

# Request for the Appointment of a Sole Member Dispute Board Under the JCT/CI Arb Dispute Adjudication Board Rules



**CI Arb**  
evolving to resolve

**In the matter of a dispute between the following:**

**Claimant/first party\*:**

of/Represented by\*:

Address:

Telephone:

Mobile:

Email address:

Case reference:

**And**

**Respondent/second party\*:**

of/Represented by\*:

Address:

Telephone:

Mobile:

Email address:

Case reference:

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

**Details of the dispute**

Please provide brief details regarding the issues concerned:

Preferred location for the meeting (if any)

## Preference for the Dispute Board Member's background and skills

### Party one:

Knowledge/profession:

### Party two:

Knowledge/profession:

Professional specialist expertise (if any):

Professional specialist expertise (if any):

Your application is accepted on the basis that the information you provide is both accurate and complete. Neither CI Arb nor the appointed neutrals can accept liability in relation to the appointment, if the information provided is inaccurate or incomplete.

**Please complete either part A or B below.**

### Part A – Unilateral application for the appointment of a Dispute Board Member under JCT/CI Arb Dispute Adjudication Board Rules

1. An agreement between the parties dated \_\_\_\_\_ 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 a DB member under JCT/CI Arb Dispute Adjudication Board Rules in the matter;
2. Particulars of the said agreement and the said dispute are attached and clearly marked;
3. Any condition precedent to the right of either party to make a unilateral application for the appointment of a DB member has been satisfied and particulars of this, if any, are attached.

It is agreed as a condition of such an appointment that the Applicant shall:

4. Pay the reasonable fees and expenses of the DB member; whether or not any decision is made; and
5. Provide adequate security for such payment if the DB member so requests; and
6. Make such payment within seven days of the date of communication of the decision to the parties; and
7. Inform the DB member 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 DB member;
8. That it is acknowledged that the Chartered Institute of Arbitrators is not liable, by reason of having appointed or nominated the DB member, for anything done or omitted to be done by the DB member in the discharge or purported discharge of his/her functions.

Signature:

\_\_\_\_\_

*Insert image of signature here*

Date:

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

## Part B – Joint Application for the appointment of a Dispute Board Member under JCT/CI Arb Dispute Adjudication Board Rules

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 by a DB member under JCT/CI Arb Dispute Adjudication Board Rules and appointed for that purpose by the President or Deputy President of the Chartered Institute of Arbitrators/ or by the Chartered Institute of Arbitrators.\*

\*delete as applicable

Items 4 – 7 as above also apply.

Signature: \_\_\_\_\_

*Insert image of signature here*

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

Signature: \_\_\_\_\_

*Insert image of signature here*

\*(as, or for and on behalf of the Respondent)

Date:

Date:

## Fee (£900 – VAT inclusive) and methods of payment

Each request for the appointment of a DB member must be accompanied by a payment of £900 (VAT inclusive). **This payment is non-refundable** and represents the total cost for the appointment of one DB member by the Chartered Institute of Arbitrators (CI Arb). The cost of each appointment by the CI Arb is shared equally by the parties.

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.

CI Arb 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:

CI Arb

12 Bloomsbury Square

London WC1A 2LP

**\*Please do not send cash to CI Arb by post.**

T: +44 (0)20 7421 7455 E: [das@ciarb.org](mailto:das@ciarb.org)

CI Arb is a registered Charity in England and Wales, no: 803725

[www.ciarb.org](http://www.ciarb.org)

