Ministry of Foreign Affairs, Govt. of Pakistan has forwarded a specimen performa of Trade Dispute Complaint Performa of Trade Dispute Resolution Organisation (TDRO), under Ministry of Commerce, Govt. of Pakistan to the Indian Mission at Islamabad with the request that all trade disputes by Indian firms with Pakistan counterparts may be submitted in the format along with the documents listed below at a) to e).

a) Copy of contract agreement between importer/exporter
b) Terms and conditions of payment
c) Complete details of case, indicating reasons of dispute supported with any other relevant documents of the case
d) Copies of correspondence between the parties
e) Complete mailing address of both companies along with phone numbers, etc.

The TRDO format is attached herewith. All stakeholders are requested to submit their complaints in the prescribed format to Sh. V K Vidyarthi, General Manager, APEDA at gmvkv@apeda.gov.in
Trade Dispute Complaint Form

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
      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) Brief analyses of the case by the forwarding organization. This section demands that the genuineness of the complaint be verified & confirmed by the Trade Officer/ Trade Body:


Name & Signature of concerned 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: