

**ADJUDICATION REVIEW APPLICATION FORM ARA-1**

Adjudication Review Application Reference No. [ ]

**GENERAL INSTRUCTIONS**

Notice: A lodgment must be accompanied by the Adjudication Review Application Form (ARA-1) and payment of Fees (Regs. 10 and 14 of the prevailing Building and Construction Industry Security of Payment Regulations and SMC Fee Schedule) to be accepted by SMC.

1. Please submit via one of the following modes of lodgment:

(a) Physical lodgment:

- **Four (4) original duly completed and signed/stamped copies** of the Adjudication Review Application Form; and
- **Four (4) sets of the accompanying documents by hand to:**

Singapore Mediation Centre  
1 Coleman Street, The Adelphi  
#08-05,  
Singapore 179803  
Tel No: 6252 4226

Opening Hours:  
(Mon to Fri, except public holidays)  
9 am to 4:30 pm  
Eve of Christmas / New Year / Chinese New Year  
9 am to 12:00 pm

(b) Electronic lodgment:

See Rule 2 of the prevailing Supplementary Rules for Electronic Lodgment

2. Fees (mode of payment to be in accordance with the selected mode of lodgment):

(a) Physical lodgment:

See Rule 2.3 of the SMC Fee Schedule.

(b) Electronic lodgment:

See Rule 3 of the Supplementary Rules for Electronic Lodgment.

3. SMC will not accept any lodgment of documents by fax or post.

4. Documents which are submitted after the opening hours shall be treated as being lodged the next working day.

5. Please read and take note of the provisions of the prevailing SMC Adjudication Rules and Supplementary Rules for Electronic Lodgment.

**PAYMENT INSTRUCTIONS FOR ADJUDICATION REVIEW APPLICATION FEE AND DEPOSIT FOR THE ADJUDICATOR FEE**

Where the Fees for the Adjudication Review Application exceed SGD5,000, such payment shall be made by way of a cheque issued by the representing law firm (if legally represented) or a cashier's order made payable to the "Singapore Mediation Centre". Where the Fees are SGD5,000 or below, such payment may be made by way of a cheque issued by the party applying for review.

Where the Fees for the Adjudication Review Application are paid to SMC by electronic bank transfer, they shall be paid only into the following bank account ("Deposit Account"):

## ANNEX C

<b>Bank:</b>	<b>United Overseas Bank Limited</b>
<b>Account Number:</b>	<b>1463028481</b>
<b>Bank Code:</b>	<b>7375</b>
<b>Branch Code:</b>	<b>046</b>
<b>Name of Organisation:</b>	<b>Singapore Mediation Centre</b>

### **PAYMENT INSTRUCTIONS FOR ADJUDICATED AMOUNT TO ANB (SECTION 18(3) OF THE ACT)**

Where the Applicant is the Respondent, the Adjudicated Amount shall be paid *only* into the following bank account ("Trust Account"):

<b>Account Name:</b>	<b>BCISOPA ANB - ADJUDICATED AMOUNT CLIENT ACCOUNT</b>
<b>Bank:</b>	<b>United Overseas Bank Limited</b>
<b>Account Number:</b>	<b>6313080185</b>
<b>Swift Code:</b>	<b>UOVBSGSG</b>
<b>Bank Code:</b>	<b>7375</b>
<b>Branch Code:</b>	<b>630</b>
<b>Bank Address:</b>	<b>United Overseas Bank Limited 80 Raffles Place Singapore 048624</b>

### **SECTION A RIGHT TO APPLY FOR REVIEW**

Party Applying for Review ("Applicant")	Claimant / Respondent
Adjudication Application Reference No:	[click and start typing to add data]
Adjudicated Amount:	[SGD ]
Claimed Amount:	[SGD ]
Response Amount:	[SGD ]
<b>Adjudication Review Amount (Difference between Claimed Amount and Adjudicated Amount where Applicant is the Claimant):</b>	[SGD ]
<b>Adjudication Review Amount (Difference between Adjudicated Amount and Response Amount where Applicant is the Respondent):</b>	[SGD ]

#### **NOTES**

1. Adjudication Review Amount shall be SGD100,000 or more before a Review Application can be lodged.
2. **One (1) Adjudicator** shall be appointed if the Adjudication Review Amount is SGD100,000 or more but is less than SGD1 million.
3. A panel of **three (3) Adjudicators** shall be appointed if the Adjudication Review Amount is SGD1 million or more.
4. The references to the "Adjudicated Amount", "Claimed Amount" and "Response Amount" in this Form ARA-1 shall be read as defined in the Act and the Regulations.

