

REQUEST FOR MEDIATION – AFSA

The Referring Party is required to complete the form below insofar as the information required is available to it. The Referring Party is required to submit this form to the AFSA Secretariat by hand at 1st Floor, Grindrod House, 8a Protea Place, Sandown, or by email at info@arbitration.co.za.

The AFSA Secretariat can be contacted by telephone to ensure the application form has been received – telephone No. 011 320 0500.

A1. DETAILS OF REFERRING PARTY	
Name	
Registration No (if a juristic person)	
Address:	
Telephone No:	
Email address:	
Legal representative (if any):	
Telephone No:	
Email address:	

A2. DETAILS OF RESPONDENT / OTHER PARTY	
Name	
Registration No (if a juristic person)	
Address:	
Telephone No:	
Email address:	
Legal representative (if any):	
Telephone No:	
Email address:	

A3. ATTACHMENTS

- (a) A copy of the EFT payment confirmation showing the Referring Party has paid the administration fee of **R10,000 plus VAT** required to administer the mediation, which fee is **non-refundable**.
- (b) Written agreement in which the parties agree to mediation
- (c) Description of dispute. If pleadings or similar documents already exist, these may be attached. If no pleadings exist, the Referring Party is required to reflect, in a separate document, the particulars of the dispute, alternatively its assertion to which the respondent may react. Any key source documents relevant to the dispute may also be attached.

**A4. WHERE A MEDIATOR HAS BEEN AGREED OR APPOINTED
DETAILS OF MEDIATOR**

Name:	
Address:	
Telephone No:	
Email address:	

A5. WHERE A MEDIATOR HAS NOT BEEN AGREED OR APPOINTED

The Referring Party requires the appointment of a mediator by AFSA with the following seniority.

Seniority (in professional practice)	Fee	(tick applicable)
15+ years	R40,000 (plus VAT)	
Years 10 to 15	R30,000 (plus VAT)	
Years 5 to 10	R20,000 (plus VAT)	

The Referring Party undertakes to pay half of the fee payable for the mediator when the mediator is appointed, which fee is an all-inclusive fee for all attendances on the mediation and includes compensation for all preparation, one pre-mediation meeting (if necessary) and one day for the mediation proceedings.

A6. MEDIATOR'S CERTIFICATE

The Referring Party **agrees / does not agree*** to the Mediator completing Part 2 to the Mediator's Certificate at the end of the mediation. (The wording of the Mediator's Certificate appears at Annexure 3 to the AFSA Mediation Rules)

REFERRING PARTY

Name: _____

Date: _____

(Duly authorised)

RESPONDENT'S RESPONSE TO REQUEST FOR MEDIATION

The respondent confirms receipt of the Request for Mediation submitted to AFSA ("the Request Form").

The correct details of the Respondent are:

B1. DETAILS OF RESPONDENT / OTHER PARTY		
Name		
Registration No (if a juristic person)		
Address:		
Telephone No:		
Email address:		
Legal representative (if any):		
Telephone No:		
Email address:		
B2. AGREED MEDIATOR		
The respondent confirms that the Mediator identified in Part A4. of the Request Form has been appointed to be the Mediator to assist in the resolution of the dispute. [Yes / No]		
B3. WHERE A MEDIATOR HAS NOT BEEN AGREED OR APPOINTED		
The Respondent requires the appointment of a mediator by AFSA with the following seniority.		
Seniority (in professional practice)	Fee	(tick applicable)
15+ years	R40,000 (plus VAT)	
Years 10 to 15	R30,000 (plus VAT)	
Years 5 to 10	R20,000 (plus VAT)	
The Respondent undertakes to pay half of the fee payable for the mediator when the mediator is appointed, which fee is an all-inclusive fee for all attendances on the mediation and includes compensation for all preparation, one pre-mediation meeting (if necessary) and one day for the mediation proceedings.		
B4. MEDIATOR'S CERTIFICATE		
The Respondent agrees / does not agree* to the Mediator completing Part 2 to the Mediator's Certificate at the end of the mediation. (The wording of the Mediator's Certificate appears at Annexure 3 to the AFSA Mediation Rules)		
B5. ATTACHMENTS TO RESPONSE		
Respondent's description of dispute.		

If pleadings or similar documents already exist, these may be attached. If no pleadings exist, the Respondent is required to reflect, in a separate document, the Respondent's reaction to the allegations made by the Referring Party and to make any further allegations considered relevant to identifying the issues in dispute and the resolution sought.
Any key source documents relevant to the dispute may also be attached.

RESPONDENT

Name: _____

Date: _____

(Duly authorised)