

IN THE MATTER OF AN ARBITRATION UNDER THE ARBITRATION RULES OF THE LONDON COURT  
OF INTERNATIONAL ARBITRATION

BETWEEN:

[NAME OF CLAIMANT]

(CLAIMANT)

-AND-

[NAME OF RESPONDENT]

(RESPONDENT)

## REQUEST FOR ARBITRATION

[Claimant's Legal Representative's law firm]

[Claimant's legal representatives' law firm]

[Claimant's legal representatives' address]

[Claimant's legal representatives' telephone]

[Claimant's legal representatives' facsimile numbers]

Legal Representative for Claimant

[Date of the Request]

## **I. INTRODUCTION**

1. This Request for Arbitration, **OPTIONAL: together with its Exhibits numbered C-1 to C-[•]**, is submitted on behalf of **[Name of Claimant]** (hereinafter “**Claimant**”) pursuant to Article 1 of Arbitration Rules of London Court of International Arbitration in force as from 1 October 2014 (the “**LCIA Rules**”) against **[Name of Respondent]** (hereinafter “**Respondent**”), (hereinafter collectively referred to as the “**Parties**”).
2. This Request for Arbitration contains information concerning the following:
  - i. The name, description and address of each of the Parties (**II**);
  - ii. The Parties’ contractual relationship and the nature and circumstances of the Parties’ dispute giving rise to Claimant’s claims (**III**);
  - iii. The dispute resolution clause, the proposed governing law, the seat and language of the arbitration (**IV**);
  - iv. Claimant’s position as regards the composition of the Arbitral Tribunal (**V**);
  - v. Claimant’s damages (**VI**);
  - vi. A statement of the relief sought (**VII**);
  - vii. Claimant’s payment of registration fees (**VIII**);
  - viii. Confirmation of delivery of the request to all other parties (**IX**)
3. This dispute principally concerns Respondent’s **[insert brief description of the breach(es) and nature of claim(s)]**.

## **II. THE PARTIES [NOTE: ARTICLE 1.1 (I) LCIA RULES 2014]**

### **A. Claimant**

4. Claimant is **[Name of Claimant]**, a company registered under the laws of **[Name of country or jurisdiction]**, with its registered office located at **[Complete address]**. **[Insert brief description of Claimant’s business activity, industry sector, size of business, number of employees, market position, revenue etc. as appropriate.]**
5. Claimant’s address is:

[Claimant's name]  
[Claimant's postal address in full]  
[Attention: name of claimant's director]  
[Claimant's telephone number]  
[Claimant's facsimile numbers]  
[Claimant's e-mail]

6. Claimant's legal representatives, to whom all correspondence should be sent in this arbitration, are: [NOTE: Article 1.1 (i) LCIA Rules 2014]

[Claimant's legal representatives' law firm]  
[Name of the partner in charge of representing claimant]  
[Names of legal representatives and associates assisting the partner]  
[Claimant's legal representatives' postal address]  
[Claimant's legal representatives' telephone number]  
[Claimant's legal representatives' facsimile numbers]  
[Claimant's legal representatives' e-mail]

## **B. Respondent**

7. Respondent is [Name of Respondent], a company registered under the laws of [Name of country], with its registered office located at [Complete address]. [Insert brief description of Respondent's business activity, industry sector, size of business, number of employees, market position, revenue etc. as appropriate.]

8. Respondent's contact information is:

[Respondent's name]  
[Respondent's address in full]  
[Attention: name of Respondent's director]  
[Respondent's telephone number]  
[Respondent's facsimile number]  
[Respondent's e-mail]  
[OM: since the Article says: contact information of the parties]

## **III. THE PARTIES' CONTRACT AND THE NATURE AND CIRCUMSTANCES OF THE PARTIES' DISPUTE [NOTE: ARTICLE 1.1 (III) LCIA RULES]**

### **(a) Factual Background**

9. [Define Respondent's conduct which gives rise to the claims].

