

## Query Submission Guidelines

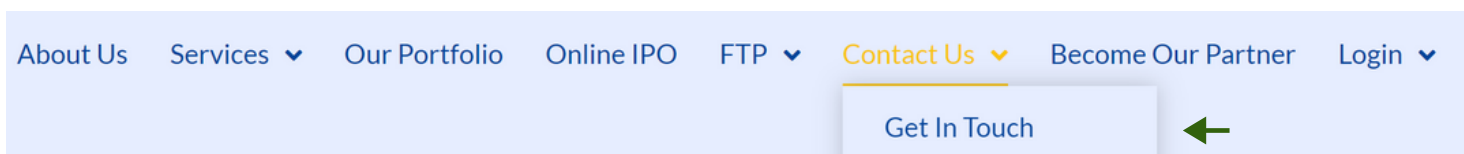
A client can submit their query with Mehta Equities Ltd. in the following two ways:

Option 1: Drop an email at [grievance@mehtagroup.in](mailto:grievance@mehtagroup.in)

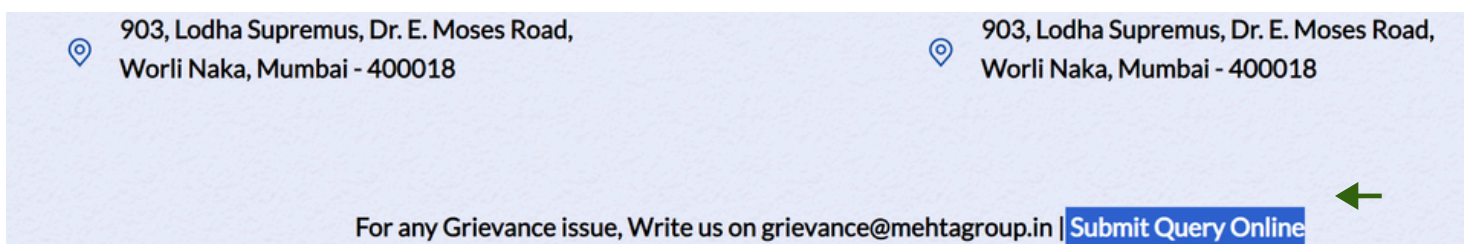
Option 2: Raise a ticket through our website: [www.mehtagroup.in](http://www.mehtagroup.in)

### Steps to submit query online-

Step 1: Click on the 'Get In Touch' within the 'Contact' tab



Step 2: Scroll down to 'Submit Query Online'



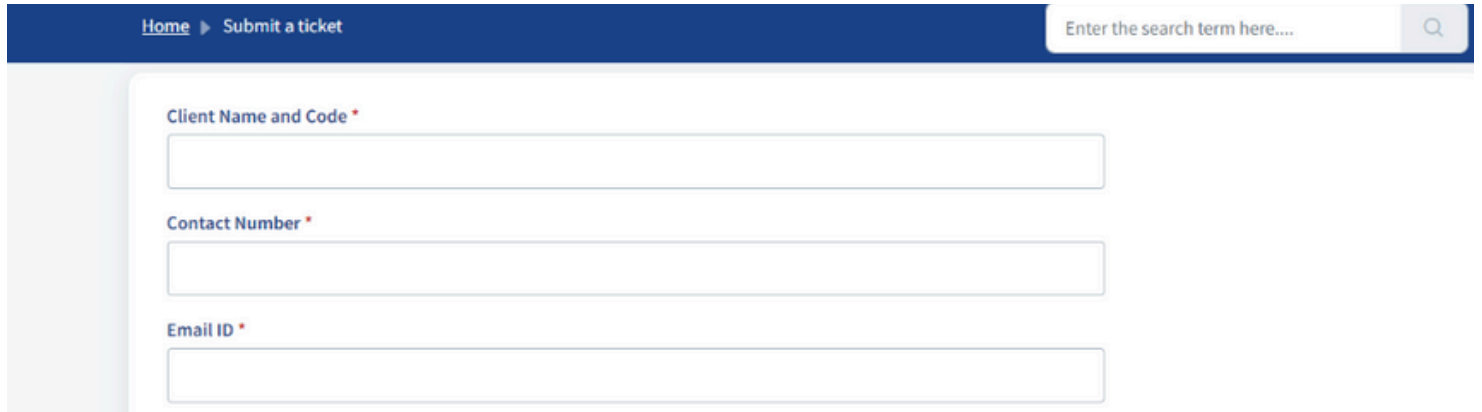
Step 3: You will be redirected to <https://support.mehtagroup.in/support/home>.

