|  |  |  |  |
| --- | --- | --- | --- |
| GROUP | INDEX | NO. | QUESTIONS |
| A | Party Details | 1 | Type of party  A] Individual  B] Company  C] Partnership firm  D] Society  E] HUF  F] Sole Traders |
|  |  |
| 2a | Name of the party |
| 3a | Mr./Mrs/Ms./Shri/Shrimati ~~[Add before above question and extract gender from the same for document~~] |
| 4a | Residential address of the party |
| 5a | Age of the first party |
|  |  |
| 2b | Name of the company |
| 3b | Type of company  A] Private Limited Company  B] Public Limited Company  C] Public Sector Company  D] Government Undertaking  E] Write Own |
| 4b | Name of the act under which the company is registered  A] Companies Act, 1956  B] Companies Act, 2013  C] Banking Regulation, 1949  D] Write own |
| 5b | Company’s office address  The above address is of  A] Registered Office  B] Mailing Office  C] Corporate Office  D] Head Office  E] Regional Office  F] Branch Office  G]Add any other Office |
| 6b | CIN |
|  |  |
| 2c | Name of the partnership firm |
| 3c | Registered office address |
| 4c | Registration Number |
|  |  |
| 2d | Name of the society |
| 3d | Type of the society |
| 4d | Name of the act under which the society is registered |
| 5d | Address of the society |
|  |  |
| 2e | Name of the karta/manager of the family |
| 3e | Mr./Mrs/Ms./Shri/Shrimati ~~[Add before above question and extract gender from the same for document~~] |
| 4e | Residential address of the party |
| 5e | Age of the karta/manager |
|  |  |
| 2f | Name of the sole trader |
| 3f | Mr./Mrs/Ms./Shri/Shrimati ~~[Add before above question and extract gender from the same for document~~] |
| 4f | Name of the Company |
| 5f | Office address of the party |
| 6f | Age of the party |
| 7f | PAN |
|  |  |
|  | +ADD PARTY |
| B | Contract Details | 1 | Name of the contract |
| 2 | Date of the contract |
| 3 | The contract was entered within \_\_\_\_\_\_\_\_\_\_ number of days of the dispute taking place |
| 3 | If the disputes between the parties in not settled through any amicable means within the period of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_days/months from the date of the dispute arising then the contract will be referred to arbitration [Optional, time limit can be avoided]  [If above answer missing ask next question]  The parties agree to submit to arbitration all the disputes which have arisen or may arise out of or in connection with the contract with the contract within \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of days/months |
| C | Limit: Commencement to Award | 1 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of days/months within which the arbitral tribunal must render its final award. Such time limit shall start to run from: |
| A] The date of commencement of the arbitral proceedings  B] The date of notification to the arbitral tribunal to commence such proceedings  C] Date of arbitration invocation notice being served  D] From arbitrator/Arbitral tribunal conducting its final hearing |
| 2 | Such limit can be reasonably modified by the parties mutually as per their discretion by a written agreement [Y/N] |
| D | New parties | 1 | Addition of the new parties  A] Can be added after Mutual consent of Parties  Written Consent Required [Y/N] [Only ask if above option A is selected]  B] Can be added after the permission of arbitral tribunal  C] Cannot be added |
| E | Venue and Seat details | 1 | Venue for the arbitration  A] Name the Indian city +Add cities  B] Where the following parties have their corporate office or place of residence  Select such party [Give a list of all the added parties]  Select A] Corporate Office  B] City of residence  C] City of business for the above selected parties  C] Shall be decided by the arbitral tribunal |
| Legal Seats for the arbitration  A] Same as the venue  B] Different than the venue; Name the Indian City \_\_\_\_\_\_\_\_  C] Shall be decided by the arbitral tribunal |
| F | Law | 1 | Name the institution for arbitration |
| G | Language | 1 | Language of proceedings  +Add languages |
| 2 | [If more than one language added then ask the below question] |
