

**STANDARD FORMAT FOR THE MINUTES OF THE PRELIMINARY MEETING  
BEFORE THE ARBITRAL TRIBUNAL COMPRISED OF  
i) Co-Arbitrator (Claimant) ii) Arbitrator (Respondent)  
& iii) Presiding Arbitrator**

**IN THE MATTER OF ARBITRATION**

**BETWEEN**

**Claimant/s**

**AND**

**Respondent/s**

Minutes of the Preliminary Meeting held before the Arbitral Tribunal  
on \_\_\_\_\_ day, the \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_.

**PRESENT:**

i) \_\_\_\_\_ for the Claimant/s

ii) \_\_\_\_\_ for the Respondent/s

1. After discussion, the following directions are given:

- a) Claimant/s to file his/their/its statement of Claim with copies of documents relied upon on or before \_\_\_\_\_;
- b) Discovery and inspection forthwith;
- c) Respondent/s to file his/their/its Written Statement with Counter-Claim, if any, with copies of the documents relied upon on or before \_\_\_\_\_.
- d) Discovery and inspection forthwith;
- e) Claimant/s to file his/their/its reply to the Counter-Claim, if any, of the Respondent/s and Rejoinder on or before \_\_\_\_\_;
- f) Parties to file Compilation of agreed documents on or before \_\_\_\_\_.
- g) Arbitrators fees are fixed as under:
  - i) Rs. \_\_\_\_\_ to be paid by each party to each of the arbitrators towards, reading fees;

ii) Rs. \_\_\_\_\_ per sitting to be paid by the parties in equal proportion to each of the arbitration for hearing fees.

h) Parties to bear all out of pocket expenses in equal proportion.

i) Routine directions in the matter shall be given by the Presiding Arbitrator and minutes of the proceedings signed only by the Presiding Arbitrator shall be binding on all concerned.

2. The next hearing of the arbitral reference is fixed on \_\_\_\_day, the \_\_\_\_day of \_\_\_\_\_, at \_\_\_\_a.m./p.m. The venue of the meeting at\_\_\_\_\_.

I                          II                          II                          I

Co—Arbitrator

Presiding Arbitrator

Co-Arbitrator.

NOTE: This will change suitably in case of Sole Arbitrator.