

### A. GENERAL INSTRUCTION

#### A1. GENERAL INSTRUCTION FOR COMPLETING THE ARBITRATION FORM:

- **Completeness:** In order to facilitate a thorough and precise completion of the AECCI-IAC Arbitration submission form, the IAC administrator will actively engage with the party/parties, seeking their input and clarification on specific details. **The parties can complete the form Starting from Section A to K and rest Office Use Section will be filled by AECCI-IAC Administrator.** This collaborative approach aims to ensure that all necessary information is accurately captured and that the form aligns with the party's intentions and requirements. The IAC administrator will provide guidance and assistance throughout the process to enhance clarity and understanding and the submission form will be completed by the IAC administrator in the presence of the party/parties
- **Accuracy:** Double-check all the information provided in the form for accuracy and correctness. Any errors or inaccuracies may cause delays or complications in the arbitration process.
- **Supporting Documents:** Attach all relevant supporting documents to the filing form. This may include the statement of claim, any contracts or agreements related to the dispute, correspondence or communication related to the dispute, and any other relevant evidence or documentation.
- **Format and Organization:** Present the information in a clear and organized manner. Use appropriate headings, sections, and numbering to make it easy for the recipients to understand and navigate through the form.
- **Signatures:** Ensure that all required signatures are provided where necessary. This may include the signatures of the parties involved in the dispute, authorized Counsels, or any other required signatories.
- **Filing Fee:** Include the required filing fee along with the filing form, as specified by the AECCI-IAC. Ensure that the payment is made in the prescribed manner and includes any necessary supporting documentation or proof of payment.
- **Timeliness:** Submit the arbitration case filing form within the specified timeframe or deadline provided by the arbitration center or institution. Late submissions may result in the rejection or delay of the case filing.
- **Review and Confirmation:** Before submitting the form, review all the information provided to ensure its accuracy and completeness. Confirm that all required documents are attached, fees are paid, and signatures are obtained as necessary.
- **Retain Copies:** Make copies of the completed arbitration case filing form and all attached documents for your records. This will help in case of any future reference or need for additional copies.
- **Follow-up:** After submitting the form, follow up with the arbitration center or institution to ensure that the case filing has been received and acknowledged. Maintain open communication with the center throughout the arbitration process.

**Please note that these instructions are general in nature, and specific requirements may vary depending on the AECCI- International Arbitration center or institution involved. It is advisable to refer to the specific guidelines and instructions provided by the center for a comprehensive understanding of the case filing process.**

### B. TERMS OF PRIVACY & CONFIDENTIALITY

**The parties hereby declare and undertake to maintain strict confidentiality regarding all information and documents related to the arbitration proceedings. This obligation of confidentiality extends to all aspects of the arbitration and remains binding even after the conclusion of the proceedings.**

CLAIMANT by: (signature )

RESPONDENT by: (signature )

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y

### TIMETABLE & RECORD KEEPING

**Note 1:** The Arbitration timetable outlines the duration from the initiation of the case filing until the final issuance of the award. It serves as a timeline for the various stages involved in the arbitration process. The timetable typically includes key milestones such as the appointment of arbitrators, submission of pleadings, discovery phase, hearings, and the issuance of the final award. The purpose of the timetable is to provide a structured framework and ensure that the arbitration proceedings progress efficiently and within a reasonable timeframe.

**Note 2:** In AECCI-IAC, a maximum time frame of 90 days is allocated for the resolution of a case. However, it's important to note that the actual duration of a case may vary depending on its complexity, the number of hearings required, and other relevant factors.

\*Here LW indicates Legal Wing, "F" indicates Form & "E" is referred as Exhibit.

