

Mandatory formalities for a notice of arbitration under the key institutional rules

	LCIA (2020)	ICC (2021)	UNCITRAL (2021)	ICDR (2021)	CPR (Int) (2019)	SIAC (2016)
How is an arbitration commenced?	Filing a Request for Arbitration with the LCIA Registrar.	Filing a Request for Arbitration with the Secretariat of the ICC Court.	Sending a Notice of Arbitration to the respondent(s).	Sending a Notice of Arbitration to the ICDR Administrator and the respondent(s)	Sending a Notice of Arbitration to the CPR and the respondent(s)	Filing a Notice of Arbitration with the SIAC Registrar.
Is it possible* to issue one Request for Arbitration/ Notice of Arbitration in multi-contract disputes? *Subject to any applicable criterion being met, and any mandatory information being provided in the composite Notice of Arbitration.	Yes. Separate arbitrations would be commenced. A request for consolidation could be made subsequently where a single arbitration is desired. (Art 1.2)	Yes. Claims arising out of or in connection with more than one contract may be made in a single arbitration. (Art 9)	No express provision, but separate proceedings may be consolidated subsequently.	No express provision, but separate proceedings may be consolidated subsequently.	No express provision, but separate proceedings may be consolidated subsequently.	Yes. Separate arbitrations would be commenced. A request for consolidation could be made subsequently where a single arbitration is desired. (Art 6)
How does a claimant file its Request for Arbitration/Notice of Arbitration with the arbitral body?	Electronic filing (online filing system or email), unless prior approval has been obtained to file via an alternative method. (Arts 1.3 and 4.1)	Email until further notice, in accordance with on-going COVID-19 measures. Numerous hard copies may also be required where the claimant requests that onwards transmission by delivery against receipt, registered post or courier.	N/A - The UNCITRAL Rules provide a framework for ad hoc arbitrations, it does not administer arbitrations.	Choice between electronic or hard copy filing (hand delivery, registered post or courier service). (Arts 2 and 11)	Electronic filing until further notice, in accordance with on-going COVID-19 measures.	Choice between electronic or hard copy filing (hand delivery, registered post or courier service). (Art 3.1 and 2.1)

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Is there a mandatory filing/registration fee?	Yes, £1,950 (plus VAT). If filing a composite request, each arbitration requires a separate fee.	Yes, \$5,000.	N/A - UNCITRAL does not administer arbitrations. There is accordingly no filing fee.	Yes, filing fee depends on amount of claim (minimum \$ 600).	Yes, \$1,750.	Yes S\$2,000 (or S\$2,140 for Singapore parties).
Is it the claimant's responsibility to serve a copy of the Request for Arbitration/Notice of Arbitration to respondent(s)?	Yes, service on the respondent(s) must take place at the same time or as soon as possible after filing.	No, the ICC transmits to the respondent(s).	Yes.	Yes, service on the respondent(s) must occur at the same time as filing.	Yes, service on the respondent(s) must occur at the same time as filing.	Yes, service on the respondent(s) must occur at the same time as filing, and the SIAC Registrar must be notified of service.
What is the required method of service on respondent(s)?	Service by electronic means, unless prior approval from the LCIA Registrar has been granted to serve in an alternative way. (Arts 4.1 – 4.3)	No express provision governing method of service on respondent(s). The ICC transmits the Request to respondent(s). In practice, the Request will be transmitted by email unless the claimant requests transmission against receipt, registered post or courier.	Any means of communication that provides or allows for a record of its transmission. (Art 2.1)	Any means of communication that allows for a record of its transmission, including email, mail, courier, fax, or other written forms of electronic communication. (Art 11)	Registered mail, courier, telex, facsimile transmission, email or any other means of telecommunication that provides a record thereof. (Art 2.1)	By hand, registered post or courier service, or transmitted by any form of electronic communication (including electronic mail and facsimile), or delivered by any other appropriate means that provides a record of its delivery. (Art 2.1)

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Address/location for service on respondent(s)?	Any electronic means as agreed or designated by the respondent(s) for the purposes of receiving any communication in relation to the arbitration agreement. In the absence of agreement or designation, a party may use electronic means that have been <i>"regularly used in the parties' dealings"</i> . (Arts 4.1 – 4.3)	The claimant should ensure that it notifies the ICC of the address of the respondent (as specified in the relevant agreement between the parties). The claimant should highlight (i) the relevant clause in the agreement; and (ii) where that information is provided in the Request for Arbitration.	An address that has been designated by a party specifically for the purpose of arbitration. In the absence of designation or authorisation, delivery should be made physically at the place of business, habitual residence or mailing address of the addressee. (Art 2)	The party's or (its) representative's last-known address. (Art 11)	An address specified in writing by the recipient or, if no address has been specified, to the last known business or residence address of the recipient. (Art 2.1)	To: (i) the addressee personally or to its authorised representative; (ii) to the addressee's habitual residence, place of business or designated address; (iii) to any address agreed by the parties; (iv) according to the practice of the parties in prior dealings; or (v) if, after reasonable efforts, none of these can be found, then at the addressee's last-known residence or place of business. (Art 2.1)
What is the commencement date of the arbitration?	Date of electronic filing of Request for Arbitration, provided that the registration fee is paid simultaneously. (Art 1.4)	Date that the Secretariat receives the Request for Arbitration (Art 4(2)).	Date that the respondent(s) receives the Notice of Arbitration. (Art 3(2)).	Date that the Administrator receives the Notice of Arbitration (Art 2.2).	Date that CPR is in receipt of the Notice of Arbitration. (Art 3.4)	Date that SIAC is in receipt of a "complete" Notice of Arbitration (including payment of the requisite filing fee). (Art 3.3)