On the window, click on 'Submit a ticket'



#### Step 4: Fill out the generated form

- Registered email id and contact no
- Select the category and sub-category of the complaint
- Provide an appropriate description of the query
- Submit proof to back your query



Home ▶ Submit a ticket

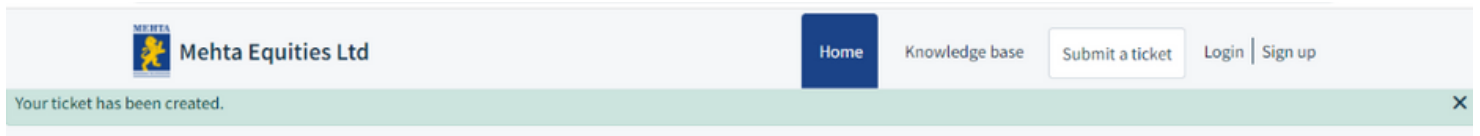
Enter the search term here....

Client Name and Code \*

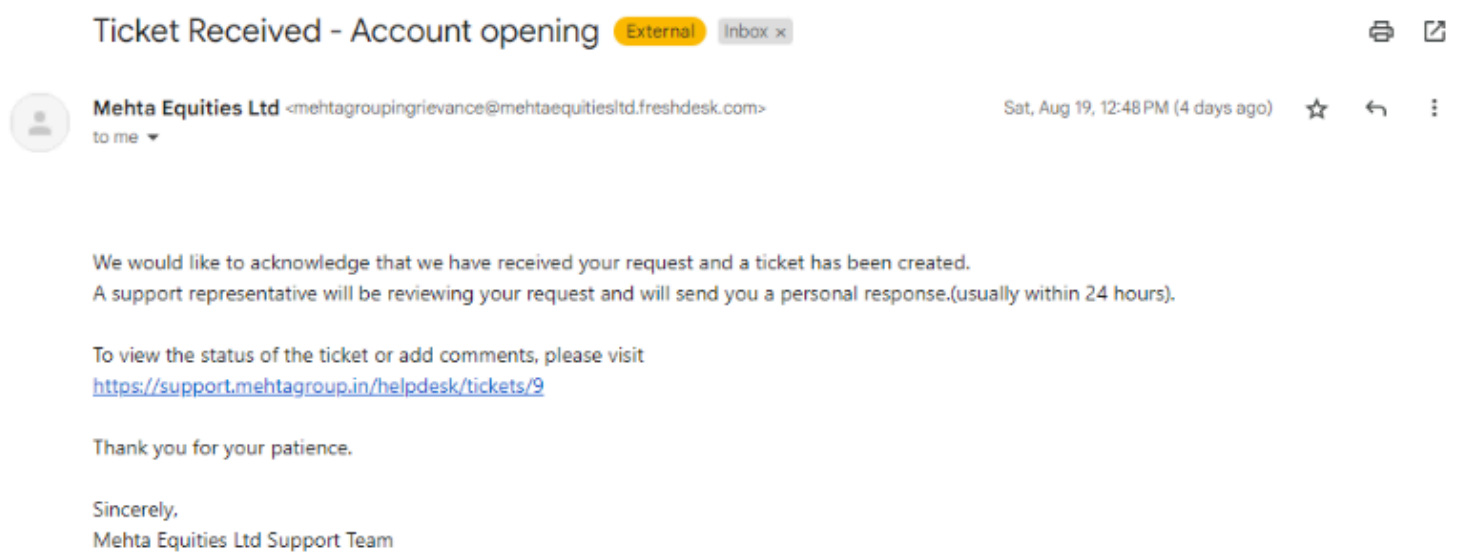
Contact Number \*

Email ID \*

Step 5: After submitting the query a **Ticket ID No.** will be generated and automatically emailed to you



Step 6: Upon receiving the email, you can create your **Login** details through which you can track your query status



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