



QUOTATION

Office No-AF 07, Block A, Samari Retail
Ras Al khor, United Arab Emirates
Tel.: +97143235991 | Email: info@milele.com
Website: www.milele.com

VAT TRN NO. 100057588400003

Document Details		Client Details		Delivery Details
Document No :	140	Customer:	Bakhtiyar	Final Des :
Document Date :	Apr 30,2024	Phone :	+7777777406	Incoterm :
Validity :	1 Day	Email :	x044zpm@mail.ru	POD :
Sales Person :	Feroz			POL :
Sales Office :	Head Office - AF03			
Sales Email :	feroz@milele.com			
Sales Contact :	+9715448800			

Other Client Representative

VEHICLE	QTY	PRICE	AMOUNT
1. TOYOTA, LC300 , LLC3004.0P_1 , MY2022	1	AED 780.00	AED 780.00

Note:- Third Party Payments will not be accepted.

Net Total In
AED:

AED 780

I hereby acknowledge to honor the payment by the agreed due date. In case of my failure to clear payment on time, I stand to lose the right to my payments and my order may be delayed or subject to cancellation. Any payments which are made to Milele Motors FZE are non refundable & the price will be changed based on the new market price, and seller has right to sell the cars without prior notice to buyer. Upon initiating any transaction with Milele Motors FZE, the buyer acknowledges and unconditionally agrees to our terms and conditions. It is expressly understood that any payment by the buyer, whether as advances, deposits, or other payments, is non-refundable under any circumstances. The buyer confirms the sale and recognizes its binding nature by making payments. Furthermore, any products or services procured are strictly non-exchangeable and non-returnable. Even without a physical signature, such a transfer signifies a binding and unilateral acceptance of these terms. Before making any transaction, the buyer has had the full opportunity to review these terms in detail, thereby affirming their understanding and acceptance.

Currency Exchange

Bank Payments AED transfers at actuals. USD transfer at 3.6725 and customer must remit \$50 equivalent extra to cover for bank fees. Cash Payments AED at actuals, USD New Bills \$100 at 3.6725, all other bills at 3.60.

Client Name: Bakhtiyar

Signature: _____

Date: Apr 30,2024

MILELE SALES CONTRACT

Clause (1) Payment - 1- invoices are required to be paid in full for “delivery and shipment” of the vehicle to commence, unless stipulated differently in writing by seller. 2- For Payment via bank transfers, remittance swift copy MT 103 is required to maintain vehicle reservation, failure to provide MT 103, and to clear dues on the invoice due date will consequently remove the vehicle booking from our system and the seller will not guarantee the availability of the vehicle as a result on non-compliance by the buyer 3- Payment charges through any mode of payments (bank transfer, credit card, cash, letter of credits, etc.) are to be borne by the buyer, including but not limited to, remittance fees, foreign currency conversion loss, intermediary banks fees, and other financial charges. Payment receipts and invoices due will reflect the net funds received by the seller. 4- Payments and advance deposits against sales invoice and bookings are non-refundable. 5- The buyer is responsible to ensure bank transfers are to be made to the official bank accounts as mentioned on "milele.com". The seller is not liable for bank transfers made to unofficial and wrongful accounts. Due to the increased phishing emails by scammers, we encourage buyers to check the company website for the list of official bank accounts.

Clause (2) Acceptance - 1- The buyer acknowledges that, before the purchase, they have thoroughly inspected the vehicle(s) described in the Invoice and accepted its condition and therefore have no right to claim after the sale. 2- It is the Buyer's responsibility to check that the vehicle complies with the laws, regulations, systems, or fuel of the destination country. 3- Unless formally accepted in writing by the seller, no special condition can prevail over these general terms of sale. Any condition to the contrary put forward by the buyer will therefore be considered invalid.

Clause (3) Delivery - 1- Delivery and shipment include a tolerance margin of 120 days past the final date of the time limit. Delays to deliveries cannot result in any damages or interest, nor any withholding or cancellation of orders in progress. 2- In case of product unavailability, the seller reserves the right to partially deliver or postpone the order or cancel the sale. 3- Before, During, or after the delivery and shipment, to the destination, if there is any restriction for the vehicle to enter the country arising from changes to importation law or any other negligence, the buyer does not have the right to demand the return of the vehicle(s). It is at the sole discretion of the seller to accept or deny any returns. 4- Amendment to the original “delivery and shipment” instructions requested by the buyer or its nominated representative will result in charges and delays. The buyer will cover the cost and expenses and these charges are to be paid in advance to process the amendment requests. 5- The buyer must be present during the delivery of the vehicle and the “delivery” form needs to be signed at the time of collection, if unable to do so, the buyer can send a representative on their behalf. To nominate a representative a letter of authorization by the buyer should be submitted well in advance. In case neither the buyer nor the nominated representative is present, the goods will not be delivered, the seller will not bear any legal responsibility or losses resulting from the buyer's failure to comply with the terms and conditions in this contract.

Clause (4) force majeure This agreement is subject to force majeure, reasons beyond the seller's control, such as but not limited to: Natural disasters, Wars, Earthquakes, Volcanoes, Fires, Government prohibition, and any other compelling reasons that may affect the sale agreement.

Clause (5) Applicable Laws and Judicial Authorities - General terms and conditions of sale are subject to the law of the United Arab Emirates law, JAFZA and Jurisdiction is for Dubai Courts. **Clause (6) Compliance Disclaimer -** The seller does not guarantee that the vehicles sold comply with the laws, regulations, systems, or fuel of any country, and it is the sole responsibility of the buyer to check before purchase.

Clause (7) Descriptive documents - The technical specifics indicated in the seller's offers, prospectus, and literature are provided solely for information purposes and are only considered to be valid if the contract formally refers to them. These specifications and products are provided by our suppliers and hence are subject to change without prior notice, and accordingly, any modification or change by the supplier shall apply to the contract between the seller and the buyer.

Clause (8) Prices - The prices are indicated without tax, the merchandise is sold in compliance with one of the incoterms that took effect on January 1, 2011, as published by the International Chamber of Commerce. In case of the disappearance of these incoterms or any one of them, it/they will be replaced by any/all other incoterms (s) published by the International Chamber of Commerce in a new edition.

Clause (9) Incoterms - Vehicles sold for delivery under incoterms marked EXW (Ex Work), will be on “As Is Where Is Basis “, the customer acknowledges inspecting the vehicle at the time of collection. Vehicles sold with shipment under incoterms marked CFR (Cost and Freight) are without insurance and the buyer is encouraged to inform the seller to purchase an insurance policy before shipment to cover any damages during freight. In all instances, it is the responsibility of the buyer to be present at the time of loading, have a representative present, or review loading pictures for the condition of the vehicles. The seller is not responsible for damages or defects to vehicles during transit. If a vehicle is insured, claims for damages should be requested from the issuer of the insurance policy.

Clause (10) Duties and Taxes - All duties and taxes, whether newly created or modifications of existing ones, any increase of the rate or value of the freight, premiums (insurances or export taxes funds of the country of origin) as well as any new expense resulting from new import conditions (deposit of funds, special inspections, transfer to custom clearance center, etc.) will be at the buyer's expense

Clause (11) Reservation of Ownership - 1- The seller retains ownership of the goods sold until the actual payment of the complete price, including principal and accessory amounts, even after handling and processing. Non-payment of any of the due dates can result in a demand for the goods and their return to the seller, as of right and at the first request. 2- These provisions do not prevent the transfer to the buyer of the risk of potential loss, deterioration, or damage of goods sold, with the conditions of the incoterms used between the parties continuing to apply.

Clause (12) Export Guarantee (Ex work sale) - 1- Buyer must ship and exit the vehicle within the stipulated time of 29 days from the VCC (Vehicle Clearance Certificate) dates. 2- Vehicle exit documents as required by Dubai Customs must be submitted to us within the stipulated time of 45 days from the VCC (Vehicle Clearance Certificate) Date. 3- Failure to the above, the Buyer is liable for any fines or penalties imposed or demand forfeiture of the duty deposited by Dubai customs. 4- In the event of Demand forfeiture, the Guarantee Cash/Cheque of the Buyer held by the seller will be sent for collection upon receipt of the demand notice from Dubai Customs. 5- Failure to pay the penalty on time or bounced cheque seller reserves the right to proceed with proceedings against the buyer, the nominated shipper, or the nominated representative.

