

Request for Mediation at SMC
(Disputes before the Intellectual Property Office of Singapore)

**SINGAPORE MEDIATION CENTRE
REQUEST FOR MEDIATION
(DISPUTES BEFORE THE INTELLECTUAL PROPERTY OFFICE OF SINGAPORE)
(ONLY APPLICABLE FOR DISPUTES NOT MONETARILY QUANTIFIABLE)**

Singapore Mediation Centre
1 Supreme Court Lane, Level 4
Singapore 178879
Tel: (65) 6332 4366 Fax: (65) 6333 5085
Email: enquiries@mediation.com.sg Website: www.mediation.com.sg

Have all the parties agreed to mediate this matter?

- Yes
 No

Remarks:

PLEASE READ

1. Parties who wish to apply for funding under the Mediation Promotion Scheme from the Intellectual Property Office of Singapore (“IPOS”) must complete this Request for Mediation and ensure that the dispute being submitted for mediation is **not** monetarily quantifiable.
2. If your dispute involves a monetary claim, please contact SMC for a quote on the mediation fee.
3. Any one (1) party to the dispute can submit this Request for Mediation. However, please copy all the relevant parties to the dispute and IPOS when sending your Request for Mediation to SMC.

FILING FEE

1. Please note that the non-refundable filing fee of of \$267.50 (*inclusive of GST*) per party will be payable within three (3) working days after SMC acknowledges the receipt of your Request for Mediation.
2. SMC will only process your Request for Mediation upon full payment of the filing fee.

DETAILS OF PARTIES

(Where there are more than two (2) parties or law firms, please provide the details for them in a separate attachment)

IPOS Case Number:
(if applicable)

OPPONENT / APPLICANT FOR INVALIDATION OR REVOCATION OR RECTIFICATION

Contact Particulars

Salutation :
(if applicable) Mr Mrs Ms Others:

Name(s) :

Address
(If not legally represented):

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Contact No <i>(If not legally represented):</i>	Tel: Fax:
Email Address <i>(If not legally represented):</i>	
Contact Particulars (Legal Representatives)	
Salutation: <i>(if applicable)</i>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Others:
Name:	
Law Firm:	
Address:	
Contact No:	Tel: Fax:
Email Address:	
Reference Number:	
APPLICANT FOR REGISTRATION / PROPRIETOR	
Contact Particulars	
Salutation: <i>(if applicable)</i>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Others:
Name(s):	
Address <i>(If not legally represented):</i>	
Contact No <i>(If not legally represented):</i>	Tel: Fax:
Email Address <i>(If not legally represented):</i>	
Contact Particulars (Legal Representatives)	
Salutation:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Others:
Name:	
Law Firm:	
Address:	
Contact No:	Tel: Fax:

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Email Address:	
Reference Number:	
DETAILS OF THE DISPUTE	
[Please provide brief details of the dispute]	
AVAILABLE DATES FOR MEDIATION	
[Please provide a few available dates, if possible mutually agreed dates]	
MEDIATOR PREFERENCES	
Mediator(s):	<input type="checkbox"/> Parties wish to choose their own Mediator. Name: <i>Please note that when parties choose their own Mediator, the selected Mediator is entitled to charge his/her commercial rates. SMC's published Fee Schedule will <u>not</u> be applicable. Please also note that in line with IPOS requirements, SMC will appoint an observer Mediator.</i> <u>OR</u> <input type="checkbox"/> Parties wish for SMC to appoint co-Mediators. <i>Please state Mediator's attributes*, if any:</i> _____

*Subject to availability

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DECLARATION	
<input type="checkbox"/> I / We* hereby declare and confirm to the best of my / our* knowledge that this dispute which I / we* are submitting for mediation is monetarily unquantifiable.	
SIGNATURE ¹	
<i>Party 1</i>	
<input type="checkbox"/> The Opponent / Applicant / Proprietor* agrees to submit the above-described dispute to mediation in accordance with the prevailing SMC Mediation Procedure.	
Name and Signature:	
Date:	
<i>Party 2</i>	
<input type="checkbox"/> The Opponent / Applicant / Proprietor* agrees to submit the above-described dispute to mediation in accordance with the prevailing SMC Mediation Procedure.	
Name and Signature:	
Date:	

¹ Signature of Party 1 and Party 2 will only be required if both parties have agreed to mediation. If only one (1) party has agreed to mediation, the signature required will only be that of the requesting party.