



## INTERNATIONAL ENTRY COURSE (IEC)

24 & 25 April 2020 Friday & Saturday, 9.00am to 5.30pm

(Modules 1, 2, 3 and 4)

27 April 2020, Monday, 12.30pm to 6.00pm

(Written Assessment)

Four Points by Sheraton Singapore, Riverview, 382 Havelock Rd, Singapore 169629

The Singapore Institute of Arbitrators (SI Arb) is pleased to announce that the annual International Entry Course is now open for registration. Candidates who pass the Course may, subject to satisfying other relevant criteria, qualify for admission as a Member of the Singapore Institute of Arbitrators.

### SYNOPSIS OF THE COURSE

The International Entry Course consists of 4 Modules conducted over two full days (24 & 25 April 2020) as well as a 2.5 hour written assessment (27 April 2020). Each Module covers a particular segment of arbitration law and practice. Module 1 gives an overview of arbitration and introduces key concepts, rules and legislation. Module 2 covers the commencement of arbitration, and issues concerning constitution, jurisdiction and powers of the tribunal. Module 3 goes into the arbitration procedure, from statements to the substantive hearing. Module 4 discusses the award, its recognition and enforcement, as well as challenges to the same.

A candidate may apply to sit for only some of the Modules. Successful completion of all the course modules (with 100% attendance) and assessments will lead to qualification for membership as Member of SI Arb, subject to satisfying other qualifying requirements.

**Format:** Each Module comprises lectures and a tutorial. Candidates wishing to complete the whole course must take a written assessment of 2.5 hours on Monday 27 April 2020 from 1530 to 1800 hours.

MODULE	NORMAL FEE
Module 1 – An Introduction to Arbitration	\$450
Module 2 – Arbitration Agreement, Commencement & The Tribunal	\$450
Module 3 – Arbitration Procedure	\$450
Module 4 – The Award; Recognition & Enforcement of Awards	\$450
Modules 1, 2, 3 & 4 (incl. written assessment) for SI Arb Associate Members	\$1600
Modules 1, 2, 3 & 4 (incl. written assessment) Non-SI Arb Members	\$1800



Practice Area: **Alternative Dispute Resolution**

Training Level: **Foundation**

Public CPD Points: **Module 1 – 4 Points**  
**Module 2 – 3.5 Points**  
**Module 3 – 3.5 Points**  
**Module 4 – 3.0 Points**

BCA: Day 1 – 7.5 CET Points  
Day 2 – 7 CET Points  
Day 3 – 5.5 CET Points

BOA – SIA: 4 CPD Points  
PEB: 9 PDU  
RICS: 8 CPD hours (TBC)  
SPM: 8 CPD

#### **SILE Attendance Policy**

Participants who wish to obtain CPD Points must comply strictly with the Attendance Policy set out in the CPD Guidelines. For this activity, participants are reminded to sign in on arrival and sign out at the conclusion of each day of the event in the manner required by the organiser. Participants must not be absent from each day of the event for more than 15 minutes. Participants who attend Module 1 and comply strictly with the Attendance Policy on that day may obtain 4 Public CPD Points. Participants who attend Module 2 and comply strictly with the Attendance Policy on that day may obtain 3.5 Public CPD Points. Participants who attend Module 3 and comply strictly with the Attendance Policy on that day may obtain 3.5 Public CPD Points. Participants who attend Module 4 and comply strictly with the Attendance Policy on that day may obtain 3 Public CPD Points. Participants who do not comply with the Attendance Policy on any particular day of the event will not be able to obtain CPD Points for that day. Please refer to <http://www.sileCPDcentre.sg> for more information.

