

**FACILITIES PROVIDED BY THE LAW SOCIETY FOR THE CONDUCT OF ARBITRATION  
UNDERTHE LAW SOCIETY ARBITRATION SCHEME**

**ADMINISTRATIVE CHARGES<sup>\*1</sup>**

| No. | Item   | Charges  |
|-----|--|--|
| 1.  | <b>Non-Refundable Registration Fee</b><br>(inclusive of GST)<br>(payable upon delivery of notice of arbitration)   | \$100  |
| 2.  | <b>Appointment Fee for request to President of the Law Society for appointment of an arbitrator</b><br>(inclusive of GST)<br>(payable upon delivery of request for appointment of an arbitrator)   | \$200  |
| 3.  | <p><b>Meeting Room Rental Charges</b><br/>(inclusive of GST)</p> <p>One 4 hour session<br/>(between the hours from 9 am to 5 pm)<br/>With refreshments<br/>(coffee/tea/water)</p> <p>For every subsequent hour thereafter<br/>Per hour</p> <p><b>Cancellation Charges:</b></p> <p>Less than a month's notice</p> <p>At any time during the arbitration hearing</p> | <p>\$350</p> <p>\$60</p> <p>20% of the total room rental charges payable</p> <p>30% of the total room rental charges payable for the remaining rental period which was not used.</p> |
| 4.  | <b>Photostating Charges</b>  | <p>\$0.15 per copy</p> <p>\$0.40 per copy for colour copy</p>  |
| 5.  | <b>Multi Media Projector Rental Charges</b><br><br>Per hour  | \$100  |

<sup>1</sup> Administrative charges are subject to change without notice by the Law Society.

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| 6.  | <b>Notebook Rental Charges</b><br><br>Per hour                     | \$100  |
| 7.  | <b>Charges of Interpreter</b>                                      | Interpreter's fees<br>+<br>Administrative Charges of<br>\$20 |
| 8.  | <b>Charges for typing and secretarial services</b><br><br>Per hour | \$60   |

Notes:

- 1 All charges are due and payable in full upon registration/booking (as the case may be).
- 2 Rental of the meeting rooms and equipment are subject to terms and conditions set out in the Application Form.
- 3 Late payment interest at the rate of 1% per month will be charged on all overdue and unpaid amounts.