

SAMPLE TEMPLATE — STATE VARIATION MAY APPLY

Written Complaint of Cyber Crime

Date: [DD MONTH YYYY]

To,
The Officer-in-Charge
[CYBER CRIME POLICE STATION / NCRP NODAL OFFICER]
[ADDRESS]

Subject: Written complaint of cyber crime / online financial fraud / cyber harassment

Sir / Madam,

1. Complainant. I, [COMPLAINANT NAME], aged [AGE], resident of [ADDRESS], mobile [PHONE], e-mail [EMAIL], submit this complaint of cyber crime.

2. Date and time of incident. The incident occurred on [DATE] from approximately [START TIME] to [END TIME].

3. Type of cyber crime. [SELECT ONE OR MORE: online financial fraud / phishing / identity theft / matrimonial fraud / loan-app harassment / online stalking / sextortion / data theft / hacking / fake e-commerce site / KYC scam.]

4. Detailed facts. [DESCRIBE STEP BY STEP — how contact was made (call, SMS, e-mail, social media), what was claimed (lottery, KYC update, OTP, job), how and when funds / data were transferred, all transaction reference numbers, the platform used.]

5. Financial loss (if any). Total loss: Rs. [AMOUNT].

(a) Transaction 1: Rs. [AMOUNT] on [DATE/TIME] via [UPI/IMPS/NEFT] to account [DESTINATION ACCOUNT/UPI ID/MOBILE]; reference number [TXN ID].

(b) Transaction 2: [SAME DETAILS].

(c) Bank from which funds were debited: [BANK NAME], account [LAST 4 DIGITS].

6. Suspect details (if known). Phone number(s): [NUMBERS]; UPI ID: [ID]; social media handle: [HANDLE]; bank account: [ACCOUNT IF KNOWN]; IP address / website URL: [DETAILS].

7. Documents enclosed.

(i) Bank statement showing the unauthorised transactions;

(ii) Screenshots of messages / e-mails / chats;

(iii) Call recordings / call detail records, if any;

(iv) Identity proof (Aadhaar / PAN);

(v) NCRP acknowledgement number, if already filed: [NUMBER].

8. Steps taken so far. [REPORTED TO BANK ON [DATE] — bank reference [NUMBER]; CALLED 1930 ON [DATE/TIME] — call reference [NUMBER]; FILED ON CYBERCRIME.GOV.IN — acknowledgement [NUMBER].]

9. Prayer. I request that an FIR be registered under the appropriate provisions of the Bharatiya Nyaya Sanhita, 2023 and the Information Technology Act, 2000, and that investigation be initiated for tracing the suspects and recovering the funds.

Note

For online financial fraud, also call the Cyber Crime Helpline 1930 immediately and register the complaint at **cybercrime.gov.in**. Quick reporting (within the “golden hour”) gives the best chance of stopping fund movement.

[COMPLAINANT SIGNATURE]

[NAME]

Mobile: [PHONE]

E-mail: [EMAIL]

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