**LAW SOCIETY COMMUNITY NEUTRAL EVALUATION SCHEME**

# NEUTRAL PROCEEDING AGREEMENT

DATED:

BETWEEN: [*name and address of first party*]

AND: [*name and address of second party*]

[*Add further parties as necessary*]

(collectively, “the Parties”).

1. This Agreement must be identified/included in the *Notice of Intention to make Application for Neutral Proceeding* as well as the *Application for Neutral Proceeding*.

2. The Parties agree that the Dispute described below be submitted to neutral evaluation under the Law Society Community Neutral Evaluation Scheme.

3. The Parties agree not to commence legal proceedings or arbitration in relation to the Dispute until the earlier of the expiry of this agreement or the delivery of an Evaluation under those Rules.

4. The Parties represent that they have had adequate opportunity to seek legal advice relating to the execution of this agreement.

4. This agreement shall be valid for a period of [*insert period*] from its inception.

Dispute: The Dispute is [*describe the salient aspects of the dispute*].

SIGNED by [*insert name of first party*]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNED by [*insert name of second party*]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Delete where applicable.

**LAW SOCIETY COMMUNITY NEUTRAL EVALUATION SCHEME**

# APPLICATION FOR NEUTRAL PROCEEDING

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| **INTRODUCTION** |
| 1. To commence a Neutral Proceeding under the Law Society Community Neutral Evaluation Scheme, the Applicant shall deliver an Application to the Respondent. A copy of the Application shall also be submitted to the Law Society of Singapore (the “Law Society”) via an email addressed to adr@lawsoc.org.sg.
2. The Application must include all relevant facts and matters on which the Applicant relies, including:
3. The names and email addresses of the parties to the dispute;
4. A brief statement of the facts and particulars supporting the Applicant’s claim;
5. Copies of all documents relied upon, including the agreement giving rise to the dispute (if any) and the Neutral Proceeding Agreement;
6. The contentions of fact and law supporting the Applicant’s position;
7. All items of relief and remedy sought by the Applicant;
8. All quantifiable items of claim with accompanying calculations and breakdown (where applicable); and
9. A statement that the dispute is not the subject of existing or concluded proceedings before an arbitrator, a court, a tribunal, or other body of competent jurisdiction.
10. A non-refundable Administration Fee of S$50.00 is payable to the Law Society upon delivery of an Application. The Law Society will advise of the method for payment once the Application has been received. Kindly note than an Application shall not be taken to have been made until the Administration Fee is paid.
11. For more information on the Law Society Community Neutral Evaluation Scheme, please email adr@lawsoc.org.sg.
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| **PARTICULARS**  |
| Party 1 (“Applicant”) | Name of Party 1:Contact No.:Address:Email Address: |
| Party 2 (“Respondent”) | Name of Party 2:Contact No.:Address:Email Address: |
| Additional Parties (if any) |  |
| **BRIEF STATEMENT OF FACTS AND PARTICULARS**  |
|  |
| **RELIEFS AND REMEDIES SOUGHT**  |
|  |
| **QUANTIFIABLE ITEMS OF CLAIM** **(Kindly provide accompanying calculations and breakdown, where applicable.)**  |
| Quantum of claim: S$ Quantum of counterclaim: S$ Others:  |
| **ENCLOSED DOCUMENTS** **(Kindly list all documents enclosed with this Application, including the agreement giving rise to the dispute (if any) and the Neutral Proceeding Agreement.)**  |
|  |
| **ELIGIBILITY OF DISPUTE FOR NEUTRAL PROCEEDING** |
| [ ]  | I confirm that the dispute to which this Application relates is not the subject of existing or concluded proceedings before an arbitrator, a court, a tribunal, or another body of competent jurisdiction. |
| **SIGNATURE**  |
| Applicant’s Name and Signature: |  |
| Date: |  |