

REPUBLIC OF ZAMBIA

PATRICK CHULU LEGAL PRACTITIONERS

DISPUTE SUMMARY FORM – BUSINESS

Client Name: _____

Business Name (if applicable): _____

PACRA Registration No.: _____

TPIN: _____

Client Contact Number: _____

Email Address: _____

WHEREAS, in the course of business, commercial disputes may arise requiring legal evaluation, negotiation, or litigation;

NOW THEREFORE, this Dispute Summary Form is issued to formally record the key details, claims, and parties involved in a commercial dispute to support further legal action.

SECTION A – SUMMARY OF THE DISPUTE

1. Nature of Dispute:

(e.g., Breach of Contract, Non-payment, Partnership Dispute, Misrepresentation, etc.)

2. Brief Background/History of the Matter:

3. Date of Incident or Breach: _____

4. Location Where Incident Occurred: _____

5. Has the Other Party Been Informed in Writing?

☐ Yes

☐ No

Date Notified (if applicable):

SECTION B – DETAILS OF THE OTHER PARTY (OPPOSING PARTY)

Full Name / Company Name: _____

Business Address: _____

Phone Number (if known): _____

Email Address (if known): _____

Legal Status (e.g., Company, Individual, NGO): _____

SECTION C – CONTRACT OR AGREEMENT (IF ANY)

Is there a written agreement between the parties?

☐ Yes

☐ No

If yes, please specify:

- Title of Contract: _____

- Date Signed: _____

- Parties to the Agreement: _____

Attach a copy of the agreement: ☐ Attached

SECTION D – CLAIMS AND RELIEF SOUGHT

1. Primary Claims (e.g., Amount Owed, Specific Performance):

2. Total Amount Claimed (if monetary): ZMW _____

3. Other Relief Sought (e.g., Injunction, Termination, Damages):

SECTION E – PREVIOUS ACTION TAKEN (IF ANY)

Has any of the following occurred?

☐ Demand Letter Sent Date: _____

☐ Mediation Attempted Date: _____

☐ Court Proceedings Filed Case No: _____

☐ Police Report Made Station: _____

Additional Notes:

SECTION F – SUPPORTING DOCUMENTS CHECKLIST

- ☐ Copies of Invoices or Receipts
- ☐ Contract/Agreement
- ☐ Letters, Emails, or WhatsApp Messages
- ☐ Demand Letters
- ☐ Any Prior Court or Police Documents
- ☐ Other Relevant Records

CONFIDENTIALITY CLAUSE

All information disclosed in this form is confidential and shall be treated in accordance with the applicable legal provisions and client-attorney privilege under the laws of the Republic of Zambia.

DECLARATION

I hereby declare that the information provided herein is true and accurate to the best of my knowledge and that I seek legal advice or representation concerning this dispute.

Name: _____

Title: _____

Date: _____

Stamp: _____