

CONCILIATION APPLICATION

PRIVATECOURT (ARBITRATION AND CONCILIATION CENTRE)

BRANCH NAME

E-MAIL

LEGAL@PRIVATECOURT.IN

CONCILIATION NO:

DETAILS OF PARTIES:

CLAIMANT NAME/ORGANISATION NAME

ENTITY TYPE:

COMPANY

LLP

PARTNERSHIP

PROPRIETORSHIP

INDIVIDUAL

OTHER

CLAIMANT CONTACT DETAILS:

ADDRESS WITH PIN CODE

EMAIL ID:

PHONE NO:

TELEPHONE NO:

RESPONDENT 1 DETAILS:

NAME AND ADDRESS WITH PIN CODE

EMAIL ID:

PHONE NO:

TELEPHONE NO:

RESPONDENT 2 DETAILS:

NAME AND ADDRESS WITH PIN CODE

EMAIL ID:

PHONE NO:

TELEPHONE NO:

SIGNATURE AND COMPANY SEAL OF CLAIMANT

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RESPONDENT 3 DETAILS:

NAME AND ADDRESS WITH PIN CODE	EMAIL ID:
	PHONE NO:
	TELEPHONE NO:

RESPONDENT 4 DETAILS:

NAME AND ADDRESS WITH PIN CODE	EMAIL ID:
	PHONE NO:
	TELEPHONE NO:

RESPONDENT 5 DETAILS:

NAME AND ADDRESS WITH PIN CODE	EMAIL ID:
	PHONE NO:
	TELEPHONE NO:

DISPUTE TYPE BUSINESS OUTSTANDING LOAN OUTSTANDING OTHERS

CLAIM AMOUNT

NATURE OF CLAIMANT'S BUSINESS

NATURE OF RESPONDENT'S BUSINESS

PERIOD OF BUSINESS TRANSACTION

ARBITRATION CLAUSE IF ANY

SIGNATURE AND COMPANY SEAL OF CLAIMANT

CONCILIATION APPLICATION

PRIVATECOURT (ARBITRATION AND CONCILIATION CENTRE)

DOCUMENTS ATTACHED

UDYAM CERTIFICATE

GST CERTIFICATE

AGREEMENT

PO/WO

INVOICES

CREDIT NOTE/DEBIT NOTE

DISHONOURD CHEQUE

E-MAILS

LEDGER/ACCOUNT STATEMENT

NOTICE

ANY OTHER DOCUMENTS

BRIEF SYNOPSIS OF THE COMMERCIAL DISPUTE

EFFORTS TAKEN TO RESOLVE THE ISSUE

LEGAL NOTICE

REPLY RECEIVED

DETAILS OF THE ONGOING LEGAL PROCEEDINGS:

S.138 CASE NUMBER

STAGE

CIVIL / SUMMARY SUIT CASE NUMBER

STAGE

ANY OTHER LEGAL PROCEEDINGS CASE NUMBER

STAGE

SIGNATURE AND COMPANY SEAL OF CLAIMANT

CONCILIATION APPLICATION

PRIVATECOURT (ARBITRATION AND CONCILIATION CENTRE)

ANNEXURE-3

SR. NO.	AGREEMENT NAME	DATE	AMOUNT INVOLVED IF ANY	PAGE NO.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

SIGNATURE AND COMPANY SEAL OF CLAIMANT

CONCILIATION APPLICATION

PRIVATECOURT (ARBITRATION AND CONCILIATION CENTRE)

ANNEXURE-4

SR. NO.	PO/WO	DATE	AMOUNT INVOLVED IF ANY	PAGE NO.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

SIGNATURE AND COMPANY SEAL OF CLAIMANT

CONCILIATION APPLICATION

PRIVATECOURT (ARBITRATION AND CONCILIATION CENTRE)

ANNEXURE-5

SR. NO.	INVOICE NUMBER	DATE	AMOUNT INVOLVED	PAGE NO.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

SIGNATURE AND COMPANY SEAL OF CLAIMANT

CONCILIATION APPLICATION

PRIVATECOURT (ARBITRATION AND CONCILIATION CENTRE)

DECLARATION OF THE CLAIMANT

DATE:

DATE

TO,
PRIVATECOURT
(ARBITRATION & CONCILIATION ORGANIZATION)

RESPECTED SIR,

I, NAME, AGED AGE RESIDING AT,

ADDRESS THE

CLAIMANT/AUTHORISED REPRESENTATIVE OF THE CLAIMANT, HEREBY STATE ON SOLEMN AFFIRMATION AS BELOW:

1. I SAY THAT THE PRESENT CONCILIATION FORM HAS BEEN MADE UNDER MY INSTRUCTIONS AND THAT THE SAME HAS BEEN DULY VERIFIED. I SAY THAT I HAVE ALSO DULY PERUSED AND VERIFIED THE DOCUMENTS ANNEXED TO THE CONCILIATION FORM.
2. I SAY THAT I HAVE STATED ALL THE FACTS IN THE CONCILIATION FORM, AND THE SAME MAY BE TREATED AS PART AND PARCEL OF THIS DECLARATION.
3. I SAY THAT ALL FACTS STATED HEREIN ARE CORRECT AS PER MY KNOWLEDGE, AND I BELIEVE THE SAME TO BE TRUE.
4. I SAY THAT I SHALL BE SOLELY RESPONSIBLE IF ANY FORGERY OR INCORRECT FACT IS STATED IN THE CONCILIATION FORM.