### **SI Arb INTERNATIONAL ENTRY COURSE (IEC) PROGRAMME STRUCTURE**



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4 Modules and a written assessment to be passed for successful completion of the course:

**Day 1, 24 April 2020**

0830 – 0900	Registration
0900 – 0930	<b>Introduction to Course and its Objectives</b>
0930 – 1100	<b>Module 1 – An Introduction to Arbitration</b> <ul style="list-style-type: none"> <li>▪ Key aspects of arbitration and fundamental concepts</li> <li>▪ Arbitration and other forms of dispute resolution</li> <li>▪ Types of arbitration - <i>Ad hoc</i> and institutional arbitration</li> <li>▪ Laws and Rules applicable to an arbitration</li> </ul>
1100 – 1115	Coffee Break
1115 – 1200	<b>Module 1 – An Introduction to Arbitration</b> <ul style="list-style-type: none"> <li>▪ Overview of Singapore legislation</li> <li>▪ The arbitration agreement</li> <li>▪ Overview of the arbitration process</li> </ul>
1200 – 1300	<b>Tutorial 1</b>
1300 - 1400	Lunch
1400 – 1515	<b>Module 2 – Arbitration Agreement, Commencement &amp; The Tribunal</b> <ul style="list-style-type: none"> <li>▪ Agreement to arbitrate – significance and formal requirements</li> <li>▪ Validity of arbitration agreement and stay of court proceedings</li> <li>▪ Commencement of the arbitration – procedure and significance</li> <li>▪ Constituting the Tribunal</li> </ul>
1515 – 1530	Coffee Break
1530 – 1630	<b>Module 2 – Arbitration Agreement, Commencement &amp; The Tribunal</b> <ul style="list-style-type: none"> <li>▪ Jurisdiction and powers of the Tribunal</li> <li>▪ Rights and duties of the Tribunal</li> <li>▪ Challenges to the Tribunal</li> </ul>
1630 – 1730	<b>Tutorial 2</b>



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**Day 2, 25 April 2020**

0830 – 0900	Registration
0900 – 1030	<b>Module 3 – Arbitration Procedure</b> <ul style="list-style-type: none"> <li>▪ Institutional and <i>ad hoc</i> arbitration</li> <li>▪ Arbitration rules</li> <li>▪ Overview of arbitral process</li> <li>▪ Pleadings, discovery and other interlocutory matters</li> <li>▪ Preliminary meetings and procedural orders</li> </ul>
1030 – 1045	Coffee Break
1045 – 1130	<b>Module 3 – Arbitration Procedure</b> <ul style="list-style-type: none"> <li>▪ The substantive hearing</li> <li>▪ Evidence</li> <li>▪ Expert testimony and witness conferencing</li> <li>▪ Closing submissions and close of proceedings</li> </ul>
1130 – 1230	<b>Tutorial 3</b>
1230 – 1330	Lunch
1330 – 1445	<b>Module 4 – The Award; Recognition &amp; Enforcement of Awards</b> <ul style="list-style-type: none"> <li>▪ Nature of an award</li> <li>▪ Types of awards</li> <li>▪ Essential features of an award</li> </ul>
1445 – 1500	Coffee Break
1500 – 1600	<b>Module 4 – The Award; Recognition &amp; Enforcement of Awards</b> <ul style="list-style-type: none"> <li>▪ Challenge and appeal</li> <li>▪ Recognition and enforcement of Awards</li> </ul>
1600 – 1700	<b>Tutorial 4</b>

**Day 3, 27 April 2020**

1200 – 1300	Registration and Lunch
1300 – 1500	<b>Review and Discussion</b>
1500 – 1515	Coffee Break
1515 – 1545	Registration and set up for Examination
1545 – 1815	<b>Written Assessment</b>



