

**SINGAPORE MEDIATION CENTRE  
MEDIATION SERVICE**

**SMALL CASE COMMERCIAL MEDIATION SCHEME  
FEE SCHEDULE**

**Face-to-face Mediations:**

1. The Mediation Fee payable by the parties for a Face-to-face Mediation initiated under paragraph 1.2(a) of the Small Case Commercial Mediation Scheme (SCCMS) Mediation Procedure to the Singapore Mediation Centre (SMC) shall be as follows:

<b>Each party shall be required to pay a non-refundable Filing Fee of \$26.75 (inclusive of GST). The Filing Fee will be set-off from the Mediation Fee upon confirmation of the mediation.</b>	
<b>Quantum of Claim(s) and Counterclaim(s) (S\$)</b>	<b>Mediation Fee (S\$) payable per party (inclusive of GST) for 4 hours*</b>
Up to \$20,000	\$214.00 (at an hourly rate of \$53.50)
Above \$20,000 up to \$40,000	\$299.60 (at an hourly rate of \$74.90)
Above \$40,000 up to \$60,000	\$385.20 (at an hourly rate of \$96.30)

2. The Filing Fee and Mediation Fee payable by the parties covers the mediator's fee and Secretariat services provided by SMC.
3. Each party shall be required to pay a non-refundable Filing Fee of \$26.75 (inclusive of GST) within three (3) working days after SMC has acknowledged receipt of the Request for Mediation. SMC will only proceed to make administrative arrangements for the mediation upon payment of the Filing Fee from all parties named in the Request for Mediation. The Filing Fee will be set-off from the Mediation Fee upon confirmation of the mediation.
4. Both the Mediation Fee and Filing Fee shall be made payable to the "Singapore Mediation Centre". The Mediation Fee shall be collected from the parties within three (3) working days after SMC has confirmed the date of mediation.

*\* Each party will be charged a Mediation Fee for up to 4 hours of mediation. Where the mediation extends beyond 4 hours, each party will be charged at the applicable hourly rate as indicated above for each additional hour (or part thereof).*

SMC Small Case Commercial Mediation Scheme  
Mediation Procedure

5. The mediation session shall be scheduled to take place either on a weekday or Saturday.
6. Notice(s) of postponement or cancellation of a Face-to-face mediation must be submitted to SMC at least four (4) clear working days before the date of the mediation, failing which the party who initiates the postponement or cancellation will be required to bear 50% of the Mediation Fee.

**Online Mediations:**

7. The Mediation Fee payable by the parties for an Online Mediation initiated under paragraph 1.2(b) of the SCCMS Mediation Procedure to SMC shall be as follows:

<b>Quantum of Claim(s) and Counterclaim(s) (S\$)</b>	<b>Mediation Fee (S\$) payable per party (inclusive of GST)**</b>
Up to \$20,000	\$107.00
Above \$20,000 up to \$40,000	\$160.50
Above \$40,000 up to \$60,000	\$214.00

8. The Mediation Fee payable by the parties covers the mediator's fee and Secretariat services provided by SMC.
9. The Mediation Fee shall be made payable to the "Singapore Mediation Centre" and shall be collected from the parties within three (3) working days of SMC's request for the payment of the Mediation Fee.
10. For both Face-to-face and Online Mediations, if the total value of the claim is revised to above S\$60,000 before or during the mediation, SMC reserves the right to revise the mediation fee payable by the parties.

*\*\* The Mediation Fee payable by each party is a non-refundable flat fee and will apply for the duration of the Online Mediation which shall be for a period of 4 weeks (28 days) from the date of acceptance by all parties to the mediation.*