### **(b) Legal Basis of Claim**

10. [Explain the basis of Respondent's liability, contractual or otherwise]

**(c) Respondent's Violations of Its Legal Obligations**

11. [Explain Respondent's violations of its legal obligations]

**IV. THE DISPUTE RESOLUTION CLAUSE, THE PROPOSED GOVERNING LAW, THE SEAT AND THE LANGUAGE OF THE ARBITRATION [NOTE: ARTICLE 1.1 (II) AND (IV) LCIA RULES]**

**(a) The Arbitration Clause**

12. This arbitration is initiated pursuant to the arbitration agreement found at Article [specify Article of the contract where the arbitration agreement is found] of the Contract, which provides as follows:

[Insert the full terms of the Arbitration Agreement] [NOTE: Article 1.1 (ii) LCIA Rules]

Indicate any contractual or other documentation in which those terms are contained and to which Claimant's claim relates [NOTE: Article 1.1 (ii) LCIA Rules]

13. *OPTIONAL*: Arbitration may be commenced as Claimant has duly complied with all the requirements as required by the arbitration agreement. In particular, Claimant... [Demonstrate compliance with requirements of arbitration agreement e.g. obligation to negotiate/attempt to settle the dispute in good faith/amicably resolve the dispute.]

**(b) The Arbitral Seat**

14. Pursuant to Article [specify Article of the contract where the seat of the arbitration is provided for] set out above, the place of arbitration is [insert city and country]. [Without clear indication of arbitral seat by the arbitral clause, Claimant may propose an arbitral seat that he judges appropriate and state reasons.]

**(c) Governing Law**

15. The Agreement is governed by the substantive laws of [specify which jurisdiction's law applies to the contract] pursuant to Article [specify Article of the contract where this is found], which provides as follows:

[Cite the provisions where the applicable law is found, in full.]  
[Without clear indication of governing law to the contract, Claimant may propose any law of any jurisdiction that he considers appropriate and state reasons.]

**(d) The Language(s) of Arbitration**

16. Pursuant to Article [specify Article of the contract where the language(s) of the arbitration is found] of the Contract, the language(s) of the arbitration shall be [insert language(s) of the arbitration].

[Without clear indication of the language(s) of the arbitration par the arbitral clause, Claimant may propose any language(s) that he judges appropriate and state reasons.]

17. [OPTIONAL: Claimant may make any other procedural matter upon which the parties have already agreed in writing or in respect of which the Claimant makes any proposal under the Arbitration Agreement]

**V. THE ARBITRAL TRIBUNAL [NOTE: ARTICLE 1.1 (IV) AND (V) LCIA RULES]**

18. Article [specify Article of the contract which provides for the constitution of the tribunal] of the Contract provides for [insert comments on the constitution of the tribunal including number of the arbitrators, if it has been identified in the arbitration clause, their qualifications and identity. Invite Respondent's nomination/comments. OPTIONAL: make any proposal about arbitrator(s)' qualifications under the Arbitration Agreement]

19. [NOTE: in the case of a three-member tribunal] Pursuant to Article [specify Article of the contract which provides for the constitution of the tribunal], Claimant nominates [name of Co-Arbitrator] of [specify law firm or chambers, if applicable] for confirmation as Claimant's Co-Arbitrator. To the best of Claimant's knowledge, [name of Co-Arbitrator] is independent of the Parties involved in this arbitration. [Co-Arbitrator]'s contact details are as follows: [NOTE: Article 1.1 (v) LCIA Rules]

[Co-Arbitrator's name]  
[Co-Arbitrator's postal address]  
[Co-Arbitrator's telephone number]  
[Co-Arbitrator's facsimile numbers]  
[Co-Arbitrator's e-mail]

20. [NOTE: in case the Arbitration Agreement provides for a Sole Arbitrator] Pursuant to Article [specify Article of the contract which provides for the constitution of the tribunal], Claimant nominates [name of proposed Sole Arbitrator] of [specify law firm

[or chambers, if applicable] for confirmation as Sole Arbitrator. To the best of Claimant's knowledge, [name of proposed Sole Arbitrator] is independent of the Parties involved in this arbitration. [Name of proposed Sole Arbitrator]'s contact details are as follows:

