

# SINGAPORE MEDIATION CENTRE MEDIATION PROCEDURE RULES

## 1. Introduction

- 1.1 These Rules shall be known as the SMC Mediation Procedure Rules (“**Rules**”).
- 1.2 Subject to Rule 1.3, the Rules shall apply to and govern every mediation which is, or which is to be:
- (a) conducted under any mediation service (“**Mediation Service**”) for the time being provided by the Singapore Mediation Centre (“**SMC**”); or
  - (b) conducted under any dispute resolution scheme administered or implemented for the time being by SMC (“**Dispute Resolution Scheme**”); or
  - (c) otherwise administered by, or conducted under the auspices of, SMC
- (any such mediation being referred to in these Rules as a “**Mediation**”, and the administrative and support services provided or to be provided by SMC in relation to a Mediation as “**Services**”).
- 1.3 Where a Mediation is or is to be conducted under a Mediation Service or a Dispute Resolution Scheme and rules have been promulgated by SMC specifically for that Mediation Service or that Dispute Resolution Scheme (“**Specific Rules**”), the Specific Rules shall apply to and govern that Mediation. If the Specific Rules stipulate that they are supplemental to or shall be read together with these Rules, the Specific Rules together with these Rules shall apply to and govern that Mediation. In that event, if there is any inconsistency between the Specific Rules and these Rules in their application to the Mediation, the Specific Rules shall prevail.
- 1.4 For the avoidance of doubt, a Mediation shall be a “*mediation*” within the meaning of the Mediation Act 2017 (No. 1 of 2017) (“**Mediation Act**”).
- 1.5 Where a Mediation is determined by SMC to be an urgent mediation which must be conducted within 5 days:
- (a) Any provision of the Rules which requires or provides for an act to be done within a certain number of days shall not apply;
  - (b) Instead, that act shall be done within the time as specified by SMC in relation to that Mediation, failing which SMC shall be entitled (but not obliged) to terminate the Services and cease all further action in relation to that Mediation;

- (c) The Mediation shall be conducted on such date as fixed by SMC, failing which SMC shall be entitled (but not obliged) to terminate the Services and cease all further action in relation to that Mediation.

1.6 The annexes to these Rules form part of the Rules.

1.7 In these Rules, unless the context otherwise requires:

- (a) words and expressions importing the singular shall include the plural, and *vice-versa*;
- (b) words and expressions importing any gender shall include all other genders;
- (c) words and expressions importing a person shall include a natural person, a firm, company, corporation and any incorporated or unincorporated entity;
- (d) a reference to an Annex is to an annex to these Rules;
- (e) a reference to these Rules includes the Annexes;
- (f) a reference to Specific Rules includes their annexes, if any;
- (g) a reference to “**days**” is to working days, unless otherwise stated;
- (h) a “**working day**” means a day which is not a Saturday, Sunday or public holiday;
- (i) a reference to the “**Fee Schedule**” is to the Fee Schedule set out in Annex B;
- (j) a reference to “**Filing Fee**” is to the non-refundable filing fee provided in the Fee Schedule;
- (k) a reference to “**Mediation Fee**” is to the Mediation Fee provided in the Fee Schedule;
- (l) a reference to “**Additional Charges**” is to the additional charges as defined and prescribed in the Fee Schedule;
- (m) a reference to the “**Code of Conduct**” is to the Code of Conduct set out in Annex C;
- (n) in relation to a Mediation:
  - (i) “**Parties**” means the parties participating or who have agreed to participate in that Mediation, and “**Party**” means any such party;

- (ii) “**Mediator**” means the mediator who is or will be conducting that Mediation;
  - (iii) “**Party-Selected Mediator**” means the Mediator who has been selected by the Parties themselves to conduct that Mediation;
  - (iv) “**Mediation Date**” means the date fixed by SMC for the conduct of that Mediation;
  - (v) “**Agreement to Mediate**” means an agreement to mediate, such agreement being in the form set out in Annex D;
  - (vi) “**Case Summary**”, in relation to any Party, means a summary of that Party’s case provided by that Party to the Mediator, the other Party and SMC prior to the Mediation Date;
  - (vii) “**Mediation Documents**” means copies of the documents referred to in the Case Summary;
- (o) a reference to a “**mediation session**” is to a meeting which is, or is to be, convened for the purpose of conducting a mediation;
  - (p) a reference to a “**meeting**” includes a meeting convened on any video conferencing platform, as well as a meeting which is a combination of a physical meeting and a meeting convened on a video conferencing platform;
  - (q) the expression “**Online Filing Platform**” means any online platform that enables documents to be prepared and filed online with SMC for use in Mediations; and
  - (r) a reference to a form set out in any Annex includes the same form that is available on the Online Filing Platform.

1.8 Where a document is to be submitted by a party to SMC under the Rules, that document may be submitted by email, provided that if an Online Filing Platform is available at the time when the document is required to be submitted, that document shall be submitted to SMC using the Online Filing Platform.

## 2. Request for Mediation

2.1 A party requesting for or initiating a Mediation (“**Requesting Party**”) shall submit to SMC a duly completed and signed Request for Mediation in the form set out in Annex A (“**Request**”).

