**FORMAT FOR NOTICE OF ARBITRATION**

**Note:**

1. Claimant may include statement of claim with Notice of arbitration
2. Claimant may refer Model for Notice of Arbitration for each of the heading referred in the format below.
3. Claimant shall file notice of arbitration with cover letter addressed to Chief Administrator of the Centre
4. Claimant shall file sufficient copies for all arbitrators, Centre and Respondent if notice is filed in hard copy and has included the statement of claim.
5. If notice is filed electronically and does not include statement of claim, claimant is not required to file copies of notice.
6. If claimant wants to treat this notice of arbitration as statement of claim, claimant should add detail statement of facts supporting the claim and add points at issue. Claimant should also provide all evidences as exhibits.

IN THE MATTER OF AN ARBITRATION UNDER BHUTAN ADR RULES OF BHUTAN ADR CENTRE

BETWEEN:

[NAME OF CLAIMANT]

(CLAIMANT)

-AND-

[NAME OF RESPONDENT]

(RESPONDENT)

NOTICE OF ARBITRATION

**[Claimant’s representative’s, if any ]**

 [Date of the Notice]

# INTRODUCTION

# ………...

# THE PARTIES

1. **Claimant**

**…………..**

# Respondent

# …………….

# THE PARTIES’ CONTRACT AND THE NATURE AND CIRCUMSTANCES OF THE PARTIES’ DISPUTE GIVING RISE TO THE CLAIMS

1. **Factual Background**

**……………..**

# Legal Basis of Claim

# ……………..

# Respondent’s Violations of Its Legal Obligations

# ……..

# DISPUTE RESOLUTION CLAUSE, GOVERNING LAW, SEAT AND LANGUAGE OF THE ARBITRATION

1. The Arbitration Clause

…………..

# The Seat of Arbitration

# ………..

# The applicable Rules of Law

# ………….

# The Language of Arbitration

# …………….

# THE ARBITRAL TRIBUNAL

# …….

# CLAIMANT’S DAMAGES/CLAIMS

# ………

# RELIEF SOUGHT

# ………

# PAYMENT OF THE REQUISITE FILING FEE

# ………….

# CONFIRMATION OF DELIVERY OF THE NOTICE TO THE RESPONDENT (Optional for domestic arbitration)

Respectfully submitted,

Signature and name of Claimant/ Legal representative for Claimant

**EXHIBITS SUBMITTED WITH THE NOTICE OF ARBITRATION, IF ANY**