

COMPLAINT PROFORMA

Date: _____

Name of the Complainant. _____

Designation _____

Address _____

Fax # _____ E-mail _____

2. Respondent Name. _____

Address _____ Phone _____

Fax # _____ E-mail _____

3. Nature and amount of claim _____

4. Relevant documents

a) Proforma invoice # _____ Date _____

Value _____ Contract _____

Description of goods _____

Terms & Conditions _____

b) Letter of Credit No. _____

Date _____ Value _____

-Negotiating Bank _____

-Terms and Conditions _____

-Any Specific Obligations _____

-Proof of Payment sent by SWIFT _____

c) Commercial Invoice No _____ Date _____

Terms and Conditions _____

d) B/L/ AWB No. _____ Date _____

FOB _____ Shipping Co. _____

C & F _____ Airline _____

e) Survey Report by Internationally recognized Inspection Agency:

Name _____

Address _____ Phone _____

Fax _____ E-mail _____

By whom Authorized _____

Findings _____

f) Summary of the Dispute:

g) Any Specific proposals by the Complainant:

h) Details of the post Dispute Correspondence:

i) DISCREET ANALYSIS OF THE DOCUMENTS, FACT, DISCUSSIONS INFORMATION MATERIAL, OR ANY OTHER SOURCE UTILIZED BY THE MISSION REGARDING THE COMPLAINT (PLEASE SPECIFY). PLEASE PREPARE A SUMMARY OF THE CASE AND ADD YOUR VIEWS (COMMERCIAL OFFICER) _____

**SIGNATURE OF AUTHORISED SIGNATORY
WITH SEAL OF THE COMPANY**

j) PLEASE ATTACH COPIES OF ALL THE DOCUMENTS LISTED ABOVE, AND DULLY ATTESTED BY AUTHORISED SIGNATORY AND EMBASSIES/MISSIONS.