2.2 The Requesting Party shall, in the Request:

- (a) state the names of all of the parties (including the Requesting Party) who are to participate in the Mediation (“**Identified Parties**”, each an “**Identified Party**”);
  - (b) state whether all of the Identified Parties have agreed to participate in the Mediation; and
  - (c) state the name of the Identified Party who has not (or not yet) agreed to participate in the Mediation, if any (“**Unconfirmed Party**”).
- 2.3 Where an Unconfirmed Party is identified in the Request, Rules 2.4 and 2.5 shall apply.
- 2.4 During the period of 7 days from the date of receipt by SMC of the Filing Fee from the Requesting Party pursuant to Rule 3 (“**Receipt Date**”), SMC shall communicate with the Unconfirmed Party (if any) and seek to obtain his agreement to participate in the Mediation.
- 2.5 If, at the expiry of the period of 7 days from the Receipt Date, the Unconfirmed Party has not agreed to participate in the Mediation, then:
- (a) if there is another Identified Party, apart from the Requesting Party, who has agreed to participate in the Mediation (“**Remaining Identified Party**”), the Mediation may proceed between the Remaining Identified Party and the Requesting Party. This is provided that the Remaining Identified Party and the Requesting Party shall, within 14 days from the Receipt Date, confirm in writing to SMC that they agree to proceed with the Mediation between themselves and in the absence of the Unconfirmed Party.
  - (b) if the Remaining Identified Party and the Requesting Party fail to confirm their agreement, SMC shall be entitled (but not obliged) to terminate the Services and cease all further action in relation to the Request.
  - (c) if there is no other Identified Party, apart from the Requesting Party, who has agreed to participate in the Mediation, SMC shall terminate the Services and cease all further action in relation to the Request.

### **3. Filing Fee**

- 3.1 Each Party shall pay the Filing Fee to SMC as follows:
- (a) if no Unconfirmed Party is identified in the Request, the Requesting Party and each Identified Party shall pay the Filing Fee to SMC within 3 days from the date of submission of the Request by the Requesting Party to SMC (“**Request Date**”).
  - (b) if an Unconfirmed Party is identified in the Request:

- (i) the Requesting Party shall pay the Filing Fee to SMC within 3 days from the Request Date;
  - (ii) each Remaining Identified Party (if any) shall pay the Filing Fee to SMC within 3 days from the Request Date; and
  - (iii) the Unconfirmed Party shall pay the Filing Fee to SMC within 3 days from its agreement to participate in the Mediation.
- 3.2 If any Party fails to pay the Filing Fee to SMC in accordance with Rule 3.1, SMC shall be entitled (but not obliged) to terminate the Services and cease all further action in relation to the Request.
- 3.3 The Filing Fee shall be in such amount as prescribed in the Fee Schedule.

#### **4. Date of Mediation**

- 4.1 Subject to Rule 4.4, as soon as practicable after SMC receives full payment of the Filing Fee from all of the Parties in accordance with Rule 3 (“**Filing Fee Receipt Date**”), SMC shall fix the date for the conduct of the Mediation, in consultation with the Parties.
- 4.2 Where the Parties have themselves selected the mediator for the Mediation, the Parties’ proposed date(s) of the Mediation shall be confirmed by SMC upon the agreement of the Parties and the Party-Selected Mediator.
- 4.3 Subject to Rules 4.5 and 9.6, the Mediation shall be conducted on the Mediation Date.
- 4.4 If SMC is unable to fix the date for the conduct of the Mediation by the expiry of 45 days from the Filing Fee Receipt Date, SMC shall be entitled (but not obliged) to terminate the Services and cease all further action in relation to the Mediation.
- 4.5 If, after the Mediation Date has been fixed, SMC for any reason determines that the Mediation cannot be conducted on the Mediation Date, the following provisions shall apply:
- (a) SMC may at its discretion re-fix the date for the conduct of the Mediation with the agreement of the Parties (and the appointed Mediator, if any), in which event the Mediation shall be conducted on the date so re-fixed by SMC, and references in these Rules to the “*Mediation Date*” shall be references to the date so re-fixed by SMC.
  - (b) if SMC at its discretion elects not to re-fix the date for the conduct of the Mediation or if, by the expiry of 7 days from the date on which SMC notifies the Parties (and the appointed Mediator, if any) of the re-fixing of the date for the conduct of the Mediation, SMC is unable to fix a new date for the conduct

of the Mediation, SMC shall be entitled (but not obliged) to terminate the Services and cease all action in relation to the Mediation.

## **5. Appointment of Mediator**

- 5.1 The Mediator shall be appointed by SMC.
- 5.2 Where the Parties have themselves selected the Party-Selected Mediator, SMC shall appoint the Party-Selected Mediator as the Mediator.
- 5.3 Where the Parties have not selected the mediator for the Mediation or cannot mutually agree on the mediator to be appointed, SMC shall select and appoint one or more persons to be the Mediator. If the Parties have any criteria for the choice of mediator, they should indicate such criteria to SMC as promptly as possible and SMC may take them into consideration, but the selection and appointment of the Mediator shall be at SMC's sole and absolute discretion.
- 5.4 The Mediator, if he is not a Party-Selected Mediator, shall abide by these Rules, including the Fee Schedule and the Code of Conduct. If the Mediator is a Party-Selected Mediator, he shall abide by these Rules (including the Code of Conduct but excluding the Fee Schedule) and the quotation or statement of his fees that he has submitted to or agreed with SMC.

