



**Singapore International Mediation Institute (SIMI)**  
**Non-Standard Accreditation (NSA)**  
**Application Form**

*Version 1.0*  
*(October 2024)*

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## ABOUT THE SIMI NSA APPLICATION PROCESS

### **Eligibility & Scope of SIMI NSA**

Pursuant to SIMI Practice Circular 1/2024 dated 1 October 2024, the SIMI NSA application process is for a mediator who has recently completed a SIMI Registered Training Program (RTP), and has sufficient mediation case experience to be a SIMI Accredited Mediator Level 2 or 3.

### **Application Process**

The RTP nominating the applicant for SIMI accreditation is to work with the applicant to complete the Application Form and send the same together with any supporting documents to [admin@simi.org.sg](mailto:admin@simi.org.sg) with the subject as "SIMI NSA APPLICATION".

### **SIMI NSA Fees**

Apart from the standard annual fees payable upon accreditation as a Level 2 or Level 3 mediator, there are currently no additional fees payable under the SIMI NSA application process. However, fee reviews may be conducted from time to time and fees may be imposed under this process to cover the operational costs under the scheme.

## APPLICATION FORM (SIMI RSP)

### **SIMI Mediator Details**

<b>1.1 Name Of SIMI Mediator (Applicant)</b>
Click here to enter text.
<b>1.2 Email to be recorded with SIMI</b>
Click here to enter text.
<b>1.3 Contact Email<sup>1</sup> (If different from 1.2)</b>
Click here to enter text.
<b>1.4 Contact Number</b>
Click here to enter text.
<b>1.5 Profession</b>
Click here to enter text.
<b>1.6 Nationality</b>
Click here to enter text.

<sup>1</sup> Please ensure that this is an email address that is active and checked regularly as all correspondence relating to the application will be sent to this email.

**Case Experience Details**

***Please indicate by checking the boxes below whether you will be relying on case numbers or mediation hours in satisfying the requirement case experience.***

***You may wish to refer to the "SIMI Guidelines For The Determination Of Full-Scale Mediations" (available for download on SIMI's website) for guidance on whether your cases qualify for the case number requirement.***

<input type="checkbox"/>	<p><b>CASE NUMBER</b></p> <p>5 full-scale cases for SIMI Level 2</p> <p>12 full-scale cases for SIMI Level 3</p>
<input type="checkbox"/>	<p><b>MEDIATION HOURS</b></p> <p>(if one or more mediations lasts longer than a day)</p> <p>50 hours for SIMI Level 2</p> <p>120 hours for SIMI Level 3</p>

***Please provide information for the cases you will be relying on to satisfy the case experience requirement. Do ensure that the information provided matches either the case numbers or mediation hour requirement that you have indicated above.***

S/N	Date	Venue	Type of dispute (e.g. contract, partnership, shareholders, property, etc)	Duration (hours)	Was the mediation administered by a Mediation Service Provider (MSP) (If so, to state the name of the MSP):	Outcome of mediation (i.e. was the dispute resolved?) <i>*If the dispute was only resolved in part, please state accordingly</i>	Contact Information (Parties or Counsel) <sup>2</sup>

<sup>2</sup> SIMI may need to contact one or more of the parties and/or their counsel for the cases you have provided in order to verify the information (on a confidential basis). In the case of administered mediations by a mediation service provider, we may also verify case information with them (on a confidential basis).

### **Feedback Request Form**

Provide feedback using the SIMI Feedback Request Form\* or a SIMI Partner equivalent form\*\* when submitting this application. ***Ideally, you should collect at least 2 forms per mediation (e.g. 1 from each party, or 1 from each party's counsel, or 4 if you are collecting 1 form from each party and their counsel).***

For NSA applications to be SIMI Accredited Mediator Level 2, please submit feedback request forms from at least 2 mediation cases listed to support your application.

For NSA applications to be SIMI Accredited Mediator Level 3, please submit feedback request forms from at least 5 mediation cases listed to support your application.

*\* These are available for download on SIMI's website. Alternatively, an online version is also available on our website and disputants/disputants' counsel may visit "<http://www.simi.org.sg/Mediator-Feedback>" and submit their feedback there.*

By submitting this application form, I hereby declare that all information provided is true and accurate to the best of my knowledge, and that I have sought the consent of the parties, counsel or mediation service provider to disclose their personal data to SIMI for the purposes of processing this application.

I undertake to inform SIMI as soon as reasonably possible should I be aware that any of the information previously provided on this application form is no longer true. I understand and accept that SIMI has the right to reject or revoke an application should any information provided on this form be found to be untrue.

I consent to SIMI using my personal data provided on this form to contact me for the purposes of processing this application.

Click here to enter text.

**Name and Signature**

Click here to enter text.

**Date**

*\*\* Alternatively, you may submit feedback forms (with sensitive details redacted) utilised by the mediation service provider which administered the mediations in question.*