

Complete this section if Claimant is represented by a solicitor:

We act for [Name of Claimant], and hereby give Notice of Arbitration on behalf of our client to [Name of Respondent] under VCAS.

Complete this section if Claimant is self-represented:

I, [Name of Claimant], hereby give Notice of Arbitration to [Name of Respondent] to commence arbitration under the VCAS.

**Parties to the Dispute**

Name of the Claimant:	_____
Mailing Address:	_____
Claimant's Solicitor (if any):	_____
Mailing Address:	_____
Email address for delivery of documents:	_____
Name of Respondent:	_____
Mailing Address:	_____
Respondent's Solicitor (if any):	_____
Email address for delivery of documents:	_____

**Short Statement of Dispute The Dispute**

[Describe the underlying contract or subject matter that gives rise to the dispute]

**Reference to the agreement by which the dispute is to be arbitrated under the VCAS**

[Insert arbitration clause here, whether it is based on a clause in the parties' contract, the completed VCAS Dispute Referral Notice or an agreement recorded in correspondence or in any other document]

**Names and contact details of 3 Arbitrators nominated by the Claimant**

- (1) \_\_\_\_\_  
[Name & contact details of 1<sup>st</sup> Arbitrator].
- (2) \_\_\_\_\_  
[Name & contact details of 2<sup>nd</sup> Arbitrator].
- (3) \_\_\_\_\_  
[Name & contact details of 3<sup>rd</sup> Arbitrator].

*\*Note: Please indicate if the names of the above Arbitrators are in order of preference.*

**A copy of the Arbitration Agreement**

*[If there is an arbitration clause in the agreement or contract]*

Please **enclose** a copy of your Arbitration Agreement.

*[If the agreement or contract is without the arbitration clause]*

Please **enclose** the completed VCAS Dispute Referral Notice or the agreement recorded in correspondence or in any other document which refers the dispute to arbitration.

**A copy of the concise Statement of Case signed by on or behalf of Claimant**

Please enclose a copy of concise Statement of Case.

Dated:

\_\_\_\_\_  
Name of Claimant/Claimant's Solicitor:

Designation:

For and on behalf of Claimant:

To: \_\_\_\_\_

- (1) Respondent and/or Respondent's Solicitor.
- (2) The Victorian Commercial Arbitration Scheme – c/ the Victorian Bar Inc, Owen Dixon Chambers East, Level 5, 205 William Street, Melbourne, VIC 3000.

A copy of this agreement must be sent to:

- (a) VCAS by email to [VCAS@vicbar.com.au](mailto:VCAS@vicbar.com.au); and
- (b) the selected Arbitrator.