## **6. Replacement of Mediator**

- 6.1 If a Mediator resigns from his appointment before the Mediation Date or is for any reason unwilling or unable to conduct the Mediation on the Mediation Date, the following provisions shall apply:
- (a) if the Mediator is a Party-Selected Mediator, SMC shall appoint another Party-Selected Mediator (or a mediator selected by SMC at its discretion if so requested by the Parties) to conduct the Mediation on the Mediation Date;
  - (b) if the Mediator is not a Party-Selected Mediator, SMC shall select at its own discretion and appoint another mediator to conduct the Mediation on the Mediation Date, provided that SMC shall not be obliged to do so if there is already another Mediator who has been appointed and who is able and willing to conduct the Mediation on the Mediation Date.
- 6.2 In any event, where a Mediator is not a Party-Selected Mediator, SMC shall be entitled, without giving any reasons to the Parties, to terminate the appointment of that Mediator at any time. SMC shall select and appoint another mediator to replace the Mediator whose appointment has been terminated, but is not obliged to do so if there is a remaining Mediator who is able and willing to conduct the Mediation.
- 6.3 References in these Rules to "*Mediator*" shall include a mediator who is appointed pursuant to this Rule 6.

## **7. Agreement to Mediate**

- 7.1 Within 7 days from the date of appointment of the Mediator and in any event before the conduct of the Mediation, the Parties, the Mediator and SMC shall enter into an Agreement to Mediate.
- 7.2 The Agreement to Mediate may take the form of an electronic record and may be signed by the Parties, the Mediator and SMC by applying their respective electronic signatures, and may be so signed in any number of counterparts, all of which taken together and when delivered to one another, including by scanned electronic copies, shall constitute one and the same document.
- 7.3 If the Online Filing Platform is available for use at the time when the Agreement to Mediate is to be entered into, the Agreement to Mediate shall be signed and submitted to SMC using the Online Filing Platform, unless otherwise required by SMC.

## **8. Case Summary**

- 8.1 At least 5 days before the Mediation Date (or such other period as SMC may prescribe from time to time), each Party shall provide to the Mediator, the other Party and SMC the following:
- (a) Case Summary based on the Case Summary Guideline set out in Annex E; and
  - (b) Mediation Documents that the Party wishes to rely on at the Mediation.
- 8.2 A Party may submit only to the Mediator any information which that Party does not wish to disclose to the other Party ("**Private Information**"). The Private Information shall be in writing and identified as being information which is provided only to the Mediator, and shall be provided to the Mediator together with the Case Summary and Mediation Documents.
- 8.3 Where the Case Summary and Mediation Documents (together with the Private Information, if any) are submitted in the form of an electronic record, they shall not exceed in the aggregate 10 MB in file size.
- 8.4 For the avoidance of doubt, it is not SMC's responsibility to enforce compliance with this Rule 8 by any Party.

## **9. Mediation Fee and Additional Charges**

- 9.1 In addition to the Filing Fee, each Party shall pay to SMC a Mediation Fee for the Mediation as follows:

- (a) where the Mediator is a Party-Selected Mediator, the Mediation Fee shall be in an amount as notified by SMC to the Parties.
  - (b) where the Mediator is not a Party-Selected Mediator, the Mediation Fee shall be in an amount as prescribed in the Fee Schedule and notified by SMC to the Parties.
- 9.2 The amount of the Mediation Fee as prescribed in the Fee Schedule is based on the total amount of the dispute between the Parties (“**Dispute Amount**”) as determined by SMC. The Dispute Amount shall be determined by SMC as follows:
- (a) the Dispute Amount shall be the aggregate amount of all of the claims and counterclaims of the Parties forming the subject matter of the Mediation.
  - (b) in determining the Dispute Amount, SMC shall have regard to the nature of the claims and counterclaims and the reliefs sought, including the amounts of all claims and counterclaims which are quantified by the Parties.
  - (c) in this regard, SMC may determine the Dispute Amount on the basis of the Request, as well as information provided in the Case Summary and the Mediation Documents provided by the respective Parties.
  - (d) SMC may also determine the Dispute Amount from information requested from and/or provided by the Mediator with regard to the amounts of the claims and counterclaims of the Parties disclosed during the Mediation. Notwithstanding Rule 14.3, the Mediator shall be entitled to disclose and provide such information to SMC either on his own initiative or at the request of SMC and, without prejudice to Rule 14.5, SMC shall be entitled to request and/or receive such information from the Mediator.
- 9.3 Each Party shall also pay to SMC the Additional Charges where applicable.
- 9.4 The Mediation Fee and the Additional Charges shall be paid by the Parties to SMC at such time as SMC may specify.
- 9.5 The Parties shall also pay to SMC, at such time as SMC may specify, such deposits to account of the Mediation Fee and/or the Additional Charges as may from time to time be required by SMC.
- 9.6 If the Parties or any of them shall fail to pay any amount to SMC as required under this Rule 9, SMC shall be entitled (but not obliged) to:
- (a) re-fix the date for the conduct of the Mediation until after that amount has been paid in full to SMC, in which event the Mediation shall be conducted on the date so re-fixed by SMC, and references in these Rules to the “*Mediation Date*” shall be references to the date so re-fixed by SMC; or

- (b) terminate the Services and cease all further action in relation to the Mediation. Such termination shall be without prejudice to the liability of the Parties to pay such fees, charges and expenses that have already accrued due to SMC or which have already been incurred by SMC at the time of termination of the Services. Unless otherwise provided in the Rules, such fees, charges and expenses shall be borne and paid by the Parties in equal proportions.

9.7 If there is any inconsistency between the provisions of this Rule 9 and those of the Fee Schedule, the provisions of the Fee Schedule shall prevail.

## 10. Conduct of Mediation

10.1 Parties who are individual persons or unincorporated entities should attend the Mediation in person. Parties who are companies or incorporated entities may appoint duly authorised representatives to attend the Mediation. Each Party shall ensure that it is represented at the Mediation by a person who is duly authorised to enter into a binding and enforceable settlement agreement on behalf of that Party in respect of the dispute to which the Mediation relates.

