

SINGAPORE CONSTRUCTION MEDIATION CENTRE

APPENDIX D: MEDIATION FEE SCHEDULE

1. Parties are to note that there are two fees payable to the Singapore Construction Mediation Centre ('SCMC') for the mediation services as follows:

- a. Application Fee (non-refundable)
- b. Mediation Fee

2. Application Fee

- a. The application fee which is non-refundable shall be S\$250.00 (before GST) from each party.
- b. Parties shall pay the Application Fee within three (3) working days from the date of application for mediation service. The arrangement and administrative works will commence only upon the receipt of payment from all parties involved.
- c. In addition, a refundable deposit of S\$600.00 per party will be payable in advance to cover for the following expenses, should these be incurred:
 - i. Overtime charges
 - ii. Other incidental expenses.

3. Mediation Fee

- a. The Mediation Fee is for the following expenses:
 - i. Fees payable for the Mediator's professional service
 - ii. Use of the premises
 - iii. Administrative and logistical support.
- b. The Mediation Fees are as follows:

S/N	Quantum of claim(s) and counterclaim(s) (S\$)	Mediation Fees per party per day (S\$)
1	Up to 100,000	800
2	Above 100,000 up to 250,000	1,100
3	Above 250,000 up to 500,000	2,500
4	Above 500,000 up to 1,000,000	3,000
5	Above 1,000,000 up to 2,500,000	3,600
6	Above 2,500,000 up to 5,000,000	3,900
7	Above 5,000,000	4,300

Mediation Fees indicated above exclude GST

- c. If parties wish to engage the service of any specific mediator on SCMC’s panel, the mediator will be entitled to charge the commercial rate adopted by him/her.
- d. The timing of a full-day mediation is from 9.30am to 6pm. The Mediator’s fee will remain unchanged if mediation starts after 9.30am or end before 6pm.
- e. The mediation fee covers food and beverages for Mediator(s) and up to three (3) representatives per party. Additional charges would apply for each additional representative attending the mediation.
- f. If the quantum of claim(s) and counterclaim(s) stated in the SCMC Request Form for Mediation differs from the subsequent quantum, the mediation fees may be adjusted for the difference in the Mediation Fee of the respective quantum.

4. Other Charges

- a. The following overtime charges are applicable for mediation sessions that extend beyond 6.00 pm:

S/N	Description	Charges per two (2) hours block
1	Mediator(s)	S\$400.00
2	OT Administrative Fee	S\$200.00

Charges indicated above exclude GST

Overtime charges exclude room charges. SCMC will advise the parties on the room charges payable by the parties.

- b. The parties will bear the overtime charges and room rental charges in equal portions.

5. Terms of Payment

- a. Parties are to pay the Mediation Fee and Deposit within one (1) week from the date when they are informed by SCMC on the amount of Mediation Fee and deposit payable.
- b. If any party is unable to make payment of the Mediation Fee and Deposit within the one (1) week as mentioned above, the law firms involved are to issue a letter of guarantee to cover the Mediation Fee and Deposit.
- c. If companies are not represented by law firms, the mediation fee and deposit are to be paid in full before the case can be accepted for mediation.

6. Cancellation

- a. A party wishing to cancel a scheduled mediation session shall notify SCMC at least seven (7) working days before the date of the mediation, failing which it shall bear 50% of its mediation fee for the cancellation. Notice of cancellation must be in writing on company letterhead and company stamp. Verbal cancellation will not be accepted.

7. Changes

- a. Any changes or rescheduling must be by mutual consent of all parties.
- b. SCMC will accept changes only in writing from the initiating party requesting the change on its company letterhead and company stamp. The written request must be sent at least seven (7) working days prior to the scheduled date and time for mediation. Verbal request will not be accepted.

Note:

- Working days mentioned in this document shall exclude Saturdays, Sundays and Public holidays.