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

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

S.	Name of	No. of	Nature of Applicant		Nature of Opposite		No. of applications slab-				lab-	No. of	No. of	No. of	No. of
No.	the	application	Party		Party		wise as per Schedule-II			e-II	application	application	application	application	
	Authority	received									disposed	referred	where no	where	
		by	Individual	Corporate	Individual	Corporate	_	=	Ш	IV	٧	off as per	for	settlement	parties
		Authority										Rule 3(4)	mediation	arrived at	reached a
														as per	settlement
														Rule	as per
														7(1)(ix)	Rule
															7(1)(vii)