

**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 1  
Singapore 178879  
Tel: (65) 6252 4226 Fax: (65) 6333 5085  
Email: [smcregistry@sal.org.sg](mailto:smcregistry@sal.org.sg) Website: [www.mediation.com.sg](http://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:	
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.

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Signature of Client

Date: