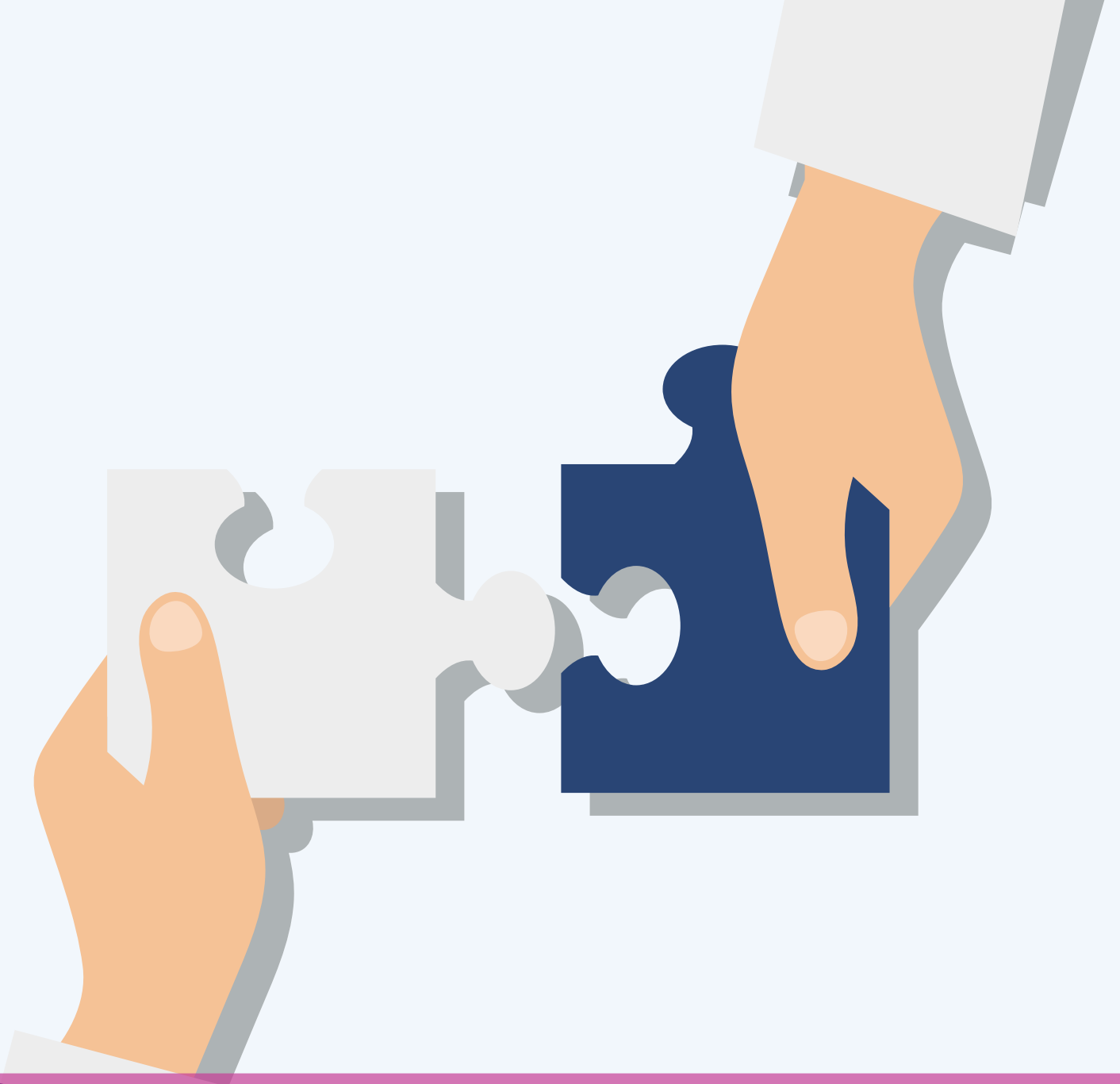




المركز السعودي للتحكيم التجاري
Saudi Center for Commercial Arbitration



SCCA ARBITRATOR
SELECTION & APPOINTMENT
SERVICES

OVERVIEW

SERVICE	LIST-ONLY	LIST AND APPOINTMENT	APPOINTMENT AUTHORITY
Description	The SCCA searches its roster of expert arbitrators and provides a list based on qualifications, expertise and other factors requested by the part(ies).	The same as the List-only Service. In addition, the SCCA appoints the arbitrator(s), checks for conflicts, determines any challenges, and substitutes arbitrators in case of a removal.	The SCCA administratively appoints the arbitrator(s), checks for conflicts, determines any challenges, and substitutes arbitrators in case of removal.
Benefit	The choice of the right arbitrator is vital for any arbitration. This service is designed for a party in an ad hoc case that needs quick access to a list of neutral expert arbitrators to select its party appointed arbitrator. It also helps collaborating parties to select and appoint the entire tribunal or just the chair.	Impasses in <i>ad hoc</i> cases regarding the selection, appointment, challenge, and potential substitution of arbitrators significantly delay the proceeding or can lead to a complete standstill. This service provides parties with a neutral authority that addresses these issues swiftly and efficiently.	The collapse of collaboration between parties in ad hoc cases can be detrimental. This service is designed to give parties access to a swift and efficient administrative appointment of arbitrators without any further intermediary steps. It also addresses any challenges and potential substitutions of arbitrators.
Fees	<ul style="list-style-type: none"> - List of 5 names: SAR 3,000 - List of 10 names: SAR 4,000 - List of 15 names: SAR 5,000 	<ul style="list-style-type: none"> - List of 5 names: SAR 3,000 - List of 10 names: SAR 4,000 - List of 15 names: SAR 5,000 Additional SAR 3,000 for each appointed arbitrator.	SAR 5,000 for the first arbitrator. SAR 3,000 for each additional arbitrator.

LIST ONLY SERVICE

Introduction:

This service has two options depending on the parties' needs. The first option applies when all parties agree to a list provided by the SCCA. The second option applies when only one side needs this service.

■ **Option 1 (all parties):**

The parties to a dispute agree that the SCCA provide a list of 5, 10 or 15 candidates based on qualifications, expertise and other factors requested by the parties in writing or during an administrative conference call. This service is suitable for situations where the selection of a sole arbitrator, three arbitrators or the presiding arbitrator is needed. Additional lists can be obtained subject to party-agreement and payment of an additional service fee. The SCCA's List-only Service ends with the submission of the list, along with the candidates' resumes, to all parties.

■ **Option 2 (one side only):**

