

IMDA SUBSIDISED MEDIATION SERVICE

FAQs

1. Who is eligible for the subsidy?

Eligible media freelancers are either Singaporean or Singapore Permanent Residents who do not have a contract of service with an employer; and operate their own media service business or trade* without hiring any employees. They negotiate their terms and benefits with clients, and it is clearly stated in the contract that it is their service as an individual that is being procured for all intents and purposes. Such media freelancers can either operate as individuals or have an ACRA-registered entity such as Sole-proprietorships, Limited Liability Partnerships, Limited Liability Companies, Partnerships, and Companies, where such entity does not hire any employees.

*(*media service business or trade includes design, development, production, operation, distribution, sale and/or marketing of media.)*

Eligible companies are companies registered with the Accounting and Corporate Regulatory Authority of Singapore (“**ACRA**”).

2. Does the disputant have to fulfil all the criteria to be considered eligible for the subsidy?

Yes, the disputant(s) will have to fulfil all the criteria. The checklist can be found in the Request for Mediation Form. Click here to view and download the Form [Link to <http://www.mediation.com.sg/business-services/industry-schemes/>].

3. What kind of disputes will the subsidy apply to?

Disputes of any civil nature or of any quantum are eligible for the subsidy. The disputes will have to involve at least one media freelancer. Hence, the subsidy will apply for disputes between (i) two or more eligible media freelancers or (ii) eligible media freelancer(s) and Singapore-registered company(s). However, the subsidy will not apply for disputes that do not involve media freelancers.

4. Why are disputes between companies not subsidised?

The IMDA Subsidised Mediation Service is intended to support media freelancers who are not covered under the Employment Act and have limited options to seek redress for disputes.

5. Will the information shared under the IMDA Subsidised Mediation Service be kept confidential?

The mediation will be conducted in confidence and all communication relating to the mediation will be kept confidential by SMC. SMC will only release statistical data to IMDA.

6. How can you apply for the subsidy?

Step 1: Please check if you are eligible for the IMDA Subsidised Mediation Service. For information on the eligibility criteria, please click here <http://www.mediation.com.sg/business-services/industry-schemes/>.

Step 2: Please determine the quantum of dispute and download the relevant Application Form. Where the quantum of dispute is up to \$60,000, you should apply for mediation under the Small Case Commercial Mediation Scheme (SCCMS). Where the quantum of dispute is above \$60,000, you should apply for mediation under the Commercial Mediation Scheme (CMS).

Step 3: Please indicate in the Request for Mediation Form whether both parties have agreed to mediate their dispute.

- (a) If both parties have agreed to mediate their dispute, please ensure that both parties have fulfilled **all** of their respective eligibility criteria (where applicable) and have signed the Request for Mediation Form.
- (b) If the consent of the other party has not been obtained, the applying party must ensure that they have fulfilled **all** of their own eligibility criteria. Upon receipt of the Request for Mediation Form, SMC will contact the other party to obtain their consent to mediation and will also assist to confirm that the other party has fulfilled **all** of their eligibility criteria (where applicable).

Step 4: Thereafter, SMC will proceed to arrange for the mediation. You will be advised by SMC on the mediation fees payable (after the IMDA subsidy).

7. What is the typical amount that the media freelancer has to pay out-of-pocket? Will IMDA's subsidy be adequate?

Please note that the costs of the mediation would depend on the quantum of dispute.

Where the claim falls under SCCMS, the filing fees payable per party after the applying the IMDA subsidy would be \$4.25. Where the quantum of dispute is \$60,000, the mediation fees payable per party would ordinarily be \$96.30 per hour (or part thereof). As a typical mediation session under SCCMS takes about 4 hours, the mediation fees incurred by each party would therefore be \$385.20. However, after applying the IMDA subsidy, the mediation fees incurred by each party would be \$61.20 for 4 hours.

Where the claim falls under CMS, the filing fees payable per party after the applying the IMDA subsidy would be \$42.50. Where the quantum of dispute is above \$5

million, the mediation fees payable per party would ordinarily be \$5,082.50 (not including any security deposit or additional charges). However, after applying the IMDA subsidy, either party would pay \$807.50 (not including any security deposit or additional charges).

Website content

In partnership with the [Singapore Mediation Centre \(SMC\)](#), IMDA will provide subsidies to media freelancers and Singapore-registered companies to allow them to resolve their disputes through mediation at SMC, on issues such as late or non-payment for services rendered. This initiative aims to encourage a better work relationship between media freelancers and their clients.

IMDA will subsidise 90% of the cost of mediation services at the SMC for each media freelancer and company involved. The subsidy will be capped at \$2,500 for mediations administered under the Small Case Commercial Mediation Scheme (for disputes of up to \$60,000) and \$2,500 for mediations administered under the Commercial Mediation Scheme (for disputes above \$60,000).