



GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE  
(TRADE DISPUTE RESOLUTION ORGANIZATION)



## Trade Dispute Complaint Performa

### Part-I

1.	Name of the complainant (Exporter/Importer):									
	Designation:					Department:				
	Address:									
	Phone #:			Fax #:		e-mail:				
2.	Respondent (Exporter / Importer)									
	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:					Currency:				
	Description of Goods:									
	Terms and Conditions:									
b.	Terms of Payment/Letter of Credit No.:					Date:				
	Name of Bank									
	Terms and Conditions									
	Any Specific Obligations									
c.	Commercial Invoice No.					Date:				
d.	B/L or AWB No.					Date:				
Shipping Company										
FOB Value					CFR Value:					
e.	Survey Report by Internationally Recognized Inspection Agency:					Yes / No (Encircle the applicable)				
Name:										
Address:										
Phone #:			Fax #:		e-mail :					
By Whom Authorized (Importer/Exporter):										
Findings of the 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.	Brief analysis of the case by the forwarding organization. This section demands that the gaminess of the complaint be verified and confirmed by the Trade Office / Trade Body:									

Date: 

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Signature of the Complainant  
Name: \_\_\_\_\_

Part-II  
**Section to be filled in by TDRO**

Complaint No.: \_\_\_\_\_

Date of Receipt: 

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Progress: Proposed action to be taken: \_\_\_\_\_

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Action Taken: \_\_\_\_\_

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