## ANNEX C

### SECTION B

#### **MANDATORY DECLARATION FOR SUPPLY CONTRACTS FOR THE RENTAL OF GOODS THAT ARE USED FOR CONSTRUCTION WORKS**

As of present date, has any Assessor's Determination has been made pursuant to an application for relief under Part 8 of the COVID-19 (Temporary Measures) Act 2020?

Yes       No

### SECTION C

#### **LIST OF ATTACHMENTS** (Please provide four (4) sets of each attachment)

- Proof of Payment of Adjudicated Amount to SMC's Trust Account (where Applicant is the Respondent)
- Copy of the Adjudication Determination
- Copy of the Adjudication Application
- Copy of the Adjudication Response
- Copy of the Assessor's Determination made pursuant under Part 8 of the COVID-19 (Temporary Measures) Act 2020 (if applicable)

### SECTION D

#### **PAYMENT FOR ADJUDICATION REVIEW APPLICATION FEE AND DEPOSIT FOR THE ADJUDICATOR FEE**

Cheque/Cashier's Order\* No. [ ] of amount SGD [ ] being:

##### **Adjudication Application Fee**

- Application Fee of SGD SGD1,308 (inclusive of GST); and

##### **Deposit for Adjudicator(s) Fee**

- Deposit of SGD [ ] (10% of the claimed amount\* in SOP/AA [ ] of [ ] or SGD33,600, whichever is the lower).

**Pursuant to the Building and Construction Industry Security of Payment Regulations ("the Regulations"), SMC shall be entitled to collect additional deposits, where applicable, in the manner set out in the Regulations.**

\* "claimed amount" means the whole or part of any progress payment claimed by a Claimant in a payment claim and includes any interest payable under the Building and Construction Industry Security of Payment Act.

## ANNEX C

Sections E and F below are to be completed **only** if the information is different from the last provided information at conclusion of originating Adjudication Application..

### SECTION E INFORMATION ON CLAIMANT

Name of Claimant: (Entity Name/Name as in NRIC*)	[Click and start typing to add data]
ACRA Registration/Identification Number*:	[ ]
Service Address:	[ ] Postal Code: [ ] Tel No: [ ] Fax No: [ ] Email Address: [ ]
Name/Designation of Authorised Representative:	[ ] Email Address: [ ]
<b>Contact Particulars of Legal Representatives</b> (if applicable)	
Name:	[ ]
Law Firm:	[ ]
Service Address:	[ ] Postal Code: [ ] Tel No: [ ] Fax No: [ ] Email Address: [ ]
Reference Number:	[ ]

### SECTION F INFORMATION ON RESPONDENT

Name of Respondent: (Entity Name/Name as in NRIC*)	[ ]
ACRA Registration/Identification Number*:	[ ]
Service Address:	[ ] Postal Code: [ ] Tel No: [ ] Fax No: [ ] Email Address: [ ]
Name/Designation of Authorised Representative:	[ ] Email Address: [ ]
<b>Contact Particulars of Legal Representatives</b> (if applicable)	
Name:	[ ]
Law Firm:	[ ]
Service Address:	[ ] Postal Code: [ ] Tel No: [ ] Fax No: [ ] Email Address: [ ]
Reference Number:	[ ]

## ANNEX C

The Applicant applies for an Adjudication Review of the Adjudication Determination under the Act and the Regulations and requests the Authorised Nominating Body to appoint Adjudicator(s) for the Adjudication Review. The Applicant agrees to abide by the Rules.

Name of Applicant/Authorised Representative:	[ ]
Authorised Signature & Organisation Stamp (if applicable):	[ ]
Date:	[ ] (dd/mm/yy)

<b>OFFICIAL USE</b>	
Lodgment Date and Time:	
Remarks (if any):	