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| **1. Party / Parties** (The party/parties requesting for mediation) |
| Name |
| Business ID number / ID number |
| VAT-number (if the party is VAT-registered) |
| Postal address |
| Visiting address |
| Nationality / Domicile |
| Telephone number |
| E-mail address |
| Invoicing address (if different than stated above) |
|  |
| Name |
| Business ID number / ID number |
| VAT-number (if the party is VAT-registered) |
| Postal address |
| Visiting address |
| Nationality / Domicile |
| Telephone number |
| E-mail address |
| Invoicing address (if different than stated above) |
| Counsel or other Representative |
| Name and profession |
| Name of counsel’s firm |
| Postal address |
| Visiting address |
| Telephone number |
| E-mail address |
|  |
| Name and profession |
| Name of counsel’s firm |
| Postal address |
| Visiting address |
| Telephone number |
| E-mail address |

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| **2. The other Party/Parties** |
| Name |
| Business ID number / ID number |
| VAT-number (if the party is VAT-registered) |
| Postal address |
| Visiting address |
| Nationality / Domicile |
| Telephone number |
| E-mail address |
| Invoicing address (if different than stated above) |
|  |
| Name |
| Business ID number / ID number |
| VAT-number (if the party is VAT-registered) |
| Postal address |
| Visiting address |
| Nationality / Domicile |
| Telephone number |
| E-mail address |
| Invoicing address (if different than stated above) |
| Counsel or other Representative |
| Name and profession |
| Name of counsel’s firm |
| Postal address |
| Visiting address |
| Telephone number |
| E-mail address |
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| Name and profession |
| Name of counsel’s firm |
| Postal address |
| Visiting address |
| Telephone number |
| E-mail address |

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| **A description of the mediation agreement under which the dispute is to be settled, if there is a written agreement of the parties to refer the dispute to mediation under the Mediation Rules, or a description of any other type of understanding between the parties to resort to FAI Mediation.** |
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| **A brief description of the matter including, if possible, an assessment of the monetary value at stake.** |
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| **A description of any time limits for conducting the mediation.** |
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| **Notification of a mediator nominated jointly by all the parties concerned**  (to complete only if all the parties concerned have jointly nominated a mediator) |
| Name and profession of the Mediator |
| Office of the Mediator |
| Postal address |
| Visiting address |
| Telephone number |
| E-mail address |

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| **Notification of the parties’ agreement or proposal as to the qualifications of the mediator to be appointed by the FAI.** (to complete only if all the parties have not jointly nominated the mediator.) |
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| **Filing Fee** Upon filing the Request for Mediation, the requesting party/parties shall pay the Filing Fee prescribed in Article 1 of Appendix I. Please attach a proof of payment of the Filing Fee and tick (x) the relevant box under “Attachments” below.” |
| **Attachments** |
| A copy of the mediation agreement under which the dispute is to be settled  A proof of payment of the Filing Fee made according to Article 1 of Appendix I  Other possible attachments please specify the attachments: |

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| **Date and signature** |
| Place and date |
| Signature and print name |

Language

If the parties have agreed on the language of the mediation, the Request for Mediation shall be submitted in that language. In the absence of such agreement, the Request for Mediation shall be submitted in the language of the parties’ contract that is subject to dispute.

Submission of the Request

The Request for Mediation can be submitted by mail, by e-mail or by hand delivery to the Finland Arbitration Institute.

By mail to:

**The Arbitration Institute of the Finland Chamber of Commerce  
 P.O. Box 1000  
FI-00101 HELSINKI**

**FINLAND**By hand delivery to: **Aleksanterinkatu 17 (World Trade Center Helsinki)**

By e-mail to: [info@arbitration.fi](mailto:info@arbitration.fi)