

To
The Chairman
Bosco Group of Companies
RAK

Request for filing civil case

Request From	Bosco Trading/ Bosco Aluminium	
Branch		
Name of Sales Executive		
Customer Name		
Customer Code		
Type of Business		
Type of License		
Sister Concern (Y/N), if yes , Name of the Com.		
Company Documents (Available/Not Available)	Trade License	VAT Certificate
Credit Terms	Current Approved Credit Amount: AED -	
Reason for filing Civil Case:		
Total Open Outstanding Dues	Amount	
Sales Document Status (Available/Not Available)	Invoices	DO
Details of Return Chq. (Copies is to be attached)	Name of Bank	Cheque No.
Details of PDC in Hand	Name of Bank	Cheque No.
Amount- to be filed Civil Case (Attach - SOA)		
Balance Confirmation	(Available/ No	
Guarantee Cheque (If available, provide details)	(Available/ No	
Owner Details	Owner Name	Passport No. & Expiry Date
Location of Office & Ware House	(Attach location m	
Company's Present Status		
Any Assets remaining with them (Details required)		
Previous Case Details	Type: Civil/ Police	
(Owner address/ Contact No.- Home country)		
List of Documents Attached		

Date:

m/ BMC/ Variety Hardware	
Credit Application	Passport Copy
No. of Days:	
	Sales Month
LPO	Balance Confirmation
Amount	Date on the cheque
Amount	Date on the cheque
t Available)	
t Available)	
Nationality	Present Status
map and details)	
	Date: