

**SINGAPORE MEDIATION CENTRE  
FAMILY MEDIATION PROCEDURE RULES**

**FEE SCHEDULE**

1. Where two or more Parties are represented at the Mediation by the same law firm, those Parties shall collectively be treated as one single party for the purposes of this Fee Schedule. Where a Party is not represented by a law firm, that Party shall be treated as one single party for the purposes of this Fee Schedule.
2. The Mediation Fee specified in this Fee Schedule applies where there are two Parties to the Mediation. Where there are more than two Parties to the Mediation, the Mediation Fee shall be as advised by SMC.
3. Unless otherwise expressly stated in this Fee Schedule, all amounts stated in this Fee Schedule are in Singapore Dollars and inclusive of prevailing Goods and Services Tax.
4. The Filing Fee, Mediation Fee and all other charges payable by a Party under the Fee Schedule shall be paid to SMC in such manner as advised by SMC from time to time.
5. The non-refundable Filing Fee payable by each Party is \$272.50.
6. A “*full-day mediation session*” means a mediation session held on a weekday (excluding Public Holidays) from 9.30am to 6.00pm.
7. The Mediation Fee is payable by each Party for each full-day mediation session and covers the following:
  - (a) the Mediator’s fee for that mediation session;
  - (b) the use of SMC’s premises for that mediation session;
  - (c) lunch and refreshments for the Mediator and up to three (3) individuals per Party during that mediation session; and
  - (d) SMC’s Services for the Mediation up to that mediation session.

Where a non-SMC premise is used as a venue for the mediation session, SMC shall advise Parties of the additional charges.

8. The Mediation Fee payable by each Party for each full-day mediation session is \$2,783.58.
9. If the mediation session extends beyond 6.00pm, each Party shall pay additional overtime and room charges as levied by SMC (“**Additional Charges**”).
10. If the mediation session begins later than 9.30am and/or ends earlier than 6.00pm, the Mediation Fee remains unchanged and there will be no refund of any part thereof.
11. If the mediation session is held on a Saturday, Sunday or Public Holiday (“**Holiday Session**”), the following provisions shall apply in respect of that session:

- (a) paragraphs 7 to 10 above shall apply as if the references to “*full-day mediation session*” and “*mediation session*” are to the Holiday Session;
  - (b) in addition to the Mediation Fee, each Party shall pay a surcharge of 20% on the Mediation Fee;
  - (c) where Additional Charges are payable, the Parties shall pay a surcharge of 20% on the Additional Charges.
12. Subject to paragraphs 7 to 11 above, the Mediation Fee payable by each Party for the first mediation session in the Mediation shall be the Mediation Fee payable for a full-day mediation session, notwithstanding that the Parties may request a shorter duration for the first mediation session.
13. The Additional Charges will be borne by all the Parties in equal proportions and will be charged as follows:
- (a) overtime charges will be charged at a rate of \$432.00 per two (2) hours or part thereof per Mediator and at a rate of \$216.00 per two (2) hours or part thereof for SMC staff.
  - (b) additional room charges will be as advised by SMC, depending on the venue of the mediation session.
14. In addition to the Mediation Fee, each Party shall pay a deposit in such amount as required by SMC for the Additional Charges.
15. The use of SMC’s premises is subject to availability. SMC reserves the right to change the venue of the mediation session and revise the Mediation Fee accordingly.
16. Where video-conferencing facilities are provided by SMC for a mediation session, SMC shall be entitled to levy additional charges for such facilities, in which event each Party shall pay such additional charges as levied by SMC.

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