10.2 The Mediation may be conducted by way of a physical mediation session or by video conferencing or a combination of both or by one alternating with the other.

10.3 Where the Mediation is conducted by video conferencing:

- (a) the video conferencing platform to be used shall be as prescribed by SMC (“**Prescribed Platform**”);
- (b) the Parties shall not hold the Mediator or SMC or any of its officers, employees, agents or contractors liable or responsible in any respect for the use of the Prescribed Platform for the conduct of the Mediation or any consequence arising from it; and
- (c) SMC shall provide the login details and password for the mediation session where necessary. If a password is provided by SMC, the Parties shall keep the password secure and shall not disclose the password (whether intentionally or otherwise) to any third party or unauthorised person.

10.4 Where the Mediation is conducted by way of a physical session at SMC’s premises:

- (a) SMC shall implement, and the Parties, their representatives and the Mediator shall observe, comply with and abide by, all measures and requirements as are prescribed by or under the laws of Singapore or any rules and guidelines promulgated or issued by the relevant authorities in relation to the prevailing public health situation (collectively “**Health Measures**”);
- (b) if a Party or any of that Party’s representatives breaches any Health Measure during the physical mediation session, that Party shall indemnify SMC against

any loss, damage, cost, expense, claim, demand or action suffered or incurred by SMC by reason of or arising from such breach;

- (c) the Parties shall jointly and severally indemnify SMC against any loss, damage, cost, expense, claim, demand or action suffered or incurred by SMC by reason of or arising from any damage to any property or injury to any person caused by any Party or its representatives during the physical mediation session or otherwise in the course of the Mediation.

10.5 Regardless of whether the Mediation is conducted by video conferencing or by way of a physical session (and in the latter case regardless of whether it is conducted at SMC's premises):

- (a) to ensure the confidentiality of the Mediation, SMC shall restrict attendance at the Mediation to counsel or representatives who are notified in writing to SMC at least 5 days prior to the commencement of the mediation session ("**Authorised Participants**"). The Authorised Participants shall not permit any unauthorised person to gain access to the mediation session in any manner;
- (b) SMC may restrict the number of persons by whom each Party may be represented at the Mediation;
- (c) all recording and/or photography in any form or medium is strictly prohibited;
- (d) SMC shall have the right to summarily exclude from the Mediation and/or SMC's premises any person who fails, refuses or neglects to comply with this Rule 10.

10.6 Where a Party requires an interpreter or any other assistance for the Mediation ("**Party Requirement**"):

- (a) the Party shall notify SMC of the Party Requirement and request the same at least 5 days prior to the Mediation Date;
- (b) SMC may but shall not be obliged to assist the Party with the Party Requirement;
- (c) where a Party requires an interpreter for the purposes of the Mediation, the interpreter shall be engaged directly by that Party at its own cost.

10.7 The Mediator may conduct the proceedings at the Mediation in any manner as he sees fit.

## **11. Commencement and Postponement of Mediation Session**

11.1 The mediation session for the conduct of a Mediation shall commence at the appointed time on the date fixed for that mediation session and shall continue until the Mediator closes that session, at which time that mediation session will end.

- 11.2 If no settlement is reached at the end of a mediation session and the Parties wish to continue with the Mediation in another mediation session, the following provisions shall apply:
- (a) SMC shall fix the date for the next mediation session in consultation with the Parties ("**Continuation Date**"), and the Mediation shall continue on the Continuation Date;
  - (b) the Mediation on the Continuation Date may be conducted by the same Mediator who conducted the Mediation in the preceding mediation session, or by another Mediator;
  - (c) a fresh set of the Mediation Fee and Additional Charges shall be payable by the Parties under Rule 9 in relation to the mediation session on the Continuation Date;
  - (d) Rule 10 shall apply to the mediation session on the Continuation Date;
  - (e) if SMC is unable to fix a date for the next mediation session which is within 45 days from the date of the preceding mediation session, SMC shall be entitled (but not obliged) to terminate the Services and cease all further action in relation to the Mediation.

*Postponement with more than 5 days' notice*

- 11.3 If the Parties wish to postpone a mediation session prior to its commencement and notify SMC of such postponement more than 5 days prior to the date fixed for that mediation session, the following provisions shall apply:
- (a) upon SMC being notified, SMC shall re-fix the date for the mediation session;
  - (b) if SMC is unable to re-fix a date for the mediation session within 45 days from the date originally fixed for the mediation session, SMC shall be entitled (but not obliged) to treat the Mediation as having been cancelled by the Parties;
  - (c) if the date originally fixed for the mediation session has already been postponed twice or more times and the notification is of a postponement for the third or more times, SMC shall be entitled to treat the Mediation as having been cancelled by the Parties.

*Postponement with less than 5 days' notice*

- 11.4 Subject to Rule 11.5, if the Parties wish to postpone a mediation session prior to its commencement but notify SMC of such postponement less than 5 days prior to the date fixed for that mediation session, the following provisions shall apply:

- (a) upon SMC being notified, SMC shall re-fix the date for the mediation session, in which event each Party shall pay the following:
  - (i) a postponement fee in an amount equal to 50% of the Mediation Fee; and
  - (ii) the Mediation Fee and applicable Additional Charges for the Mediation on the date so re-fixed.
- (b) if SMC is unable to re-fix a date for the mediation session within 45 days from the date originally fixed for the mediation session, SMC shall be entitled (but not obliged) to treat the Mediation as having been cancelled by the Parties, in which event each Party shall pay a cancellation fee in an amount equal to 50% of the Mediation Fee;
- (c) if the date originally fixed for the mediation session has already been postponed twice or more times and the notification is of a postponement for the third or more times, SMC shall be entitled to treat the Mediation as having been cancelled by the Parties, in which event each Party shall pay a cancellation fee in an amount equal to 50% of the Mediation Fee.

