

## **ISTANBUL ARBITRATION CENTRE FAST TRACK ARBITRATION RULES**

### **ARTICLE 1**

#### **Scope**

1. Unless otherwise agreed by the parties, the Istanbul Arbitration Centre Fast Track Arbitration Rules (Fast Track Arbitration Rules) shall apply to disputes where, as at the date of commencement of the arbitration, the total sum of the claims, and any counterclaims, do not exceed TRY 300.000. The parties may also agree that the Fast Track Arbitration Rules shall apply where the amount in dispute exceeds this sum.
2. Unless otherwise agreed by the parties, in cases where both the claims and any counterclaims exceed the sum of TRY 300.000 in the course of the arbitration proceedings, the Fast Track Arbitration Rules shall still apply.
3. Where the sum of the claims does not exceed TRY 300.000 upon a request of one of the parties, the Board, according to the facts and circumstances, may decide not to apply the Fast Track Arbitration Rules.

### **ARTICLE 2**

#### **Commencement of the Arbitration Proceedings**

1. The Claimant shall submit its statement of claim along with its annexes to the Secretariat. The statement shall include the following:
  - a) Full names, titles, addresses, telephone and facsimile numbers and email addresses of each of the parties and, if any, of their representatives;
  - b) Explanations on the subject matter, nature and circumstances of the dispute;
  - c) The facts upon which the relief sought by the Claimant are based, along with the legal submissions;
  - d) All necessary documents and evidence required to prove the facts upon which the relief sought by the Claimant is based;
  - e) Together with the relief sought, the amount of any quantified claims, and for claims of which the amount cannot be determined, an estimate of their monetary value;

- f) A copy of the Arbitration Agreement and statements concerning the number of arbitrators, the choice of arbitrators, the seat of the arbitration, the language of the arbitration and the applicable law.
2. Within 15 days of the Secretariat's notification of the statement of claim, the Respondent shall submit its statement of defence and, if any, counterclaims along with their annexes to the Secretariat. The statement shall include the following:
  - a) Full names, titles, addresses, telephone and facsimile numbers and email addresses of each of the parties and, if any, of their representatives;
  - b) Description of the subject matter, nature and circumstances of the dispute and the responses to the claims and legal submission of the Claimant in its Statement of Claim;
  - c) Responses to the relief (s) sought by the Claimant;
  - d) All necessary documents and evidence required to prove the Respondent's defences and, if any, facts upon which its counterclaims are based;
  - e) In light of the claimant's proposals, statements concerning the number of arbitrators, the choice of arbitrators, and the seat of the arbitration, the language of the arbitration. the applicable law;
  - f) All claims and objections with respect to the existence, validity or content of the Arbitration Agreement.
3. The party raising an objection with respect to the application of the Fast Track Arbitration Rules prior to the choice or appointment of the Sole Arbitrator, shall submit its objection to the Secretariat within 5 days of the notice to commence arbitration having been served on them. The Board shall make its decision on such an objection.
4. If the Respondent fails to take part in the arbitration, raises an objection to refer to arbitration, fails to submit an objection to the application of the Fast Track Arbitration Rules within the designated time period, or fails to submit its statement of defence, the arbitration shall proceed pursuant to these Rules.

## ARTICLE 3

## Choice and Appointment of the Sole Arbitrator

1. Unless otherwise agreed by the parties, all disputes subject to the Fast Track Arbitration Rules shall be resolved by a Sole Arbitrator.
2. Within 15 days of notification of the claimant's statement of claim by the Secretariat to the respondent, the parties shall choose together a Sole Arbitrator. If the parties fail to agree on the Sole Arbitrator, the Board shall appoint the Sole Arbitrator.

## **ARTICLE 4**

### **Procedural Timetable**

1. Within 7 days of being chosen or appointed, the Sole Arbitrator, after consulting with the parties, shall establish a procedural timetable so as to decide the submission of any further pleadings by the parties, whether or not to hold a hearing or any other procedural issues that it deems necessary to conduct the proceedings and inform the parties and the Secretariat of the same.

## **ARTICLE 5**

### **Conduct of the Proceedings**

1. The Sole Arbitrator shall consult all means it deems to be appropriate in order to establish the facts of the case.
2. Unless it is deemed necessary, the Sole Arbitrator, after consulting with the parties, shall decide solely on the basis of documents without holding a hearing.
3. The Sole Arbitrator may request the parties to submit any information or documents that it considers necessary in order to resolve the dispute.

## **ARTICLE 6**

### **Hearing**

1. If the Sole Arbitrator decides to hold a hearing, in consultation with the parties, shall determine the date of the hearing and summon the parties to appear on the day, time and location of such hearing with at least 15 days notice.
2. The Sole Arbitrator shall be in full charge of the conduct of hearing.

## **ARTICLE 7**

### **Time Limit for the Award**

1. The Sole Arbitrator renders the decision on the merits of the dispute within 3 months from the transmission of the file to the Sole Arbitrator.
2. The time limit for the award may be extended upon the agreement of the parties or, if it is considered necessary, by the Board upon the application of one of the parties or the Sole Arbitrator.

## **ARTICLE 8**

### **Award**

1. The Sole Arbitrator shall render the award within, at the latest, 1 month of either, the submission of the last statement or the date of the last hearing, whichever occurs later.

2. The arbitral award shall be binding on the parties.

## **ARTICLE 9**

### **Final Provisions**

1. These Rules enter into force upon the approval of the Istanbul Arbitration Centre General Assembly.
2. The relevant provisions of the Istanbul Arbitration Centre Arbitration Rules shall apply, where appropriate, to the matters not regulated under these Rules.
3. These Rules constitute an integral part of the Istanbul Arbitration Centre Arbitration Rules along with its Appendices.