

Green Portfolio Private Limited

3rd Floor, 10, Poorvi Marg, DLF Phase 2, Sector 25, Gurgaon, DLF Ph-II, Haryana, India, 122008 CIN No - U67190HR2014PTC124368

Phone: +91 95600 60385 Email: info@greenportfolio.co

Grievance Redressal Mechanism (for Accessibility Issues)

Grievance Redressal Mechanism – Accessibility Compliance (SEBI Circular dated July 31, 2025)

In compliance with the SEBI circular, **Green Portfolio Private Limited** has established a dedicated grievance redressal mechanism to address accessibility-related complaints from persons with disabilities (PwDs).

1. Dedicated Channels

Email: pwdpms@greenportfolio.co

Helpline: +91-9013518609 (operational Mon-Fri, 9:30 AM - 6:00 PM)

2. Process

- o All accessibility-related grievances will be acknowledged within 2 working days.
- o Resolution/response will be provided within 15 working days.
- Complex issues requiring longer timelines will be communicated clearly to the complainant.

3. Escalation Matrix

- Level 1: Nodal Officer (Mr. Divam Sharma, Email: divam@greenportfolio.co, Contact: +91-9971133005)
- Level 2: Director (Anuj Jain, Email: anuj@greenportfolio.co, Contact: +91-9968937100)

SEBI PMS Registration No.: INPO00006022

SEBI RA Registration No.: INH100008513