## THE LAW SOCIETY MEDIATION SCHEME – PIPD /

**THE LAW SOCIETY NEUTRAL EVALUATION SCHEME – PIPD**

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| **INTRODUCTION** |
| 1. This form must be sent by Party 1 (the “**Applicant**”) requesting mediation / neutral evaluation to all other parties of the proposed mediation / neutral evaluation. Unless otherwise stated, the capitalised terms used here bear the same meanings as those used in the PIPD Addendum. 2. Parties who wish to apply for mediation under **THE LAW SOCIETY MEDIATION SCHEME –PIPD (**“**LSMS–PIPD**”) or neutral evaluation under **THE LAW SOCIETY NEUTRAL EVALUATION SCHEME – PIPD** (“**LSNEDS – PIPD**”) must complete this request form (the “**Request Form**”). 3. This Request Form must be submitted to the Law Society of Singapore along with the Administration Fee of **S$200.00 per party**. 4. Any such other fees and expenses that are in addition to the Administration Fee shall be payable in the amounts and manner as set out in the PIPD Addendum (“**Applicable Fees**”). 5. The Law Society of Singapore will advise on the method for payment of the Administration Fee and Applicable Fees once we have received your completed Request Form. 6. No Request Form shall be processed until all fields in the Request Form have been completed to the satisfaction of the Law Society of Singapore, and the Administration Fee and Applicable Fees have been received by the Law Society of Singapore. 7. This Request Form must be jointly completed and submitted by the parties to attend mediation / neutral evaluation. The Applicant (as defined below) requesting mediation / neutral evaluation shall first send a copy of this Request Form to the other party or parties for their completion before the Law Society of Singapore will accept the Request Form submitted. The Law Society of Singapore reserves all rights to refuse any Request Forms submitted. 8. Once a copy of this Request Form has been jointly completed by the parties, please email such Request Form to [adr@lawsoc.org.sg](mailto:adr@lawsoc.org.sg) with the email subject title as, “Request for Mediation / Neutral Evaluation – PIPD – [first and last name of Applicant]”. |
| **MEDIATION OR NEUTRAL EVALUATION** |
| Please select below for which process has this Request Form been submitted: Mediation  Neutral Evaluation |

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| **AGREEMENT TO MEDIATE / ATTEND NEUTRAL EVALUATION** | |
| Have all the parties agreed to mediate or attend neutral evaluation for this matter?  Yes No  Remarks:  Was the agreement contained in a prior agreement?  Yes No  If “Yes”, please attach the agreement. | |
| **NOMINATION OF MEDIATOR/NEUTRAL** | |
| **Mediator / Neutral from the LSMS- LSNES PIPD Panel** | Name:  Law Firm: |
| **PARTICULARS** | |
|  | Name of Party 1:  Contact No.:  Address:  Email Address:  Language spoken and written: English/Mandarin/Malay/Tamil/others, please state:  Occupation:  Highest Educational Standard: |
| Party 1 (the “**Applicant**”) |  |
|  | Law firm representing Party 1 (if applicable): Contact No.:  Fax: Address:  Email Address: Reference No.: |
| Party 2 (the “**Respondent**”) | Name of Respondent:  Contact No.:  Address:  Email Address:  Language spoken and written: English/Mandarin/Malay/Tamil/others, please state:  Occupation:  Highest Educational Standard: |
|  | Law firm representing Respondent (if applicable): Contact No.:  Fax: Address:  Email Address: |

