

**APPLICATION FOR REIMBURSEMENT
UNDER ENHANCED MEDIATION PROMOTION SCHEME (EMPS)**

**Intellectual Property Office of Singapore
Hearings and Mediation Department**

1. Details of Case(s) before IPOS

IPOS Case Number(s):

Name of Applicant for Reimbursement:

2. Details of Mediation

Start Date of Mediation Session:

End Date of Mediation Session:¹

Mediation Service Provider:

Country of Mediation: Singapore

3. Conditions of Claim for Reimbursement (Annex D)

- (a) I agree to *named publicity* and my case being used as an example of a mediated dispute.
- (b) I confirm that foreign IP rights were included in the subject-matter of this mediation: Yes / No.²
- (c) I understand that IPOS will only reimburse up to 50% of my lawyer's / agent's fees relating to mediation (and mediation-related disbursements charged by my lawyer / agent).
- (d) Lawyer / agent fees (if any): I confirm that this has been provided in Annex A.
- (e) Questionnaire : I confirm that the questionnaire in Annex B has been completed.

4. Documents and Payment Information for Reimbursement

(Select if claimed)	Fee	Billed amount	Documents
<input type="checkbox"/>	Mediation service provider's fees and Mediator's fees	\$	I confirm that the invoice and payment receipt issued by the mediation service provider are attached.

¹ If session takes more than 1 day.

² Delete as appropriate.

(Select if claimed)	Fee	Billed amount	Documents
<input type="checkbox"/>	Mediation-related lawyer / agent fees (and mediation-related disbursements charged by lawyer / agent)	\$	I confirm that the invoice and payment receipt (if any) issued by the lawyer / agent are attached.

Payment Details Instruction to IPOS: I confirm that the fields in Annex C have been completed.

5. Contact Details³

Name & Designation:

Address:

Contact No.:

Email address:

6. Terms and Conditions

By signing and submitting this application form, I

- (i) declare that the above information furnished above are true to the best of my knowledge.
- (ii) acknowledge that IPOS may:
 - (a) ask for more information in order to be satisfied that all the conditions of the EMPS are met.
 - (b) refuse to reimburse if any of the conditions of the EMPS is not met to any extent.
 - (c) determine the circumstances in which the reimbursement may be pro-rated.
 - (d) seek repayment of any reimbursement which has been disbursed should any information provided as part of the conditions of the EMPS be inaccurate or incomplete to any extent.

Name of Person Signing this Form:⁴

Designation of Person Signing this Form:

Signature:

Date:

³ Please provide a contact person with whom we can get in touch in relation to this application.

⁴ Please ensure that the person signing this form is in a position of authority in relation to the Applicant for Reimbursement.

ENHANCED MEDIATION PROMOTION SCHEME (EMPS)
LAWYER / AGENT FEES DISCLOSURE (S\$)

Item (where applicable)	No. of hours	Total fee for each stage ⁵						
		<\$500	\$500-\$999	\$1,000-\$1,999	\$2,000-\$2,999	\$3,000-\$3,999	\$4,000-\$4,999	≥\$5,000
Pre-action advice								
Pleadings (Preparation)								
Pleadings (Review)								
Interlocutory hearing (Preparation)								
Interlocutory hearing (Attendance)								
Evidence (Preparation of Own Evidence)								
Evidence (Review of Counterparty's Evidence)								
Full hearing (Preparation)								
Full hearing (Attendance)								
Taxation (Preparation)								
Taxation (Attendance)								
Mediation-related fees ⁶								
Miscellaneous ⁷								
Total		<input type="checkbox"/> <\$5,000 <input type="checkbox"/> \$5,000-\$9,999 <input type="checkbox"/> \$10,000-\$14,999 <input type="checkbox"/> \$15,000-\$19,999 <input type="checkbox"/> \$20,000-\$24,999 <input type="checkbox"/> \$25,000-\$29,999 <input type="checkbox"/> \$30,000-\$34,999 <input type="checkbox"/> ≥\$35,000						

Comments (if any):

⁵ Select a band as appropriate

⁶ This refers to lawyer / agent fees relating to mediation. For example, lawyer's / agent's fees for representing the party at the mediation.

