



HOW TO ESTABLISH AND IMPLEMENT AN E-TRADE DESK

GUIDE 1

MODEL OF REQUEST LETTER To establish an E-Trade Desk



MODEL OF REQUEST LETTER To establish an E-Trade Desk

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

Request Letter

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)