SOLEMNLY DECLARED AT

PLACE

ON THIS

DATE

NAME

CLAIMANT/AUTHORISED REPRESENTATIVE OF CLAIMANT

SIGNATURE AND COMPANY SEAL OF CLAIMANT

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FOR OFFICE PURPOSE

I,

NAME

HAVING EMPLOYEE

ID

EMPLOYEE ID

HEREBY CONFIRM THAT I HAVE VERIFIED THIS

CONCILIATION FORM AND ATTACHED DOCUMENTS WITH THE ORIGINAL DOCUMENTS. IN CASE IF ANY DOCUMENT IS FOUND TO BE FORGED OR INCORRECT, I SHALL BE CALLED FOR AUDIT BY THE ORGANIZATION.

GRANTED CONCILIATION NO.

CONCILIATION NO

NAME:

NAME

DESIGNATION:

DESIGNATION

PRIVATECOURT

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PRIVATECOURT (ARBITRATION AND CONCILIATION CENTRE)

CONCILIATION FORM

APPLICATION FOR CONCILIATION WITH PRIVATECOURT CAN BE FILLED OUT HERE. PLEASE READ THE PRELIMINARY INFORMATION BEFORE YOU PROCEED TO ENSURE YOU MAKE AN INFORMED DECISION ABOUT CONCILIATION.

WITHDRAWING YOUR APPLICATION

YOU CAN STILL ATTEMPT A SETTLEMENT WITH THE OTHER PARTY EVEN AFTER THE SUBMISSION OF THIS FORM WITH PRIVATECOURT. IN THIS CASE, KINDLY INFORM US IN WRITING TO WITHDRAW YOUR APPLICATION AT ANY TIME.

COST/FEES

SR. NO.	PARTICULARS	FEES
1	TO INITIATE CONCILIATION	RS.5,900/- (INCLUDING GST)
2	POST SUCCESSFUL RESOLUTION OF A DISPUTE	10% OF THE CLAIM AMOUNT.

THE CONCILIATION PROCEDURE WILL NOT BEGIN IF THE APPLICATION FEE ISN'T PAID.

IF THE PARTIES DO NOT SETTLE OR SIGN THE SETTLEMENT AGREEMENT, WE WILL ISSUE A NON-STARTER REPORT.

- THE INITIATION FEE IS NON-REFUNDABLE.
- BOTH PARTIES SHOULD BE IN AGREEMENT THAT THE CONCILIATOR IS NEUTRAL AND INDEPENDENT.
- IF YOU LIKE TO APPLY FOR MORE THAN 20 CASES, THEN PLEASE CONTACT THE NEAREST BRANCH OR E-MAIL US AT LEGAL@PRIVATECOURT.IN.
- IF THE AMOUNT MENTIONED IN THE DISPUTE IS MORE THAN RS.10,00,00,000/- THEN PLEASE CONTACT THE NEAREST BRANCH OR E-MAIL US AT LEGAL@PRIVATECOURT.IN.
- IN CASE YOU ALREADY HAVE "PRIVATECOURT'S DISPUTE RESOLUTION PAPER", THEN KINDLY PUT ITS NUMBER IN THE ARBITRATION / CONCILIATION NUMBER BOX WITHOUT PAYING ANY FEES.

LAWFUL PREREQUISITES

TO PROCEED, THE DETAILS FILLED IN MUST MEET STRICT LEGAL PREREQUISITES. ONCE FILLED, A CASE MANAGER WILL BE ASSIGNED TO YOU WHO MAY FURTHER REQUEST FOR:

- MORE DETAILS/INFORMATION
- NECESSARY CHANGES
- RESUBMISSION WITH NECESSARY REQUIREMENTS.

PLEASE NOTE, CASE MANAGERS WILL NOT GIVE ANY LEGAL ADVICE.

