

## PROCEDURE FOR THE APPOINTMENT OF AN ARBITRATOR, ADJUDICATOR OR AMICABLE SETTLEMENT FACILITATOR

The SAICE Presidents Panels are available to parties in a dispute to select an Arbitrator, Adjudicator or Amicable Settlement Facilitator. The person selected should be a person acceptable to both parties. If the parties are unable to agree on the person, the President of the South African Institution of Civil Engineering will, upon request, nominate a person from the panels in terms of the contract agreement

To enable the President to nominate a suitable person, the following information is needed:

1. The type of nomination required; arbitrator, adjudicator or amicable settlement facilitator
2. The names of the Parties and their representatives or agents.
3. A copy of the Dispute Notice and the Contract Data listing the conditions of contract applicable to the contract.
4. The specific clause, if applicable, in the contract agreement stipulating dispute resolution through arbitration, adjudication or amicable settlement and giving rise to the request for the nomination.
5. Copies of relevant further correspondence between the parties concerning the dispute.
6. The names of the persons who may have already been considered and rejected by the parties.
7. A brief description of the dispute, including of the role of the parties involved in the dispute.
8. The location of the subject matter of the dispute

On receipt of the information, the request will be placed before the President who will determine the availability of his nominee and whether there are any conflicts of interest. A nomination letter is then addressed to the person selected, with copies to the parties. The nominee will then communicate directly with the parties to agree with them the terms and conditions of the appointment.



**South African Institution of Civil Engineering  
Private Bag X200  
HALFWAY HOUSE  
1685**

Date

Dear Sir,

**APPOINTMENT OF ARBITRATOR / ADJUDICATOR/ AMICABLE SETTLEMENT  
FACILITATOR BY THE PRESIDENT OF THE SOUTH AFRICAN INSTITUTION OF CIVIL  
ENGINEERING**

With reference to your request for the appointment of an arbitrator/adjudicator/amicable settlement facilitator, please complete the attached form and return the relevant documentation to the CEO to expedite the process.

In addition to the completed application form, payment in the amount R9000 per request for an arbitrator or adjudicator or R 5 000 per request for an amicable settlement facilitator, is required. Please enclose proof of payment for this amount made out to SAICE with your completed application form. Receipt of payment is a prerequisite for the request to be processed.

Yours faithfully

**The South African Institution of Civil Engineering**

Steven Kaplan  
Chief Operating Officer

Brian Downie  
2019 SAICE President

**SAICE (Pty) Ltd Banking details:  
FNB MALL OF THE SOUTH**  
Account number: 62782118999  
Branch code: 210819  
Swift Code: FIRNZAJJ

Email: Dawn Hermanus  
dawn@saice.org.za

**APPLICATION FORM FOR THE NOMINATION OF AN ARBITRATOR / ADJUDICATOR/  
AMICABLE SETTLEMENT FACILITATOR BY THE PRESIDENT OF THE SOUTH  
AFRICAN INSTITUTION OF CIVIL ENGINEERING**

**1. Type of nomination required (Arbitrator, Adjudicator, Amicable Settlement Facilitator):**

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**2. Names of the parties and their representatives and agents:**

**2.1 Party 1:**.....

**Address:** .....

**Contact person:** .....

**Tel:** ..... **Cell:** ..... **Email:** .....

**2.2 Party 2:** .....

**Address:**.....

**Contact person:** .....

**Tel:**.....**Cell:**.....**Email:**.....

**2.3 Related Party (e.g. Consulting Engineer/ Employers Agent):**

**Name:**.....

**Relationship:**.....

**Address:**.....

**Contact person:**.....

**Tel:**..... **Cell:**..... **Email:**.....

**2.4 Other parties (e.g. Subcontractor):**

**Name:**.....

**Relationship:**.....

**Address:**.....

**Contact person:**.....

**Tel:**.....**Cell:**.....**Email:**.....

**3. Give a brief description of the nature of the dispute:**

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**4. Attach the dispute notice, contract data and edition of the Conditions of Contract or Contract Agreement (if applicable). Provide a schedule of the documents that are attached:**

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**5. Specific clauses in the contract agreement relating to the dispute:**

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**6. Attach copies of the relevant correspondence. Provide a schedule of the documents that are attached:**

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**7. Persons previously considered but not accepted by either party:**

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**8. Brief description of the project and the roles of the parties:**

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**9. Geographical Location of the project (Town & Province):**

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(Note: Attach supporting documents on a separate sheet if necessary)