

Small Claims Arbitration Rules of the Asia Pacific International Arbitration Chamber (2024)

Article 1

To ensure the independent, impartial and efficient resolution of small claims disputes between parties, the Asia Pacific International Arbitration Chamber ("APIAC") has formulated the Small Claims Arbitration Rules of the Asia Pacific International Arbitration Chamber ("these Rules").

Article 2

These Rules shall apply to any dispute submitted to APIAC or administered under the Arbitration Rules of Asia Pacific International Arbitration Chamber where the total amount of the claimant's claims does not exceed SGD200,000.

In cases where the disputed amount is not specified, the President of APIAC ("the President") shall consider whether to apply these Rules based on the complexity of the case, the nature of the dispute, and other relevant factors.

Article 3

When submitting an statement of claim to the Secretariat, the claimant shall specify that notices are to be delivered via electronic means such as fax or email. If the respondent consents in writing before the commencement of the arbitration proceedings, or specifies after the commencement of the arbitration proceedings that notices are to be delivered via electronic means such as fax or email, the Secretariat shall deliver notices to the respondent via these electronic means.

Article 4

The respondent is required to submit their statement of defense, counterclaims, evidence, and other supporting materials to the Secretariat within three days of receiving the statement of claim delivered by the Secretariat. Upon the respondent's written request, the President has the authority to decide whether to extend or shorten the defense period, provided that the extended or shortened period shall not be later than the date of the first hearing.

Article 5

Small claims disputes shall be adjudicated by a sole arbitrator. The parties shall jointly appoint a sole arbitrator within three days of receiving the notice of the commencement of the arbitration proceedings. If the parties fail to appoint or agree on the appointment of a sole arbitrator within the specified period, the President shall appoint a sole arbitrator.

Article 6

The President may, based on the circumstances of the case, request the Secretariat to send a notice suggesting the composition of the tribunal along with the notice of the commencement of the arbitration proceedings. If the parties do not object within three days of receiving the notice, the arbitrator suggested in the notice shall be appointed by the President. If objections are raised by any party, the President shall appoint another arbitrator for the case.

Article 7

The tribunal shall hold a hearing within five days from the date of receipt of the case file transferred by the Secretariat. If the parties agree not to hold a hearing, the tribunal may conduct written proceedings based on the arbitration application, statement of defense, evidence, and other materials, and render an award.

Article 8

An arbitral award shall be rendered within twenty days from the date of the composition of the tribunal.

Article 9

If the parties reach a settlement or mediation agreement and request the tribunal to issue an award, the tribunal shall issue the award within five days from the date of receipt of the settlement or mediation agreement.

Article 10

In cases where the facts are clear, the rights and obligations are definite, and the disputes are minor, the tribunal may render an award immediately. The content of the award shall be recorded in the hearing transcript, and the tribunal shall issue the award within five days after the conclusion of the hearing.

Article 11

These rules are an integral part of the Arbitration Rules of the Asia Pacific International Arbitration Chamber (APIAC Arbitration Rules). Matters not provided for in these rules shall be governed by the relevant provisions of the Arbitration Rules of the Asia Pacific International Arbitration Chamber (APIAC Arbitration Rules).

Article 12

These rules shall come into effect on May 10, 2024.