

# Raad voor Arbitrage



## APPLICATION FOR ARBITRATION

*Reserved for the Raad voor Arbitrage V.Z.W.*

Date of reception :

Language of claimant :

File number :

Language of the opposing party :

Chamber of arbitration :

Nature of conflict :

CLAIMANT (number : ... )

(in case of several parties, insert page)

Name / Firm : .....

Address : .....

.....

Person to be contacted : .....

VAT nr. : .....

Tel. : .....

Fax : .....

Mobile : .....

Email : .....

OPPOSING PARTY (number : ... )

(in case of several parties, insert page)

Name / Firm : .....

Address : .....

.....

Person to be contacted : .....

VAT nr. : .....

Tel. : .....

Fax : .....

Mobile : .....

Email : .....

The RAAD VOOR ARBITRAGE V.Z.W. is requested to appoint referees to pronounce a judgement concerning the following conflict between claimant and opposing party:

1. Language of all correspondence to you :

2. Date of proof of default :

3. All information concerning the circumstances of the case.

- Place and date of the order or agreement
- Way of ordering (written, order form, application form, telephone, fax,...)
- Have there been any preliminary talks concerning the agreement or order ?
- Evolution of the execution of the agreement or order ?
- Which steps have already been taken to obtain payment or to solve the problem ?
- etc...

This typed or printed information must be bundled and headed as follows :

**“NUMBER 3 : ALL INFORMATION CONCERNING THE CIRCUMSTANCES OF THE CASE”**

Mention on top how many pages this bundle consists of.

4. Claims of the claimant with a detailed survey of the various components of the demand :

- Principal money
- Demur interests
- Damages
- others

According to the claimant the total value of the conflict is :

.....

(in currency used in the contract or invoice)

This typed or printed information should be bundled and headed as follows :

**“NUMBER 4 ; THE CLAIMS”**

Mention on top how many pages this bundle consists of.

5. The following items should be inserted :
- A copy of the agreement and/or order form and/or application form and/or invoice, which you certify to be true copy by placing your signature.
  - A copy of the demand note if possible
  - A copy of other correspondence with the opposing party concerning this case.
  - A copy of the registered mail in which you serve notice upon the debtor and in which you allow him a last term of payment and a copy of the postal proof of the registered mail.
  - A copy of all useful information that backs your position.

6. If the claimant uses witnesses, these witnesses should write their statement by hand, date and sign it. Below the signature the name, first name and full address plus telephone number of the witness(es) must be mentioned. The signature must be legalised by the local authorities of the municipality where the witness(s) live(s).

**Very important** : false statements will result in legal proceedings.

7. In General :
- All correspondence must be typed or printed on A4-size paper.
  - On each copy you place your signature to certify that the copy is identical to the original.
  - Pieces and conclusions are sent to the RAAD VOOR ARBITRAGE V.Z.W. by registered mail. If a proceeding party opts to confer their pieces and/or conclusions by telefax instead of registered mail to the RAAD VOOR ARBITRAGE V.Z.W., the RAAD VOOR ARBITRAGE V.Z.W. agrees to consider these pieces and/or conclusions as true copies of the original. The proceeding party will not protest against this.
  - **The application for arbitration and the including pieces and conclusions must be sent in triplicate.**

The claimant declares to be knowing of the regulations of the RAAD VOOR ARBITRAGE V.Z.W., and to agree entirely and unconditionally. He also declares to have argued in good conscience and to have given his documentary evidence without any deceit or fraud.

Signed at (place) ....., on (date) .....

the claimant(s)

# Raad voor Arbitrage



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