CONCILIATION APPLICATION

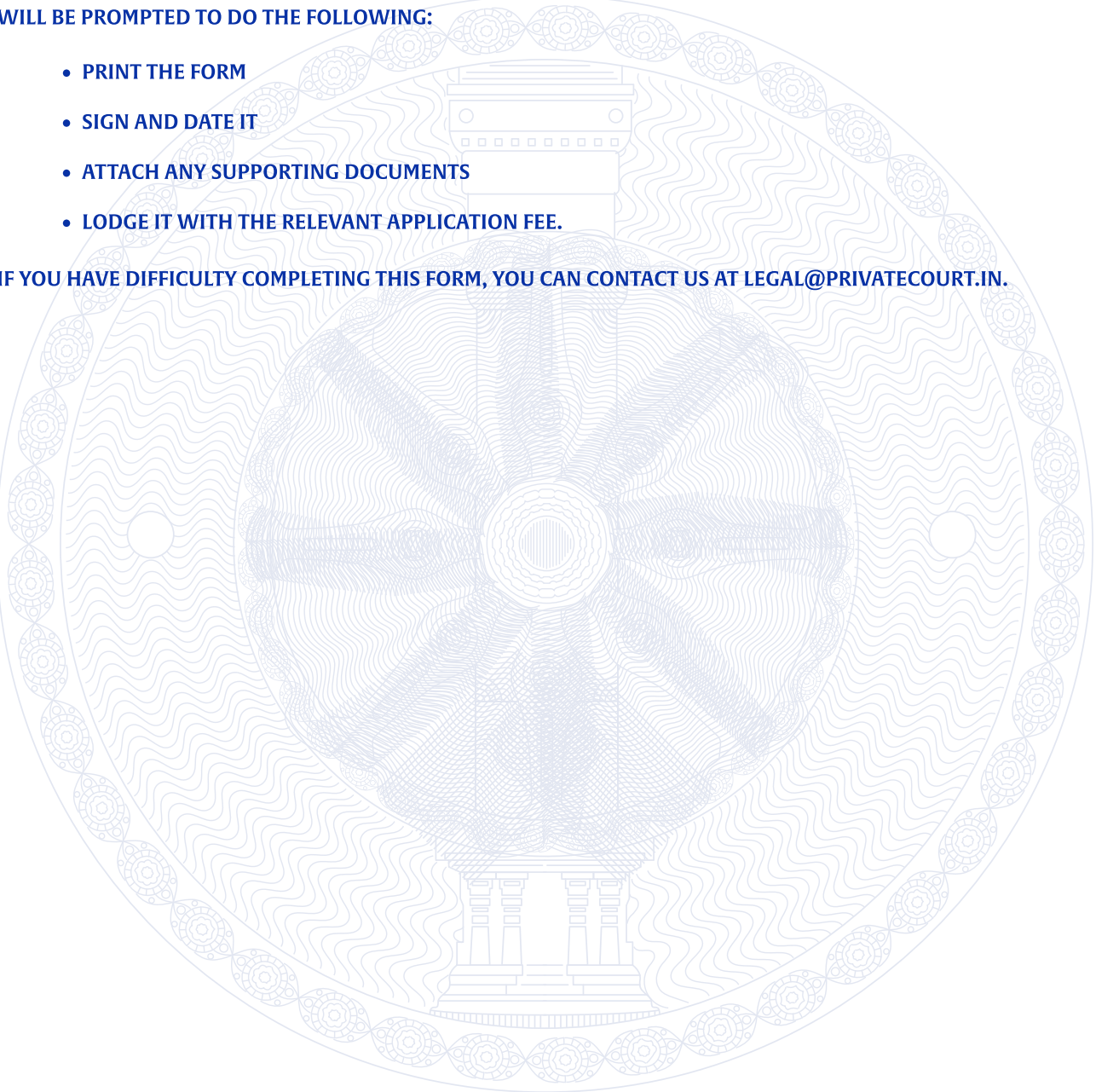
PRIVATECOURT (ARBITRATION AND CONCILIATION CENTRE)

FORM SUBMISSION

A PRINTABLE FORM WILL BE CREATED ONCE FORM DETAILS HAVE BEEN COMPLETED FOLLOWING WHICH YOU WILL BE PROMPTED TO DO THE FOLLOWING:

- PRINT THE FORM
- SIGN AND DATE IT
- ATTACH ANY SUPPORTING DOCUMENTS
- LODGE IT WITH THE RELEVANT APPLICATION FEE.

IF YOU HAVE DIFFICULTY COMPLETING THIS FORM, YOU CAN CONTACT US AT LEGAL@PRIVATECOURT.IN.



PAYMENT INTIMATION

PRIVATECOURT (ARBITRATION AND CONCILIATION CENTRE)

BRANCH NAME

DATE OF PAYMENT

MODE OF PAYMENT

DATE

ONLINE/CHEQUE/DD

FIRST RESPONDENT NAME

ACCOUNT HOLDER NAME

PAYMENT BANK

UTR / CHEQUE / DD NO.

AMOUNT PAID

GST NUMBER

PRIVATCOURT PAYMENT DETAILS

GPAY:



BANK DETAILS:

ACCOUNT HOLDER NAME:

PDR ORGANIZATION PRIVATE LIMITED

ACCOUNT NUMBER:

2814197341

IFSC:

KKBK0001405

ACCOUNT TYPE:

CURRENT

BANK:

KOTAK MAHINDRA BANK

NOTE: PAY CASH AT PRIVATECOURT BRANCHES