

**Construction Development Board**  
**REPLY TO REQUEST FOR ARBITRATION (CAC02)**

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**1. Request for Arbitration**

A Request for Arbitration has been lodged against you at the Secretariat of the Construction Arbitration Committee on \_\_\_\_\_. A copy of the verified Request is attached.

You are:

the sole Respondent

**You are requested to complete and return this form within 15 days of the date of issue.**

**2. Identity of Respondent**

Please confirm the information requested below:

Name of Respondent: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of authorised representative: \_\_\_\_\_

**3. Legal or Other Third Party Representative ("Agent")**

If this Reply is made by an agent representing the Respondent, please provide a copy of the document authorising the representation ("power of attorney") together with the following details:

Name of Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**4. Basis of Arbitration**

(i) As specified in the Request for Arbitration, the arbitration is based on

arbitration clause in the contract

**5. The Basis of the Request ("Claim")**

- (i) The Claim in the Request for Arbitration is a claim for
  - money, compensation or damages in the amount of: \_\_\_\_\_
  - others: \_\_\_\_\_

- (ii) In response to the Claim, please provide the essence of your defence ("Reply") below:

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*(Please attach additional sheet(s) where necessary to fully describe your defence)*

- (iii) If, in addition to your Reply, you wish to make a Claim against the Claimant ("Counterclaim"), please provide the essence of your Counterclaim below:

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*(Please attach additional sheet(s) where necessary to fully describe your claim)*

**6. Evidence**

Please indicate what evidence you propose to submit in support of your Reply and, where appropriate, your Counterclaim and enclose copies:

I/we enclose

- the following evidence:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- the following list of proposed witnesses of fact and/or expert witnesses  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Please attach additional sheet(s) where necessary to fully describe your evidence)*

**9. Statement of Adherence**

I/we hereby declare that

- (i) the above information is true and accurate to the best of my/our knowledge and belief and that
- (ii) I/we accept the constitution, rules and procedures of the National Arbitration Committee in their entirety and undertake to carry out the arbitral award of the National Arbitration Committee faithfully and without delay and that
- (iii) I/we waive my/our right to any form of appeal from the arbitral award insofar as such waiver can be validly made.

(please affix legal stamps)

\_\_\_\_\_  
Respondent

OR

\_\_\_\_\_  
Agent

Location:

Date:

**FOR OFFICIAL USE:**

**1. Verification**

Yes

No

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Reply received within time limit              |
| <input type="checkbox"/> | <input type="checkbox"/> | Valid acceptance of arbitration               |
| <input type="checkbox"/> | <input type="checkbox"/> | Evidence enclosed                             |
| <input type="checkbox"/> | <input type="checkbox"/> | Power of attorney enclosed, where appropriate |
| <input type="checkbox"/> | <input type="checkbox"/> | Counterclaim                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Agreement on number of arbitrators            |

**2. Action**

- Failure of Arbitration : Record failure and notify the Claimant
- Where Counterclaim : send Reply to Claimant and await Response before registration
- Where no Counterclaim :
  - record Registration
  - notify parties of registration
  - verify that all parties have copies of documents submitted
- Request from the parties, giving the appropriate time limits, their agreement on their choice of arbitrators for confirmation

Verified by:

Action taken by:

\_\_\_\_\_  
Name and Date

\_\_\_\_\_  
Name and Date