Particulars	Start Date-End Date	Total No. Of Days	Exhibits & No. of Pages
<b>(A) ADMIN Dept</b> (In Accordance with FORM A1) <input type="checkbox"/> Arbitration Submission Form (F- A1) <input type="checkbox"/> AECCI Registration (Copy of Certificate) <input type="checkbox"/> Agreement of Parties <input type="checkbox"/> Submission of Documents (refer Section I)	From <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> To <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	5 Days <sup>1</sup>	Exhibit No <input type="text"/> <input type="text"/> No of Pg. <input type="text"/> <input type="text"/>
<b>(B) LW Dept</b> Intimation from Center (As per FORM A2) <input type="checkbox"/> To arbitrator for Appointment of Arbitration <input type="checkbox"/> To Claimant of Arbitrator Appointment <input type="checkbox"/> To Respondent of Arbitrator Appointment	From <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> To <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	8 Days <sup>2</sup>	Exhibit No <input type="text"/> <input type="text"/> No of Pg. <input type="text"/> <input type="text"/>
<b>(C) LW Dept</b> Filing of Response <input type="checkbox"/> From Claimant <input type="checkbox"/> From Respondent	From <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> To <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	15 Days <sup>3</sup>	Exhibit No <input type="text"/> <input type="text"/> No of Pg. <input type="text"/> <input type="text"/>
<b>(D) Admin &amp; Account Dept</b> Cost of Arbitration (As per FORM A3) <input type="checkbox"/> Case Filing Fee <input type="checkbox"/> Administrative Fee <input type="checkbox"/> Arbitrators Fee	From <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> To <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	5 Days <sup>4</sup>	Exhibit No <input type="text"/> <input type="text"/> No of Pg. <input type="text"/> <input type="text"/>
<b>(E) LW Dept &amp; Arbitrator</b> Preliminary Hearing <input type="checkbox"/> Enquiry by Arbitrator in Writing <input type="checkbox"/> Counter Claim ( by Respondent/ Claimant) <input type="checkbox"/> Production of Additional Information & Documents	From <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> To <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	10 days <sup>5</sup>	Exhibit No <input type="text"/> <input type="text"/> No of Pg. <input type="text"/> <input type="text"/>
<b>(F) LW Dept</b> File of Additional Information & Documents (along with written Submission) <input type="checkbox"/> By Claimant <input type="checkbox"/> By Respondent	From <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> To <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	10 days <sup>6</sup>	Exhibit No <input type="text"/> <input type="text"/> No of Pg. <input type="text"/> <input type="text"/>
<b>(G) LW Dept</b> Hearing (Notices Serve by Centre) as per Form A4. <input type="checkbox"/> To Sole Arbitrator/ Tribunal <input type="checkbox"/> To Claimant <input type="checkbox"/> To Respondent	From <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> To <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	10 Days <sup>7</sup>	Exhibit No <input type="text"/> <input type="text"/> No of Pg. <input type="text"/> <input type="text"/>
<b>(H) LW Dept &amp; Arbitrator</b> Hearing (Conventional hearing Day) * <input type="checkbox"/> Opening Statement of Claim <input type="checkbox"/> Presentation of Evidences <input type="checkbox"/> Statement of Defence <input type="checkbox"/> Final Damage Request by Parties <input type="checkbox"/> Arbitrator Questioning prior to Closing Hearing <input type="checkbox"/> Evaluation Survey form (to Parties) (E-H4)	From <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> To <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	10 Days <sup>8</sup>	Exhibit No <input type="text"/> <input type="text"/> No of Pg. <input type="text"/> <input type="text"/>

\*A maximum of three hearings will be conducted in the arbitration proceedings and each stages proceedings will have its own Exhibits Attached.

<b>(I) LW Dept &amp; Arbitrator</b> Awards <ul style="list-style-type: none"> <li>Checklist to Arbitrators (E-I1)</li> <li>Feedback Form (E-I2)</li> <li>Copy of Award (in writing) (E-I3)</li> </ul>	From <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> To <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<b>20 Days<sup>9</sup></b>	Exhibit No <input type="text"/> <input type="text"/> No of Pg. <input type="text"/> <input type="text"/>
<b>(J) LW Dept &amp; Admin</b> Post Award Services (by Centre) <ul style="list-style-type: none"> <li>Copies of Award (To Parties)</li> <li>Notices reminding parties of their obligations to comply with award</li> </ul>	From <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> To <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<b>10 Days<sup>10</sup></b>	Exhibit No <input type="text"/> <input type="text"/> No of Pg. <input type="text"/> <input type="text"/>
<b>(K) LW Dept</b> Correction and Interpretation of an Award, if Any (By Parties)	From <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> To <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<b>15 days<sup>11</sup></b>	Exhibit No <input type="text"/> <input type="text"/> No of Pg. <input type="text"/> <input type="text"/>

\*The above timetable excludes the Appointment of Emergency Arbitrator and its proceedings.

