# Government of Pakistan Ministry of Commerce

**(Trade Dispute Resolution Organization)**

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**Trade Dispute Complaint Performa**

1. **Name of the complainant (exporter/ importer) Designation Address Phone # Fax # E-mail**
2. **Respondent (exporter/ importer) Name Address Phone# Fax# E-mail**
3. **Nature and amount of Complaint**
4. **Date of Receipt of Complaint**
5. **Relevant documents:**
	1. **Sales Contract No. date Contract Value Description of goods Terms & Conditions**
	2. **Terms of Payment / Letter of Credit No.**

Date Value Name of Bank Terms & Conditions Any specific obligations

* 1. **Commercial Invoice No. Date Terms and Conditions**
	2. **B/L AWB No. Date Shipping Co. FOB VALUE : C&F VALUE :**

Name & signature of complainant

* 1. **Survey Report by Internationally recognized Inspection Agency:**

Name Address :

Phone # fax: e-mail:

By whom authorized ( importer/ exporter) : Findings of inspection firm :

* 1. **Summary of the Dispute by the forwarding organization Trade Officer / TDAP Office / Trade Body:**
	2. **Any Specific proposals by the complainant:.**
	3. **Details of the post Dispute Correspondence to be attached:**
	4. **Breif analyses of the case by the forwarding organization. This section demands that the genuiness of the complaint be verified & confirmed by the Trade Officer/ Trade Body:**

Name & Signature of concerned of trade officer / TDAP office/ Trade Body

Complaint No:

Section to be filled in by TDRO

Date of Receipt

Progress: proposed action to be taken:

Action Taken: