1. **Basic Criteria for Appointment**

To be empanelled with KLRCA, an applicant must demonstrate the following:

a. A fellowship from the Chartered Institute of Arbitrators (CIArb) or equivalent qualifications;

b. Experience as an arbitrator, mediator or Domain Name Dispute Resolution panellist; or

c. Experience in any other specialist fields; and

d. Not having been found guilty by a Court or Tribunal for misconduct such as fraud, corruption and any other disciplinary misconduct which the Director finds will call into question the applicant’s ability to act as a Panellist.

2. **Making an Application**

2.1 The prospective Panellist shall write formally to the Director, together with the following documents:

a. Latest Curriculum vitae

b. Latest passport sized photograph

c. KLRCA Panellist’s Form (Appendix A), which includes the following details:
   - education / qualification
   - language
   - membership / panelship with other arbitral / dispute resolution institutions, if any
   - arbitration experience

3. **Appointment**

3.1 If the application is accepted, the Director shall issue a formal Letter of Appointment together with a Certificate of Empanelment.

3.2 The relevant details of the Panellist will be uploaded onto KLRCA’s website.
4. **Appointment Term**

4.1 A Panellist shall be appointed to be on KLRCA Panel for a period of three (3) consecutive years only (hereinafter referred to as ‘Term’).

4.2 The Panellist’s appointment shall automatically expire upon the completion of the Term. Panellists are invited to re-submit the documents stated in Para 2.1 two (2) weeks prior to the end of the Term.

4.3 The Panellists shall be required to promptly update KLRCA of any changes to their contact details during the Term.

4.4 Upon review of the panellist’s application, the Director may decide to renew the appointment of the Panellist for a further term of three (3) years.

5. **Removal as KLRCA’s Panellist**

5.1 The Panellists shall be bound by the KLRCA’s Code of Conduct (Appendix B1, B2 and/or B3) and failure to observe the said code of conduct may result in removal from the Panellist.

5.2 Notwithstanding the above, the Director may remove a Panellist at any time during the Term without stating the reason.

5.3 The Director’s decision on removal shall be final.