



Hanoi: Room 205, Block B, International Law Faculty, Diplomatic Academy of Vietnam, 69 Chua Lang St. Dong Da, Hanoi city, Vietnam

HCM: 6th Floor, Me Linh Point Tower, 2 Ngo Duc Ke St. Ben Nghe ward, District 1, HCM, Vietnam

T 84-(0)24-6671 6696 **M** 84-(0)862 399 188 **W** www.vicmc.vn

REQUEST FOR MEDIATION

Date:

To: Vietnam International Commercial Mediation Center (“VICMC”)

I. Parties to the dispute

1. Party requesting mediation (“Requesting Party”):

COMPANY:

Address:

Phone:

Email:

Enterprise registration certificate number:.....

Representative:..... Position:

2. The other party¹ in the dispute (“The Other Party”):

COMPANY:.....

Address:

Phone:

Email:

Enterprise registration certificate number:.....

Representative:..... Position:

II. Summary of the dispute

1. Description of the dispute

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¹ Supplement other parties if the dispute is between more than two parties.



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2. Determination of the value of the dispute (*Value of the dispute is the highest value in the claims of the parties in the dispute*)

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III. Request of the Requesting Party

1. Request about the value of the dispute

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2. Other requests

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IV. Proposals of the Requesting Party

1. Time limits for conducting the mediation

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2. Language of mediation

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3. Place of mediation

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4. Calculation of mediation fees

(The Requesting Party proposes the method for calculating mediation fees: in full cost/daily cost)

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V. Proposal of Mediator

The Requesting Party can propose a Mediator of the Vietnam International Commercial Mediation Center ("VICMC")²

(or) The Requesting Party requests the Center to appoint a Mediator (the Requesting Party can set the criteria).

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REPRESENTATIVE OF THE REQUESTING PARTY

² The Requesting Party can propose an ad hoc commercial Mediator approved by the Department of Justice of the province or city. In the event that this Mediator is not on the VICMC's list of Mediators, the Requesting Party shall attach the CV of the Mediator.