*Postponement within 24 hours prior to the Mediation Date*

11.5 If the Parties wish to postpone a mediation session prior to its commencement but notify SMC of such postponement only within 24 hours prior to the Mediation Date, the following provisions shall apply:

- (a) upon SMC being notified, SMC shall re-fix the date for the mediation session, in which event each Party shall pay the following:
  - (i) a postponement fee in an amount equal to 100% of the Mediation Fee; and
  - (ii) the Mediation Fee and applicable Additional Charges for the Mediation on the date so re-fixed.
- (b) if SMC is unable to re-fix a date for the mediation session within 45 days from the date originally fixed for the mediation session, SMC shall be entitled (but not obliged) to treat the Mediation as having been cancelled by the Parties, in which event each Party shall pay a cancellation fee in an amount equal to 100% of the Mediation Fee;
- (c) if the date originally fixed for the mediation session has already been postponed twice or more times and the notification is of a postponement for the third or more times, SMC shall be entitled to treat the Mediation as having been cancelled by the Parties, in which event each Party shall pay a cancellation fee in an amount equal to 100% of the Mediation Fee.

11.6 If a request is made by any Party for a mediation session to be postponed, that request shall be deemed to have been made by all the Parties.

## **12. Cancellation and Withdrawal of the Mediation**

12.1 If the Parties wish to cancel the Mediation and notify SMC of such cancellation more than 5 days prior to the date fixed for the mediation session, the Mediation shall be cancelled.

12.2 Subject to Rule 12.3, if the Parties wish to cancel the Mediation but notify SMC of such cancellation less than 5 days prior to the date fixed for the mediation session, the Mediation shall be cancelled, but each Party shall pay a cancellation fee equal to 50% of the Mediation Fee.

12.3 If the Parties wish to cancel the Mediation but notify SMC of such cancellation within 24 hours prior to the Mediation Date, the Mediation shall be cancelled, but each Party shall pay a cancellation fee equal to 100% of the Mediation Fee.

12.4 If no notification of any postponement or cancellation has been given by the Parties on or before the date fixed for the mediation session, but the Mediation cannot proceed on that date due to the absence of any Party, the Mediation shall be deemed to have been cancelled by the Parties on that date itself, in which event each Party shall pay a cancellation fee in an amount equal to 100% of the Mediation Fee.

12.5 Where a Party ("**Withdrawing Party**") notifies SMC of its withdrawal from the Mediation ("**Withdrawal Notice**"), the following provisions shall apply:

(a) if the Mediation cannot proceed by reason of such withdrawal, the Withdrawal Notice shall be deemed to constitute a notification of the cancellation of the Mediation and Rules 12.1 to 12.4 shall apply.

(b) if there are two or more remaining Parties who agree to proceed with the Mediation in the absence of the Withdrawing Party, the Mediation shall proceed in the absence of the Withdrawing Party.

(c) if a Party refuses for any reason to proceed with the Mediation, that Party shall be deemed to have withdrawn from the Mediation, in which event the date on which such refusal is communicated to SMC (by that Party or any other Party) shall be deemed to be the date on which a Withdrawal Notice is given to SMC.

## **13. Settlement Agreement**

13.1 Any settlement agreement made in or pursuant to a Mediation ("**Settlement Agreement**") shall be in writing and signed by the Parties or authorised representatives of the Parties.

- 13.2 The Settlement Agreement may take the form of an electronic record and may be signed by the Parties by applying their respective electronic signatures, and may be so signed in any number of counterparts, all of which taken together and when delivered to one another, including by scanned electronic copies, shall constitute one and the same document.
- 13.3 The Settlement Agreement may be recorded as an order of court pursuant to Section 12 of the Mediation Act.
- 13.4 The Mediator may (but is not obliged to) assist the Parties in drawing up or preparing the Settlement Agreement or express his views on its terms, but the Mediator bears no responsibility and shall incur no liability for having (or not having) done so. It is for the Parties to seek and obtain independent legal advice to ensure the efficacy and enforceability of the Settlement Agreement and to otherwise address their own interests.

#### **14. Confidentiality**

- 14.1 The provisions contained in this Rule are to be read in conjunction with the Mediation Act, and in particular sections 9, 10 and 11 of the Mediation Act.
- 14.2 The Mediation shall be conducted in confidence and on a without-prejudice basis. No transcript or formal record will be made, and none of the Parties shall make any audio or video recording, or take photographs of the mediation proceedings.
- 14.3 All persons involved in the Mediation shall keep confidential and not use for any ulterior or collateral purpose:
- (a) the fact that the Mediation is to take place or has taken place;
  - (b) any views expressed, or suggestions or proposals for settlement made, by a Party in the course of the Mediation;
  - (c) any and all proposals suggested, or views expressed, by the Mediator;
  - (d) the fact that a Party had or had not been willing to accept a proposal for settlement made by the Mediator or another Party; and
  - (e) all information (whether oral or in writing) produced for or arising in relation to the Mediation, including any Settlement Agreement, except as directly necessary to implement and enforce any such Settlement Agreement.
- 14.4 All documents (including anything stored electronically) and/or any other information produced for, or arising in relation to, or following from the Mediation shall not be discoverable in any proceedings connected with the dispute between the Parties to which the Mediation relates.

