



Delhi Arbitration Centre

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

37/8 Rajpur Road, Civil Lines, Delhi - 110054 · admin@delhiarbitrationcentre.com ·
www.delhiarbitrationcentre.com
Helpdesk: +91 93151 00181 · +91 93151 56330

**FORM
CSF**

FORM CSF · RULE 2, DAC CONCILIATION RULES, 2017

Conciliation Submission Form

Request for initiation of conciliation or conciliation under the aegis of the Delhi Arbitration Centre. May be filed by one party or jointly by all parties (Rule 2C).

Filed by

- ☐ One party ☐ All parties jointly
☐ On referral by an arbitral tribunal (Arb-Med-Arb)
☐ On reference by a Court

A. SUBMITTING PARTY / PARTIES

Name of Submitting party / parties

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. OPPOSITE PARTY / PARTIES

Name of Opposite party / parties

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

C. THE DISPUTE OR DEAL**Type of conciliation required**

☐ Dispute ☐ Deal (negotiation of terms)

Nature of the dispute

☐ Contractual ☐ Non-contractual ☐ Family ☐ Domestic
☐ International

Contract / instrument and date, if contractual**Does the agreement provide for conciliation?**

Attach a copy of the clause, if any

☐ Yes — DAC conciliation clause
☐ Yes — Med-Arb / Arb-Med-Arb clause
☐ No clause; parties agree to conciliate ☐ Arbitration clause only

Approximate quantum of the dispute / deal (Rs.)**Brief synopsis of the dispute or deal**

Rule 2A; a separate position statement may be attached (Rule 4C iv)

Separate position statement / facts sheet attached?

☐ Yes ☐ No

Has any communication been issued to the opposite party?

☐ Yes — copy attached ☐ No

D. CONCILIATOR AND PROCEEDINGS**Conciliator**

☐ To be appointed by DAC from the DAC Panel (Rule 3B)
☐ Conciliator agreed by the parties (name below; Rule 3A)
☐ Proposed by the submitting party (name below)

Name and address of conciliator agreed / proposed, if any**Number of conciliators**

☐ One ☐ Three (Rule 3C)

Is the matter pending before any Court / forum?

☐ No ☐ Yes — particulars below

Court / forum, case no. and present status

Additional points of relevance**Are you a member of DAC?**☐ No☐ Yes — Registration code: _____**E. FEES, DECLARATION AND SIGNATURE****Registration / filing fee paid**

As per the DAC Mediation Fee Schedule in force (which applies equally to conciliation); attach the receipt

☐

Paid online through the DAC website

☐

Demand draft enclosed

I/We request the Delhi Arbitration Centre to initiate conciliation under the DAC Conciliation Rules and to issue an invitation to conciliate to the opposite party. I/We agree to participate in good faith with the intention of settling the dispute (Rule 6D) and to keep the conciliation confidential (Rule 9).

Signature of Submitting party / Authorised signatory

Name, designation and date

Signature of Counsel, if any

Name, enrolment no. and date

- File one set with the Registrar at the address above and a soft copy at admin@delhiarbitrationcentre.com.
- Use additional sheets wherever required; number and sign each sheet.

FOR OFFICE USE ONLY

Form received on: _____

File No. allotted: _____

Invitation to opposite party sent on: _____

Invitation received by opposite party on: _____

Conciliator nominated: _____

First session fixed for: _____