

Hague CAA arbitration shall be commenced by submitting a request for arbitration to the administrator at the email address haguecaa@nai-nl.org. The date of commencement shall be the day of receipt of the request for arbitration by the administrator (Article 7(1) of the Hague CAA Rules of 14 February 2023 (the “Rules”).

The requirements to be satisfied by a request for arbitration are laid down in Article 7(2) of the Rules. If the request for arbitration does not satisfy the requirements set in Article 7(2) of the Rules, the administrator shall contact the claimant in order to obtain the necessary supplements or corrections and may suspend the handling of the request; this may cause the handling to be delayed (Article 7(4) of the Rules). The administrator shall send a copy of the request for arbitration to the respondent, inviting it to respond to the request for arbitration in the short answer (Article 8(1) of the Rules).

The request for arbitration and the short answer serve as the introduction to the arbitral proceedings and to further the process of appointment of arbitrators. They do not prejudice the parties' right to present a statement of claim and statement of defence, respectively (Article 9(1) of the Rules).

1. Particulars claimant (Article 7(2)(a) of the Rules)

Name : _____

Address : _____

Place of residence : _____

Telephone number : _____

Email address : _____

VAT number : _____

If applicable, particulars of claimant’s representative (Article 7(2)(b) of the Rules)

Name representative : _____

Address : _____

Place of residence : _____

Telephone number : _____

Email address : _____

2. Particulars respondent (Article 7(2)(a) of the Rules)

Name : _____
Address : _____
Place of residence : _____
Telephone number : _____
Email address : _____
VAT number : _____

If applicable, particulars of respondent's representative

Name representative : _____
Address : _____
Place of residence : _____
Telephone number : _____
Email address : _____

3. Email address at which claimant may be reached for electronic communication for the duration of the arbitral proceedings (Article 7(2)(c) of the Rules)

4. Brief description of the dispute (Article 7(2)(d) of the Rules)

5. A clear specification of the claim along with a specification of the monetary interest of each of the claims (Article 7(2)(e) of the Rules)

6. Arbitration agreement(s) and any other contract(s) to which the arbitration relates (Article 7(2)(f) of the Rules)

The agreement between the parties that their disputes will be decided by arbitration pursuant to the Rules of the Hague CAA is evidenced by:

submission agreement, attached.

contract with an arbitration agreement dated _____, attached.

other written proof, namely _____, attached.

7. Number of arbitrators (Article 7(2)(i) of the Rules)

Regarding the number of arbitrators:

parties have agreed that the arbitral tribunal shall consist of _____ arbitrator(s).

parties have not agreed on the number of arbitrators, claimant prefers _____ arbitrator(s).

8. Appointment of arbitrators (Article 7(2)(g)(h) of the Rules)

Article 14 of the Rules: Parties agreed to appoint one arbitrator*

Parties have jointly appointed:

Name arbitrator 1 : _____

Address : _____

Place of residence : _____

Telephone number : _____

Email address : _____

Article 14 of the Rules: Parties agreed to appoint three arbitrators

Claimant has appointed:

Name arbitrator 1 : _____

Address : _____

Place of residence : _____

Telephone number : _____

Email address : _____

Respondent has appointed:

Name arbitrator 2 : _____

Address : _____

Place of residence : _____

Telephone number : _____

Email address : _____

Article 15 of the Rules: If the parties have agreed on the list procedure, please indicate this below or in an attachment to the request.*

Article 14(6) of the Rules: Claimant declares that parties have agreed on an alternative method of appointment:

* Only applicable if extended arbitration proceedings apply

9. Qualifications of the arbitrator(s) (Article 7(2)(i) of the Rules)

Regarding the qualifications of the arbitrator(s):

parties have agreed that the arbitrator(s) must have the following qualifications:

parties have not agreed on any qualifications, but claimant prefers:

10. Place of arbitration (Article 7(2)(i) of the Rules)

Regarding the place of arbitration:

parties have agreed that this must be _____.

parties have not agreed on the place of arbitration, but claimant prefers _____.

11. Language of the arbitration (Article 7(2)(i) of the Rules)

Regarding the language of the arbitration:

parties have agreed that this must be _____.

parties have not agreed on the language, but claimant prefers _____.

12. Third party funding, if applicable (Article 7(2)(j) of the Rules)

Name of third party funder: _____

13. Other particulars concerning the arbitral proceedings (Article 7(2)(k) of the Rules)

Place, date

Signature of claimant or its
representative