- 14.5 SMC is not to be regarded as a third party to the Mediation. SMC is entitled to obtain, receive and otherwise gain access to any information regarding anything said or done, or any document prepared, or any information provided for the purposes of or in the course of the Mediation, including any Settlement Agreement and its terms. The Mediator shall be at liberty to disclose to SMC (and its officers and employees) the progress, status and outcome of the Mediation, including the making of any Settlement Agreement and its terms.
- 14.6 Notwithstanding the provisions of this Rule 14, where the Mediation is referred to SMC or conducted under any Mediation Service or Dispute Resolution Scheme of which SMC is an administrator, SMC shall be at liberty to disclose to any other administrator of the Mediation Service or Dispute Resolution Scheme, or to the relevant authority or organisation (if any) by or for whom the Mediation Service or Dispute Resolution Scheme is established, the progress, status and outcome of the Mediation, including the making of any Settlement Agreement and, subject to any provisions to the contrary in any Specific Rules relating to that Mediation Service or Dispute Resolution Scheme, the terms of the Settlement Agreement or providing a copy of the same.
- 14.7 In the case of a Mediation which is ordered or referred by the Court, SMC shall be at liberty to disclose to the Court the progress, status and outcome of the Mediation, including the conduct of the Parties in relation to the Mediation and the making of any Settlement Agreement.

## **15. Stay of proceedings**

- 15.1 Unless the Parties agree otherwise, but subject to the Mediation Act, the Mediation shall not preclude any Party from commencing any legal proceedings or arbitration against any other Party.
- 15.2 Where legal proceedings or arbitration have already been commenced, the Mediation shall not operate as a stay of such proceedings or arbitration unless a court or arbitral tribunal, as the case may be, orders otherwise.
- 15.3 For the purposes of this Rule 15, the reference to “*legal proceedings*” includes any proceedings or action commenced or taken under any written law for the time being in force.

## **16. Services by SMC**

- 16.1 The Services to be provided by SMC shall comprise the following:
- (a) selecting the Mediator, where he is not a Party-Selected Mediator;
  - (b) appointing the Mediator;
  - (c) fixing the date for the conduct of the Mediation in accordance with the Rules;

- (d) organising the physical venue of the mediation session or the video conferencing platform for the conduct of the Mediation, as the case may be;
  - (e) drawing up and organising the execution of the Agreement to Mediate;
  - (f) providing liaison between the Parties and the Mediator; and
  - (g) providing general administrative support for the conduct of the Mediation.
- 16.2 For the avoidance of doubt, the Services shall not include the provision of any legal advice nor the interpretation of any legislation or statutory provision.
- 16.3 Where any Rule refers to a period of time within which any act is to be done or any event is to occur, SMC may at its sole discretion (but subject always to any agreement by which the Parties are bound under which that act is to be done or that event is to occur within a certain period or by a certain date) extend that period or date. Subject always to such agreement, where SMC has extended such a period or date referred to in a Rule, that Rule shall apply as if the period or date referred to in that Rule is replaced by the period or date so extended by SMC.

## **17. Exclusion of Liability**

- 17.1 The Parties, whether singly or jointly, shall not make any claim against the Mediator and/or SMC (or any of its officers and employees) for any matter in connection with or in relation to or arising from:
- (a) the Services provided by SMC; or
  - (b) the conduct of the Mediation by the Mediator; or
  - (c) the dispute between the Parties to which the Mediation relates; or
  - (d) the Settlement Agreement, if any; or
  - (e) the conduct of any Party in relation to the Mediation, including any non-compliance with the Rules; or
  - (f) otherwise in relation to the Mediation.
- 17.2 Without prejudice to Rule 17.1:
- (a) the Mediator shall not be liable to any Party for any negligence, act or omission in connection with his conduct of the Mediation or otherwise acting as mediator in the Mediation.

- (b) SMC, including its officers and employees, shall not be liable to any Party for any negligence, act or omission in connection with the Services or otherwise in connection with the administration of the Mediation.
- (c) SMC is not the agent of the Mediator, and the Mediator shall not be liable for any negligence, act or omission of SMC.
- (d) the Mediator is not the agent of SMC, and SMC shall not be liable for any negligence, act or omission of the Mediator.
- (e) the Parties shall not call the Mediator or SMC (or any of its employees, officers or representatives) as a witness, consultant, arbitrator or expert in any proceedings in relation to the dispute between the Parties to which the Mediation relates.

## **18. Termination of the Mediation**

18.1 The Mediation shall terminate upon the first to occur of the following events:

- (a) SMC terminating the Services pursuant to any of these Rules; or
- (b) the Mediation being cancelled or deemed to be cancelled by the Parties pursuant to any of these Rules; or
- (c) a Settlement Agreement being made, unless there remains a dispute between the Parties in relation to which the Parties wish to continue the Mediation; or
- (d) the Mediator terminating the mediation session without a settlement being reached, and without the Parties indicating that they wish to continue with the Mediation in another mediation session.

18.2 Notwithstanding the termination of the Mediation, SMC shall be entitled to the fees and charges as prescribed in the Fee Schedule and the Mediator to his fee. If such fees and charges (including the Mediator's fee) have not already become due prior to the termination, they shall become due and payable upon such termination.

## **19. Amendments to the Rules**

19.1 SMC reserves the right to amend and/or vary these Rules at any time and from time to time without prior notification and at its sole discretion.

## **20. Interpretation of Rules**

20.1 In the event of any ambiguity or inconsistency in these Rules, SMC's interpretation of the Rules shall be final and binding on the Parties and the Mediator.

