



**Government of Pakistan
Ministry of Commerce
(Trade Dispute Resolution Organization)**



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: _____

a) Sales Contract No. _____ date _____
 Contract Value _____
 Description of goods _____
 Terms & Conditions _____

b) Terms of Payment / Letter of Credit No. _____

Date _____ Value _____
 Name of Bank _____
 Terms & Conditions _____
 Any specific obligations _____

c) Commercial Invoice No. _____ Date _____
 Terms and Conditions _____

d) B/L AWB No. _____ Date _____
 Shipping Co. _____
 FOB VALUE : _____ C&F VALUE : _____

Name & signature of complainant

e) Survey Report by Internationally recognized Inspection Agency:
 Name _____
 Address : _____

Phone # _____ fax: _____ e-mail: _____

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

f) Summary of the Dispute by the forwarding organization Trade Officer / TDAP
 Office / Trade Body: _____

- g) **Any Specific proposals by the complainant:.**

- h) **Details of the post Dispute Correspondence to be attached:**

- i) **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

Section to be filled in by TDRO

Complaint No: _____

Date of Receipt _____

Progress: proposed action to be taken:

Action

Taken:

