



Practice Note No. 1 of 2022
(Pursuant to Rules 6 & 7 of the SCMA Rules, 4th Edition)
1 January 2022

1. This Practice Note governs the manner in which a Claimant or Respondent under the SCMA Rules may notify the SCMA of an arbitration.
2. A Claimant or Respondent shall send a copy of its Notice of Arbitration or Response to the Notice of Arbitration by delivering it to the Secretariat of the Chamber at the following electronic mailing address: secretariat@scma.org.sg. The parties may continue to keep the Secretariat copied in arbitration correspondence if they so choose to do so.
3. Upon receipt of the Notice of Arbitration (or Response to the Notice of Arbitration), the SCMA will assign a case reference number to the arbitration reference.
4. For the avoidance of doubt, delivery of documents to the SCMA do not constitute service on the other party to proceedings as required under Rules 6.1 and 7.1.
5. All information received by the Chamber relating to the arbitration, including its existence, are protected by confidentiality in accordance with Rule 47.

Registrar
Singapore Chamber of Maritime Arbitration