- <sup>1</sup> This period is specified in Article 4 sub clause 4.2
- <sup>2</sup> This period is specified in Article 6 sub clause 6.3
- <sup>3</sup> This period is specified in Article 16
- <sup>4</sup> This period is specified in Article 35 and 36.
- <sup>5</sup> This is mentioned in Article 14.1.
- <sup>6</sup> This is mentioned in Article 17.
- <sup>7</sup> This is specified in Article 6.
- <sup>8</sup> This is specified in Article 4 and Article 11, 15, 16, 18 and 19.
- <sup>9</sup> This is specified in Article 21 and 22.
- <sup>10</sup> This is specified in Article 23.
- <sup>11</sup> This is specified in Article 34.

### RECORD KEEPING

A. The Administrator shall organize and maintain individual folders for each "Arbitration Submission" form received. These records will be securely stored at AECCI-IAC for a period of three (3) years. Upon the expiration of this timeframe, the Administrator may dispose of them in accordance with their discretion.

B. Except for the award itself, all records, documents, files, proceedings, and hearings related to the arbitration of a dispute under these rules, wherein both parties have consented to be bound by the process, shall remain confidential. However, this confidentiality shall be subject to any necessary ancillary legal actions concerning this specific matter.

C. The Center shall maintain an up-to-date registry containing the names, addresses, telephone numbers, and a summary of credentials of the appointed arbitrators. This registry will be periodically updated to ensure accuracy and relevance.

D. Any requests for access to the arbitration records or information contained therein shall be made in writing to the Administrator of AECCI-IAC. The Administrator will review such requests and determine whether disclosure is appropriate and in compliance with applicable laws and regulations.

E. The confidentiality obligations mentioned in section B shall continue to apply even after the completion of the arbitration proceedings. The parties involved, as well as the arbitrators and any other individuals involved in the process, shall maintain strict confidentiality regarding the details of the arbitration, unless required by law or with the express written consent of all parties involved.

F. AECCI will take reasonable measures to safeguard the confidentiality and integrity of the arbitration records and any other confidential information exchanged during the arbitration process. This includes implementing appropriate technical and organizational measures to prevent unauthorized access, disclosure, or alteration of such information.

G. Any breach of the confidentiality obligations set forth in these rules may result in appropriate sanctions, as determined by the Administrator or in accordance with applicable laws and regulations.

H. AECCI reserves the right to publish anonymized or aggregated data and statistics relating to arbitration cases, provided that such publication does not disclose any confidential information or breach the confidentiality obligations under these rules.

### C. CASE FILING DETAIL (FOR OFFICE USE)

Case Filing As	<input type="checkbox"/> Member <input type="checkbox"/> Non Member	AECCI Reg. No	(Please specify)								
Case ID	23-24/AECCI-IAC/001		Agreement ID	A23-24001							
Claimant Name	Applicant Name		Print ID	AECCI- 1056/23							
Receipt no	1001		Filing Fee	Fee Calculate as per exchange rate INR							
Place	India, Maharashtra		Issue Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				D	D	M	M	Y	Y	Y	Y

### D. DECLARATION

To,  
The Chairman / AECCI-IAC Council,  
Asian Exporters' Chamber of Commerce & Industry - International Arbitration Center  
India- 400614.

Respected Sir/Madam,

1.The undersigned claimant hereby submits the present matter in controversy, as detailed in the attached statement of claim, responses, and any relevant cross claims, counterclaims, and/or third-party claims, to arbitration in strict accordance with the Rules and Code of Arbitration Procedure of AECCI-International Arbitration Centre (AECCI-IAC).

2.The claimant solemnly affirms that they, or their duly authorized Counsel(s), have diligently reviewed the procedural guidelines and regulations governing arbitration as stipulated by AECCI-IAC. With unwavering honesty, the claimant asserts that the information provided in the form is true, accurate, and complete to the best of their knowledge.

3.The claimant consents to the understanding that, if deemed necessary, a hearing shall be scheduled at a time and venue duly designated by the Council of AECCI-IAC or the appointed arbitrator(s). The claimant acknowledges and comprehends that the arbitration proceedings shall be conducted meticulously in accordance with the prescribed Code of Arbitration Procedure of AECCI-IAC.

4.The claimant expressly undertakes to honour and comply with any award(s) resulting from the present Submission Agreement. Additionally, the claimant acknowledges and willingly submits to the jurisdiction of any competent court, which, upon due application, may duly recognize and enforce the said award(s), including any applicable interest.

5.In witness thereof, the claimant has executed and acknowledged the foregoing Submission Agreement, affirming their full understanding and acceptance of its terms. The claimant certifies that the information provided in the form is true, correct, and complete to the best of their knowledge.

