Notification about Debts due to be Written off

Bank's Name: __________________________
Notification Date: _____________________

1- Customer's Information:

1/1 Customer Name: ……………………………………..
1/2 Secret No.: ………………………………………
1/3 Partner Names & their share in the company: ……………………………………………………
1/4 Legal Status: …………………………………………. 
1/5 Secret No.: ……………………………………….
1/6 Starting date of dealing with the bank: ……………………………………………………………

2- Indebtedness and Provision Information:

2/1 Debt Balance: ……………………………………………
2/2 Bank's Account Rating: ………
2/3 Date of account's rating: …………………………………………………………………………
2/4 Date of suspended interest: ………………………………………………………………………
2/5 Suggested amount to be cancelled: ……………………………………………………………
2/6 Total of provision & suspended interests: ………………………………………………………

3- Information of available collaterals at the bank:

3/1 Cash collaterals (deposits/current accounts/savings) (       ) Thousand Qatari Riyals
3/2 Mortgage real estates (       ) Thousand Qatari Riyals
3/3 Market value of the shares (       ) Thousand Qatari Riyals
3/4 Others (bank guarantees …………etc.) (       ) Thousand Qatari Riyals
3/5 Total net of available collaterals at bank (       ) Thousand Qatari Riyals

4- Information about the balance sheet of the customer and guarantors:

4/1 Customer's balance sheet according to his latest balance sheet and closing of accounts
4/2 Name of guarantors, their nationalities and the guarantee value of each one
4/3 Available information in bank about the guarantors and their balance sheet
4/4 Credit balances in the bank for the customer and guarantors (unblocked)

5- Measures taken by the bank for collecting the indebtedness:

6- Reasons and justifications of writing-off the debt:
Part (XIII) - Tables, Forms and Filling Up Instructions

7- The authorized authority for the debt writing-off:  
   (Board of directors / empowered committees) Copy of the approval is attached

8- Brief of settlement agreement (copy of the agreement is attached):

   General Manager's Signature