

DATE (dd/mm/yy)

ICAMEK CASE NUMBER / \_\_\_\_\_ / \_\_\_\_\_  
(For official use only)

The Claimant propose English as the Language for the Adjudication Proceedings. (please tick as appropriate)

YES  NO

The dispute is to be resolved under the ICAMEK Adjudication Rules 2026. (please tick as appropriate):

YES  NO

Request for Appointment of a; (please tick as appropriate);

Sole Adjudicator  Presiding Adjudicator  Three member Tribunal

Other

## ■ Details Of The Disputing Parties And Their Representation

### CLAIMANT / 1ST PARTY

Physical Address:

Telephone:  Mobile:

Email Address:

Country

Represented by:

Physical Address:

Telephone:  Mobile:

Email Address:

\*Delete as applicable or add, if necessary, names of other parties or representatives \* Contact details not required if case already assigned an ICAMEK case reference

**RESPONDENT / 2ND PARTY**

Physical Address:

Telephone:

Mobile:

Email Address:

Country

**Represented by:**

Physical Address:

Telephone:

Mobile:

Email Address:

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**■ Please provide details regarding the issues concerned**

Amount in dispute ( if appropriate )

## ■ Adjudicator's preferred background and skills

Your application is accepted on the basis that the information you provide is both accurate and complete. The liability of ICAMEK and the appointed arbitrator in relation to the appointment may be restricted if the information provided is inaccurate or incomplete. Please complete the Section below.

## ■ Claimant's Request /Application for the appointment of an Adjudicator by ICAMEK

It is agreed as a condition of such an request and/or appointment (please tick as appropriate):Please complete the Section below.

To pay the advance on costs of the arbitration to the Centre intended to cover the costs of Adjudication until the terms of reference have been drawn up;

To make such payment within the period directed by the Centre or, where no deadline is given, within 14 days of receipt of invoice of such payment ;

To inform the Centre and the tribunal in the event of the settlement of the dispute before any award is made;

To serve the Notice of Adjudication on the respondent;

To satisfy and/or fulfill any conditions precedent to the parties partaking in Arbitration;

That ICAMEK is not liable, by reason of having appointed or nominated the Adjudicator, for anything done or omitted to be done by the Adjudicator in the discharge or purported discharge of his/her functions.

It is further agreed as a condition of such appointment and/or administration of the dispute by ICAMEK; that the dispute is to be resolved under the ICAMEK Adjudication Rules.

Name

Date (dd/mm/yy)

Capacity

( as, or for and on behalf of, Claimant )

Signature

# CHECKLIST:

- Kindly takenote that icamek will avail the parties with a list of arbitrators from which the parties may jointly nominate an Adjudicator, ICAMEK will only appoint an Adjudicator where the parties fail to do so and any such appointment will attract a fee.
- Icamek may effect service either physically or electronically, please ensure that both the email and physical addresses provided for the respondent and the claimant are correct and the most current.
- Attach a copy of the written Adjudication clause or separate Adjudication clause that is invoked by the cliamant;
- Attach a copy of the contractual document or other legal instrument in which the Adjudication clause is contained/provided for or in respect of which the arbitration arises;
- Where claims are made under more than one arbitration agreement, attach an indication of the Adjudication agreement under which each claim is made;
- Attach proof of payment of the registration fee.
- Attach a copy of the recieved notice of arbitration.

Payment of registration & appointment fees of 550,000/= (Five hundred fifty thousand shillings only) is to be made to:

Account Name: International Centre of Arbitration & Mediation in Kampala  
Bank: Stanbic bank (U) Limited  
Account: 9030015640315



"PLEASE FILE THIS REQUEST ELECTRONICALLY AT " [file@icamek.org](mailto:file@icamek.org)".