

SBF Fair Tenancy Framework
SMC Request for Mediation

**SINGAPORE MEDIATION CENTRE
FAIR TENANCY FRAMEWORK
REQUEST FOR MEDIATION**

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? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Remarks:			
PLEASE READ			
1. Parties who wish to apply for mediation under the Singapore Mediation Centre (SMC) pursuant to Singapore Business Federation's Fair Tenancy Framework must complete this request for mediation form. 2. This is applicable to matters of quantum of claim and counterclaim up to \$60,000 . 3. Please copy all the relevant parties to the dispute when sending the Request for Mediation to SMC.			
FEES			
1. Please note that a deposit of \$160.50 (inclusive of GST) per party will be payable within three (3) working days <u>after SMC acknowledges the receipt of this Request</u> . 2. SMC will process this request upon full payment of deposit and refund any sum due to the parties after the mediation.			
DETAILS OF PARTIES			
<i>(Where there are more than 2 parties or law firms, please provide the details for them in a separate attachment)</i>			
Suit Number <i>(if applicable):</i>			
APPLICANT(S)			
<i>If court proceedings have started, please tick the applicable box</i>			
<input type="checkbox"/> Plaintiff <input type="checkbox"/> Defendant <input type="checkbox"/> Third Party			
Contact Particulars			
Salutation : <i>(if applicable)</i>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Others:	Salutation: <i>(if applicable)</i>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Others:
Name(s) :		Name:	
		Law Firm:	
Address <i>(If not legally represented):</i>		Address:	
Contact No <i>(If not legally represented):</i>	Tel: Fax:	Contact No:	
Email Address <i>(If not legally represented):</i>		Email Address:	
		Reference Number:	

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RESPONDENT(S)			
<p><i>If court proceedings have started, please tick the applicable box</i></p> <input type="checkbox"/> Plaintiff <input type="checkbox"/> Defendant <input type="checkbox"/> Third Party			
Contact Particulars		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:	Salutation: <i>(if applicable)</i>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Others:
Name(s):		Name:	
		Law Firm:	
Address <i>(If not legally represented):</i>		Address:	
Contact No <i>(If not legally represented):</i>	Tel: Fax:	Contact No:	
Email Address <i>(If not legally represented):</i>		Email Address:	
		Reference Number:	

DETAILS OF THE DISPUTE
Quantum of claim: S\$ Quantum of counterclaim: S\$ Others:
[Please provide brief details of the dispute] <i>(Attach as Annex if space is not sufficient)</i>

AVAILABLE DATES FOR MEDIATION
[Please provide a few available dates - if possible, mutually agreed dates]

SIGNATURE	
Applicant's Name and Signature:	
Date:	

**Subject to availability.*

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FAIR TENANCY FRAMEWORK

Did you hear about us from other sources besides Singapore Business Federation's (SBF) Fair Tenancy Framework?

- Yes; Please specify: _____
 No

Is your mediation pursuant to a mediation clause?

- Yes (**Please annexe a copy of the Mediation Clause to your Request for Mediation.**)
 No

OFFICIAL USE

Nature of Dispute:

- Domestic
 International