



GUIDE 1

MODEL OF REQUEST LETTER TO ESTABLISH AN e-TradeDesk

Request for the establishment of an e-TradeDesk should contain the following provisions:

- The Entity _____ hereby requests WTPF to assist in the establishment of an e-TradeDesk in the city of _____ and appoints _____ as the person responsible for setting up the e-TradeDesk;
- The Entity accepts the *Terms and Conditions Applicable to Participation in the World Trade Point Federation* and attaches herewith the Background Document.

The letter of request should be addressed to:

The President
World Trade Point Federation
Cours de Rive 2.
1204 Geneva.
Switzerland
Email: secretariat@tradepoint.org

Note: Attach to the Request Letter the Background Document.

Background Document

Structure of the document

Description of the host entity/ organization (*max 1,5 pages*)

Market assessment regarding the need of e-TradeDesk (*max. 1,5 pages*)

How will be integrated the e-TradeDesk within the host entity/organization
(*max ½ page*)