[Sole Arbitrator's name]  
[Sole Arbitrator's postal address]  
[Sole Arbitrator's telephone number]  
[Sole Arbitrator's facsimile numbers]  
[Sole Arbitrator's e-mail]

**VI. CLAIMANT'S DAMAGES [NOTE: ARTICLE 1.1 (III) LCIA RULES]**

21. [Insert description of Claimant's damages arising from Respondent's violations of its legal obligations.]
22. Claimant's total damages are currently estimated at [insert estimation of the damages suffered by Claimant].
23. Claimant is also entitled to interest of [explain how interest is to be calculated] on these amounts.

[NOTE: this should include the amounts of all quantified claims and, to the greatest extent possible, an estimate of the monetary value of any other claims]

**VII. RELIEF SOUGHT [NOTE: ARTICLE 1.1 (III) LCIA RULES]**

24. As a result, Claimant respectfully requests the Arbitral Tribunal to issue an award:
  - i. declaring that the Arbitral Tribunal has jurisdiction to consider the dispute between the Parties described herein;
  - i. declaring that Respondent violated its obligations by [describe basis of Respondent's liability];
  - ii. ordering Respondent to compensate Claimant for the damages and losses suffered as a result of Respondent's breaches of the Contract, currently estimated to be in the amount of [insert estimation of the damages suffered by Claimant];
  - iii. ordering Respondent to pay all arbitration costs, including Claimant's Legal Representative's costs and expenses; and

iv. ordering Respondent to pay the interest rate of [insert the interest rate provided for in the contract] pursuant to [cite basis for determining interest] on all of the above amounts as of the date these amounts were due, until the date of their effective payment.

25. For the avoidance of doubt, Claimant reserves its right to:

- i. raise any and all further claims arising out of or in connection with the disputed matters described in this Request or otherwise arising between the Parties; and
- ii. amend and/or supplement the relief sought herein;
- iii. produce such factual or legal arguments or evidence (including witness testimony, expert testimony and other documents) as may be necessary to present its case or rebut any case which may be put forward by Respondent; and
- iv. seek interim and provisional measures before this Arbitral Tribunal or any competent national court.

**VIII. PAYMENT OF REGISTRATION FEES [NOTE: ARTICLE 1.1 (VI) LCIA RULES]**

26. Pursuant to the Schedule of Costs and in accordance with Article 1.1(vi) of LCIA Arbitration Rules, Claimant is sending an advance payment of UK £1,750 with the current Request for Arbitration to the Registrar. Claimant acknowledges that this payment is non-refundable and shall be credited to its portion of the advance on costs.

**IX. CONFIRMATION OF DELIVERY OF THE REQUEST TO ALL OTHER PARTIES [NOTE: ARTICLE 1.1 (VII) LCIA RULES]**

27. Pursuant to Article 1.1(vii) of LCIA Arbitration Rules, Claimant is delivering copies of the Request (including all accompanying documents) to all other parties to the arbitration.

[NOTE: Delivery must be supported then or as soon as possible thereafter by documentary proof of actual delivery (including date of delivery) or, if actual delivery is demonstrated to be impossible, sufficient information as to any other effective form of notification] [Article 1.1(vii) LCIA Rules]

[NOTE: The Request and all accompanying documents must be submitted to the Registrar in electronic form (as email attachments) or in paper form or in both forms.

If in paper form, the Response shall be submitted in two copies where a sole arbitrator is to be appointed or in four copies if three arbitrators are to be appointed. Article 1.2 LCIA Rules]

Respectfully submitted,

[Signature of Claimant's legal representative]

[Name of partner representing Claimant]

[Name of law firm representing Claimant]

Legal Representative for Claimant

[Claimant's legal representatives' address]

[Claimant's legal representatives' telephone number]

[Claimant's legal representative's facsimile number]

[Claimant's legal representative's e-mail]

[Date of the Request]



**[OPTIONAL] Exhibits submitted with the Request for Arbitration**

	<b>Exhibit</b>	<b>Exhibit number</b>
1.	[•]	C-1