



Delhi Arbitration Centre

INSTITUTIONAL ARBITRATION CENTRE · REGISTERED UNDER THE SOCIETIES REGISTRATION ACT, 1860

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**FORM
ASF**

FORM ASF · RULE 4, DAC ARBITRATION RULES, 2023

Arbitration Submission Form

Request for arbitration under the aegis of the Delhi Arbitration Centre. To be filed by the party commencing the arbitration, with a copy served on every opposite party (Rule 4.2).

A. CLAIMANT(S) / SUBMITTING PARTY

Name of Claimant(s)

Full legal name; for a company, firm or body, its registered name and the name of the authorised signatory

Address for service

Registered / principal office and correspondence address, with PIN

Telephone / Mobile**E-mail for service**

All communications under the Rules are sent to this address

Counsel / Authorised representative, if any

Name, enrolment no. and contact details; attach authority

B. RESPONDENT(S) / OPPOSITE PARTY

Name of Respondent(s)

Full legal name; for a company, firm or body, its registered name and the name of the authorised signatory

Address for service

Registered / principal office and correspondence address, with PIN

Telephone / Mobile**E-mail for service**

All communications under the Rules are sent to this address

Counsel / Authorised representative, if any

Name, enrolment no. and contact details; attach authority

Additional parties, if any

Give the same particulars on an additional sheet

C. THE ARBITRATION AGREEMENT AND THE DISPUTE**Nature of the dispute**

- ☐ Contractual ☐ Non-contractual ☐ Domestic
☐ International commercial

Category of arbitration

Determines the fee schedule and the procedure (Rules 6.5 and 8.6)

- ☐ General ☐ Statutory (reference by a Council / authority)
☐ Banking / NBFC

Contract / instrument out of which the dispute arises

Title, date and parties; attach a copy (Rule 4.1 e)

Does the agreement contain an arbitration clause naming DAC?

Attach a copy of the clause / agreement (Rule 4.1 c)

- ☐ Yes — DAC clause ☐ Yes — Arb-Med-Arb clause ☐ No

If no, how is the arbitration referred to DAC?

Attach the agreement, referral order or nomination (Rule 4.1 b, f, g)

- ☐ Agreement to arbitrate after the dispute arose
☐ Reference by a Court or authority
☐ Nomination by a party entitled to nominate the institution

Date and mode of notice invoking arbitration

Under section 21 of the Act; attach the notice and proof of service

Amount in dispute (Rs.)

Initial quantification of the claim, with a brief break-up of heads of claim

Relief claimed

Brief statement of the nature and circumstances of the dispute and the relief sought (Rule 4.1 i)

Other proceedings between the parties on the same or related disputes?

Rule 4.1 h

- ☐ None ☐ Yes — particulars attached

D. TRIBUNAL AND PROCEDURE**Number of arbitrators**

Rule 4.1 j; sole arbitrator unless the Registrar determines otherwise (Rule 8.1)

- ☐ Sole arbitrator ☐ Three arbitrators ☐ As per agreement

Arbitrator proposed / nominated, if any

Name and address; from the DAC Panel unless the agreement provides otherwise (Rules 9, 10 and 12)

Procedure requested

Statutory and Banking / NBFC arbitrations proceed under the summary procedure (Rule 6.5)

- ☐ Regular procedure ☐ Expedited / summary procedure (Rule 6)

Emergency interim relief sought?

Rule 16

☐ No ☐ Yes — Form EA filed separately**Language and seat**☐ English ☐ Other (specify below) ☐ Seat: Delhi (Rule 25)
☐ Other seat (specify below)**Comments on applicable law, language, seat or procedure****Has any party applied to a Court for interim protection?**☐ No ☐ Yes — particulars attached**Has any pre-arbitral step (mediation / negotiation) required by the clause been completed?**☐ Not applicable ☐ Yes ☐ No — reasons attached**E. FEES, DECLARATION AND SIGNATURE****Administrative fee paid**

As per the Fee Schedule in force; attach the receipt (Rule 4.1 k)

☐ Paid online through the DAC website ☐ Demand draft enclosed**Transaction / receipt no. and date**

I/We declare that the particulars given above are true and correct, that a copy of this Form with its enclosures has been served on every opposite party as stated below, and that I/we agree that the arbitration shall be conducted and administered in accordance with the DAC Arbitration Rules, 2023 as in force from time to time.

Service on opposite party: mode and date

Rule 4.2

Signature of Claimant / Authorised signatory

Name, designation and date

Signature of Counsel, if any

Name, enrolment no. and date

F. ENCLOSURES (TICK)

☐ Arbitration agreement / clause ☐ Contract or instrument
☐ Notice invoking arbitration and proof of service
☐ Referral order / consent / nomination ☐ Fee receipt
☐ Authority of signatory / vakalatnama ☐ Additional sheets

- File one set with the Registrar at the address above **and** a soft copy at admin@delhiarbitrationcentre.com; a filing is complete only when both are received (Rule 2 n).
- Use additional sheets wherever the space provided is insufficient; number and sign each sheet.
- Personal data in this Form is used only for the administration of the arbitration under the Rules.

FOR OFFICE USE ONLY

Received on:

Diary / File No.:

Fee verified (receipt no.):

Response due (Rule 5):

Registrar's remarks:

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