

# Request for Appointment of an Arbitrator



**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 Arbitrator's background and skills**

**Party One:**

Knowledge/Profession

**Party Two:**

Knowledge/Profession

Professional specialist expertise (if any)

Professional specialist expertise (if any)

Experience required as Arbitrator (if any)

Experience required as Arbitrator (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 Arbitrator

- 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 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 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 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 award is made; 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.

Name:

Date:

Signature:

\_\_\_\_\_

Capacity:

*Insert image of signature here*

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

### Part B – Joint Application for the appointment of an Arbitrator

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 arbitration for determination by an arbitrator appointed for that purpose by the President or Deputy President of the Chartered Institute of Arbitrators (or one of their duly appointed agents).

Items 4 - 9 of Part A also apply as a condition to an appointment under Part B.

Name:

Date:

Signature:

\_\_\_\_\_

Capacity:

*Insert image of signature here*

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

Name:

Date:

Signature:

\_\_\_\_\_

Capacity:

*Insert image of signature here*

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

## Fee payment (£600 – 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 has been paid (£600 – 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