

PROCEDURE FOR ARBITRATION

1. **GOVERNING LAW:** The parties submit to the jurisdiction of Chennai, Tamil nadu specifically, the Arbitration and Conciliation Act, 1996. The procedure will be governed by the Arbitration and Conciliation Rules and the procedural rules made hereunder.

2. **FURNISHING RELEVANT DOCUMENTS:** The parties shall provide the Arbitrator with copies of the Contract between the parties or any other contract, documents, plans or specifications relevant to the dispute within 10 days of inception of the arbitration proceedings.

3. **STATEMENTS OF CLAIMS AND COUNTER:** The claimant shall file and serve a statement of claim within 15 days of inception of the arbitration proceedings and the respondent shall file and serve its answering statement/counter and any counterclaim within 15 days of receipt of such statement of claim. If Respondent files a counterclaim, claimant may file and serve its answering statement within 15 days of receipt of such counter claim.

4. **PRODUCTION OF DOCUMENTS:** Within 10 days of inception of the arbitration proceedings, the parties shall serve upon the other party, any requests for production of documents they deem relevant, filing a copy of the requests with the Arbitrator. Any objections to requests for production of documents will be filed during the course of arbitration proceedings. All documents requested which have not been subject of an Order denying the request shall be produced by the parties. The parties shall exchange a list of exhibits, documents, evidences etc with a copy to the arbitrator.

5. **EXPERT REPORTS:** The parties shall produce to the other party any existing reports (or, in the absence of a formal report, a summary of the expert opinion) of expert witnesses relevant to the matters in dispute. Expert reports prepared in opposition to or responding to expert reports shall be produced at the earliest chance available.

6. **PRE-HEARING CONFERENCE AND HEARINGS:** The parties shall hold a pre-hearing at any date and time mutually agreed between the parties for this purpose . The hearing in this matter shall be fixed by the arbitrator taking into consideration the convenience of the parties. Upon considering the relevant factors, the arbitrator shall fix the date and time and the approximate duration of the proceedings.

7. **STENOGRAPHIC RECORD:** Neither party intends to obtain a stenographic record of the proceeding.

8. **RULES OF EVIDENCE NOT APPLICABLE:** The parties confirm that Evidence Act shall not be strictly made applicable to the proceedings in this matter.

9. MEANS OF FILING AND SERVICE: The parties and the Arbitrator stipulate that documents and correspondence may be served online and filed by email or other modes of transfer/communication and the award shall be served in accordance with Indian laws. The parties are encouraged to provide the Arbitrator with both hard copies and electronic copies of all pleadings, motion, claims, statements, briefs and such other documents and evidences.

10. CONDUCT OF THE PROCEEDINGS: The parties and the Arbitrator stipulate that the Proceedings be conducted through Virtual Hearings and the Parties along with their representatives, if any, shall be present virtually on the date of hearing(s).

MISCELLANEOUS

11. The Arbitrator shall direct the parties to file statements of their respective claims, legal submissions and reliefs claimed and each party to file his statement of defence in reply to the statements of claims of others.

12. The Arbitrator shall allow the parties to produce documents in support of their claims.

13. The Arbitrator shall allow the parties to be represented by their respective advocates at the sole discretion of the parties.

14. The Arbitrator shall be entitled to make one or more Interim Awards.

15. The Arbitrator shall make their award within nine (9) months from the entering upon the reference but can extend the said period from time to time with the consent of all the parties hereto obtained in writing subject to statutory limitation.

16. In the event of any party refusing to participate in the Arbitration proceedings or remaining absent without valid cause, the Arbitrator shall have power to proceed with ex-parte order against such party.