

**To:**

- 1. The Claimant**
  
- 2. The Respondent**

Dear Sirs,

**Arbitration Title**  
**TERMS OF APPOINTMENT**

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**A: Acceptance**

I accept my appointment as arbitrator in this dispute and attach my signed Declaration of Impartiality and Independence.

**B: Fees And Expenses**

[Where Table 1 of the prescribed arbitrator's scale fees for tenancy and renovation disputes applies].

Table 1 of the prescribed arbitrator's scale fees for LSAS Arbitration for tenancy and renovation disputes shall apply. The applicable fixed sum is my fee for the whole reference on issue of the final award.

If at any time after my appointment the arbitration is terminated before the Final Award is published, my fee shall be the percentage (set out in the Appendix to these Terms of Appointment) of the applicable fixed sum in Table 1.

[Where Table 2 of the prescribed arbitrator's scale fees applies].

Table 2 of the prescribed arbitrator's scale fees shall apply.

The following apply as supplementary prescriptions by the Law Society under Rule 11 of the LawSoc Arbitration Rules:

- a) The fixed rate per day in Table 2 applies per day of the substantive hearing or part thereof.
  
- b) For time spent on work done outside the substantive hearing, for example, correspondence, dealing with interlocutory matters, status or interlocutory meetings, perusing documents, issuing directions and drawing up the award, the hourly rate is the fixed rate per day in Table 2 divided by 8.
  
- c) Expenses reasonably incurred for the conduct of the arbitration including disbursements for photocopying, telephone calls, facsimile transmissions and incidentals shall be reimbursed at reasonable rates.

The parties are jointly and severally liable for my fees and expenses, and in default of payment by one party of its share, the other party shall make payment of the same upon which it is entitled to recover that amount from the defaulting party.

The parties are to pay deposits which shall be topped up as and when I require.

Please acknowledge your agreement and understanding of these Terms of Appointment.

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Arbitrator

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**Claimant**

.....  
**Respondent**

Appendix

Stage of Proceedings	Percentage payable of applicable fixed sum set out in Table 1
Before the Statement of Defence is delivered	10%, or S\$1,000, whichever is the lesser
After the Statement of Defence is delivered and up to the time when all Statements are first delivered	10% to 20%*
After all Statements are first delivered up to the time immediately before the start of the hearing to determine the dispute	20% to 50%*
From the start of the hearing to determine the dispute up to the time immediately before the Final Award is published	50% to 80%*

The appropriate percentage will be determined by me as arbitrator depending on the complexity of the matter and the work done.