

**SINGAPORE MEDIATION CENTRE
MEDIATION SERVICE**

FEE SCHEDULE

- A. The standard fees payable by the parties to the Singapore Mediation Centre (the "Centre") are as follows:
- (1) Administrative fee; and
 - (2) Mediation fee.

1 Administrative Fee

- 1.1 Each party is required to pay an administrative fee of \$250 to the Centre for the provision of administrative and support services.

2 Mediation Fee

- 2.1 The mediation fee is payable to the Centre for, inter alia, the following expenses borne by the Centre -
- a the Mediator's fees;
 - b rental of premises; and
 - c food and beverage charges for lunch and refreshments for the Mediator and up to three representatives of each party.
- 2.2 Generally, the mediation fee will be charged according to the following scale -

| Quantum of Claim (S\$) | Mediation Fee |
|---------------------------------|---|
| Up to 100,000 | \$900 per party per day |
| Above 100,000 up to 250,000 | \$1,200 per party per day |
| Above 250,000 up to 500,000 | \$1,800 per party per day |
| Above 500,000 up to 1,000,000 | \$2,200 per party per day |
| Above 1,000,000 up to 2,500,000 | \$2,600 per party per day |
| Above 2,500,000 up to 5,000,000 | \$2,800 per party per day |
| Above 5,000,000 | \$2,900 per party per day plus pro-rated portion of 0.05% of the quantum above \$5m |

- 2.3 Where, at the specific request of the parties, two Mediators are appointed, the mediation fee will be charged according to the following scale -

| Quantum of Claim (S\$) | Mediation Fee |
|---------------------------------|---|
| Up to 100,000 | \$1,800 per party per day |
| Above 100,000 up to 250,000 | \$1,800 per party per day |
| Above 250,000 up to 500,000 | \$3,400 per party per day |
| Above 500,000 up to 1,000,000 | \$3,500 per party per day |
| Above 1,000,000 up to 2,500,000 | \$4,400 per party per day |
| Above 2,500,000 up to 5,000,000 | \$4,450 per party per day |
| Above 5,000,000 | \$4,600 per party per day plus pro-rated portion of 0.05% of the quantum above \$5m |

- B. The following additional fees may be payable to the Centre in certain circumstances:
- (1) Mediator premium;
 - (2) Supplementary Mediator's fee;
 - (3) Staff overtime; and
 - (4) Food and beverage fee.

3 Mediator Premium

- 3.1 In cases where the parties request for the services of a specific Mediator, the parties may be required to pay a mediator premium to the Centre. The premium, to be charged on a case by case basis, will be set in consultation with the Mediator concerned. It will take into account the opportunity costs that the Mediator will sustain when he is paid a Mediator fee in accordance with the scale set by the Centre. It will also take into account the additional work that the Centre has to do to coordinate a mediation involving that particular Mediator.

4 Supplementary Mediator's Fee

- 4.1 When a mediation lasts beyond 6.00 pm on a working day or 1.00 pm on a Saturday, the parties will be required to pay to the Centre a supplementary Mediator's fee of \$400 per block of 2 hours per Mediator. The supplementary Mediator's fee will be borne by the parties in equal portions.

5 Staff Overtime

- 5.1 When a mediation lasts beyond 6.00 pm on a working day or 1.00 pm on a Saturday, the parties will be required to pay to the Centre staff overtime charges at the rate of \$40 per hour. The staff overtime charges will be borne by the parties in equal portions.

6 Food and Beverage Fee

- 6.1 The mediation fee payable by a party covers the food and beverage charges for lunch and refreshments for up to three representatives of that party. Where more than three representatives attend a mediation on behalf of a party, that party will be required to pay to the Centre a food and beverage fee amounting to \$30 per person per day for each additional representative.

7 Goods and Services Tax

- 7.1 Goods and services tax at the prevailing rate is payable on all fees and charges listed in this fee schedule.