Clause (13) Sanctions - Buyer is acknowledging they will not use the goods provided by Milele Motors FZE, in any countries which are part of the sanctioned list imposed by EU, UN, US, and UAE. Countries that include Cuba, Syria, North Sudan, Iran, Libya, North Korea, etc.

Clause (14) - Buyer is acknowledging the vehicles will not be used for any illegal, criminal, or terrorist activities.

Clause (15) - Upon signing of the contract, the buyer will forfeit the right to return, refund, and exchange goods and services.

By Signing The Below, I Agree To The Above Sales Agreement, Terms & Conditions of this contract were Explained To Me In Full Details By The Salesperson

Required Documents
Trade License Copy, Signatory ID

Signature & Stamp.....

Name: Bakhtiyar

Date: Apr 30, 2024

Sales Order Number.....

???

[illegible][illegible]

Clause (3) Delivery - 1- Delivery and shipment include a tolerance margin of 120 days past the final date of the time limit. Delays to deliveries cannot result in any damages or interest, nor any withholding or cancellation of orders in progress. **2-** In case of product unavailability, the seller reserves the right to partially deliver or postpone the order or cancel the sale. **3-** Before, During, or after the delivery and shipment, to the destination, if there is any restriction for the vehicle to enter the country arising from changes to importation law or any other negligence, the buyer does not have the right to demand the return of the vehicle(s). It is at the sole discretion of the seller to accept or deny any returns. **4-** Amendment to the original “delivery and shipment” instructions requested by the buyer or its nominated representative will result in charges and delays. The buyer will cover the cost and expenses and these charges are to be paid in advance to process the amendment requests. **5-** The buyer must be present during the delivery of the vehicle and the “delivery” form needs to be signed at the time of collection, if unable to do so, the buyer can send a representative on their behalf. To nominate a representative a letter of authorization by the buyer should be submitted well in advance. In case neither the buyer nor the nominated representative is present, the goods will not be delivered, the seller will not bear any legal responsibility or losses resulting from the buyer’s failure to comply with the terms and conditions in this contract.

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By Signing The Below, I Agree To The Above Sales Agreement, Terms & Conditions of this contract were Explained To Me In Full Details By The Salesperson

Signature & Stamp.....

Name: Bakhtiyar

Date: Apr 30,2024

Sales Order Number.....

Required Documents

Trade License Copy, Signatory ID

MILELE SALES CONTRACT

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By Signing The Below, I Agree To The Above Sales Agreement, Terms & Conditions of this contract were Explained To Me In Full Details By The Salesperson

Required Documents

Trade License Copy, Signatory ID

Signature & Stamp.....

Name.....

Date.....

Sales Order Number.....

عقد مبيعات ميليلي

البند (١) الدفع - يتوجب سداد قيمة الفاتورة كاملة للقيام بعملية (التسليم والشحن) للسيارة ما لم ينص على خلاف ذلك من قبل البائع كتابياً. ٢. للدفع عن طريق التحويلات المصرفية. يلزم وجود نسخة سريعة للتحويل MT ١٠٢ للحفاظ على حجز السيارة. وعدم تقديم MT ١٠٢ وتصفية المستحقات في تاريخ استحقاق الفاتورة سيؤدي بالتالي إلى إلغاء حجز السيارة من نظامنا ولن يكون هناك أي ضمانات من قبل البائع بتوافر السيارة نتيجة لعدم التزام المشتري. ٣. يتحمل المشتري رسوم الدفع مهما كانت رسوم او طريقة الدفع سواء كانت (التحويل المصرفي. وبطاقات الائتمان. والنقدية. وخطابات الاعتماد. وما إلى ذلك). بما في ذلك على سبيل المثال لا الحصر. رسوم التحويلات. وخسارة تحويل العملات الأجنبية. ورسوم البنوك الوسيطة. والرسوم المالية الأخرى. سوف تعكس إيصالات الدفع والفواتير المستحقة صافي الأموال التي يتلقاها البائع. ٤. أي مدفوعات أو دفعات مقابل فواتير البيع و الحجوزات غير قابلة للاسترداد. ٥. يتحمل المشتري مسؤولية ضمان إجراء التحويلات المصرفية إلى الحسابات المصرفية الرسمية كما هو مذكور في "milele.com". البائع غير مسؤول عن التحويلات المصرفية التي تتم إلى حسابات غير رسمية وغير مشروعة. نظراً لتزايد رسائل التصيد الاحتيالي عبر البريد الإلكتروني من قبل المحتالين. فإننا نشجع المشتريين على التحقق من موقع الشركة على الويب للحصول على قائمة الحسابات المصرفية الرسمية.

