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| REQUEST FOR MEDIATION | | | |
| **SECTION 1 - DETAILS OF THE PARTIES** | | | |
| Details of the **First Party** | | | |
| **Full Name** | Click here to enter text. | **Case No. (if known)** | Click here to enter text. |
|  | | **Nationality** | Click here to enter text. |
| **Address** | Click here to enter text. | **ID No.** | Click here to enter text. |
| **ID Type** | Click here to enter text. |
| **Telephone** | Click here to enter text. |
| **Fax** | Click here to enter text. |
| **Email** | Click here to enter text. |
| Details of the **Second Party** | | | |
| **Full Name** | Click here to enter text. | **Nationality** | Click here to enter text. |
|  | | **ID No.** | Click here to enter text. |
| **Address** | Click here to enter text. | **ID Type** | Click here to enter text. |
| **Telephone** | Click here to enter text. |
| **Fax** | Click here to enter text. |
| **Email** | Click here to enter text. |
| For any additional parties, please provide details as above. | | | |
| Click here to enter text. | | | |

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| **SECTION 2 - BRIEF DETAILS OF THE CLAIM** | |
| If the matter is currently before the Qatar International Court or QFC Regulatory Tribunal and has been stayed to allow for mediation, please provide the following details: | |
| Case Number | Click or tap here to enter text. |
| Stage at which the proceedings have reached | Click or tap here to enter text. |
| Details of any hearing dates that have been set: | Click or tap here to enter text. |

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| **SECTION 3 – AGREEMENT TO MEDIATE** | | | | |
| Have all Parties agreed to mediate this matter? |  | Yes |  | No |
| If **‘Yes’**, please provide evidence (e.g. a copy of the mediation agreement) along with this completed form. If **‘No’** and you are asking the Registry to approach the other party/parties to see if they are prepared to agree to mediate, please provide any relevant information below. | | | | |
| Click or tap here to enter text. | | | | |

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| **SECTION 4 – MEDIATION SESSION** | | | | | |
| Do the parties agree to the QICDRC fixing the date for the mediation: | |  | Yes |  | No |
| If **‘Yes’**, please provide details of any dates to avoid | Click or tap here to enter text. | | | | |
| If **‘No’**, please provide details of the parties availability | Click or tap here to enter text. | | | | |
| Are the parties’ content for the mediation to take place virtually? | |  | Yes |  | No |
| If **‘Yes’**, please provide details of any preferred virtual medium (e.g. Cisco Webex, Skype, etc.) | Click or tap here to enter text. | | | | |

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| **SECTION 5 – BACKGROUND OF THE DISPUTE** | | | |
| Nature of the Dispute | | Agency  Banking/ Financial Instruments  Construction  Contract  Corporate / Company/ Shareholders  Employment  Hire-Purchase  Insurance  Intellectual Property  Partnership/ Joint Venture  Regulatory  Other: Click or tap here to enter text. | |
| For dispute(s) involving monetary claims, please provide details of the amount in dispute | | Click or tap here to enter text. | |
| **Details of the Dispute** | | | |
| Please provide brief details of the dispute (you may attach a separate document setting out the nature of the dispute, but this must not exceed 10 pages). | | | |
| Click or tap here to enter text. | | | |
| If you are attaching any additional documents alongside this completed form, please list them here | | | |
| Click or tap here to enter text. | | | |
| **SECTION 6 – PREFERRED LANGUAGE** | | | |
|  | English |  | Arabic |

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| **SECTION 7 – ADDITIONAL INFORMATION** |
| Please provide any other information which you consider would be of assistance |
| Click or tap here to enter text. |

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| **SECTION 8 - SIGNATURES** | |
| **By signing the below, the parties acknowledge that they are making a formal request for mediation to be conducted in accordance with the** [**QICDRC Mediation Rules.**](https://www.qicdrc.gov.qa/sites/default/files/s3/wysiwyg/mediation_booklet_english.pdf) | |
| **Name:** Click or tap here to enter text.  **Position:**Click or tap here to enter text.  **Party:** Click or tap here to enter text.  **Date:** Click or tap here to enter text. | **Name:** Click or tap here to enter text.  **Position:**Click or tap here to enter text.  **Party:** Click or tap here to enter text.  **Date:**Click or tap here to enter text. |
| **Signature:** | **Signature:** |
| **ONCE YOU HAVE COMPLETED THIS FORM, PLEASE EMAIL IT, ALONG WITH ANY ADDITIONAL SUPPORTING INFORMATION, TO** [**REGISTRY@QICDRC.GOV.QA**](mailto:REGISTRY@QICDRC.GOV.QA) | |