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| **MINLAW COVID-19 (WEDDING) MEDIATION PROGRAMME**  **REQUEST FOR MEDIATION** |

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| **Part A – Agreement to Mediate** | | | |
| Have all the parties agreed to mediate this matter? | |  | Yes |
|  | No |
|  | | \*If you answered “yes”, please **attach a copy of the agreement to mediate** (e.g. email or screenshot of text message showing the other party agreed to mediate.) | |
| **Part B – Particulars of Applicant**  Please fill in your particulars below.  If you represent the vendor and the vendor is an entity (e.g. company), please enter the particulars of the entity below. You must be authorised by the entity to make this request for mediation. | | | |
| Please indicate whether you are the vendor or the customer | |  | Vendor |
|  | Customer |
| 1. Applicant’s Name: | | Enter your name | |
| 1. Identification No: | | Enter last 4 alphanumerical characters of NRIC / passport number (e.g. XXXXX123A) or UEN | |
| 1. Contact No: | | Enter your contact number | |
| 1. Email Address: | | Enter your email address | |
| 1. Name of authorised representative   (where applicable): | | If you are applying on behalf of your company or business, enter your name here | |
| **Part C – Particulars of other parties to the contract**  Please fill in the particulars of all the other parties to the contract below, to the best of your knowledge.    If the other party is a vendor and it is an entity (e.g. company), you should identity the correct entity.    If you are a customer, and your partner is also a party to the contract, please fill in their particulars below. | | | |
| **1st Other Party** | 1. Name of Other Party: | E.g. Mr ABC, XYZ Vendor | |
| 1. Is the Other Party a vendor or customer? |  | Vendor |
|  | Customer |
| 1. Identification No: | Enter last 4 alphanumerical characters of NRIC / passport number (e.g. XXXXX123A) or UEN | |
| 1. Contact No: | Enter contact number | |
| 1. Email Address: | Enter email address | |
| 1. Name of representative of Other Party (where applicable): | If the other party is a company or business, please fill in the name of its representative | |
| **2nd Other Party** | 1. Name of Other Party: | E.g. Mrs DEF, XYZ Vendor Pte Ltd | |
| 1. Is the Other Party a vendor or customer? |  | Vendor |
|  | Customer |
| 1. Identification No: | Enter last 4 alphanumerical characters of NRIC / passport number (e.g. XXXXX123A) or UEN | |
| 1. Contact No: | Enter contact number | |
| 1. Email Address: | Enter email address | |
| 1. Name of authorised representative of Other Party   (where applicable): | If the other party is a company or business, please fill in the name of its representative | |
| **Part D - Details of the Matter** | | | |
| 1. Date wedding event was scheduled to be held: | | Click or tap to enter a date. | |
| 1. Description of the contract: | | E.g. Contract for wedding banquet for 200 pax at XYZ Hotel for total contract price of $z. | |
| 1. Brief details of the matter: | | E.g. We have paid a $x deposit. Due to the Phase 2 Heightened Alert measures, our wedding banquet could not be held on 30 June 2021. We do not wish to postpone the wedding due to the continuing uncertainty. We wish to cancel the wedding banquet and for the hotel to return the deposit we paid. However, the hotel’s position is that we should postpone our wedding and the deposit will be forfeited if we cancel our wedding. | |
| Date of this Request for Mediation | | Click or tap to enter a date. | |