

## Annex A

**Table 1**

*For Sum in Dispute up to \$60,000, the first two hours of mediation are free of charge, regardless of the sum in dispute; the mediation fees apply from the third hour onwards. A deposit is collected for the 3<sup>rd</sup> and 4<sup>th</sup> hour of mediation.*

<b>Sum in Dispute</b>	<b>Mediation Fee (FTF Rate)</b>	<b>Deposit (FTF Rate)</b>	<b>Mediation Fee</b>	<b>Deposit</b>
Up to \$20,000	<b>First 2 hours free, \$80.25 per party per hour or part thereof</b>	<b>\$160.50 per party</b>	\$80.25 per party per hour or part thereof	<b>\$160.50 per party</b>
Above \$20,000 and up to \$40,000			\$107.00 per party per hour or part thereof	<b>\$214.00 per party</b>
Above \$40,000 and up to \$60,000			\$160.50 per party per hour or part thereof	<b>\$321.00 per party</b>
Above \$60,000	Commercial Mediation Scheme Fees Apply Please refer to the fee schedule at <a href="http://www.mediation.com.sg/business-services/commercial-mediation/">www.mediation.com.sg/business-services/commercial-mediation/</a>			

Note: The figures above are in Singapore dollars and the mediation fees are inclusive of GST.

Table 2

<h1 style="text-align: center;">FAIR TENANCY FRAMEWORK - MEDIATION</h1> <p style="text-align: center;">SINGAPORE MEDIATION CENTRE IN COLLABORATION WITH SINGAPORE BUSINESS FEDERATION</p>		
STEPS	DETAILS	FEES / REMARKS
 <b>1</b> <b>CONTACT</b>  6332 4366	<p style="text-align: center;">SUBMIT THE REQUEST FOR MEDIATION FORM</p> <p style="text-align: center;">Download the form at <a href="http://www.mediation.com.sg">www.mediation.com.sg</a> and submit to <a href="mailto:enquiries@mediation.com.sg">enquiries@mediation.com.sg</a></p>	<p><b>NO FEES</b></p>
<p><b>BOTH PARTIES MUST AGREE TO MEDIATE</b></p>		
 <b>2</b> <b>MEDIATE</b>	<p style="text-align: center;">HALF OR FULL DAY MEDIATION SCHEDULED WITHIN 7 WORKING DAYS*</p> <p style="text-align: center;">* Depending on parties' and venue availability</p>	<p style="text-align: center;"><b>MEDIATION FEES</b></p> <p style="text-align: center;"><b>\$160.50 DEPOSIT^^ PER PARTY</b></p> <p style="text-align: center;">^^ Deposit is for sum in dispute of up to \$60,000. <b>The first 2 hours are free.</b> The fees are only applicable from the 3rd hour at \$80.25 per party per hour or part thereof</p>
 <b>3</b> <b>SETTLE</b>	<p style="text-align: center;">SETTLEMENT AGREEMENT FORMS A LEGALLY BINDING CONTRACT</p> <p style="text-align: center;">Unlock time and cost savings, preserve relationships</p>	<p><b>NO FEES</b></p>



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