البند (٢) القبول ١. يقر المشتري أنه قبل الشراء. قام بفحص شامل للسيارة (الركبات) الموصوفة في الفاتورة وقبل حالتها وبالتالي لا يحق له المطالبة والرجوع على البائع بعد البيع. ٢. يتحمل المشتري مسؤولية التحقق من امتثال السيارة للقوانين واللوائح والأنظمة أو الوقود في بلد المقصد. ٣. لا يعتد بأي شرط خارج هذه الشروط والأحكام ما لم يتم قبوله رسمياً وكتابياً من قبل البائع. ولا يمكن أن يتم تعديل أي شرط خاص على شروط البيع العامة هذه. وبالتالي. فإن أي شرط مخالف يقدمه المشتري سيكون غير فعال. في حالة عدم وجود موافقه كتابيه من قبل البائع.

البند (٣) التسليم ١. يشمل التسليم والشحن هامشاً للتسامح يبلغ ١٢٠ يومًا بعد التاريخ النهائي للحد الزمني. لا يمكن أن يؤدي التأخير في التسليم إلى أي أضرار أو فوائد. ولا أي حجب أو إلغاء للمطالبات قيد التنفيذ. ٢. في حالة عدم توفر المنتج. يحتفظ البائع بالحق في تسليم أو تأجيل الطلب جزئياً أو إلغاء البيع. ٣. قبل أو أثناء أو بعد التسليم والشحن. إلى الوجهة. إذا كان هناك أي قيود على دخول السيارة إلى البلد نتيجة للتغييرات في قانون الاستيراد أو أي إهمال آخر. فلا يحق للمشتري أن يطلب عودة السيارة (الركبات). وإنما يخضع ذلك لتقدير البائع وحده لقبول أو رفض أي مرجعات. ٤. سيؤدي تعديل تعليمات "التسليم والشحن" الأصلية التي يطلبها المشتري أو مثله المعين إلى فرض رسوم وتأخيرات. سيغطي المشتري التكلفة والمصروفات ويجب دفع هذه الرسوم مقدماً لمعالجة طلبات التعديل. ٥. يجب أن يكون المشتري حاضراً أثناء تسليم السيارة ويجب توقيع نموذج "التسليم" في وقت الاستلام. إذا لم يتمكن من القيام بذلك. يمكن للمشتري إرسال ممثل نيابة عنه. لتعيين ممثل. يجب تقديم خطاب تفويض من قبل المشتري في وقت مبكر. في حالة عدم وجود المشتري أو الممثل المعين. لن يتم تسليم البضائع ولن يتحمل البائع أي مسؤولية قانونية او خسائر ناجمة عن عدم التزام المشتري بما ورد في هذا العقد.

البند (٤) القوة القاهرة - تخضع هذه الاتفاقية للقوة القاهرة. وهي أسباب خارجة عن إرادة البائع. مثل: (الكوارث الطبيعية. الحروب. الزلازل. البراكين. الحرائق. الحظر الحكومي) وأي أسباب القاهرة أخرى قد تؤثر على عملية التسليم واتفاقية البيع هذه.

البند (٥) القوانين والسلطات القضائية المعمول بها - تخضع الشروط والأحكام العامة لهذه الاتفاقية لقانون دولة الإمارات العربية المتحدة / جافزا / والاختصاص القضائي ينعقد لمحاكم دبي.

البند (٦) إخلاء المسؤولية في الامتثال - لا يضمن البائع أن المركبات المباعة تمثل للقوانين. أو اللوائح. أو الأنظمة. أو الوقود في أي بلد. ويتحمل المشتري وحده مسؤولية التحقق قبل الشراء.

البند (٧) وثائق المواصفات - يتم تقديم التفاصيل الفنية المشار إليها في عروض البائع والنشرات الدعائية والأدبيات لأغراض المعلومات فقط ولا تعتبر صالحة إلا إذا كان العقد يشير إليها رسمياً. يتم توفير هذه المواصفات والمنتجات من قبل مورديننا. وبالتالي فهي عرضة للتغيير دون إشعار مسبق. وبناءً على ذلك. فإن أي تعديل أو تغيير من قبل المورد ينطبق على العقد المبرم بين البائع والمشتري.

