




PROPOSAL FORM FOR INITIATING LEGAL ACTION							
FORM - A - CUSTOMER RECEIVABLES							
ISLAMIC HYPOCHLORITE COMPANY							
<b>Details of Defendatnt</b>							
Name:		SEMA WATER FOR DRINKING WATER					
Constitution: (OPC, WLL, QSC etc.)		COMPANY					
Reg No (CR No.):		154978					
Name of Owner:		NAJAT ABDULQAWI A A AL YAFEI				ID No: 27163402646	
Address:		ST NO.36 GATE NO. 63, NEW INDUSTRIAL AREA DOHA QATAR					
Contact Person:		SAFWEN HAMOUDA				ID No: 29078801443	
Contact No & Email Id:		55051195		<a href="mailto:gm@wataniyawater.com">gm@wataniyawater.com</a>			
<b>Incase of Gulf United Real Estate</b>							
Name of Tenant:		ID No:					
Compound / Villa Name:		Passport No:					
Lease Period Validity:		Balance Period:					
Address:							
Contact No & Email Id:							
Nature of Business Transaction		Water Factory					
Associated Since (Month / Year)		Nov-22					
Value of Business over last 3 years		834,849					
Balance Outstanding (QAR)		144,094					
Age Group	0-30	31-60	61-90	91-120	121-150	151-360	Over 360 days
Outstanding	24,584	60,046	28,300	31,164	-	-	-
<b>Amount under Dispute / Litigation (QAR)</b>							
Overdue Amount		31,164					
Amount not due		112,930					
<b>Total Exposure</b>		<b>144,094</b>					
NOTE: Statement of Account or list of pending invoices attached as annexure							
<b>Details of Cheque Returns (Cheque Dishonor) (Pls provide a separate sheet, if required)</b>							
Cheque No.	Cheque Date	Cheque Amount	Bank Name	Deposit Date	Return Date	Reason for Dishonor	
<b>Details of Dispute / Litigation or Reasons for non payment of Outstanding Amount</b>							
Sema Factory is our regular customer for water preforms, has an outstanding balance of Qr 62,328 as of 31st January 2025 ageing report. The customer has paid Qr. 31,164 on 8th Feb 2025 & provided a post-dated cheque (PDC) of Qr. 31,164 balance amount dated 28th February 2025 to settle the overdue amount.							
<b>Actions taken so far for Recovery</b>							
Followed up by phone calls, emails, visited customer factory & stopped sales.							
<b>Unit / General Manager Recommendation</b>							
We request management to hold legal proceedings till 05th March 2025 and continue sales subject to credit limit availability till such time.							
 Asst. Manager - Finance		 Sr. Commercial Manager		 General Manager			
# Pls sign above with date							
<b>Authorized Signatory approval for servicing notice</b>				Yes		No	
Pls tick.				Signature			
If NO,							
<b>Remarks from Authorized Signatory</b>							