

# SMALL CASE COMMERCIAL MEDIATION SCHEME

## APPLICATION FORM REQUEST FOR MEDIATION

Small Case Commercial Mediation Scheme  
Singapore Mediation Centre  
1 Supreme Court Lane, Level 4  
Singapore 178879

Tel: (65) 6332 4366 Fax: (65) 6333 5085

Email: [enquiries@mediation.com.sg](mailto:enquiries@mediation.com.sg) Website: [www.mediation.com.sg](http://www.mediation.com.sg)

### Instructions

1. ALL parties who wish their dispute to be considered for mediation in accordance with the Singapore Mediation Centre ("SMC") Small Case Commercial Mediation Scheme ("the Scheme") must complete this form.
2. Parties to the dispute will be given the opportunity to discuss the suitability of their claim for mediation at a Mediation Advisory Clinic, and provided such claim is deemed appropriate for mediation, it will be scheduled for mediation.
3. Parties will be notified of the mediation date in writing. SMC reserves the right to reject any application for mediation.

### Personal Particulars

Name: (As appears in  
NRIC/Passport)

NRIC/Passport No.:

Date of Birth:

### Contact Particulars

Address: (Name of co., where  
appropriate)

Daytime Telephone No.:

Evening Telephone No.: (if different  
from above)

Email address:

**Description of the Dispute**

- Agency
- Banking / Financial Instruments
- Construction
- Corporate / Company / Shareholders
- Defamation
- Divorce / Divorce Ancillary Matters
- Employment
- Family / Neighbour / Relational
- Information Technology
- Insurance
- Intellectual Property
- Partnership / Joint Venture
- Personal Injury or Death
- Probate
- Professional Malpractice
- Renovation
- Sale and Purchase of Property
- Sale or Supply of Goods and Services / Title of Goods
- Shipping
- Tenancy
- Torts (e.g. Misrepresentation, Assault and Battery)
- Others:

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**Does your dispute involve a monetary amount?**

The value of the claim is:

S\$ \_\_\_\_\_

**Note: To qualify for the Scheme, the total value of the claim (if any) must not exceed S\$30,000.**

**[Please provide brief details of the dispute]**

**Personal Particulars of Person/Company Your Claim is Against (Please complete this section in as much detail as you are able to)**

Name: (As appears in NRIC/Passport/)

NRIC/Passport No.:

Date of Birth:

**Contact Particulars of Person/Company Your Claim is Against (Please complete this section in as much detail as you are able to)**

Address: (Name of co., where appropriate)

Daytime Telephone No.:

Evening Telephone No.: (if different from above)

Email address:

**Special Requirements**

SMC will try to appoint a mediator(s) who meets your special requirements. However, this will be subject to availability and other relevant considerations.

Required Language (*Dialect / language other than English*):

Other:

## Terms and Conditions

1. Completion of the Application Form shall be deemed to be a request to have your dispute considered for mediation in accordance with the terms and conditions of the Scheme.
2. A mediation fee of S\$160.50 (*including 7% GST*) per party is payable to SMC on approval of your application. In the event that any party cancels the mediation after the SMC has received and accepted your Application Form, all or any part of the fee paid by both parties shall be forfeited.
3. Your signature on this form indicates your agreement to the terms contained in this Application Form and the Agreement to Mediate.

## Signature Provision

Signature:

Name:

Date: