

To  
The Arbitration Sub Committee  
The Bangalore Apparel Manufacturers Association  
No 219, 1<sup>st</sup> Floor, 4<sup>th</sup> cross K S Garden, Lalbagh  
road, Sudhamanagar, Bangalore 560027  
Email: [info@bama.org.in](mailto:info@bama.org.in) [bamablr2018@gmail.com](mailto:bamablr2018@gmail.com)  
GSTIN: 29AAFAB7021G1ZX

Dear Sir

I would like to assistance in filling a complaint with regards to our outstanding dues with our client. Details as below

Member Name: .....  
Membership No: .....  
Contact Name: ..... Contact No:.....

Client Name: ..... City Name:  
Outstanding Amount (Rs) .....

I am also enclosing supporting documents as below (In Triplicate 1 + 2)

- 1) Cheque for administrative fees Favouing Bangalore Apparel Manufacturers Association
- 2) Cheque of 1% plus GST as Arbitration fees favouring Bangalore Apparel Manufacturers Association
- 3) Ledger for corresponding period
- 4) Invoice copies
- 5) Transport Copy and E sugam Copy
- 6) Correspondence done with Client (Email, Letter, Whatsapp, SMS)
- 7) GST certificate of Client
- 8) Order form of Client

I request you to kindly look into matter at earliest and do the needful

Thanking You

Place:

Date:

**Seal and Signature of Member**

## Payment Default Complaint Form

### Member Details

Name and Address of Company

Email: .....  
Contact Name: .....  
Contact No: .....  
GSTIN No: .....  
Mobile No: .....  
Landline No: .....

### Defaulter Details

Name and Address of Company

Email: .....  
Contact Name: .....  
Contact No: .....  
GSTIN No: .....  
Mobile No: .....  
Landline No: .....

Dealing Since: .....

Total Value of Invoices: .....

Total Amount Received: .....

Total Goods Returned If Any: .....

Interest If Charged: .....

Other Expenses: .....

Total Outstanding Amount: .....

Agent Details (If applicable)

Name and address of Agency

Dealing Since: .....  
Contact Name: .....  
Contact No: .....  
GSTIN No: .....  
Mobile No: .....  
Landline No: .....

Additional Details of Manufacturers and Agents who are working with the concerned client as below

Name:

Brand Name: .....  
Dealing Since: .....  
Contact Name: .....  
Contact No: .....  
Mobile No: .....  
Landline No: .....

I..... (Prop/Partner/Director) Of  
..... submit that i am the competent person to file this complaint and all the  
information above is true to best of my knowledge.

I have enclosed the required fees (administrative and arbitration ) with details as below

1. Administrative Fees Cheque No:.....amount:.....dated:
2. Non Dated Arbitration Fees Cheque No:.....

Place:

Date:

stamp and signature of member

Note: Please attest all supporting documents with signature