⁷ This refers to any other lawyer / agent fees which do not fall under the categories above. For the avoidance of doubt, the fees disclosed in Annex A should **exclude** disbursements.

ENHANCED MEDIATION PROMOTION SCHEME (EMPS)
QUESTIONNAIRE

1. Details of Mediation

Mediation Service Provider (Organisation):

Name of Mediator:

Either (i) Name of Co-mediator:⁸

Or (ii) Name of Shadow Mediator:⁹

Stage of Dispute when referred to Mediation:

2. Feedback

PROCESS		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	We are satisfied with the mediation process.					
2	The mediation was effective in resolving the dispute.					
3	We have used mediation before.	Yes / No ¹⁰				
4	We are likely to use mediation again.					
5	We are likely to recommend mediation to others.					

⁸ If this is not applicable, please indicate "NA".

⁹ If this is not applicable, please indicate "NA".

¹⁰ Please select "yes" or "no".

MEDIATION SERVICE PROVIDER / MEDIATOR		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
6	We are satisfied with the support provided by the mediation service provider.					
7	We are satisfied with the mediator(s).					
OUTCOME		Yes, Fully		Partially		Not At All
8	Our dispute was resolved at the mediation.					
9	If the dispute was not fully resolved, please indicate the reasons.	NA				
MOTIVATION FOR MEDIATION						
10	Is the availability of the funding a major factor for you to consider mediation?					
11	How likely are you to use mediation again if there is no funding available?					
12	What other reasons will encourage you to consider mediation for future disputes?					
13	Please share any other comments, thoughts and/or suggestions.					

ENHANCED MEDIATION PROMOTION SCHEME (EMPS)
INSTRUCTION TO IPOS ON PAYMENT OF CLAIMS FORM

1a) For Payment via GIRO

Interbank transfer details (Local Bank)

Beneficiary name as per bank¹¹: _____

Bank Name : _____

Bank Address : _____

Branch : _____

Branch Code : _____

Bank Account Number : _____

1b) Contact Details (Notification of Payment)

Contact Person : _____

Email Address : _____

**Upon approval, reimbursement will be credited to the interbank account within 30 days.*

¹¹ If this beneficiary is not the Applicant for Reimbursement, please provide a copy of the instructions or agreement from the Applicant for Reimbursement authorising payment to this beneficiary.

ENHANCED MEDIATION PROMOTION SCHEME (EMPS)
CONDITIONS TO QUALIFY FOR FUNDING UNDER THE EMPS

- (i) Parties have an existing dispute before IPOS which is the subject-matter of a mediation on or after 1 April 2019, in any event, no later than 31 March 2022 or until the available funding is drawn down, whichever is earlier.
- (ii) The mediation takes place in Singapore. This may include the use of video-conferencing to involve party representatives who are not able to be present in Singapore during the mediation, as long as the mediator is physically in Singapore during the mediation, and is a Singaporean or is based in Singapore.
- (iii) Parties allow a “shadow” mediator to sit in and observe the mediation; or have a co-mediator to assist in the mediation.
- (iv) Parties disclose their lawyer / agent fees incurred from the start to the end of the IPOS proceedings.
- (v) Parties give feedback on their mediation experience.
- (vi) Parties agree to named publicity, excluding details of the settlement terms (such as the quantum of the settlement). The purpose of the named publicity is to give concrete, relatable examples to other businesses and individuals and thus encourage them to consider mediation. The amount of detail in the publicity is not expected to disclose much more than the identity of the parties, the nature of their disputes, the countries spanned by their disputes, the duration of their disputes, the parties’ comments on the mediation process, any advice they have for others facing disputes etc.
- (vii) Parties co-pay at least 50% of their lawyer / agent fees relating to mediation (and mediation-related disbursements charged by the party’s lawyer / agent).