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y

Signature

Affix Co. Rubber Stamp

### E. RULES & PROCEDURE SELECTION

#### E1. RULES SELECTED

☐ Commercial ☐ Construction ☐ Finance ☐ Others

#### E2. PROCEDURE SELECTED

☐ Binding Arbitration ☐ Non Binding Arbitration ☐ Others

### F. CLAIMANT/ LEGAL COUNSEL IS DEFINED AS UNDER:

☐ Claimant ☐ Claimant's legal Counsel ( as defined by Article no. 2 )

Full Name

Name of Claimant's Counsel's Firm

If Signing on behalf of a firm or company, kindly indicate your position or office held as per the Power of Attorney (POA)/ Board Resolution

\*Claimant or it's Legal Counsel's address to which documents should be sent

Address

City

Pincode

Phone No.

PAN No.

If any Ref.

email ID

I comprehend that individuals who knowingly make false statements in a document verified by a statement of truth, without an honest belief in its accuracy, may be subject to potential contempt of center proceedings

☐ I affirm my belief in the veracity of the facts presented in this particulars of claim.

☐ The claimant holds the belief that the facts outlined in this particulars of claim are true. I have been duly authorized by the claimant to affix my signature to this statement.

Date

D D M M Y Y Y Y

Signature

Affix Co. Rubber Stamp



**Nature of Business** Merchant Exporter/ Trading/ Banking/ Service Provider/ Insurance/ IT Sector....

**Amount of Claim**    \$    USD    ₹    INR    €    EURO    *Amount In Figures*

<b>Start Date</b>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div> Dispute is Ongoing
	D	D	M	M	Y	Y	Y	Y	
<b>End Date</b>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	
	D	D	M	M	Y	Y	Y	Y	

\*If the dispute remains unresolved and is still running, while the parties approach AECI-IAC to file their case, kindly indicate the status by checking the designated box that signifies "Dispute Ongoing."

Agriculture	Automotive & Heavy Industry	Construction & Engineering
Commodities Trading	Energy & Power	Fashion & Luxury Goods
Gas	High-tech Products	Infrastructure
Media & Entertainment	Mining & Metals	Oil & Petroleum
Real Estate	Pharmaceutical & Biotech	Shipbuilding
Telecommunications	Transportation	Logistics & Shipping
Agri-Tech	Machineries	Others

*Kindly Specify more in detail*

☐ Yes ☐ No If No, Refer Exhibit- A1 enclosed, kindly proceed with the fulfilment of the agreement to arbitrate.

☐ Yes ☐ No

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### H. DETAIL OF PARTIES

#### H1.CLAIMANTS\*

Name of Firm		Name of Party	
Address			
City		State	
		PinCode	
email ID		Phone No	

\*In order to initiate the proceedings, it is requested that you kindly submit a copy of the Arbitration Submission form and the Arbitration Agreement, accompanied by the applicable filing fees as stipulated in the rules, to AECCI- International Arbitration Centre.

#### H2. RESPONDENTS

Name of Firm		Name of Party	
Address			
City		State	
		PinCode	
email ID		Phone No	

If Signing on behalf of a firm or company, kindly indicate your position or office held as per the Power of Attorney (POA)/ Board Resolution

Name of Counsel, if any			
Name of Firm		PAN No.	
Address	( To be used in connection with this case )		
City		State	
		Pincode	
Phone No.		email ID	

\*You are permitted to annex additional sheets, if deemed necessary or if there is a need for additional space.

**RESPONDENT(S):** Please take notice that, Pursuant to AECCI-International Arbitration Centre's Rules and Procedures, the Claimant demands arbitration of a claim against you. You have 30 days to serve the Claimant and AECCI-IAC with a Reply to this Demand for Arbitration/Arbitration Notice. Failure to reply within the specified time frame may result in an award entered against you by the Arbitrator.

### I. SUPPORTING DOCUMENTATION

Please ensure that the statement of claim and any accompanying supporting documents are attached to this filing. Examples of supporting documents may include exhibits referenced in the statement of claim or a scanned image of a signed submission agreement. Kindly ensure to submit the following Documents in 5 copies if Tribunal/ 3 copies if Sole Arbitrator.

According to Article 13.3 of the AECCI Rule of Arbitration Procedure, it is mandatory to submit all the documents as required (refer Article 18 & Article 19). Please ensure that you include all the necessary documents outlined by the code of arbitration procedure when making your submission.