| H | Expenses | 1 | Expenses  A] Shared equally  B] Specific ratio [Each party with unique ratio]  C] One arbitrators and one arbitration [Present only if two parties are added]  i) Select party which will incur cost for the arbitrators and all related costs.  ii) Select party which will incur all the cost related to the arbitral proceeding.  D] List view of each expenses  Create a List view of all expenses  E] The parties will incur all the cost for the arbitrator nominated by the party  While all the cost for presiding arbitrator will be divided among the parties in the ratio \_\_\_\_\_\_\_\_\_\_\_ |
| I | Appointing the arbitrator | 1 | Composition of the tribunal  A] Ad-hoc arbitration  B] Institutional arbitration |
| 2A | **Ad-hoc arbitration**  1] Mutually appoint arbitrators  2] Respectively appoint arbitrators |
| 2A1/2A2 | i) In case the arbitrator is pre-appointed  ii) In case the arbitrator is not already appointed |
| 2A1i | Name of the arbitrator  Title of the arbitrator  Address of the arbitrator  + Add Arbitrator [If more than 1 added then it comes under multiple category in the main doc] |
| 2A1ii | The parties will appoint a  A] Sole arbitrator  B] Multiple arbitrator |
| The arbitrator/s will be appointed by the parties within \_\_\_\_\_\_\_\_\_\_\_\_ Number of days from the  A] Notification of the arbitration request to the defendant/s  B] Service of recall notice  C] Service of Arbitration invocation notice |
| 3 | Ask for 2A1i and 2A2ii  Umpire clause  If any difference should arise between said arbitrators, then the said arbitrators shall select an umpire and an award given by such umpire shall be final. [Y/N] |
| 2A2i | Name of the arbitrator  Address of the arbitrator  Nominated by party [Give a list of parties added for the user to select] |
| 2A2ii | a) Three arbitrator  b) More than three arbitrator |
| 4 | Ask for 2A2i and 2A2ii  Tie breaker clause  A] Presiding not yet arbitrator appointed  The same will be appointed by the arbitrators within \_\_\_\_\_\_\_\_ Days  B] Presiding arbitrator appointed  Name  Title  Address  Umpire clause  If any difference should arise between said arbitrators, then the said arbitrators shall select an umpire and an award given by such umpire shall be final. [Y/N] |
| 2B | **Institutional arbitration**  i) When the institution is not pre-decided  ii) When the institution is pre-decided |
| 2Bii | Name of the institution  Address of the main office of the institution  Number of arbitrator appointed by the parties  \_\_\_\_\_\_ [Give option to add number if 1 selected then sole if not then multiple] |
| J | Qualification and duties of Arbitrators |  |  |
| 1 | Nationality of the arbitrator |
| 2 | Arbitrator’s area of expertise  +Add Expertise |
| 3 | Arbitrators shall have a minimum number of years of experience |
| 4 | Experienced in which field of practice |
| 5 | Arbitrator should be well versed with the Basic concept of  +Add Concept |
| 6 | Arbitrator should be well acquainted with languages  +Add language |
| 7 | The arbitrator should compulsorily belong to profession \_\_\_\_\_\_\_\_\_\_\_\_  With \_\_\_\_\_ Number of years of experience |
|  | +Add duties [Basic duties already mentioned] |
| K | Extra Clauses |  | [Give checkboxes to select the extra clauses if checked then add or else don’t] |
| 1 | Re-appointment of arbitrators  [Ask the below questions only if AD HOC is selected in G1]  The parties can mutually decide to revoke such arbitrator’s appointment after serving him/her a notice  \_\_\_\_\_\_\_\_\_\_\_\_ Number of days for the notice  The parties can proceed to appoint another arbitrator within \_\_\_\_\_\_\_ number of days of such revocation taking place.  Written Consent required [Y/N] |
| 2 | Waiver |
| 3 | Deposit |
| 4 | Indemnification |
| 5 | Objection to appointment of arbitrators  Objection can be raised by either parties within \_\_\_\_\_\_\_ Number of days of receiving an intimation regarding the evocation of arbitral proceedings |
| 6 | Confidentiality Clause |
| 7 | Binding Clause |
| 8 | Death of the individual or sole proprietor party [Only present if any of the party is an individual or sole proprietor] |