

Annexure B

[Notice of Arbitration]

NOTICE OF ARBITRATION UNDER THE VICTORIAN ARBITRATION RULES

[Name of Claimant] hereby gives Notice of Arbitration to [Name of Respondent] under the Victorian Arbitration Rules.

Parties to the Dispute

Name of the Claimant:	_____
<i>Address including full contact details:</i>	_____
<i>Claimant's Solicitor (if any):</i>	_____
<i>Address including full contact details:</i>	_____
Name of Respondent:	_____
<i>Address including full contact details:</i>	_____
<i>Respondent's Solicitor (if any):</i>	_____
<i>Address including full contact details:</i>	_____

The Dispute

[Describe the underlying contract or subject matter that gives rise to the dispute]

Reference to the agreement by which the dispute is to be referred to arbitration under the Arbitration Victoria Rules

[Insert arbitration clause here, whether it is based on a clause in the parties' contract or an agreement recorded in correspondence or in any other document]

Claimant's proposed arbitrator (in order of preference)

- (1) [Name/contact details of first proposed Arbitrator].
- (2) [Name/contact details of second proposed Arbitrator].
- (3) [Name/contact details of third proposed Arbitrator].

A copy of the Arbitration Agreement

Please **enclose** a copy of your Arbitration Agreement (including the contract which contains the agreement to resolve disputes by arbitration).

Claimant’s concise Statement of Case signed by on or behalf of Claimant

Please **enclose** a copy of the concise Statement of Case, which describes the four corners of the dispute.

Non-refundable administrative fee of \$300

Ensure payment is made to Arbitration Victoria of the non-refundable administrative fee of \$300.⁸

Dated:

Name of Claimant or Claimant’s Solicitor and Firm:

For and on behalf of Claimant

[The Notice of Arbitration must be served on the Respondent and filed with Arbitration Victoria]

To:

- (1) Respondent and/or Respondent’s Solicitor.
- (2) Arbitration Victoria – by email to: secretariat@arbitrationvictoria.com

A **Word** version of is this document is available for download at the Arbitration Victoria website here: www.arbitrationvictoria.com

⁸ The \$300.00 administrative fee is payable for new arbitrations but not for disputes previously before the Court and which have been referred by consent to arbitration. **No administrative fee applies for these Court-referred arbitrations.**