### I1.Documents Required :

Kindly ensure to submit the following Documents in 5 copies if Tribunal/ 3 copies if Sole Arbitrator

- |  |   |
|--|---|
| <input type="checkbox"/> Contract / Agreements                                 | <input type="checkbox"/> Agreement to arbitrate ( Exhibit- A1)  |
| <input type="checkbox"/> Proof of Communications                               | <input type="checkbox"/> Witness Statements, if Any   |
| <input type="checkbox"/> Complain/ Narration of facts                          | <input type="checkbox"/> Expert Reports   |
| <input type="checkbox"/> Documents establishing the circumstances of the case  | <input type="checkbox"/> In case of government contract communication made with the highest authority for exhaustion of administrative remedies |
| <input type="checkbox"/> Number of Authenticated or Certified Copies Requested | <input type="text"/>  |

Additional Supporting documents: For eg. invoices, receipts, contracts, photographs, records, and many more...

\*You are permitted to annex additional sheets, if deemed necessary or if there is a need for additional space.

### J. DESCRIBE THE GROUNDS OF CLAIMS MADE:

The grounds can vary depending on the Nature of dispute. For.eg. of common grounds of claim is Breach of contract, so here the claimant has to describe it that at what part the party failed to fulfill its contractual obligations, resulting in harm or damages to the other party.

\*You are permitted to annex additional sheets, if deemed necessary or if there is a need for additional space.



### K. RELIEF REQUESTED

You have the right to seek both monetary and non-monetary relief, including attorney's fees, costs, and interest. Additionally, you may request exterminate if applicable. Furthermore, if your claim alleges commercial/trade or other discrimination in violation of a statute, please indicate such in your filing.

Please indicate any costs being requested by checking the corresponding box. If the specific amounts are known, please provide them. Please refrain from entering zero for the amount. ( Refer Article 35 )

#### K1. ATTORNEY'S FEES, COSTS, AND INTEREST

Check any costs that are being requested. Provide specific amounts, if known, or leave the associated amount blank and check the "Amount is Unspecified" box to indicate that the amount is unspecified. Do not enter zero for the amount.

<input type="checkbox"/> Attorneys Fees	<input type="checkbox"/> Interest	<input type="checkbox"/> Arbitration Cost	<input type="checkbox"/> Punitive/ Exemplary
<input type="checkbox"/> Restitution	<input type="checkbox"/> Accounting or Auditing	<input type="checkbox"/> Injunctive Relief	Others <input type="text"/>

Amount Enclosed: ☐ \$ ☐ ₹ ☐ € Amount

#### K2. ARE THESE ADDITIONAL COSTS OR EXPENSES DIRECTLY RELATED TO THE DISPUTE OR ARE THEY INCURRED AS A RESULT OF THE RESPONDENT'S ACTIONS OR OMISSIONS?

(Describe with any supporting documents or evidences)

\*You are permitted to annex additional sheets, if deemed necessary or if there is a need for additional space.

### L. FOR OFFICE USE

This Form was put up to the Review / Screening after Committee Board Meeting. Meeting held on dated

D  D  M  M  Y  Y  Y  Y

Case ID

☐ AECCI Registration (Copy of Certificate)

D  D  M  M  Y  Y  Y  Y

Reg. No

☐ Verification of Parties

D  D  M  M  Y  Y  Y  Y

☐ Status of Verification, Describe:

☐ Arbitration Submission Form (F- A1)

D  D  M  M  Y  Y  Y  Y

☐ Agreement to Arbitrate (E-A1)

D  D  M  M  Y  Y  Y  Y

☐ Submission of Documents (as per section I)

D  D  M  M  Y  Y  Y  Y

The request for arbitration form submitted by the parties has been deliberated upon and reviewed during the board meeting held on

D  D  M  M  Y  Y  Y  Y

Following careful consideration, and a decision has been made to ☐ accept/ ☐ reject the form in accordance with the applicable legal provisions and internal policies.

Verified by:

Approved by:

Date

D  D  M  M  Y  Y  Y  Y

I, the undersigned Administrator/ Secretariat, hereby declare that I have thoroughly reviewed and examined the submitted form in my capacity as the authorized administrator/ secretariat. I confirm that the information provided therein has been duly assessed for completeness and compliance with the prescribed requirements. Any discrepancies or deficiencies identified have been appropriately noted and communicated to the concerned parties for rectification, if necessary. This declaration is made in accordance with the established procedures and responsibilities entrusted to me as the Administrator/ Secretariat.

Date

D  D  M  M  Y  Y  Y  Y

ADMINISTRATOR (Signature)