

**SINGAPORE MEDIATION CENTRE
MEDIATION PROCEDURE RULES**

FEE SCHEDULE

Part 1: General Provisions

1. Where two or more Parties are represented at the Mediation by the same law firm, those Parties shall collectively be treated as one single party for the purposes of this Fee Schedule. Where a Party is not represented by a law firm, that Party shall be treated as one single party for the purposes of this Fee Schedule.
2. The Mediation Fee specified in this Fee Schedule applies where there are two Parties to the Mediation. Where there are more than two Parties to the Mediation, the Mediation Fee shall be as advised by SMC.
3. Unless otherwise expressly stated in this Fee Schedule, all amounts stated in this Fee Schedule are in Singapore Dollars and inclusive of prevailing Goods and Services Tax.
4. The Filing Fee, Mediation Fee and all other charges payable by a Party under the Fee Schedule shall be paid to SMC in such manner as advised by SMC from time to time.

Part 2: Mediation for Dispute Amount up to \$60,000

5. The provisions of this Part 2 of the Fee Schedule apply to a Mediation where the Dispute Amount is up to \$60,000.
6. The non-refundable Filing Fee for a Mediation under this Part 2 is \$26.75.
7. The Mediation Fee is payable by each Party for each full-day mediation session and covers the following:
 - (a) the Mediator's fee for that mediation session; and
 - (b) SMC's Services for the Mediation up to that mediation session.
8. In relation to Mediation under this Part 2, a "*full-day mediation session*" means a mediation session held on a weekday (excluding Public Holidays) which does not exceed 4 hours.
9. The following provisions apply in relation to the Mediation Fee for a Mediation under this Part 2:
 - (a) the Mediation Fee payable by each Party for each full-day mediation session is as set out in the second column of Table 1 below.
 - (b) if the mediation session extends beyond 4 hours, each Party shall pay an additional fee at the hourly rate ("**Hourly Rate**") stated in the third column of Table 1 for each hour (or part thereof) that the mediation session exceeds 4 hours.

- (c) if the mediation session is shorter than 4 hours, the Mediation Fee remains unchanged and there shall be no refund of any part thereof.

Table 1

Dispute Amount (\$)	Mediation Fee (\$)	Hourly Rate (\$)
Up to 20,000	214.00	53.50
Above 20,000 up to 40,000	299.60	74.90
Above 40,000 up to 60,000	385.20	96.30

- (d) If the mediation session is held on a Saturday (excluding Public Holidays) (“**Saturday Session**”), the following provisions shall apply in respect of that session:
- (i) sub-paragraphs (a) to (c) above shall apply as if the references to “*full-day mediation session*” and “*mediation session*” are to the Saturday Session;
 - (ii) in addition to the Mediation Fee, each Party shall pay a surcharge of 20% on the Mediation Fee;
 - (iii) where an additional fee at the Hourly Rate is payable, each Party shall pay a surcharge at 20% of the Hourly Rate.
- (e) Subject to sub-paragraphs (b), (c) and (d) above, the Mediation Fee payable by each Party for the first mediation session in the Mediation shall be the Mediation Fee payable for a full-day mediation session, notwithstanding that the Parties may request a shorter duration for the first mediation session.

Part 3: Mediation for Dispute Amount more than \$60,000

10. The provisions of this Part 3 of the Fee Schedule apply to a Mediation where the Dispute Amount is more than \$60,000.
11. The non-refundable Filing Fee for a Mediation under this Part 3 is \$267.50.
12. In relation to a Mediation under this Part 3, a “*full-day mediation session*” means a mediation session held on a weekday (excluding Public Holidays) from 9.30am to 6.00pm.
13. The Mediation Fee is payable by each Party for each full-day mediation session and covers the following:
- (a) the Mediator(s) fee for that mediation session;
 - (b) the use of SMC’s premises for that mediation session;
 - (c) lunch and refreshments for the Mediator and up to three (3) individuals per Party during that mediation session; and
 - (d) SMC’s Services for the Mediation up to that mediation session.

Where non-SMC premises are used as a venue for the mediation session, SMC shall advise the Parties of the additional charges.

14. The following provisions apply in relation to the Mediation Fee for a Mediation under this Part 3:
- (a) the Mediation Fee payable by each Party for each full-day mediation session is as set out in the second column of Table 2 below.
 - (b) if the mediation session extends beyond 6.00pm, each Party shall pay additional overtime and room charges as levied by SMC (“**Additional Charges**”).
 - (c) if the mediation session begins later than 9.30am and/or ends earlier than 6.00pm, the Mediation Fee remains unchanged and there shall be no refund of any part thereof.

Table 2

Dispute Amount (\$)	Mediation Fee (\$)
Above 60,000 up to 100,000	963.00
Above 100,000 up to 250,000	1,284.00
Above 250,000 up to 500,000	2,942.50
Above 500,000 up to 1,000,000	3,477.50
Above 1,000,000 up to 2,500,000	4,547.50
Above 2,500,000 up to 5,000,000	5,617.50
Above 5,000,000 up to 10,000,000	6,901.50
Above 10,000,000 up to 20,000,000	8,292.50
Above 20,000,000 up to 50,000,000	9,897.50
Above 50,000,000	12,037.50

- (d) If the mediation session is held on a Saturday, Sunday or Public Holiday (“**Holiday Session**”), the following provisions shall apply in respect of that session:
 - (i) sub-paragraphs (a) to (c) above shall apply as if the references to “*full-day mediation session*” and “*mediation session*” are to the Holiday Session;
 - (ii) in addition to the Mediation Fee, each Party shall pay a surcharge of 20% on the Mediation Fee;
 - (iii) where Additional Charges are payable, the Parties shall pay a surcharge of 20% on the Additional Charges.
 - (e) Subject to sub-paragraphs (b), (c) and (d) above, the Mediation Fee payable by each Party for the first mediation session in the Mediation shall be the Mediation Fee payable for a full-day mediation session, notwithstanding that the Parties may request a shorter duration for the first mediation session.
15. The Additional Charges shall be borne by all the Parties in equal proportions and shall be charged as follows:

- (a) overtime charges shall be charged at a rate of \$428.00 per two (2) hours or part thereof per Mediator and at a rate of \$214.00 per two (2) hours or part thereof for SMC staff.
 - (b) additional room charges shall be as advised by SMC, depending on the venue of the mediation session.
- 16. In addition to the Mediation Fee, each Party shall pay a deposit in such amount as required by SMC for the Additional Charges.
- 17. The use of SMC's premises is subject to availability. SMC reserves the right to change the venue of the mediation session and revise the Mediation Fee accordingly.
- 18. Where video-conferencing facilities are provided by SMC for a mediation session, SMC shall be entitled to levy additional charges for such facilities, in which event each Party shall pay such additional charges as levied by SMC.

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