**MEDIATION REQUEST FORM**

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| 1. **CONTACT DETAILS OF PARTIES**
 |
|  | **Party A (Requesting Party)** | **Party B** |
| Name: |  |  |
| Nationality / Country of Establishment: |  |  |
| If an entity, Country of Parent Company or Head Office (if any): |  |  |
| Represented by (Law Firm): |  |  |
| Name of Lead Counsel: |  |  |
| Contact number: |  |  |
| Email address: |  |  |
| Mailing address: |  |  |
| 1. **CONDUCT OF MEDIATION (\* Delete inapplicable)**
 |
| * Name of agreed Mediator(s) in order of preference (if more than one) \*:
* Parties yet to agree on mediator\*
* SIMC appointed mediator\*
 | Manner of Conduct:* In-Person \*
* Online \*
* Hybrid \*

\* One Party online – counsel in-person\* One Party and counsel both online | Additional details:* Language: English, if not, please specify language.
* Mediation start time between 8.30 a.m. – 10.00 a.m. Singapore time? Yes / No \*
* Other requirements (if any):
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| 1. **AGREEMENT TO MEDIATE**
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| The parties have agreed to refer their dispute to mediation at SIMC.The parties have not agreed to refer their dispute to mediation at SIMC and Party A will be approaching the other party / parties for agreement. The parties have not agreed to refer their dispute to mediation at SIMC and requests that SIMC approach the other party / parties for agreement. (Please provide email addresses.) |
| 1. **REQUESTED DURATION OF AND AVAILABILITY FOR MEDIATION**
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| Requested duration of mediation: \_\_\_\_\_\_\_\_\_\_ day(s)Parties’ preferred date of mediation:Parties’ other available dates of mediation:NOTE: If parties have not agreed on dates, please enter “TBC”. |
| 1. **OTHER PROCEEDINGS ON THE SAME MATTER (IF ANY)**
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| Court litigation in SingaporeCourt litigation outside SingaporeArbitration at Singapore International Mediation Centre (“SIAC”)Arbitration in Singapore other than at SIACArbitration outside Singapore |
| 1. **DESCRIPTION OF DISPUTE**
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| Please provide a brief description of the dispute, including the following details:* Nature of dispute:

(NOTE: To avoid delay in filing this form, please keep this brief and uncontentious. Parties will have the opportunity to state their respective positions in their subsequent mediation case statements.): |
| * Dispute value quantum including counterclaims, if any (estimate if no definite quantum):
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| * Any other relevant information:
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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Requestor’s Signature DateName:  |
| Please complete this form and return it to registry@simc.com.sg and provide a copy to the other parties to the mediation. You can also call us directly at +65 9456 3717 if you have any queries. |