.mmfsi@mahindra.com. On receipt of the e-mail and post authentication of customer, the Customer Service Agent will understand the grievance and capture the customers complaint in the Grievance Redressal System for onward assignment, action and closure in a timely manner.

d. Customer Walk-in's at Branch -

Customers can visit the nearest branch in their location and lodge their complaints with the Branch Accountant in the Branch. The Customers can find the nearest branch address by visiting on our website <https://www.mahindrafinance.com/branch-locator>.

e. Letter–

Customer can also raise his concern by sending letter to any of our Branch or Head Office. Customer also has an option of sending a physical complaint letter/email on the designated email id addressed to the Grievance Redressal Office or the Principal Nodal Office as per details given on the website and branches. On receipt of the complaint on the email id the designated the Grievance Redressal Officer, on receipt of the letter, will understand the grievance and capture the customers complaint in the Grievance Redressal System for onward assignment, action and closure in a timely manner.

f. Mobile Application –

Customer can also raise his grievance through our Customer Mobile Application. Customer can also download the same from Appstore by downloading Android <http://bit.ly/GetMFApp> and for iPhone https://bit.ly/dwnld_MFAPP

g. WhatsApp -

This is one more channel which is enabled by the Company for the Customers to raise the grievances. The Customers can use this channel by sending a message to 7066331234.

5. Grievance Redressal Process

a. Customer Service department is currently at the Head Office and comprises of Customer Service Head and team.

b. Grievance Redressal Officer and the Customer Service team responsibilities comprise of: -

- i. Enabling multiple channels for grievance redressal.
- ii. Monitoring resolution of customer complaints.
- iii. Ensuring timely closure as per defined timelines.
- iv. Provide inputs and enable changes to reduce the customer complaints.

c. Multiple levels of grievance redressals channels available for customers are as follows:

Escalation Matrix	
Level 1	Website, Call Center, Email, Walk in, Letter, Mobile Application and WhatsApp
Level 2	Grievance Redressal Officer
Level 3	Principal Nodal Officer

Level 1

Level 1 includes Website, Call Center, Email, Walk in, Letter, Mobile Application and WhatsApp. We shall capture the customers exact issue in the online system for resolution. A reference number is generated and communicated to the customer instantly by a response sms.

Call Centre 18002331234
Email service.mmfsi@mahindra.com

Walk in Nearest Branch from our Website -
<https://www.mahindrafinance.com/branch-locator>

If the customer is not satisfied with the response or resolution offered then customer may choose to refer the matter to Level 2 i.e

Level 2:

The customer can reopen the case if he is not satisfied with the resolution provided post closure of the case. An auto acknowledgement of the complaint number is created and an auto acknowledgement is shared with the Customer. The captured complaint then follows the online automated process flow.

The Customer may also directly write on our Grievance Officer whose details are as below and are updated on our Website:-

Write	Grievance Redressal Officer
	Mahindra & Mahindra Financial Services Limited. Mahindra Towers, 4th Floor, P. K. Kurne Chowk, Worli, Mumbai- 400 018
Email	grievanceredressal_mmfsl@mahindra.com
Phone	022 6652 6006 (Mon - Fri, 9am to 5pm)

If the customer is not satisfied, the customer may escalate the matter to Level 3 i.e. Principal Nodal Officer.

Level 3:

If the customer is not satisfied with the resolution provided post closure of the case Customer may also directly write on our Principal Nodal Officer whose details are as below and are updated on our Website as below

Principal Nodal Officer

Mahindra & Mahindra Financial Services Ltd Mahindra Towers, 4th Floor, P. K. Kurne Chowk, Worli, Mumbai- 400 018.

Direct Number: 022 6652 6006 (Mon - Fri, 9am to 5pm)

Toll free: 1800 233 1234 (Mon–Sat, 8am to 8pm)

Email-ID: nodalofficer.ho_mmfsl@mahindra.com

6. Complaints received through Regulator/Government Authority/Departments:

a. Complaints received through National Consumer Helpline

Customer can raise his complaint through National Consumer Helpline either through their Toll-Free No-1800-11-4000 or our website (<https://www.mahindrafinance.com/customer-service#write-to-us>)

b. Complaints forwarded by the Reserve Bank of India.

Customers can escalate to RBI Ombudsman if the Company fails to respond within 30 days of lodging the complaint with them. Customer can call RBI Toll free no- 14448 or lodge a complaint online by visiting <https://cms.rbi.org.in>

Complaints received through RBI CMS portal shall be investigated and responded with due diligence wherein the written response shall be enclosed along with the supplementary evidences as required.

7. Internal Ombudsman

In terms of RBI notification 'Appointment of Internal Ombudsman by Non-Banking Financial Companies' dated November 15, 2021, the Company has appointed an independent individual discharging the role of Internal Ombudsman. Further in terms of RBI notification, the Company's internal Complaint Management system is amended to auto escalate all the complaints which are partially/wholly rejected by the Company as per the standard operating procedure (SOP) of the Company. Decision of IO shall be binding except, where decision of IO is disagreed with the appropriate approval by the Executive Director/Managing Director of the Company. The detailed process of the Internal Ombudsman is mentioned in the Customer Service Policy SOP maintained by the Company.

8. Complaint Categories and TAT

The current defined Turn Around Time for resolution of complaints are as follows:-

QRC	Category	Customer complaint resolution TAT (in working days)
COMPLAINT	Behavioural	5 days
	Change of Details	7 days
	Dealer service related	4 - 7 days
	Existing Loan	3 - 13 days
	Fraud	4 - 7 days
	Loan Application Related	4 days
	Mobile App related	4 days
	OB- Exceptions	7 days
	Repossession	6 - 9 days

9. Review Mechanism:

- All Complaints shall be highlighted to the Senior Management in Customer Service Monthly Dashboard
- Critical Complaint categories shall be reviewed in the monthly Customer Grievance Redressal Committee
- On quarterly basis, MD, COO, CRO and CFO shall also review the performance on complaint addressal.
- Quarterly a summary report on complaints and redressal shall be placed for review by the full Board and The Stakeholder Relationship Committee shall review the same on a half yearly basis.

10. Review of the Policy

a) This Policy is subject to review by the board of directors of the Company as and when deemed necessary. The board of directors of the Company shall annually review the functioning of the grievance redressal mechanism.

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 about 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.