

AUTHENTICATION OR CERTIFICATION SERVICES REQUEST FORM

Date: _____

Services required:

Authentication

Certification

Arbitration Reference Number (if any): _____

Applicant's Name: _____
(Claimant/Respondent)

Applicant's Email Address: _____

Please complete the following table with the relevant information

Claimant	Name:
	Address:
	Telephone:
	Fax:
	Email:
	Contact Person:

Claimant's Counsel	Name:
	Address:
	Telephone:
	Fax:
	Email:
	Contact Person:

Respondent	Name:
	Address:
	Telephone:
	Fax:
	Email:
	Contact Person:

Respondent's Counsel	Name:
	Address:
	Telephone:
	Fax:
	Email:
	Contact Person:

Tribunal's Details	Name:
	Address:
	Telephone:
	Fax:
	Email:

Tribunal's Details	Name:
	Address:
	Telephone:
	Fax:
	Email:

Tribunal's Details	Name:
	Address:
	Telephone:
	Fax:
	Email:

Date of award	
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Is the award registered in the SIAC Registry?	(Y/N)
	If yes, please provide the Award Number and Year

Type of Arbitration	Ad Hoc (Y/N)
	Institutional (Y/N)
	Please check the applicable box: <input type="checkbox"/> Arbitration Act (Cap. 10) <input type="checkbox"/> International Arbitration Act (Cap. 143A)
	(If Institutional, please provide the details of the institution and the reference number below and the relevant contact person within the institution, if available)

Number of Authenticated or Certified Copies Requested	
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Details of the Request	
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Total Payment Due (Please refer to SIAC's website for the applicable charges)	
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Payment Method (See notes at the back of this form)	Cheque Number:
	Date:
	Bank:
	Bank Transfer to SIAC's bank account:
	Transaction Reference number:

The Applicant consents to SIAC using any of its personal information that it may have provided in this Request for the processing of its application and the provision of the requested services by SIAC.

Name and Signature of Applicant:

(Name) _____ (Signature) _____

(Date) _____

Please send the completed form (and payment or evidence of remittance as may be applicable) by email to casemanagement@siac.org.sg or by fax to +65 6713 9778 or by mail to Singapore International Arbitration Centre, 28 Maxwell Road, #03-01, Singapore 069120 (Attn: The Registrar). If you require a word version of this form, please send your request to casemanagement@siac.org.sg.

See Notes at the Back of this Form

Notes

1. Payment should be sent together with the completed request form and may be made by any of the following means:

- (i) Local cheque

A local cheque payable to “**Singapore International Arbitration Centre**”. Please indicate the applicant’s name, contact number and the words “Request for Authentication/Certification” on the reverse side of the cheque. Local cheques should be sent to the Registrar, Singapore International Arbitration Centre, 28 Maxwell Road, #03-01, Singapore 069120.

- (ii) Bank transfer to SIAC’s bank account

Please ensure that you transfer sufficient funds to account for any bank charges that may be deducted. For bank details, please contact us at +65 6713 9777 or email casemanagement@siac.org.sg.

2. SIAC will retain the Applicant’s personal information to the extent one or more of the purposes described in this request form for which it was collected remains valid and for other legal or business purposes for which SIAC is required to retain such information. For more information about how SIAC handles personal data, please refer to our Privacy Policy at www.siac.org.sg.
3. In cases where SIAC is requested to authenticate an original award and/or certify copies of an original award which is not registered in the SIAC Registry of Awards, the Applicant shall provide SIAC with an original of the arbitration award signed by the tribunal and issued to the party together with another copy (or more, depending on the number of copies requested), concurrent with the filing of the application for the authentication of the original award and/or the certification of copies of the original arbitration award.
4. In cases where SIAC is requested to certify copies of the original arbitration agreement, the Applicant shall provide SIAC with an original of the arbitration agreement, together with another copy (or more, depending on the number of copies requested), concurrent with the filing of the application of the certification of copies of the original arbitration agreement.
5. The Applicant agrees to SIAC contacting the tribunal and/or the relevant arbitration institution for the purpose of obtaining a copy of the award from the tribunal and/or the relevant arbitral institution and requesting any information necessary for the authentication/certification of the original award. The Applicant agrees to provide SIAC with any necessary written consent and/or additional information that may be required by the tribunal and/or the relevant arbitral institution for the purposes of enabling and facilitating SIAC’s authentication/certification of the original award.
6. In cases where SIAC’s disbursements may exceed the incidental charges listed on its website, SIAC will inform the Applicant of the amount that may exceed the listed incidental charges and should the Applicant wish SIAC to proceed with the authentication and/or certification services on this basis, the Applicant agrees to bear the costs of any additional disbursements which exceed the listed incidental charges, in addition to the listed incidental charges.
7. The Applicant shall arrange, liaise and bear the cost of the notary public and/or any other third party which may be required in connection with the provision of the authentication and/or certification services. SIAC will not be responsible for the provision of any services by the notary public and/or any other such third party.