

**COMPLAINT FORM**

The Registrar  
The Conciliation & Arbitration Sub Committee of  
The Clothing Manufacturers Association of India  
A-803, Naman Midtown,  
FP No. 616, Behind Kamgar Kala Kendra  
Senapati Bapat Marg Tulsi Pipe Road,  
Dr Ambedkar Nagar, Prabhadevi (W),  
Mumbai- 400013  
Tel: 022-44750909  
Email: [ena@cmai.in](mailto:ena@cmai.in)  
GSTIN – **27AAATT4357K1Z3**

Member's Name \_\_\_\_\_  
Membership No \_\_\_\_\_ Valid up to \_\_\_\_\_  
Sub: Complaint against \_\_\_\_\_ City \_\_\_\_\_ ₹ \_\_\_\_\_

Dear Sir,

With reference to the above, we would like to lodge a complaint against our client. We are hereby submitting the outstanding statement along with required charges and supporting documents.

I \_\_\_\_\_ (Proprietor/Partner/Director) of M/s. \_\_\_\_\_, hereby declare that the details furnished below are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

**I HEREBY CONFIRM THAT I HAVE NOT FILED THIS COMPLAINT WITH ANY OTHER CHAMBERS OF COMMERCE OR TRADE ASSOCIATION AND ALSO HAVE NOT FILED ANY LEGAL CASE IN ANY COURT OF LAW. I hereby agree to indemnify CMAI and its Officers and hold them harmless of any claims, expenses and other liabilities, Legal or otherwise due to CMAI proceeding with Conciliation and or Arbitration Process**

We humbly request to look into this matter & do the needful.

Thanking you,

PLACE:

DATE :

\_\_\_\_\_  
(Stamp & Signature of the Member)

**DETAILS OF SELLER / COMPLAINANT**

NAME & ADDRESS OF THE COMPANY :  
(RUBBER STAMP) :

BRAND NAME :  
E-MAIL ID :  
MEMBERSHIP NO. :  
GST NO. OF SELLER / COMPLAINANT :  
NAME OF THE CONCERN PERSON :  
MOBILE NO. :  
(Proprietor/Partner/Director/Authorised Representative) :

**DETAILS OF BUYER / DEFENDENT**

NAME & ADDRESS OF BUYER COMPANY :  
 (With Pin code)

E-MAIL ID :

**GST NO. OF BUYER / DEFENDENT** :

NAME OF THE CONCERN PERSON :

(Proprietor/Partner/Director/Authorised Representative)

MOBILE NO :

DEALING WITH DEALER SINCE :

PAYMENT TERM AGREED TO :

**TOTAL VALUE OF ATTACHED INVOICES** (A) : ₹  
 (Copies of Invoices to be attached herewith)

**VALUE OF GOODS RETURNED (IF ANY)** (B) : ₹

**AMOUNT RECEIVED** (C) : ₹

**INTEREST CHARGED** (D) : ₹  
 (As per Invoice terms – Calculation to be separately attached)

**OTHER EXPENSES** (E) : ₹

**TOTAL OUTSTANDING RECEIVABLE AMOUNT** (F) : ₹  
 ( F ) = ( A ) – ( B ) – ( C ) + ( D ) + ( E )

**DETAILS OF AGENT**

NAME & ADDRESS OF AGENT/AGENCY NAME :  
 (With Pin Code)  
 (With Pin code)

E-MAIL ID :

NAME OF THE CONCERN PERSON :

(Proprietor/Partner/Director/Authorised Representative)

MOBILE NO :

DEALING WITH AGENT SINCE :

NAME, ADDRESS & TELEPHONE NUMBERS OF THREE (3) :

MAUFACTURERS DEALING WITH DEALER & WITH AGENT

PLACE :

DATE :

\_\_\_\_\_  
 (Stamp & Signature of the Member)

**Attachments 1 to 5 are compulsory for processing the complaint by CMAI & need to be submitted MANDATORILY. COMPLAINTS CANNOT BE PROCESSED IN ABSENCE OF THESE.**

- |   |   |                          |
|---|---|--------------------------|
| 1 | Processing cheque favouring CMAI.   | <input type="checkbox"/> |
| 2 | Collection Charges Cheque for 1%+GST collection charges favouring CMAI.   | <input type="checkbox"/> |
| 3 | Copy of letter/WhatsApp/Emails sent to the <u>Buyer</u> demanding the Outstanding Dues along with proof of sending the letter to the Buyer.                                       | <input type="checkbox"/> |
| 4 | Copy of the Debtors Ledger Account.   | <input type="checkbox"/> |
| 5 | Copy of all Taxable Invoices outstanding and Credit Notes for Goods Return alongwith corresponding LRs, or other proof of Delivery. .   | <input type="checkbox"/> |
| 6 | GST/VAT Certificate of Retailer from sites like <a href="https://services.gst.gov.in/services/quicklinks/searchtxp">https://services.gst.gov.in/services/quicklinks/searchtxp</a> | <input type="checkbox"/> |
| 7 | Packing List ( In cases of non-receipt of goods)  | <input type="checkbox"/> |
| 8 | Order Form (In cases of dispute where Buyer disputes wrong deliveries)  | <input type="checkbox"/> |

Any Other Documents:

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I hereby enclose a cheque of ₹ \_\_\_\_\_ in favour of CMAI, drawn on \_\_\_\_\_, Cheque No. \_\_\_\_\_ Dated: \_\_\_\_\_ for servicing / processing of this complaint

I shall pay recovery charges to CMAI @ (1% + GST) of the amount recovered on receipt of cheques/cash by me, for which I am enclosing Cheque No. \_\_\_\_\_ in favour of CMAI, drawn on \_\_\_\_\_.

- Note: **1 Form and Supporting documents to be filled.**  
**2 Need all supporting documents (1-5) to process the Complaint.**  
**3. The Recovery Charges cheque will be deposited by CMAI on receipt of cheques/cash by the Complainant.**

REMARKS / SUGGESTIONS/ NOTES:

Slabs	Basic Outstanding Amount.	Processing Fees In Rs
1	Upto Rs 50,000/=	590.00
2	Rs 50,001/= upto Rs 1,50,000/=	1,180.00
3	Rs 1,50,001 and above	2,950.00

PLACE :

DATE :

\_\_\_\_\_  
(Stamp & Signature of the Member)