

SINGAPORE CONSTRUCTION MEDIATION CENTRE

APPENDIX A: REQUEST FOR MEDIATION

A. DETAILS OF APPLICANT

Name of Applicant: _____

Name and designation
of Representative: _____

ACRA UEN: _____

Address: _____ S _____

Tel: _____ Fax: _____ Email: _____

Legal Representative(s): _____

Name of Counsel(s): _____

Address: _____ S _____

Tel: _____ Fax: _____ Email: _____

B. DETAILS OF RESPONDENT

Name of Respondent: _____

Name and designation
of Representative: _____

ACRA UEN: _____

Address: _____ S _____

Tel: _____ Fax: _____ Email: _____

Legal Representative(s): _____

Name of Counsel(s): _____

Address: _____ S _____

Tel: _____ Fax: _____ Email: _____

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C. DETAILS OF THE CASE	
1. Has the case been filed in court? Y/N (If no, please proceed to item 4)	
2. Suit Number:	
3. Stages of Proceedings:	3.1 <input type="checkbox"/> Writ of Summons 3.2 <input type="checkbox"/> Defence Filed 3.3 <input type="checkbox"/> General Discovery 3.4 <input type="checkbox"/> Affidavit of Evidence in chief 3.5 <input type="checkbox"/> Trial/Arbitration 3.6 <input type="checkbox"/> Waiting for Judgment 3.7 <input type="checkbox"/> Appealing
4. Types of Dispute	4.1 <input type="checkbox"/> Payment Dispute 4.2 <input type="checkbox"/> Contractual Issue 4.3 <input type="checkbox"/> Completion of Work 4.4 <input type="checkbox"/> Defects 4.5 <input type="checkbox"/> Completion Date 4.6 <input type="checkbox"/> Liquidated Damages 4.7 <input type="checkbox"/> Defective materials 4.8 <input type="checkbox"/> Others Please specify: _____
5. Quantum of disputes:	5.1 Claimed Amount: _____ 5.2 Counter Claimed Amount: _____ 5.3 Others: _____
6. Brief Detail of the Disputes:	

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D. MEDIATION DETAILS	
1. Status of Mediation:	1.1 Mediation under Contractual Clause? <input type="checkbox"/> Yes / <input type="checkbox"/> No 1.2 Mediation under Court direction? <input type="checkbox"/> Yes / <input type="checkbox"/> No 1.3 Has parties agreed to mediate? <input type="checkbox"/> Yes / <input type="checkbox"/> No 1.4 Remarks:
2. Mutually agreed date(s) for the mediation: _____ (if there is no agreed date before the application, SCMC will arrange for the date)	
3. Mediator(s): (Please select one)	3.1 <input type="checkbox"/> SCMC to appoint mediator(s) 3.2 <input type="checkbox"/> Parties to appoint mediator(s): Mediator 1: _____ Mediator 2: _____
4. Specific skills required from the Mediator(s):	4.1 Trades Involved: _____ 4.2 Language: _____ 4.3 Credential: _____ 4.4 Others (pls specify): _____

_____ (Sign)

Date:

Applicant Name:

Company Stamp:

E. OFFICIAL USE
1. Name of Dispute:
2. Officer in Charge:

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TERMS AND CONDITIONS

1. For any mediation services requested, parties must fill in all the relevant information required in the form, failing which, SCMC reserves the right not to accept the application. The completed form is to be copied to all relevant dispute parties when sending to SCMC.
2. There is a non-refundable application fee of S\$250.00 (before GST) per party.
3. If parties choose to select specific mediator(s) from SCMC's Panel of Mediators, the mediator(s) will be entitled to charge his/her mediation rates separately for each party. In which case, SCMC's Mediation Fee Schedule will not be applicable.
4. If parties would like to have the Settlement Agreement to be recorded as a court order, parties have to notify SCMC in writing before SCMC appoints the mediator(s).
5. Parties will indemnify SCMC, the mediators, the employees, and any personnel directly involved in the mediation process against any possible damages or losses that parties might suffer due to the mediation process.
6. Parties are required to sign an agreement to the conditions of mediation before commencement of the mediation process.
7. SCMC, the mediators, and all personnel involved in the mediation process shall not be held liable should there be no successful outcome from the mediation process.
8. For disputes exceeding S\$250,000.00, SCMC would recommend two mediators to be appointed.

_____ (Sign)

Date:

Applicant Name:

Company Stamp: