



**9 February 2015**

## **Practice Note for Administered Cases - On the Appointment of Administrative Secretaries**

Recognising the growing use of administrative secretaries in international arbitration cases, SIAC has, on 2 February 2015, issued a Practice Note on the Appointment of Administrative Secretaries ("Practice Note"). The Practice Note applies to all appointments of administrative secretaries in SIAC-administered arbitrations on or after 2 February 2015.

The Practice Note acknowledges that in appropriate cases and with the consent of all parties, administrative secretaries may be appointed to assist arbitral tribunals in administrative matters.

The administrative secretary should be impartial and independent of the parties and is bound to keep the confidentiality of the arbitration proceedings. To this end, the administrative secretary shall, prior to his appointment, execute a declaration of independence, impartiality and confidentiality.

The Practice Note also regulates the payment of the administrative secretary's fees and expenses.

The administrative secretary's reasonable expenses are borne by the parties.

As to the administrative secretary's fees, where the amount in dispute is under SGD 15 million at the time the request for the appointment of the administrative secretary is made, the parties shall not bear any of the administrative secretary's fees. Where the amount in dispute is SGD 15 million or above at the time the request for the appointment of the administrative secretary is made, the arbitral tribunal and the parties may agree that the parties shall bear the administrative secretary's fees, which shall not exceed SGD 250 per hour.

The full text of the Practice Note is attached.

### **For more information please contact:**

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# SINGAPORE INTERNATIONAL ARBITRATION CENTRE

## PRACTICE NOTE PN – 01/15 (2 February 2015)

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### ADMINISTERED CASES

#### ON THE APPOINTMENT OF ADMINISTRATIVE SECRETARIES

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1. This Practice Note shall govern the appointment of administrative secretaries by arbitral tribunals in all cases administered by the Singapore International Arbitration Centre ("SIAC").
2. In appropriate cases, administrative secretaries may be appointed to assist the arbitral tribunal in administrative matters.
3. No administrative secretary may be appointed without the consent of all parties to the arbitration.
4. The administrative secretary shall execute a declaration of independence, impartiality and confidentiality, prior to his appointment.
5. Save for the reasonable expenses of the administrative secretary, the parties are not to bear any fees for the use of an administrative secretary where the amount in dispute is under S\$15,000,000.00 at the time of the request for the appointment of the administrative secretary.
6. In cases where the amount in dispute is S\$15,000,000.00 or above at the time of the request for the appointment of the administrative secretary, the arbitral tribunal may agree with the parties that both the fees and reasonable expenses of the administrative secretary shall be borne by the parties. The fees of the administrative secretary shall not exceed S\$250.00 per hour.
7. The fees and/or reasonable expenses of the administrative secretary shall be invoiced directly to and paid directly by the parties and SIAC shall not collect any advances and deposits from the parties towards the fees and/or reasonable expenses of the administrative secretary.
8. This Practice Note applies to all appointments of administrative secretaries in SIAC-administered arbitrations appointed on or after 2 February 2015.

**Issued by:**

**Registrar, SIAC  
2 February 2015**