



## **Procedure for Filing Complaint**

A complaint can be raised by creating a ticket on Lakshmithree' s website. To create a ticket, follow these steps:

The client should visit our website, [www.lakshmithree.com](http://www.lakshmithree.com), and click the "raise a ticket" option. By clicking this, you will be redirected to a new page which will ask for the following information:

- Enter your registered E-mail ID.
- Select the concerned department.
- Enter your name and contact number.
- Select the type of customer. Further, enter your respective Client Code.
- Enter the subject of Complaint.
- Give a brief description about the problem you are facing.

After filling in all the required details, you can click on submit, and your issue will be raised and forwarded to the concerned department.

Another way to raise a complaint is through offline mode, where you can call us at 0542-6600000.

# Complaint Filing Procedure

Online

Visit Our Website -  
[lakshmishree.com](http://lakshmishree.com)

Locate "Raise A Ticket"  
and click on it

Fill In the required  
information and click on  
Submit

Offline

Contact Us at:  
0542-6600000