**Annexes:**

Annex A	Request for Mediation
Annex B	Fee Schedule
Annex C	Code of Conduct
Annex D	Agreement to Mediate
Annex E	Case Summary Guideline

Issued: 1 October 2021

## REQUEST FOR MEDIATION

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)

REQUEST FOR MEDIATION	
<p>The Applicant(s) and the Respondent(s) request for mediation under the prevailing SMC Mediation Procedure Rules ("<a href="#">Rules</a>") and agree to abide by the same.</p> <p>Have all the parties agreed to mediate this matter?  <input type="checkbox"/> Yes (Respondent(s) are to provide their signatures on page A-4)  <input type="checkbox"/> No</p> <p>Pursuant to Rule 2 of the Rules, please state the name(s) of the Unconfirmed Parties (if any):            _____</p>	
IMPORTANT NOTES	
<ol style="list-style-type: none"> <li>1. Please copy all the parties to the dispute when sending the Request for Mediation to SMC.</li> <li>2. A non-refundable filing fee shall be payable pursuant to Rule 3.1 of the Rules.</li> </ol>	
DETAILS OF COURT PROCEEDINGS (if any)	
Suit Number: <i>(if applicable)</i>	
Stage of Proceedings: <i>(if applicable)</i>	<input type="checkbox"/> Before the close of pleadings <input type="checkbox"/> Before general discovery <input type="checkbox"/> After general discovery <input type="checkbox"/> Before filing of AEICs <input type="checkbox"/> During trial/arbitration <input type="checkbox"/> Post-trial/pending appeal
Was mediation suggested by the Court:	<input type="checkbox"/> ADR Offer (Supreme Court Practice Direction) <input type="checkbox"/> By AR/Judicial Officer <input type="checkbox"/> By Court of Appeal
Date of next Pre-Trial Conference:	
Date by which mediation must be completed:	

<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>	
<i>If court proceedings have started, please tick the applicable box</i> <input type="checkbox"/> Plaintiff <input type="checkbox"/> Defendant <input type="checkbox"/> Third Party	
<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>	
<i>If court proceedings have started, please tick the applicable box</i> <input type="checkbox"/> Plaintiff <input type="checkbox"/> Defendant <input type="checkbox"/> Third Party	
<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	
Quantum of claim: S\$ Quantum of counterclaim: S\$  <i>* The Dispute Amount shall be determined pursuant to Rule 9 of the Rules.</i>	
Type of Dispute	
<input type="checkbox"/> Agency <input type="checkbox"/> Banking/Financial Instruments <input type="checkbox"/> Club (Social/Recreational) Matters <input type="checkbox"/> Company/Shareholders <input type="checkbox"/> Building & Construction <input type="checkbox"/> Defamation <input type="checkbox"/> Employment <input type="checkbox"/> Energy & Natural Resources <input type="checkbox"/> Information Technology <input type="checkbox"/> Insolvency <input type="checkbox"/> Insurance <input type="checkbox"/> Intellectual Property <input type="checkbox"/> Others:	<input type="checkbox"/> Joint Venture/Partnership <input type="checkbox"/> MCST Matters <input type="checkbox"/> Personal Injury <input type="checkbox"/> Professional Malpractice <input type="checkbox"/> Sale & Purchase of Real Property <input type="checkbox"/> Sale/Supply of Goods & Services <input type="checkbox"/> Sports <input type="checkbox"/> Shipping <input type="checkbox"/> Tenancy <input type="checkbox"/> Torts <input type="checkbox"/> Trust <input type="checkbox"/> Probate & Administration
[Please provide brief details of the dispute]	

AVAILABLE DATES FOR MEDIATION	
Number of days proposed for mediation:	
Please provide a few available dates, if possible, mutually agreed dates:	
MEDIATOR PREFERENCES	
<input type="checkbox"/> Party-Selected Mediator(s): <i>(Please note that when parties select their own mediator, the Party-Selected Mediator(s) is/are entitled to charge his/her commercial rates. SMC's prevailing Fee Schedule shall <u>not</u> apply.)</i>	
Name(s): _____	
<input type="checkbox"/> SMC to appoint Mediator(s)	
Mediator Criteria (if any) [ie <i>industry expertise, language proficiency</i> etc]:	
MEDIATION CLAUSE	
Is there an applicable mediation clause?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, please annex a copy.	
Date by which mediation must be completed under the mediation clause:	
APPLICANT(S) SIGNATURE	
Name and Signature:	
Date:	
RESPONDENT(S) SIGNATURE	
Name and Signature:	
Date:	

**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**

<b>Dispute Amount (\$)</b>	<b>Mediation Fee (\$)</b>	<b>Hourly Rate (\$)</b>
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**

<b>Dispute Amount (\$)</b>	<b>Mediation Fee (\$)</b>
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.

Issued: 1 October 2021

**SINGAPORE MEDIATION CENTRE  
MEDIATION PROCEDURE RULES**

**CODE OF CONDUCT**

This Code of Conduct (“**Code**”) applies to every person who is appointed by SMC to act as a Mediator in any Mediation.

**1. Acceptance of Appointment**

- 1.1 A person shall not accept any appointment to act as Mediator unless he is reasonably satisfied that he is able to conduct the Mediation competently, expeditiously and impartially.

**2. Impartiality**

- 2.1 The Mediator shall be independent, impartial and fair to the Parties. He shall not accept any appointment if he has a financial interest (direct or indirect) in any of the Parties or the outcome of the Mediation or the dispute between the Parties. He shall disclose all circumstances which may lead to the impression that he may not be independent, impartial or fair.
- 2.2 When in doubt, the Mediator shall refer the matter to SMC.