One party may ask the SCCA for a list of 5, 10 or 15 candidates based on qualifications, expertise and other factors requested by that party in writing or during an administrative conference call. This service is suitable for situations where the arbitration agreement calls on each side to appoint an arbitrator, and the two party-appointed arbitrators shall then appoint the chairperson. It provides the requesting party with access to a list of qualified arbitrators with subject-matter expertise from which to select its party-appointed arbitrator. The other side is not involved in this process and is usually not copied. Additional lists can be obtained subject to payment of an additional service fee. The SCCA's involvement ends with the submission of the list, along with the candidates' resumes, to the requesting party.

Service Fee:

- **List of 5 names:** SAR 3,000 (SAR 1,500 for any additional list of 5 names)
- **List of 10 names:** SAR 4,000 (SAR 2,000 for any additional lists of 10 names)
- **List of 15 names:** SAR 5,000 (SAR 2,500 for any additional lists of 15 names)

The service fee is due and payable at the time of the submission of the service request. If the SCCA determines, in its sole discretion, that it is unable to compile a suitable list of candidates after completing a full search of its SCCA Arbitrator Roster, the SCCA will refund the full service fee for that list.

LIST AND APPOINTMENT SERVICE

Introduction:

This service assists parties in the selection of one or more arbitrators from a list provided by the SCCA through the entire appointment process, including the conflicts check, challenges and substitutions. It is suitable for situations where the selection of a sole arbitrator, three arbitrators or the presiding arbitrator is needed. The parties empower the SCCA to administer the following steps

■ **Request for List:**

All parties agree that the SCCA provide a list of 5, 10 or 15 candidates based on qualifications, expertise and other factors requested by the parties in writing or during an administrative conference call. The SCCA will then send simultaneously to each side an identical list of names of persons for consideration as arbitrator(s). The parties are encouraged to agree to one or more arbitrators from the submitted list and shall advise the SCCA of their agreement. •

■ **Strike-and-Ranking of the List:**

If, after receipt of the list, the parties are unable to agree upon one or more arbitrators, each party shall have 14 calendar days (or any other agreeable timeframe) from the transmittal date in which to strike names objected to, number the remaining names in order of preference, and return the list to the SCCA. If a party does not return the list within the time specified, all persons therein shall be deemed acceptable. The parties are not required to exchange their lists.

From among the persons who have been approved on the parties' lists, and in accordance with the designated order of mutual preference, the SCCA will invite one or more arbitrators to serve. If an arbitrator declines, the SCCA invites the next, highest-ranked candidate.

If the parties fail to agree on any of the persons listed, or if the appointment cannot be made from the submitted list, the SCCA will, upon written request by either side, make an administrative appointment from its SCCA Arbitrator Roster. Alternatively, the parties can agree to additional lists subject to payment of an additional fee. Otherwise, the List-and-Appointment Service ends and the SCCA closes its file.

■ **Challenge, reaffirmation/removal, substitution:**

When a candidate accepts the appointment, the SCCA sends the executed appointment documents, along with any disclosures, to the parties. In case of a disclosure, the SCCA invites the parties to submit any challenges within 7 calendar

days based on that disclosure. In case of a challenge, the SCCA invites comments from the other side within 7 calendar days. If the parties cannot agree on whether the disclosure disqualifies the arbitrator from service, the SCCA Administrative Committee will, in its sole discretion, make a determination. If the arbitrator is reaffirmed, the List and Appointment Service ends and the SCCA closes its file.

If the SCCA removes an arbitrator, the SCCA invites the next, highest-ranked candidate from the list and repeats the appointment process. In case no candidates remain from those provided on the list, the parties can agree to an additional list to be ranked subject to payment of an additional fee. Alternatively, the parties can agree to an administrative appointment at no additional cost. Otherwise, the List and Appointment Service ends and the SCCA closes its file.

Service Fee:

- **List of 5 names:** SAR 3,000 (SAR 1,500 for any additional list of 5 names)
- **List of 10 names:** SAR 4,000 (SAR 2,000 for any additional lists of 10 names)
- **List of 15 names:** SAR 5,000 (SAR 2,500 for any additional lists of 15 names)

Additional SAR 3,000 for each arbitrator to be appointed

The service fee is due and payable at the time of the submission of the service request. If the SCCA determines, in its sole discretion, that it is unable to compile a suitable list of candidates after completing a full search of its SCCA Arbitrator Roster, the SCCA will refund the full service fee for that list.

ADMINISTRATIVE APPOINTMENT SERVICE

Introduction:

This service is suitable for parties who are in need of and comfortable with a swift administrative appointment of a sole arbitrator, three arbitrators or the presiding arbitrator the SCCA without any further intermediary steps.

The parties can authorize the SCCA in their arbitration agreement (or by post-dispute submission) to act as the appointing authority. The SCCA will then perform all administrative appointment functions as per party-agreement. This service is also available when the SCCA has been designated by the Secretary-General of the Permanent Court of Arbitration (PCA) in The Hague or a competent court ordering to act in such capacity.

Once requested by either side and based on party-agreement (or PCA/court), the SCCA will appoint one or more arbitrators based on qualifications, expertise and other factors requested by the parties in writing or during an administrative conference call. When a candidate accepts the appointment, the SCCA sends the executed appointment documents, along with any disclosures, to the parties. In case of no disclosures, the Administrative Appointment Service ends and the SCCA closes its file.

In case of a disclosure, the SCCA invites the parties to submit any challenges within 7 calendar days based on that disclosure. If no challenge has been received within 7 calendar days, the SCCA reaffirms the appointment and closes its file. In case of a challenge, the SCCA invites comments from the other side to be submitted within 7 calendar days. If the parties cannot agree on whether the disclosure disqualifies the arbitrator from service, the SCCA Administrative Committee will, in its sole discretion, make a determination. If the arbitrator is reaffirmed, the SCCA closes its file. If the SCCA removes an arbitrator, it will immediately appoint another suitable candidate and repeat the above steps. Once appointed and cleared from any conflicts, the SCCA closes its file.

Service Fee:

- SAR 5,000 for the first arbitrator
- SAR 3,000 for each additional arbitrator

The service fee is due and payable at the time of the submission of the service request. If the SCCA determines, in its sole discretion, that it is unable to appoint an arbitrator after completing a full search of its SCCA Arbitrator Roster, the SCCA will refund the service fee.



NOTE: The parties may agree at any stage to convert their ad hoc dispute into an SCCA-administered arbitration. A portion of the service fee already paid will be credited towards the filing and final fees under Appendix I to the SCCA Arbitration Rules. The SCCA reserves the right to refuse its services at its sole discretion at any time.

How to Request the Services:

Please select one of the following service request forms:

1. [LIST ONLY SERVICE](#)
2. [LIST AND APPOINTMENT SERVICE](#)
3. [ADMINISTRATIVE APPOINTMENT SERVICE](#)

Please return the executed form via email at casefiling@sadr.org or via mail to the SCCA at:

Council of Saudi Chamber Building, 8th Floor
7982 King Fahd Branch Road, Al Mutamarat
Riyadh 12711-4183
Saudi Arabia

Payment of the service fee can be made via wire transfer using the following wire transfer information and, upon request, via credit card.

Beneficiary : Saudi Center for Commercial Arbitration
Bank : Alinma Bank
IBAN : SA0405000068202001247000
Swift Code : INMASARI
Reference : YOUR NAME; Fee (Service Name)

Please send a copy of the proof of transfer to finance@sadr.org.

NOTE: The parties may agree at any stage to convert their *ad hoc* dispute into an SCCA-administered arbitration. A portion of the service fee already paid will be credited towards the filing and final fees under Appendix I to the SCCA Arbitration Rules. The SCCA reserves the right to refuse its services at its sole discretion at any time.



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