

# 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**