

**APPLICATION FOR DISPUTE RESOLUTION SERVICES
UNDER THE
COUNCIL FOR ESTATE AGENCIES MEDIATION- SUB- SCHEME**

Council for Estate Agencies Mediation-Arbitration Scheme
c/o Singapore Mediation Centre
1 Supreme Court Lane, Level 4
Singapore 178879
Tel: (65) 6332 4366 Fax: (65) 6333 5085
Email: enquiries@mediation.com.sg Website: www.mediation.com.sg

CONDITIONS FOR APPLICATION

1. Parties who wish to have their dispute considered for mediation in accordance with the Council for Estate Agencies ("CEA") MediationSub- Scheme ("the Scheme") must complete this form.
2. For Clients applying to the Scheme, Part (E) of the form must be completed and signed.
3. For estate agents applying to the Scheme, Part (F) of the form must be completed and signed by a representative of the estate agent authorised to make decisions on behalf of the estate agent in the conduct of any dispute resolution proceedings. In addition, the Client's original signature must be obtained in Part (E) to indicate his consent to refer the dispute to the Scheme.
4. Payment for the mediation process in accordance to the sums indicated in the prevailing fee schedule of the Scheme must be made by the applicant at the time of application. Payment should be by cashier's order or cheque made payable to the "Singapore Mediation Centre".

(A) Details of Client

Name: (As appears in NRIC/FIN/Passport)	
NRIC/FIN/Passport No.:	
Date of Birth:	
Address:	
Telephone No.:	(H)_____ (Mobile)_____
Email address:	

(B) Details of Estate Agent

Name of Estate Agent:	
Name and designation of representative (if	

available):	
Address: Licence No:	
Telephone No.:	(O) _____ (Mobile) _____ (Fax) _____
Email address:	

(C) Details of Salesperson

Name of Salesperson:	
Address: Registration No;	
Telephone No.:	(O) _____ (Mobile) _____ (Fax) _____
Email address:	

(D) Description of the dispute including :-

- (a) the amount in dispute;**
- (b) description of property;**
- (c) sale/purchase/rental(landlord/tenant)* and**
- (d) any other outcome the Client wishes to obtain.**

Any documents which the Applicant wishes to refer to for the purposes of mediation should be attached and submitted together with this Application Form. (Documents may also be submitted directly to the Singapore Mediation Centre (“SMC”).)

- Please delete accordingly

(E) Client's Declaration

I hereby declare that a dispute has arisen with the estate agent named in Part (C).

In consideration of the mediation services provided to me under the CEA Mediation-Sub scheme by the SMC, I hereby apply for the dispute described in Part (D) to be referred for mediation. I have read and agree to be bound by the SMC-CEA Mediation Rules and all steps undertaken by the SMC for the purpose of the mediation of this matter.

I recognise that if the mediation is terminated before a settlement is concluded, I will inform the CEA of my decision and the reasons in writing.

Signature of Client

Date:

(F) Estate Agent's Declaration

I hereby declare that

- (a) a dispute has arisen with the client named in Part (A);
- (b) the client has voluntarily signified his consent for the dispute described in Part (D) to be referred to the CEA Mediation-Sub Scheme ("the Scheme"); and
- (c) I am authorised to make decisions on behalf of the estate agent named in Part (B) in the conduct of any dispute resolution proceedings under the Scheme.

In consideration of the mediation services provided to the estate agent by the SMC under the Scheme, I hereby apply for the dispute described in (D) to be referred for mediation. I have read and agree to be bound by the SMC-CEA Mediation Rules and all steps undertaken by the SMC for the purpose of the mediation of this matter.

I recognise that if the mediation is terminated before a settlement is concluded, I will inform the CEA of my decision and the reasons in writing.

Signature of Representative and Company Stamp

Name/Designation of Representative:

Date:

