Brunei Darussalam Arbitration Centre

# APPLICATION FORM FOR ADMISSION TO BDAC MEDIATOR PANEL

**Name:** _____ **ID/ Passport No.:** _____

Affix Photo Here

**Nationality:** _____
(Please indicate if you have dual nationality)

**Country of Residence:** _____

**Minimum Standards for BDAC Panel**

| S/No. | Please indicate if you have/are: | *Tick ( / ) where appropriate |
|---|---|---|
| 1. | Tertiary education | ☐ |
| 2. | Fellowship from the Singapore International Mediation Institute, Singapore Mediation Centre, ADR ODR International or any comparable professional arbitration institute. | ☐ |
| 3. | Experience as a mediator. | ☐ |
| 4. | Experience in drafting post mediation agreement | ☐ |

☐ **I declare that I have not been censured, no disciplinary action taken or being investigated in my professional capacity.**

☐ **I consent to BDAC using any of my personal information that I may have provided in this application for the processing of my application, background and reference checks, for the purposes of future appointments (if any) in any arbitrations handled by BDAC and for the listing of my curriculum vitae on BDAC's website. Should my application be successful, I consent to BDAC's provision of my personal information to third parties when requested to do so in connection with such purposes.**

I confirm that the information I have provided in this application is correct. I can be contacted at _____ (Contact details e.g. e-mail address/ telephone).

Name and Signature of Applicant:

_____
(Name)

_____ _____
(Signature) (Date)

**See Notes on the next page of this application.**

Brunei Darussalam Arbitration Centre

**Applicant's Checklist to be attached with application:**

| No. | Particular | Checklist (Please Tick) |
|---|---|---|
| 1 | Curriculum Vitae (CV) | |
| 2 | Identification (Passport Information, ID or as such for verification purposes) | |
| 3 | Letter/ Certification as Mediator to other International or Regional Centres | |
| 4 | Covering Letter and references | |

**Notes**:

1. If you wish to make an application, please send the completed application form and your curriculum vitae in the attached template highlighting your arbitration experience to the **Brunei Darussalam Arbitration Centre, Level 8, Simpang 156, Jalan Kumbang Pasang, BA1311. Brunei Darussalam** or email the application form to info@bdac.com.bn your application may also be accompanied with a covering letter and references (if any).

2. Admission to the BDAC Panel of Mediator ("Panel") is by invitation by the Chief Executive Officer of the Brunei Darussalam Arbitration Centre as advised by the Board members, upon an application being made to BDAC.

3. Candidates wishing to apply must demonstrate an appropriate level of expertise and experience in mediation and be of good standing and character. In general, applicants will be required to meet the minimum standards set out in the application form.

4. BDAC reserves the right, in its absolute discretion, to admit or to refuse the admission of any person to the Panel. In exercising its discretion, BDAC will have regard to, *inter alia*, the qualifications, experience and standing of an applicant as well as to the number of mediators currently on the Panel from the country in which the applicant is resident.

5. BDAC will retain the candidate's personal information to the extent one or more of the purposes described in this Application Form for which it was collected remains valid and for other legal or business purposes for which BDAC is required to retain such information.

6. BDAC also reserves the right, in its absolute discretion, to remove any person from the Panel at any time.

| For office only Reference Number | Date: |
|---|---|

Brunei Darussalam Arbitration Centre

# Curriculum Vitae

| | | |
|---|---|---|
| Photo | Surname, First Name | |
| | Nationality | |
| | Language (s) | |
| | Telephone / Fax/ Email | |
| | Address | |
| **Educational/Professional Membership** | | |
| | | |
| **Current Position** | | |
| | | |
| **Professional Experience/Areas of Expertise** | | |
| | | |
| **Mediation Experience** | | |
| | | |
| **Publications** | | |
| | | |

**Note: Please do not provide a handwritten curriculum vitae, if you require a Word version of this template, please write-in to us directly.**