**ACTION TAKEN REPORT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S no.** | **Complaint Reference No.** | **Type / Category** | **Name of Complainant** | **Date of Action Taken** | **Action Taken in Brief** |
|  |  |  |  |  |  |
|  |  |

**FOR ………… LTD.**

**…………………………………..**

**<name>**

**COMPANY SECRETARY & COMPLIANCE OFFICER**

**Date:**

**Place:**