

## The Filing and Service of Notices of Arbitration.

Three steps that may be taken when filing and serving a Notice:

- Prior to filing, check two things with the arbitration institute:

(i) The bank account details to pay the filing fee. The details may be stated in a schedule to the arbitration rules, or available on the institute's website. But it is best to be prudent and confirm the details prior to paying, in case they've changed.

(ii) To ask if the institute might have a reference number that can be cited when paying the fee. Citing the reference number in the remittance slip will help the institute track payment.

- Ask whether the client/claimant themselves will be paying the fee? As distinct from a different entity (say) the finance arm of the client's group of companies?

If the fees will be paid by a different entity, ask for an explanation of the relationship between the client and the payor. This is so that you have a ready explanation should the institute query (as they usually will) the relationship between the payor and claimant.

- Fill in a service log recording the details of service of the Notice and other arbitration documents on the respondents (this tip I've borrowed from [DEM v DEL](#) at [107]).

The log can be tendered to the tribunal (along with any acknowledgments of receipt) and annexed to the arbitral award. It will be useful to answer a challenge on the ground of (say) lack of proper notice.

I attach a table showing how a log might look like.

**SERVICE LOG FOR ARBITRATION NO.: XXX OF 2024 (Ref. No. XXXXXXXX)**

Mode and Date of Service on Respondents	Respondent 1			Respondent 2	
	Email: <a href="mailto:XXX@gmail.com">XXX@gmail.com</a>	Personal Delivery at Physical Address: XXX, KL Sentral, 50470 Kuala Lumpur.	Fax: XXXXXXXXXX	Email:	Personal Delivery at Physical Address:
Arbitration Documents					
Notice of Arbitration	20 August 2024	21 August 2024	20 August 2024		
Procedural Order No. 1					
Statement of Case					