**NOTICE OF ARBITRATION**

**UNDER THE LAW SOCIETY ARBITRATION SCHEME (‘LSAS’)**

To fill in this section if Claimant is represented by a solicitor:

We act for [Name of Claimant], and hereby give Notice of Arbitration on behalf of our client to [Name of Respondent] under the above scheme.

To fill in this section if Claimant is self-represented:

I, [Name of Claimant], hereby give Notice of Arbitration to [Name of Respondent] to commence arbitration under the above scheme.

**Parties to the Dispute**

Name of the Claimant:

Mailing Address:

Claimant’s Solicitor (if any):

Mailing Address:

Name of Respondent:

Mailing Address:

Respondent’s Solicitor (if any):

Mailing Address:

**Short Statement of Dispute**

[Describe the underlying contract or subject matter that gives rise to the dispute]

**Reference to the agreement by which the dispute is to be arbitrated under LSAS**

[If there is an arbitration clause in the agreement or contract]

To extract paragraph and insert here:

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[If the agreement or contract is without an arbitration clause]

To attach the completed Agreement for Ad Hoc Arbitration under the LSAS/correspondence to indicate that the parties have agreed that the dispute is to be arbitrated under the LawSoc Arbitration Rules.

**Names and contact details of 3 arbitrators nominated by the Claimant**

(1) [Name and contact details of 1st arbitrator]

(2) [Name and contact details of 2nd arbitrator]

(3) [Name and contact details of 3rd arbitrator]

\* Note: Please indicate if the names of the above arbitrators are in order of preference.

**A copy of the Arbitration Agreement**

[If there is an arbitration clause in the agreement or contract]

Please enclose a copy of your Arbitration Agreement.

[If the agreement or contract is without the arbitration clause]

Please enclose the completed ‘Agreement for Ad Hoc Arbitration under the Law Society Arbitration Scheme’.

**A copy of Statement of Case signed by on or behalf of Claimant**

Please enclose a copy of Statement of Case

**Non-refundable commencement fee of $100 (parties will be advised by the Law Society of Singapore the method of payment once we acknowledge receipt of this form)**

Dated this  \_\_\_\_\_\_\_\_  day of  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_

|  |
| --- |
| Name of Claimant/Claimant’s Solicitor: |
| Designation: |
| For and on behalf of Claimant: |

To:

(1) Respondent and/or Respondent’s Solicitor

(2) The Law Society of Singapore via email at [adr@lawsoc.org.sg](mailto:represent@lawsoc.org.sg)