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| **Case No.**      (The case Number can be found in the FAI’s letter to the Party/Parties.) |
| **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)       |

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| **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       |
| Phone number       |
| E-mail address       |

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| **The Party/Parties consent(s) to FAI mediation:** |
| [ ]  **Yes**[ ]  **No****Reasoning:** |

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| **The Party’s comments concerning the Request for Mediation, including any comments as to the proposal for a mediator or qualifications of the mediator to be appointed.** |
|  |
| **Attachments:** |
| [ ]  Possible attachments (please specify)       |

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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 Answer shall be submitted in that language. In the absence of such agreement, the Answer shall be submitted in the language of the parties’ contract that is subject to the dispute.

Submission of the Answer

The Answer 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