Annex D

SINGAPORE MEDIATION CENTRE
MEDIATION SERVICE

FAMILY MEDIATION SCHEME
FEE SCHEDULE

1 The fees payable by the parties to the Singapore Mediation Centre ("**SMC**") are as follows:

(a) Filing Fee; and

(b) Mediation Fee.

2 Filing Fee

2.1 Each party[1] is required to pay a non-refundable Filing Fee of $267.50 (*inclusive of GST*) to SMC for the provision of administrative and support services.

2.2 The Filing Fee will be collected within three (3) working days after SMC has acknowledged the receipt of the Request for Mediation. SMC will only proceed to make administrative arrangements for the mediation upon payment of the Filing Fee from all parties named in the Request for Mediation.

3 Mediation Fee

3.1 The Mediation Fee payable to SMC is $2,732.50 (*inclusive of GST*) per party per day (regardless of the quantum in dispute). The Mediation Fee is for, *inter alia*, the following expenses borne by SMC:

(a) Mediator's fee[2];

(b) Rental of premises at Supreme Court[3]; and

(c) Food and beverage charges for lunch and refreshments[4].

3.2 Please note that when parties choose their own Mediator(s), the selected Mediator(s) is/are entitled to charge his/her commercial rates and the above Mediation Fee will not be applicable.

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[1] If a party is represented by a law firm, the reference to party/parties in this Fee Schedule would refer to the representing law firm. Where several parties are represented by the same law firm, they shall collectively be treated as one (1) party for the purposes of fees payable to SMC.

[2] For one (1) full day mediation from 9:30 am to 6:00 pm. Please note that the Mediator's fee remains unchanged even if the mediation begins late or concludes before 6:00 pm. Overtime charges will apply from 6:00 pm onwards.

[3] Subject to availability of venue at the Supreme Court, SMC reserves the right to change the venue of the mediation and revise the Mediation Fee quoted in this Fee Schedule.

[4] The Mediation Fee payable by a party covers the food and beverage charges for lunch and refreshments for the Mediator(s) and up to three (3) persons per party.

4 Additional Charges

4.1 In addition to the Mediation Fee, SMC will collect a deposit for the additional charges stated in paragraph 4.2.

4.2 Parties will be required to pay overtime charges and room rental charges when a mediation:
(i) lasts beyond 6:00 pm on a weekday; or
(ii) takes place on a weekend or a Public Holiday.

4.2.1 Overtime charges will be charged at a rate of $428 (*inclusive of GST*) per two (2) hours or part thereof for Mediator(s) and at a rate of $214 (*inclusive of GST*) per two (2) hours or part thereof for SMC staff.

4.2.2 SMC will advise parties on the room rental charges applicable depending on the venue of the mediation.

4.2.3 Both overtime charges and room rental charges will be borne by the parties in equal portions.

4.3 Where more than three (3) representatives attend the mediation on behalf of a party, that party will be required to pay to SMC an additional food and beverage fee per person per day.

5 Payment of Total Mediation Fee

5.1 The payment of the Mediation Fee and deposit for additional charges (collectively, the "**Total Mediation Fee**") must be made within one (1) week from the date parties are informed by SMC as to the Total Mediation Fee payable.

5.2 In the event that a law firm is unable to make payment of the Total Mediation Fee within one (1) week from the date parties are informed by SMC as to the Total Mediation Fee payable, SMC will require a letter by the law firm undertaking to pay the Total Mediation Fee on behalf of their client.

5.3 Paragraph 5.2 does not apply to parties who are not legally represented. Unrepresented parties will not be allowed to sign a letter of undertaking in lieu of payment. If an unrepresented party fails to make payment of the Total Mediation Fee within one (1) week from the date parties are informed by SMC as to the Total Mediation Fee payable, SMC retains the discretion to postpone the mediation until their Total Mediation Fee is paid in full. Should SMC postpone the mediation, the unrepresented party who has failed to make payment will be liable to SMC for any expenses already incurred.

6 Notice of Cancellation or Rescheduling

6.1 Notice(s) of cancellation or rescheduling of the mediation session must be faxed to SMC at least four (4) clear working days before the date of the mediation, failing which the initiating party will be required to bear 50% of their Mediation Fee for the cancellation or postponement of the mediation.

7 Refunds

7.1 Any refund to the parties will generally be made within twenty-one (21) working days from the date of the mediation or the date of cancellation of the mediation.