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REGISTRATION DETAILS			
<b>*Prof/Dr/Mr/Mrs/Ms/Mdm</b> (pls delete appropriately)	Full name: (Pls underline surname.)	Date of Birth:	
		*Gender: Male / Female (pls delete appropriately)	
Organisation Name:		Designation:	
		Primary Profession:	
Preferred Correspondence Address:		CPD Points Required: *Yes / No (pls delete appropriately) AAS No. (for SILE CPD points):	
		Unique ID No. (if CPD points required):	
Email Address (a valid email address is required for confirmation of registration):		Professional Body awarding CPD points:	
Preferred Contact No.:		Special dietary restrictions, if any:	
<input type="checkbox"/> Member of SI Arb (Membership No.: _____)			
<input type="checkbox"/> Member of other professional organisation(s): _____ (pls indicate)			
REGISTRATION FEE			
<i>Please select below as appropriate.</i>			
Pls Tick		Pls Tick	
	\$1600 - SI Arb Member [All Modules (Incl Award Writing)]		\$1800 – Non-Member [All Modules (Incl Award Writing Exam)]
	\$450 (Module 1)		\$450 (Module 3)
	\$450 (Module 2)		\$450 (Module 4)
	\$600 (Written Assessment)		
PAYMENT METHODS			
Please select one of the following payment methods:			
<input type="checkbox"/> <b>Cheque/Bank Draft:</b> Enclosed is a Cheque/Bank Draft made payable to “Singapore Institute of Arbitrators” for the amount of S\$_____ (Bank: _____/Cheque/Draft No.: _____)			
<input type="checkbox"/> <b>Credit Card:</b> Please visit <a href="http://www.siarb.org.sg/index.php?option=com_content&amp;view=article&amp;id=193">http://www.siarb.org.sg/index.php?option=com_content&amp;view=article&amp;id=193</a> Go under Payment for Other Events. Enter “IEC 2020” as name of event, your full name, and the amount payable as above. Click “Update” and enter your credit card details			
<input type="checkbox"/> <b>By Telegraphic Transfer</b> Account Name: Singapore Institute of Arbitrators   Account No.: 208-308-736-8   SWIFT Code: UOVBGSGG Bank: United Overseas Bank Limited, 148 Upper Bukit Timah Road UOB Centre, Singapore 588178 Please email us at <a href="mailto:secretariat@siarb.org.sg">secretariat@siarb.org.sg</a> after the T/T has been done for our follow-up with the bank. Payment must be <b>received nett</b> after deduction of all bank charges.			

**Important Notes**

1. Acceptance or rejection of an application is at the discretion of the Council of SI Arb.
2. Closing date is **10 April 2020**. Placement is on a first-come-first-served basis, based on payment received.
3. SI Arb reserves the right to change the content of the programme and/or the facilitators without prior notice. SI Arb is committed to staging a successful programme. However, we reserve the right to cancel the programme in which case refunds will be given, but otherwise, no refunds will be made for cancellations or no-shows by those who registered.
4. SI Arb reserves the right to change the venue or amend any of the other details published.
5. By completing this form, you fully consent to the collection, use and disclosure of your personal data as appears in any form, document or electronic template, by SI Arb. [CLICK [HERE](#) TO READ OUR PRIVACY POLICY].

**COVID-19 DISCLAIMERS:**

1. In the event that SI Arb postpones the event due to reasons related to COVID-19, any payment the participant has made as at the date of postponement will be credited towards the rescheduled date.
2. If you are unable to attend the rescheduled event or if the SI Arb cancels the event indefinitely, the participant shall be entitled to receive a refund of all sums paid.
3. Participants are advised to take out appropriate travel insurance. SI Arb shall not be responsible for any loss or damage as a result of substitution, alteration, cancellation or postponement of the event due to an event of force majeure, unforeseen occurrence or any other event that renders performance of this event inadvisable, illegal, impracticable or impossible. For purposes of these terms and conditions, an event of force majeure shall include, but shall not be limited to: adverse weather, government restrictions and/or regulations; war or apparent act of war; terrorism or apparent act or threat of terrorism; disaster; civil disorder; disturbance and/riots; curtailment, suspension and/or restriction on transportation facilities/means of transportation; or any other emergency or circumstances outside a party's reasonable control.