

PROPOSAL FORM FOR INITIATING LEGAL ACTION

FORM - A - CUSTOMER RECEIVABLES

ISLAMIC HYPOCHLORITE COMPANY

Details of Defendant

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	gm@wataniyawater.com	

Incase of Gulf United Real Estate

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	580,684		

Balance Outstanding (QAR)						
Age Group	0-30	31-60	61-90	91-120	121-150	151-360
Outstanding	62,209.80	68,004.48	75,906.72	40,979.20	-	Over 360 days

Amount under Dispute / Litigation (QAR)

Overdue Amount	40,979
Amount not due	206,121
Total Exposure	247,100

NOTE: Statement of Account or list of pending invoices attached as annexure

Details of Cheque Returns (Cheque Dishonor) (Pls provide a separate sheet, if required)

Cheque No.	Cheque Date	Cheque Amount	Bank Name	Deposit Date	Return Date	Reason for Dishonor

Details of Dispute / Litigation or Reasons for non payment of Outstanding Amount

Seema Factory is our regular customer for water preforms & 5 gallon cap. We have an overdue of Qr 40,980 as per July 2024 ageing, on follow up of payment customer has requested to provide time as there authorized signatory are out of country and are expected to arrive by next week (email attached). We request management to hold legal proceedings till 31st August and continue sales subject to credit limit availability till such time.

Actions taken so far for Recovery

Followed up by phone calls, emails, visited customer factory & stopped sales.

 Asst. Manager - Finance	 Commercial Manager	 General Manager
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Pls sign above with date

Unit / General Manager Recommendation

Authorized Signatory approval for servicing notice	Yes	No	signature
Pls tick.			
If NO,			
Remarks from Authorized Signatory			