



Request for Appointment of an Adjudicator under the CIC Low Value Disputes Model Adjudication Procedure (LVD MAP)

In the matter of a dispute between the following:

Claimant/first party*:

Address:

Postcode/Zip:

Telephone:

Email address:

Represented by*:

Address:

Postcode/Zip:

Telephone:

Email address:

Respondent/second party*:

Address:

Postcode/Zip:

Telephone:

Email address:

Represented by*:

Address:

Postcode/Zip:

Telephone:

Email address:

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

Please provide details regarding the issues concerned:

Amount in dispute:

Preferred location for
the meeting (if any):

Party one

Knowledge/Profession

Party two:

Knowledge/Profession

Specialist experience (if any)

Specialist experience (if any)

Part A – Unilateral application for the appointment of an Adjudicator

A dispute has arisen between the parties in relation to an agreement dated

- The agreement 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 (as an Adjudicator Nominating Body under the CIC LVD MAP) current at the date of the Notice of Adjudication

***or**

Where the Scheme applies and the adjudicator decides it is appropriate to adopt this procedure following a request by one of the parties, or at the adjudicator’s discretion to appoint an adjudicator in the matter, and a copy of that provision of the agreement is attached.

***Tick as appropriate**

- Particulars of the said agreement and the said dispute are given in the “Notice of Adjudication”, which is attached and clearly marked.
- Any condition precedent to the right of either party to make a unilateral application for the nomination of an adjudicator has been satisfied and particulars of this, if any, are attached.

It is agreed as a condition of such an appointment:

- To pay the reasonable fees and expenses of the adjudicator, whether or not any decision is made;
- To provide adequate security for such payment if the adjudicator so requests;
- To make such payment within seven days of the date of communication of the decision to the parties;
- To inform the adjudicator 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 adjudicator; and
- That it is acknowledged that the Chartered Institute of Arbitrators is not liable, by reason of having appointed or nominated
- the adjudicator, for anything done or omitted to be done by the adjudicator in the discharge or purported discharge of his/her functions.

Signature: _____

Insert image of your signature here
(as, or for and on behalf of, Claimant)

Or tick here to agree:

Date (dd/mm/yyyy):

Part B – Joint Application for the appointment of an Adjudicator

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 adjudication under the CIC LVD MAP (current at the date of the Notice of Adjudication) by an adjudicator nominated for that purpose by the President or Deputy President of the Chartered Institute of Arbitrators.

N.B. Items 5–9 of Part A also apply as a condition to an appointment under Part B.

Signature: _____

Insert image of your signature here
(as, or for and on behalf of, Claimant)

Or tick here to agree:

Date (dd/mm/yyyy):

Capacity:

Signature: _____

Insert image of your signature here
(as, or for and on behalf of, Respondent)

Or tick here to agree:

Date (dd/mm/yyyy):

Capacity:

Fee payment (£300 VAT inclusive) | methods of payment

All payments should be made in pounds sterling, please ensure that a party name is provided as a reference. Please tick your preferred payment option*:

Credit/debit card

Please telephone our Finance Department on **020 7421 7429** and have your card to hand. We accept MasterCard, Visa or American Express.

Bank transfer

If you wish to pay by bank transfer, please ensure that a party name is provided as a reference. CIARB bank details:

Bank: 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

Cheque/Bank Draft

Please make your cheque payable to 'The Chartered Institute of Arbitrators'. Send it by post to our Dispute Appointment Service (DAS) Department at: DAS, Ciarb, 12 Bloomsbury Square, London, WC1 2LP, UK

***Please do not send cash to Ciarb by post.**

Checklist

All sections of the form have been completed.

You have signed and dated the form.

You have provided the relevant supporting documentation.