

The Hague Court of Arbitration for Aviation

REQUEST FOR ARBITRATION

Pursuant to Arbitration Rules in force as of 14 February 2023



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Section Two, Article 7 - Request for arbitration

1. Arbitration shall be commenced by submitting a request for arbitration to the administrator. Arbitration shall be deemed to have been commenced on the day of receipt of the request for arbitration by the administrator.
2. The request for arbitration shall contain the following particulars:
 - (a) the name, the address, the place of residence, the telephone number, the e-mail address and, as applicable, the VAT number of each of the parties;
 - (b) the name, the address, the place of residence, the telephone number and the e-mail address of the person or persons representing the claimant in the arbitration;
 - (c) the e-mail address at which the claimant may be reached for electronic communication for the duration of the arbitral proceedings;
 - (d) a brief description of the dispute;
 - (e) a clear specification of the claim along with, if possible, a specification of the monetary interest of each of the claims;
 - (f) a reference to the arbitration agreement and any other agreement(s) to which the arbitration relates, along with copies of the relevant agreements;
 - (g) insofar as already appointed, the name, the address, the place of residence, the telephone number and the e-mail address of the arbitrator or arbitrators appointed by the claimant or the parties;
 - (h) the method of appointment of the arbitrator or arbitrators if the parties have agreed a method of appointment that deviates from Articles 13 and 14;
 - (i) the arrangements between the parties, or the claimant's preference, in respect of the number of arbitrators, the qualifications of arbitrators, the place of arbitration and the language of the arbitration;
 - (j) the name of any party, other than the parties to the arbitration, that has entered into an arrangement with a party to the arbitration for the financing of claims or counterclaims and pursuant to which such party has an economic interest in the outcome of the arbitration. If such an arrangement has been made with a party to the arbitration only after the submission of the request for arbitration, such information shall be shared by respective party as soon as possible with all other parties to the arbitration, the (prospective) arbitrators and the administrator; and
 - (k) insofar as applicable, any other particulars concerning the arbitral procedure.
3. The request for arbitration shall be submitted in the manner provided for in Article 3(2). If the claimant is unable to do so, the request for arbitration may be submitted in another manner. The administrator shall be authorised to suspend handling the request as long as it does not satisfy the requirements mentioned in paragraph 2. Suspension shall not prejudice the provisions of paragraph 1.
4. The administrator shall confirm receipt of the request for arbitration to the claimant, stating the date of receipt.