

THE HANDLOOMS AND HANDICRAFTS EXPORTS CORPORATION OF INDIA LIMITED

ADVERTISEMENT OF NOTICE TO CREDITORS TO PROVE THEIR CLAIMS

NOTICE is hereby given to the Creditors of **THE HANDLOOMS AND HANDICRAFTS EXPORTS CORPORATION OF INDIA LIMITED** (hereinafter referred as “HHEC”) having its registered office at **5th Floor, Jawahar Vyapar Bhawan, Annexe-1, Tolstoy Marg, New Delhi-110001** that they are required to submit to the Registered Office of HHEC, the proofs of their respective claims against the HHEC by delivering at the Registered Office of HHEC on or before the 21st day of November, 2024 or sending by post to the Delhi Janpath Office so as to reach the office not later than the said date. Each claim should provide full details of the nature of the debt, the amount claimed, and any relevant documentation to substantiate the claim. Following documents are required to be submitted along with the claim application.

- a. Claim form (Annexure-A)
- b. Undertaking on Non judicial stamp paper of 100 Rs, duly notarized. (Annexure-B)
- c. Copy of ledger account showing Invoice No, Invoice Date, Invoice amount & balance payable by HHEC (Certified by a CA.)
- d. Copy of Pan Card, Adhar Card (if applicable) & cancelled cheque.

This notice is published to inform all parties who have claims against HHEC, of the necessity to submit their claims in accordance with the instructions above. Your prompt response will facilitate the orderly conduct of the settlement of dues. Claims not received by 21st day of November, 2024 date may be excluded from consideration in the settlement of dues in future.

For any query, you are requested to email at: hheconsultant2@gmail.com.

Dated:21-10-2024

ANNEXURE-A

(ON SUPPLIER'S LETTER HEAD)

Date

To

The Manager

The Handicrafts & Handlooms Exports Corporation of India Ltd. (HHEC)

Jawahar Vyapar Bhawan, 5th Floor,

Annexe 1, Tolstoy Marg,

New Delhi-110001

Sub: Full & Final Settlement of Pending Dues & NO Dues Certificate

Dear Sir,

This to inform that I/We, Shri _____
proprietor/Director/Authorized Representative of M/s _____ of
_____ (Address) supplied/provided goods/services of
_____ (Nature of goods/services) to M/s Handicrafts and
Handlooms Exports Corporation of India Ltd (HHEC) of Jawahar Vyapar Bhawan, 5th Floor, Annexe,
1, Tolstoy Marg, New Delhi-110001 (Address of location where Goods Supplied)
till _____ (Date).

As per our records/books of accounts, an amount of Rs. _____/-
(Rupees _____) is outstanding against our bills for goods/services supplied/provided by
me/us to HHEC as on date.

You are requested please settle our dues at the earliest
My Bank Details is as under:

- (a) Name Of Bank:
- (b) Branch Address:
- (c) Account Number:
- (d) Nature of Account. Savings/ Current Account
- (e) Account Number:
- (f) Name of Beneficiary

For & on behalf of

M/s _____

(Signature of Proprietor/Director/Authorised Representative with Seal)

Full Name:

Address:

Contact No.

ANNEXURE-B
DECLARATION

I/We hereby declared that on receipt of an amount of Rs _____ (Rupees _____) through NEFT/ RTGS/DD from HHEC towards Full and final Settlement of all my/our dues as on date, I/We have no any other claim from HHEC and this is full & final settlement. I further confirm and assure that I/We have no claim for any goods are lying with HHEC on consignment basis for returned. I/We further assure you that if any excess payment received by me/us which is found by HHEC at any later stage, it will be returned to HHEC forthwith on demand and I/we will be bound by the same.

For & On behalf of

M/s _____

(Signature of Proprietor/Director/Authorized Representative with Seal)

Full Name:

Address:

Contact No.:

Note:

1. Please strike off wherever not applicable
2. Please send the Statement of Accounts along with the balance due from HHEC as per the format through courier/speed post/ email id hheconsultant2@gmail.com
3. Copy of PAN card