

PROFORMA FOR SUBMITTING REPRESENTATIONS ON TRADE DISPUTES

In addition to Section 'A', fill either section 'B' or 'C' depending on the nature of the dispute

A. Applicant's details*:

i.	Name of the complainant:	
ii.	Name and address of firm:	
iii.	Contact number (with area/ country code):	
iv.	E-mail ID:	
v.	Full name of the firm against whom complaint is made:	
vi.	Address and contact number (with area/ country code) and email id of the firm against whom complaint is made:	

B. Particulars of Quality Complaint (Please fill in the necessary columns)*

I	Description of the item(s) imported/ exported	
II	Total quantity & value of consignment	
III	Details of quantity/ quality and amount under dispute / claim	
IV	Particulars of Contract/ L.C./ Export Order, if any, giving details of technical requirements stipulated (attach copies)	
V	Whether any sample was approved? (attach particulars)	
VI	Date of arrival of goods at the destination port	
VII	Condition of the goods at destination point	
VIII	Whether consignment was in sealed condition? If so, give particulars of the seal used	
IX	Bill of Lading/ Shipping Bill/ Airways Bill Number (attach copies)	
X	Whether exporter forwarded copy of inspection certificate(Please furnish copy)	
XI	a) Whether any independent survey of the goods was done(Please furnish copy of every report)	
	b) Whether survey was carried out with or without the consent of supplier?	
XII	Whether quality defects were also covered by insurance(for perishable goods)	

C. Particulars of Trade Dispute (Please fill in the necessary columns)*

a.	Non- payment/ Partial payment for the goods supplied	i. Export order/LC (copy may be furnished)	
		ii. Total amount of LC/contract	
		iii. Amount Received (if any),	
		iv. Due date of the amount to be paid	
b.	Non-payment of Commission	i. Export order/LC (copy may be furnished)	
		ii. Agency agreement (copy may be furnished)	
		iii. Export invoice (copy may be furnished)	
		iv. Amount & Due Date of Commission	
		v. Copies of correspondence exchanged (may be furnished)	
c.	Non- execution of Export Order	i. Export order/LC (copy may be furnished)	
		ii. Whether any sample was approved? (if yes, give details & attach a copy of the report)	
		iii. Copies of correspondence exchanged	
		iv. Was anything pending from your end?	
		v. Reasons for delay/ non- execution, as far as known	
d.	Short Supplies	i. Whether any agency was nominated for inspection prior to export? (If yes, furnish details & attach a copy of the report)	

	ii. Short landing survey certificate	
	(copy may be furnished)	
	iii. Whether any survey was carried out at port of destination (please enclose copy)	
	iv. Packing list (please enclose copy)	
	v. Reason(s) for short landing, as far as known.	
	vi. Copies of correspondence exchanged	
e.	Any other complaint	
	(Give details and attach legible copies of the evidence)	

D. General Information*

I	Whether exports were affected from this importer/buyer in the past.	
II	Complaint on past dealings with this trader (if any) and mode of their settlement.	
II I	Whether further orders have been placed with the same trader subsequently.	
I V	Any other relevant information that may be of assistance in investigation of the complaint. (attach legible copies of the evidence)	

***Details, as applicable, are to be filled in.**

DECLARATION/ UNDERTAKING

I hereby declare that the particulars and the statements made in this application are true and correct to the best of my knowledge and belief and nothing has been concealed or held therefrom.

Place

Date

Signature of the applicant

Name

Firm's seal with address and name of firm