

**REQUEST FOR MEDIATION**  
**FOR DISPUTES UNDER THE CODE OF CONDUCT FOR LEASING OF RETAIL**  
**PREMISES IN SINGAPORE UNDER THE SCHEME OFFERED BY THE FAIR TENANCY**  
**INDUSTRY COMMITTEE IN COLLABORATION WITH SMC**

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)

<b>REQUEST FOR MEDIATION</b>
<p>The Applicant request for mediation under the Supplementary Rules for Disputes under the Code of Conduct for Leasing of Retail Premises in Singapore, read with the prevailing SMC Mediation Procedure Rules, and agrees to abide by them.</p> <p>Have all the parties agreed to mediate this matter?</p> <p><input type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p>Pursuant to Rule 2 of the Mediation Procedure Rules, please state the name(s) of the Unconfirmed Parties (if any):</p> <hr style="border: 0; border-top: 1px solid black; margin-top: 10px;"/>
<b>IMPORTANT NOTES</b>
<ol style="list-style-type: none"> <li>1. This request form is only applicable for disputes arising under <b>Part D Para 3 the Code of Conduct for Leasing of Retail Premises in Singapore.</b></li> <li>2. Please copy all the parties to the dispute when sending the Request for Mediation to SMC.</li> </ol>
<b>FEES</b>
<ol style="list-style-type: none"> <li>1. For monthly rental <b>up to \$60,000</b> (including new Gross Turnover Rent (GTO) without historical monthly rental rate), please note that a <b>non-refundable filing fee of \$160.50 (inclusive of GST)</b> per party is payable within three (3) working days <u>after SMC acknowledges the receipt of this Request.</u></li> <li>2. For monthly rental <b>above \$60,000</b>, please note that a <b>non-refundable filing fee of \$267.50 (inclusive of GST)</b> per party is payable within three (3) working days <u>after SMC acknowledges the receipt of this Request.</u></li> <li>3. SMC will only proceed to make administrative arrangements for the mediation upon payment of the Filing Fee from all parties named in the Request for Mediation.</li> </ol>

<b>DETAILS OF PARTIES</b>	
<b>APPLICANT(S)</b>	
<i>(Where there are more than 2 parties or law firms, please provide the details for them in a separate attachment)</i>	
<b>Applicant(s) Contact Particulars</b>	
Salutation: <i>(if applicable)</i>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Others:
Name(s) of Individual(s)/Organisation(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>	
<b>Legal Representative(s) Contact Particulars (if any)</b>	
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:	

<b>RESPONDENT(S)</b> <i>(Where there are more than 2 parties or law firms, please provide the details for them in a separate attachment)</i>	
<b>Respondent(s) Contact Particulars</b>	
Salutation: <i>(if applicable)</i>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Others:
Name(s) of Individual(s)/Organisation(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>	

<b>Legal Representative(s) Contact Particulars (if any)</b>	
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:
Email Address:	
Reference Number:	

**DETAILS OF THE DISPUTE**

Value of the monthly rent: \$

Please specify which section of the Code of Conduct your dispute applies to:

Breach by the  Landlord  Tenant

Part B: Leasing Principles for Key Tenancy Terms

Please specify the clause(s):

---

---

Part C: Data Transparency

Please specify the clause(s):

---

---

Please provide brief details of the dispute:

**AVAILABLE DATES FOR MEDIATION**

Please provide a few available dates, if possible, mutually agreed dates:

**SIGNATURE**

Applicant's Name and Signature:

Date: