

CHECK LIST

For Processing the Request for Appointment of Arbitrators, Presiding Arbitrators, Sole Arbitrators, Dispute Review Experts, Member/Chairman of Dispute Review Board and Conciliators etc.

S.No.	Particulars/Description Item	Whether submitted	Details/Remarks
1	Submission of Processing Fee of Rs.50,000/- (Rupees fifty thousand only)		Demand Draft No. Date of D.D. No.
2.	Copy of relevant Arbitration Clause in the Contract submitted with the request		State the (i) Annexure No. (ii) Page Nos. of the request.
3.	Copy of letter vide which Arbitrator/Dispute Review Board Member appointed and intimated by 1 st Party		State the (i) Annexure No. (ii) Page Nos. of the request.
4.	Copy of letter vide which arbitrator/Dispute Review Board Member appointed and intimated by 2 nd Party		State the (i) Annexure No. (ii) Page Nos. of the request.
5.	Copy of Notice given by either Party for Appointment of Arbitrator/ Presiding Arbitrator, Dispute Review Experts, Dispute Review Board and Conciliators etc. to IRC.		Annexure No. Page Nos.

S.No.	Particulars/Description Item	Whether submitted	Details/Remarks
6	Copy of request letter sent to IRC for appointment of Arbitrator is to be endorsed to other Party. Proof of receipt of the same by the other party should be attached.		Annexure No. Page Nos.
7	Copy of the complete Contract Agreement		
8.	Name of Work		
9.	Cost of Work (Rs. in Crore)		
10.	Stage of Work		
11.	Nature of Dispute		
12.	Amount of the claim involved		

13.	In the case of appointment of Presiding Arbitrator, please attach the letter of Arbitrator(s) about Non-consensus in appointing Presiding Arbitrator		
14.	a) Contract Agreement No. b) Date of Agreement c) Work Started on d) Date of Completion		a) Annexure No. Page No. b) Annexure No. Page No. c) Annexure No. Page No. d) Annexure No. Page No.
15.	Undertaking that all the facts stated by you are correct and there is no concealment of any facts.		State the Annexure No.
16.	Photocopies of all the relevant documents		State the (i) Annexure No. (ii) Page Nos. of the request

(Signature of Authorized Signatory)