البند (٨) الأسعار - يشار إلى الأسعار بدون ضرائب. ويتم بيع البضائع وفقاً لأحد شروط التجارة الدولية التي دخلت حيز التنفيذ في ١ يناير ٢٠١١. كما نشترها غرفة التجارة الدولية. والمرفقة بالجزء الخلفي من شروط البيع هذه. وفي حالة اختفاء شروط التجارة الدولية هذه أو أي منها. سيتم استبدالها بأي / جميع مصطلحات التجارة الدولية الأخرى التي تنشرها غرفة التجارة الدولية في طبعة جديدة.

البند (٩) إنكوترمز - السيارات المباعة للتسليم بموجب شروط تجارية تحمل علامة EXW (عمل سابق). ستكون "كما هي حيث الأساس". يقر العميل بفحص السيارة في وقت الاستلام. المركبات المباعة بشحنة بموجب شروط تجارية تحمل علامة CFR (التكلفة والشحن) يشجع البائع المشتري على شراء بوليصة تأمين قبل الشحن لتغطية أي أضرار أثناء الشحن. في جميع الحالات. تقع على عاتق المشتري مسؤولية التواجد في وقت التحميل. أو حضور ممثل. أو مراجعة صور التحميل الخاصة بحالة المركبات. البائع غير مسؤول عن الأضرار أو العيوب التي تصيب المركبات أثناء النقل. إذا كانت المركبة مؤمنة. فيجب طلب مطالبات التعويض من مُصدر بوليصة التأمين.

البند (١٠) الرسوم والضرائب جميع الرسوم والضرائب. سواء تم إنشاؤها حديثاً أو تعديلات على الرسوم الحالية. وأي زيادة في معدل أو قيمة الشحن. وأقساط التأمين (أموال التأمينات أو ضرائب التصدير في بلد المنشأ) وكذلك بمصروفات جديدة ناجمة عن شروط الاستيراد الجديدة (إيداع الأموال. عمليات التفتيش الخاصة. التحويل إلى مركز التخليص الجمركي. إلخ) تقع على حساب المشتري وهو الوحيد الملزم بها.

البند (١١) حجز الملكية ١. يحتفظ البائع بملكية البضاعة المباعة حتى السداد الفعلي للسعر الكامل. بما في ذلك المبالغ الأساسية والتكميلية. حتى بعد التسليم والبدء في الإجراءات. يمكن أن يؤدي عدم سداد أي من مبلغ من المبالغ المستحقة في تواريخ الاستحقاق إلى طلب البضائع وإعادتها إلى البائع. حسب الحق وعند الطلب الأول. ٢. لا تمنع هذه الأحكام نقل أخطار الخسارة المحتملة أو التدهور أو التلف للسلع المباعة إلى المشتري. مع استمرار تطبيق شروط مصطلحات التجارة الدولية المستخدمة بين الطرفين.

البند (١٢) مطالبة الضمان الدائم لتسليم المشتري للشحنة - ١. يجب على المشتري شحن السيارة وإخراجها خلال المدة المحددة البالغة ٢٩ يومًا من تاريخ إصدار البطاقة الجمركية الخاصة بشهادة تخليص المركبة (في سبي سي). ٢. يجب تقديم مستندات خروج السيارة كما هو مطلوب من قبل جمارك دبي إلينا خلال الوقت المحدد وهو ٤٥ يومًا من تاريخ البطاقة الجمركية الخاصة بشهادة تخليص المركبة (في سبي سي) ٣. في حالة عدم الالتزام بما ورد أعلاه. يكون المشتري مسؤولاً عن أي غرامات أو عقوبات مفروضة أو طلب مصادرة الرسوم المودعة من قبل جمارك دبي. ٤. في حالة مصادرة الطلب. سيتم إرسال الضمان النقدي / الشيكات الخاصة بالمشتري التي يحتفظ بها البائع للتحويل عند استلام إشعار الطلب من جمارك دبي. ٥. عدم دفع الغرامة في الوقت المحدد أو الشيكات المرجعة يحتفظ البائع بالحق في متابعة الإجراءات القانونية ضد المشتري أو الشاحن المعين أو الممثل المعين.

