



**REQUEST FOR MEDIATION**

| <b>1. CONTACT DETAILS OF PARTIES</b>   |                                   |                              |
|--|-----------------------------------|------------------------------|
|  | <b>Party A (Requesting Party)</b> | <b>Party B (Other Party)</b> |
| Name:  |                                   |                              |
| Nationality:   |                                   |                              |
| Country of Incorporation (if legal entity):  |                                   |                              |
| Authorized Representative (if legal entity):   |                                   |                              |
| Name of Representative:  |                                   |                              |
| Name of Representative's Institution:  |                                   |                              |
| Contact number:  |                                   |                              |
| Email address:   |                                   |                              |
| Mailing address:   |                                   |                              |
| <b>2. AGREEMENT TO MEDIATE</b>   |                                   |                              |
| <input type="checkbox"/> The parties have agreed to refer their dispute to mediation at National Commercial Arbitration Centre (NCAC) and enclosed the agreement to mediate as evidence.<br><input type="checkbox"/> The parties have not agreed to refer their dispute to mediation at NCAC and Party A will be approaching the other party / parties for agreement.<br><input type="checkbox"/> The parties have not agreed to refer their dispute to mediation at NCAC and requests that NCAC approach the other party / parties for agreement. |                                   |                              |
| <b>3. REQUESTED DURATION OF AND AVAILABILITY FOR MEDIATION</b>   |                                   |                              |

Requested duration of mediation: \_\_\_\_\_ day(s)

Parties' preferred date of mediation: \_\_\_\_\_

Parties' other available dates of mediation: \_\_\_\_\_

#### 4. OTHER PROCEEDINGS ON THE SAME MATTER (if any)

- Court litigation in Cambodia
- Court litigation outside Cambodia
- Arbitration at NCAC
- Arbitration other than at NCAC

#### 5. DESCRIPTION OF DISPUTE

Please provide a brief description of the dispute, including the following details:

- Nature of dispute:

- Dispute value quantum including counterclaims, if any (estimate if no definite quantum):

- Any other relevant information:

(Please enclose contract or other legal instrument out of or in relation to which the dispute arises or, in the absence of such contract or instrument, a brief description of the relevant relationship.)

**6. OTHER INFORMATION (if any)**

- A suggestion as to the mediator's professional background and experience,
- Description of any previous settlement offers or negotiation attempts; and
- Request (s) on solutions of mediation including monetary valued request (s) and other request (s), if any.

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

PARTY A (Requesting Party)

\_\_\_\_\_  
Name:

Title:

Please complete this form and submit to General Secretariat of NCAC or via email [mediation@ncac.org.kh](mailto:mediation@ncac.org.kh) and provide a copy to the other parties to the mediation. You can also contact the General Secretariat of NCAC directly at: +855 (0) 11 51 53 33. If you have any queries.