**3. The Mediation Procedure**

- 3.1 The Mediator shall act in accordance with the SMC Mediation Procedure Rules.

**4. Confidentiality**

- 4.1 Any document or information supplied for or disclosed in the course of the Mediation shall be kept confidential.
- 4.2 The Mediator shall not act for any of the Parties subsequently in any matter related to or arising out of the subject matter of the Mediation without the written consent of all the Parties.

**5. Withdrawal**

- 5.1 The Mediator shall withdraw from the Mediation and immediately inform SMC of such withdrawal:
- (a) when he realises that he has committed a breach of the Rules or this Code;
  - (b) if there is a request to do so in writing by any of the Parties; or
  - (c) when he is required by any of the Parties to do anything in breach of this Code or the Rules and the Mediator is unable to proceed with the Mediation without acceding to such request.

**6. Fees**

- 6.1 As remuneration for acting as Mediator, the Mediator shall only be entitled to his fees and expenses in accordance with the terms of his appointment by SMC and shall

receive such fees and expenses directly and only from SMC. He shall not enter into any private arrangement with any of the Parties for the payment of fees or other remuneration, or otherwise to obtain any benefit from acting as Mediator in the Mediation.

Issued: 1 October 2021

**SINGAPORE MEDIATION CENTRE  
MEDIATION PROCEDURE RULES**

1 October 2021

**SINGAPORE MEDIATION CENTRE**

[Case No.]

**AGREEMENT TO MEDIATE**

**THIS AGREEMENT TO MEDIATE** is made between:

- |     |                            |    |  |              |
|-----|----------------------------|----|--|--------------|
| (1) | Singapore Mediation Centre | of | Level 4, 1 Supreme Court Lane,<br>Singapore 178879 | ("SMC")      |
| (2) | _____                      | of | _____  | ("Party A")  |
| (3) | _____                      | of | _____  | ("Party B")  |
| (4) | _____                      | of | _____  | ("Mediator") |

**WHEREAS**

- A. Party A and Party B ("**Parties**") have requested for mediation services under the Singapore Mediation Centre ("**SMC**") Mediation Procedure Rules to assist them to resolve the dispute(s) between them.
- B. The Parties agree to attempt, in good faith, to resolve their dispute(s) by mediation.
- C. SMC and the Mediator agree to provide mediation services to assist the Parties in resolving the dispute(s) between the Parties by mediation.

**IT IS AGREED** as follows:

**1. Agreement to Abide by any Settlement**

- 1.1 The Parties agree to abide by and give effect to the terms of any settlement reached between them as a result of the mediation.

**2. Terms and Process of Mediation**

- 2.1 The Parties agree:
- a. to abide by SMC's prevailing Mediation Procedure Rules which shall apply to and govern this mediation;
  - b. that the mediation process will involve SMC, the Parties, the representatives and/or advisors (if any) of the Parties, and the Mediator; and
  - c. to give regard to the Mediation Act 2017 (No. 1 of 2017).

### 3. Authorisation of Representatives

- 3.1 The following persons are authorised to represent Party A and Party B respectively in the mediation and settlement of disputes:

Party	Name of Representative	NRIC/Passport No. of Representative
[Party A]		

Party	Name of Representative	NRIC/Passport No. of Representative
[Party B]		

### 4. Counterparts

- 4.1 This Agreement to Mediate may be signed by the Parties, SMC and the Mediator in any number of counterparts, all of which taken together and when delivered to one another, including by scanned electronic copies, shall constitute one and the same document.

Dated: [Day][Month][Year]

Signed by:

Witness:

**FOR AND ON BEHALF OF [PARTY A]**

Name and Designation

Name:

Designation:

NRIC number:

Signed by:

Witness:

**FOR AND ON BEHALF OF [PARTY B]**

Name and Designation

Name:

Designation:

NRIC number:

Signed by:

Signed by:

**[MEDIATOR]**

Mediator

**SABIHA SHIRAZ**

DEPUTY EXECUTIVE DIRECTOR

for and on behalf of Singapore Mediation Centre

**SINGAPORE MEDIATION CENTRE  
MEDIATION PROCEDURE RULES**

**CASE SUMMARY GUIDELINES**

<b>CASE INFORMATION</b>	
Name of party:	
Name of solicitor(s) and law firm (if any):	
Suit no (if any):	
SMC reference no:	
List of attendees <sup>1</sup> and their respective designations:	
<b>HOW TO PREPARE YOUR CASE STATEMENT FOR MEDIATION</b>	
<p>Please include the following in your case statement to be exchanged with the other party and submitted to the mediator(s):</p> <ul style="list-style-type: none"> <li>• Brief facts of the case</li> <li>• Identify key issues to be mediated</li> <li>• The party's main concerns</li> <li>• Describe the relationship between the parties before the dispute arose and the current relationship between the parties</li> <li>• Previous settlement efforts and their outcomes, if any</li> <li>• Identify other persons relevant to the dispute (highlight if they are unable or unwilling to attend mediation)</li> <li>• How do you propose to see the dispute resolved</li> </ul>	
<b>IS THERE ANY CONFIDENTIAL INFORMATION YOU WISH TO CONVEY TO THE MEDIATOR(S) (OPTIONAL)</b>	
<p>Each party may also convey to the mediator(s), confidential information which they do not want to disclose to the other party(s), e.g. factors which you think will impede a settlement of the dispute or where misunderstandings might have arisen in the past. These instructions must be in writing.</p>	

<sup>1</sup> Parties shall comply with Rule 10 of the prevailing SMC Mediation Procedure Rules.