البند (١٣) العقوبات - يقر المشتري بأنه لن يستخدم البضائع التي توفرها ميليلي موتورز م.ح. في أي دولة تشكل جزءاً من قائمة العقوبات المفروضة من قبل الاتحاد الأوروبي. والأمم المتحدة. والولايات المتحدة. والإمارات العربية المتحدة. البلدان التي تشمل (كوبا وسوريا وشمال السودان وإيران وليبيا وكوريا الشمالية. إلخ).

البند (١٤) - يقر المشتري بعدم استخدام المركبات في أي أنشطة غير قانونية أو إجرامية أو إرهابية.

البند (١٥) - عند توقيع العقد. لا يكون للمشتري الحق في إرجاع السلع. والخدمات. واستردادها. واستبدالها.

من خلال التوقيع أدناه. أوافق على اتفاقية البيع المذكورة أعلاه والشروط

والأحكام وقد تم شرح ذلك لي بالتفصيل الكامل من قبل البائع

المستندات المطلوبة

صورة من الرخصة التجارية - هوية الموقع

توقيع و ختم.....

اسم.....

التاريخ.....

رقم طلب البيع.....

Address : Head Office AF03, Samari Retail
Ras Al Khor, Dubai - U.A.E
P.O Box: 63339
Trade License : 20165
Tax Reg. No : 100057588400003



Website : www.milele.com Email: info@milele.com Land Line : +971 4 3235991 Hot Line : +971 50 4996459

BANK DETAILS تفاصيل البنك

RAK Bank بنك راس الخيمة

AED Account حساب الدرهم الاماراتي

Account Name : MILELE MOTORS FZE
IBAN : AE230400000882723910001
Account No. : 0882723910001
Swift Code : NRAKAEAK
Bank Name : RAK BANK
Branch Name : DRAGON MART
Bank Address : DUBAI UAE

USD Account حساب الدولار الامريكي

Account Name : MILELE MOTORS FZE
IBAN : AE930400000882723910002
Account No. : 0882723910002
Swift Code : NRAKAEAK
Bank Name : RAK BANK
Branch Name : DRAGON MART
Bank Address : DUBAI UAE

Citi Bank سيتي بنك

AED Account حساب الدرهم الاماراتي

Account Name : MILELE MOTORS FZE
IBAN : AE880211000000110720211
Account No. : 0110720211
Swift Code : CITIAEAD
Bank Name : CITI BANK N.A
Branch Name : AL WASL BRANCH
Bank Address : DUBAI UAE

USD Account حساب الدولار الامريكي

Account Name : MILELE MOTORS FZE
IBAN : AE380211000000110720238
Account No. : 0110720238
Swift Code : CITIAEAD
Bank Name : CITI BANK N.A
Branch Name : AL WASL BRANCH
Bank Address : DUBAI UAE

Attention

- The above two are the official Bank accounts of Milele Motors F.Z.E, Payments credited to other accounts are not the responsibility of Milele Motors FZE.
- Only Swift Copy MT-103 will be accepted as proof of transfer
- Buyer is responsible for all banking charges. Use "Our" or "Self" at the time of transfer.
- Buyer name should match with the remitter's account name. Third party payments will not be accepted without payment authorization form
- Refund will only be processed to the original remitting account
- Cash refunds not allowed

Accepted By:

Name : : اسم
Designation : : تعيين
Date : : تاريخ
Contact No : : رقم الاتصال

تنبيه

- الحسابان المذكوران أعلاه هما الحسابان الرسميان لشركة ميليلي موتورز م.م.ح. أي ايداعات في أي حسابات أخرى لن تتحمل ميليلي موتورز م.م.ح أي مسؤولية مهما كانت.
- سيتم اعتماد التحويل وقبوله فقط عند تقديم نسخة السوفيت MT-103 كدليل على التحويل.
- المشتري مسؤول عن كافة الرسوم البنكية. للاستعمال (قبلنا) او (قبله) في وقت عملية التحويل.
- يجب ان يتطابق اسم المشتري مع اسم حساب المرسل. لن يتم قبول الدفع من قبل طرف ثالث بدون نموذج تفويض الدفع
- سنتتم عملية رد الأموال فقط على حساب المرسل الأصلي.
- لا يسمح برد المبالغ نقداً.

تم القبول من قبل

Signature and Stamp توقيع و ختم