

FORM-2: Notice/Final Notice to the Opposite party for Pre-Institutional Mediation
[See Rule 3(2) and Rule 3(3)]

Name of the Authority and address:

- 1. Whereas a commercial dispute has been submitted to (name of Authority) by (name of applicant) against (name of opposite party) requesting for pre-institution mediation in terms of section 12A of Chapter IIIA of Commercial Courts Act, 2015. A copy of the mediation application Form is attached herewith.*
- 2. The opposite party is hereby directed to appear in person or through his duly authorized representation or Counsel on -----(Date)----- (Time) at the (Authority address) and convey his consent to participate in Mediation process.*
- 3. Failure to appear before the Authority by opposite party would be deemed as his refusal to participate in mediation process initiated by the applicant.*
- 4. In case, the date and time mentioned in para 2 is sought to be rescheduled the same can be done by the opposite party either on its own or through its authorized representative or counsel by making a request in writing at least two days prior to the scheduled date of appearance.*

Date:

Signature of the Authority

Form 3: Non-Starter Report
[See Rule 3(4) and (6)]

Name of the Authority and address:-

- 1. Name of the applicant:*
- 2. Date of application for Pre-institutional mediation:*
- 3. Name of the opposite party:*
- 4. Date schedule for appearance of opposite party:*
- 5. Report made under rule 3(4) or 3(6):*
- 6. Non Starter Report reason:-*

Date:-

Signature of the Authority

Copy to:

Applicant.

Opposite Party.

Form 4: Settlement
[See Rule 7 (1) (vii)]

Name of the Authority and Address:-

1. *Name of the Mediator:*
2. *Name of the applicant:*
3. *Name of the opposite party:*
4. *Date of application for Pre-Institution mediation:*
5. *Venue of mediation:*
6. *Date(s) of mediation:*
7. *No. of sittings and duration of sittings:*
8. *Terms of settlement:*

Date:

Signature of Applicant

Signature of Opposite Party

Signature of Mediator

Form 5: Failure Report

[See Rule 7 (1) (ix)]

Name of the Authority and address:

1. Name of the Mediator:
2. Name of the applicant:
3. Name of the opposite party:
4. Date of application for Pre-Institution mediation:
5. Venue of mediation:
6. Date(s) of mediation:
7. No. of sittings and duration of sittings:
8. Reasons for failure:

Date:

Signature of Applicant

Signature of Opposite Party

Signature of Mediator

Form 6: Mediation Data
[See Rule 10 (2)]

[illegible]