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|  | Reference No.: |
| Additional Party (“**Additional Party**”) (if any) | Name of Additional Party:  Contact No.:  Address:  Email Address:  Language spoken and written: English/Mandarin/Malay/Tamil/others, please state:  Occupation:  Highest Educational Standard:  Law firm representing Additional Party (if applicable): Contact No.:  Fax: Address:  Email Address: Reference No.: |
| Please state the number of parties in addition to the Applicant and Respondent attending the mediation / neutral evaluation |  |
| **DETAILS OF THE DISPUTE** | |
| Please select one or more options below that best describe the nature of the dispute:  Industrial Accident Motor Accident  Non-injury Motor Accident  Personal Injury, General / Personal Injury, Motor Accident Personal Injury, Industrial  Personal Injury, Non-Motor Accident/Non-Industrial Property Damage – Motor Accident  Quantum of Claim: S$ Quantum of Counterclaim: S$ Others: | |
| **NATURE OF DISPUTE**  **(Please provide brief details of the dispute)** | |
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| **SUPPORTING DOCUMENTS** |
| *Please note that our Mediators / Neutrals may request for supporting documents to facilitate the timeous resolution of the claim/counterclaim. Please see below a non-exhaustive list of supporting documents that you may wish to obtain in preparation for the mediation / neutral evaluation:*   1. *Police documents, such as police reports, vehicle damage reports, sketch plan on the location of accident, photographs of accident scene and traffic police investigation results;* 2. *Singapore Accident Statements lodged with the General Insurance Association of Singapore;* 3. *WSH Report from the Ministry of Manpower;* 4. *Video footages of accident (if any);* 5. *Witness Statements (if any);* 6. *Accident reconstructions reports (if any)* 7. *Medical reports from the treating doctor, reviewing doctor, medical specialist(s) and medical re-examination reports (if any);* 8. *Certificates for hospitalisation and medical leave;* 9. *Bills for medical treatment and evidence of payment;* 10. *Income documents, such as Letter of Employment, Salary Slips, CPF statements and Income Tax Notices of Assessment and/or other evidence of income and loss thereof;* 11. *Repairer’s bill and evidence of payment;* 12. *Vehicle surveyor’s report;* 13. *Excess bill or receipt;* 14. *Vehicle registration card;* 15. *COE/PARF certificates;* 16. *Rental agreement, invoice and receipt for rental of replacement vehicle (if any);* 17. *Correspondences with the insurer relating to pre-repair survey and/or post repair inspection of the claimant’s vehicle; and* 18. *Any supporting documents for all other expenses claimed (if any).*   *For other non-exhaustive lists of for such supporting documents of a nature specific, e.g., motor accidents, please see Appendix 1* |
| **ADDITIONAL INFORMATION** |
| Have you attended mediation or explored any other forms of Alternative Dispute Resolution prior to this?  Yes No |

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| If yes, please provide details below.  If you are presently acting in person, have you sought legal advice prior to this?  Yes No |
| **AVAILABLE DATES FOR MEDIATION / NEUTRAL EVALUATION**  **(Please arrange between the parties at least five (5) mutually agreeable dates, before submitting this Request Form)** |
| Please note that the Law Society of Singapore will follow up with you after the mediation / neutral evaluation to review if your matter has been resolved within 3 months from the date of the last session.  No, I wish to opt out. |
| **MEDIATION: OPTION FOR NEUTRAL EVALUATION** |
| In the event that the mediation is unable to resolve all issues, would you wish to have the option to terminate the mediation and proceed with neutral evaluation? (Subject to the availability of neutral evaluators, timings, whether on the same day or otherwise, and additional costs, if any, to be advised).  Yes No |
| **NEUTRAL EVALUATION: OPTION FOR MEDIATION** |
| In the event that the parties are unable to agree to be bound by the recommendations of the neutral evaluators, would you wish to have the option to terminate the neutral evaluation and proceed with mediation? (Subject to the availability of mediators, timings, whether on the same day or otherwise, and additional costs, if any, to be advised).  Yes No |

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| **SIGNATURE** | |
| Applicant’s Name and Signature: |  |
| Date: |  |
| Respondent’s Name and Signature |  |
| Date: |  |
| Additional Party’s Name and Signature |  |
| Date: |  |

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| **FOR OFFICIAL USE** |
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