



CI Arb
evolving to resolve

Request for Appointment of Arbitrator or Independent Expert

Request for the appointment of a (please tick as appropriate):

Arbitrator

Independent Expert

In the matter of a dispute between the following:

Claimant/First Party*

Address:

Postcode/Zip:

Country:

Telephone:

Email address:

Represented by*

Address:

Postcode/Zip:

Country:

Telephone:

Email address:

Respondent/Second Party*

Address:

Postcode/Zip:

Country:

Telephone:

Email address:

Represented by*

Address:

Postcode/Zip:

Country:

Telephone:

Email address:

*Delete as applicable or add, if necessary, names of other parties

Original Landlord
(if applicable)

Parent/Associated Company*

*Delete as applicable or add, if necessary, names of other parties or representatives

Details of the property:

Address:

Postcode/Zip:

Google maps URL

Details of the dispute:

Landlord & Tenant*

Professional Disputes*

Easements & Right of Light*

Utilities*

Property ownership & Interferences*

Other

*Please tick as appropriate.

Please provide brief details regarding the issues concerned or special requirements stated in the lease.

Description of Property

Consent Order Reference*

Date of lease*

Amount in dispute/passing rent*

User Category*

Preferred location for the meeting*

*complete if applicable.

Preference for the Arbitrator's / Independent Expert's background and skills

Party One:

Knowledge/Profession

Specialist experience (if any)

Party Two:

Knowledge/Profession

Specialist experience (if any)

Your application is accepted on the basis that the information you provide is both accurate and complete. The liability of CI Arb and the appointed arbitrator/expert in relation to the appointment may be restricted if the information provided is inaccurate or incomplete.

Please complete either part A or B below.

Part A – Unilateral application for the appointment of an Arbitrator / Independent Expert

- An agreement between the parties dated _____ allows for or includes the provision that in the event of a dispute, either party may apply to the President or Deputy President of the Chartered Institute of Arbitrators to appoint an arbitrator/independent expert* in the matter.
- A copy of said provision of the agreement, and particulars of the dispute, are attached and clearly marked.
- Any condition precedent to the right of either party to make a unilateral application for the appointment of an arbitrator/independent expert* has been satisfied and the particulars of this, if any, are attached.

*Delete as applicable

It is agreed as a condition of such an arbitration appointment:

- To pay the reasonable fees and expenses of the arbitrator, whether or not the arbitration reaches a hearing or any award is made;
- To provide adequate security for such payment if the arbitrator so requests;
- To make such payment within ten days of receipt of notice that the award is ready to be taken up or that such payment is otherwise due;
- To inform the arbitrator in the event of the settlement of the dispute before any decision is made and state which party is to pay any fees and expenses due to the arbitrator; and
- That it is acknowledged that the Chartered Institute of Arbitrators is not liable, by reason of having appointed or nominated the arbitrator, for anything done or omitted to be done by the arbitrator in the discharge or purported discharge of his/her functions.

It is agreed as a condition of such an independent expert appointment:

- To pay the reasonable fees and expenses of the independent expert, whether or not any determination is made;
- To provide adequate security for such payment if the independent expert so requests;
- To inform the independent expert in the event of the settlement of the dispute before any determination is made; and
- That it is acknowledged that the Chartered Institute of Arbitrators is not liable, by reason of having appointed or nominated the independent expert, for anything done or omitted to be done by the independent expert in the discharge or purported discharge of his/her functions.

Signature:

Date:

Capacity:

*(as, or for and on behalf of, Claimant)

Part B – Joint application for the appointment of an Arbitrator / Independent Expert

The parties hereby apply to the President or Deputy President of the Chartered Institute of Arbitrators for their dispute (particulars of which are attached), to be referred to an arbitrator/independent expert* appointed for that purpose by the President or Deputy President of the Chartered Institute of Arbitrators*.

*Delete as applicable.

N.B. Items 4 – 8 (Arbitration)/Items 4 – 7 (Independent Expert) also apply.

Signature:

*(as, or for and on behalf of, Claimant)

Date:

Capacity:

Signature:

(as, or for and on behalf of, Respondent)

Date:

Capacity:

Payment (£600 – VAT inclusive)

Debit/Credit Card

Please debit my: Visa/Visa Debit MasterCard American Express

Amount:

Issue Number:

Valid From (mm/yy):

Expiry Date (mm/yy):

Name on Card:

Card Number:

Security Number (last three or four digits of number in signature strip on back of card)

Signature:

Date:

Cheque/Bank Draft

Please find enclosed a cheque/bank draft made payable to 'CI Arb' for the amount of: £

Bank Transfer

I completed a bank transfer on (dd/mm/yy) for £ (Please attach a copy)

The bank transfer should be made payable to the CI Arb, HSBC Bank, 31 Holborn, London EC1N 2HR, England.
Sort code: 40 05 03, Account number: 31288784, International Bank, Account number (IBAN): GB75HBUK40050331288784,
Branch identifier code: HBUKGB4B.

When making payment, please use your surname and member number as the reference code for identification purposes. If this fee is being paid by an individual or company registered in the European Union – including the UK – please state:

Company name:

Business VAT number:

Checklist

Please check to ensure the following have been carried out before the form is sent to CI Arb:

All sections of the form have been completed.

The correct fee is enclosed (£600 – VAT inclusive).

You have provided the relevant supporting documentation.

You have signed and dated the form.

Please return the completed form with all the supporting documentation by email, fax or post to:

DAS, CI Arb, 12 Bloomsbury Square, London, WC1 2LP, UK

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