

# PROFORMA FOR SUBMITTING REPRESENTATIONS ON TRADE DISPUTES

\* Please ensure that all the sections of the Proforma are filled up and if any part of the proforma is not relevant to your case, please write N/A beside that column. Please attach copies of documents as far as possible.

## **A) Applicant's details\*:**

I.	Name of the complainant	
II.	Name and postal address of firm	
III.	Contact number (with area/ country code)	
IV.	Email ID	

## **B) Details of the firm against whom complaint is made:**

I.	Full name	
II.	Complete postal address	
III.	Contact number	
IV.	Email ID	

## **C) Complaint details\*:**

I.	Details of LC/ Contract/ Export Order, if any, (attach copies)	
II.	LC Applicant	
III.	LC Beneficiary	
IV.	LC Issuing Bank and Branch name	
V.	Indian Bank & Branch name	
VI.	Currency and Bill amount of LC	
VII.	Commodity details	
VIII.	Date of arrival of goods at the destination port	
IX.	Date of LC expiry	
X.	Reasons for Refusing Payment by LC issuing Bank/ Bangladesh company	
XI.	Condition of the goods at destination point	
XII.	Whether consignment was in sealed condition? If so, give particulars of the seal used	
XIII.	Bill of Lading/ Shipping Bill/ Airways Bill Number (attach copies)	
XIV.	Whether exporter forwarded copy of inspection certificate (Please furnish copy)	
XV.	Whether any independent survey of the goods was done(Please furnish copy of	

	every report)	
XVI.	Whether survey was carried out with or without the consent of supplier?	
XVII.	Whether quality defects were also covered by insurance? (for perishable goods)	
XVIII.	Whether export was affected from this importer/buyer in the past?	
XIX.	Complaint on past dealings with this trader (if any) and mode of their settlement	
XX.	Whether further orders have been placed with the same trader subsequently?	
XXI.	Any other relevant information that may be of assistance in processing of the complaint. (attach legible copies of the evidence)	

**D) Legal Status:**

<b>Please confirm whether this matter is Sub Judice at any Court of law in India or in Bangladesh. If Yes, please provide complete details/ present status of the case</b>	
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**E) General Information\***

Brief description your trade complaint	
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**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.

Signature of the applicant  
Name  
Date  
Firm's seal with address and name of firm