

**SINGAPORE MEDIATION CENTRE
MEDIATION SERVICE**

**SMALL CASE COMMERCIAL MEDIATION SCHEME
FEE SCHEDULE**

1. The fee payable by the parties to the Singapore Mediation Centre (SMC) for the Small Case Commercial Mediation Scheme is as follows:

Face-to-face Mediation (at a venue organised by SMC)	
Quantum of Claim(s) and Counterclaim(s) (S\$)	Mediation Fee (S\$) <i>The first 2 hours of mediation are free of charge, regardless of the quantum of claim(s) and counterclaim(s).</i>
Up to \$20,000	\$80.25 (<i>inclusive of GST</i>) per party per hour or part thereof from the 3 rd hour onwards
Above \$20,000 up to \$40,000	\$107 (<i>inclusive of GST</i>) per party per hour or part thereof from the 3 rd hour onwards
Above \$40,000 up to \$60,000	\$160.50 (<i>inclusive of GST</i>) per party per hour or part thereof from the 3 rd hour onwards

Online Mediation (through SMC's Online Dispute Resolution Portal)	
Quantum of Claim(s) and Counterclaim(s) (S\$)	Mediation Fee (S\$)
Up to \$20,000	\$107.00 (<i>inclusive of GST</i>) per party
Above \$20,000 up to \$40,000	\$160.50 (<i>inclusive of GST</i>) per party

SMC Small Case Commercial Mediation Scheme
Mediation Procedure

Above \$40,000 up to \$60,000	\$214.00 (<i>inclusive of GST</i>) per party
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2. The mediation fee payable by the parties covers the mediator's fee and Secretariat services provided by SMC.
3. For a Face-to-face Mediation, a deposit amounting to two (2) hours of Mediation Fee payable, shall be collected from the parties three working days after SMC has confirmed the date of mediation, payable to the "Singapore Mediation Centre".
4. For an Online Mediation, the Mediation Fee, payable to the "Singapore Mediation Centre", shall be collected from the parties three working days after SMC has confirmed the acceptance of all parties to participate in the mediation process.
5. In the event that that the mediation is aborted after SMC has confirmed the date of mediation, SMC reserves the right to keep any part or all of the mediation fee deposit paid by both parties.
6. If the total value of the claim is revised to above S\$60,000 before or during the mediation session, SMC reserves the right to revise the mediation fee payable by parties
7. The mediation session shall be scheduled to take place either on a weekday or Saturday.