

# Request for Appointment of an Adjudicator



**CI Arb**  
evolving to resolve

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:

**and**

**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 or representatives.

Please provide details regarding the issues concerned:

Amount in dispute

Preferred location for the meeting (if any)

Preference for the Adjudicator'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. The liability of CI Arb and the appointed arbitrator in relation to the appointment may be restricted if the information provided is inaccurate or incomplete.

Your application will be processed on the basis that the appointment may be made on behalf of the President/Deputy President of the Chartered Institute of Arbitrators by one of their duly appointed agents.

Please complete either part A or B below:

### 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 to appoint an adjudicator in the matter; and a copy of that provision of the agreement is attached/ The applicant is entitled to select the Chartered Institute of Arbitrators as the Adjudicator Nominating Body pursuant to Section 108 of the Housing Grants, Construction and Regeneration Act 1996 or Part I of The Scheme for Construction Contracts (England and Wales) Regulations 1998 (or alternative substitute legislation) [delete as applicable].
- 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:

- That the appointment may be made on behalf of the President or Deputy President by one of their duly appointed agents;
- 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.

Name:

Date:

Signature:

\_\_\_\_\_

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

Capacity:

### 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 (or one of their duly appointed agents) for their dispute (particulars of which are attached), to be referred to adjudication for determination by an adjudicator appointed for that purpose by the President or Deputy President of the Chartered Institute of Arbitrators (or one of their duly appointed agents).

N.B. Items 5 - 10 of Part A also apply as a condition to an appointment under Part B.

Name:

Date:

Signature:

\_\_\_\_\_

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

Capacity:

Name:

Date:

Signature:

\_\_\_\_\_

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

Capacity:

## Fee payment (£360 – 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.

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.**

## 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 (£360 – VAT inclusive).

You have provided the relevant supporting documentation.

You have signed and dated the form.

Please send the completed form with all the supporting documentation by email to [das@ciarb.org](mailto:das@ciarb.org)

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

T: +44 (0)20 7421 7455