

Rule 3: Request for Arbitration

(1) A party initiating the arbitration (“Claimant”) shall send a Request for Arbitration to the other party (“Respondent”) and shall also file a copy with the BIAC.

(2) The arbitral proceedings shall be deemed to commence on the date on which the Request for Arbitration is received by the BIAC. The Secretary General shall notify the Respondent of the request for arbitration.

(3) A Request for Arbitration shall include the following:

(a) a request that the dispute be referred to arbitration;

(b) the name(s), address(es), telephone number(s), fax number(s) and email address(es) (if known) of the parties to the dispute and their representative(s) (if known);

(c) a reference to the contract out of or in relation to which the dispute to be submitted to arbitration has arisen;

(d) a reference to the arbitration agreement relied upon;

(e) a brief statement in relation to the general nature of the claim, including the relief claimed and where possible, the amount of the claim;

(f) the preferred number of arbitrators, if not already provided for in the arbitration agreement;

(g) any comments regarding the place of arbitration;

(h) any comments regarding the law applicable to the merits of the dispute;

(i) any comments regarding the language(s) of the arbitration;

(j) unless the parties have otherwise agreed, the nomination of an arbitrator in the event that the arbitration agreement provides for more than one arbitrator or a proposal for a sole arbitrator in the event that the arbitration agreement provides for a sole arbitrator;

(k) a request that the other party nominates its arbitrator;

(l) payment of the requisite Registration Fee as stated in Schedule I/Schedule II.