

KLRCA

POLICY ON APPOINTMENT OF PANELLIST

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.