



**TRADE ASSOCIATION SELF EVALUATION REPORTING TEMPLATE (FORMAT)**

1. Name of the trade Association.....
2. Industry .....
3. Physical Address.....
4. Contact details.....
5. Name of the contact Person(s) (the reviewer, designation and their direct contact details .....
6. Membership<sup>1</sup>.....
7. Name and contact details of the serving executives and the period of service, ...
8. Vision .....
9. Mission.....
10. Objectives.....
11. Core Values.....
12. List of documents reviewed and summary of the review.

Name of the Document (e.g. Constitution, Code of Conduct etc)	Contraventions found (Indicate the number )
1.	
2.	
3.	
4.	

<sup>1</sup> Attach the list of the members and their contacts and Fill the attached declaration form

13. Detailed document Review findings (the detailed report should follow the format indicated below with each of the items listed appearing as a subheading)

<b>1. Name of the document</b>
<b>Contraventions No.1</b>
<b>Case before</b>
<b>Case After</b>
<b>Course of Action</b>
<b>Evidence (Refer to attachments)</b>