

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 Website: 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	
<p>Agency Banking / Financial Instruments Construction ♦ Corporate / Company / Shareholders Defamation ♦ Divorce / Divorce Ancillary Matters ♦ Employment Family / Neighbour / Relational Disputes 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:</p>	<p>[Please provide brief details of the dispute]</p>
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<p>Does your dispute involve a monetary amount?</p> <p>The value of the claim is:</p> <p>S\$ _____</p> <p>Note: To qualify for the Scheme, the total value of the claim (if any) must not exceed \$30,000.</p>	

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 \$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: