

**ARBITRATION RULES**  
**OF THE PETIT JURY**  
**OF THE INTERNATIONAL COURT OF ARBITRATION**  
**IN AFFILIATION WITH THE CHAMBER OF COMMERCE AND INDUSTRY OF**  
**THE KYRGYZ REPUBLIC**

(as amended on June 26, 2020 and on February 12, 2021)

(effective from February 03, 2020)

APPROVED

By the Resolution of the Supervisory Board of the International Court of Arbitration in affiliation with the Chamber of Commerce and Industry of the Kyrgyz Republic dated November 22, 2019

SECTION I. General provisions

Article 1. Definitions

For the purpose of the present Rules:

“court of arbitration” (the panel of the court of arbitration) means the Petit jury of arbitrators, selected by the contending parties or appointed by the Chairman of the International Court of Arbitration in affiliation with the Chamber of Commerce and Industry of the Kyrgyz Republic ;

"petit jury" - court of arbitration consisting of five arbitrators, formed from the arbitrators included in the List of arbitrators of the International Court of Arbitration in affiliation with the Chamber of Commerce and Industry of the Kyrgyz Republic, as well as other persons proposed by the parties of the arbitration;

“arbitration online” means arbitration proceedings through the use of electronic methods of transmission and storage of information, including the Arbitration Cabinet, which is conducted without oral hearings, based on documents submitted by the parties in electronic form through the Arbitration Cabinet;

“Arbitration Cabinet” means secured information system for electronic filing, processing, storage and transmission of documents for resolving disputes in the ICA CCI, including in the online arbitration process, which is accessed from the website [www.arbitr.kg](http://www.arbitr.kg) of the ICA CCI;

“electronic arbitral proceedings” means arbitration automation system, including posting on the website of the ICA CCI the applicable rules of the arbitration institute, list of arbitrators, as well as other information necessary for the parties in the arbitration; the Arbitration Cabinet; oral hearings with remote participation of arbitrators and parties in the process in real time via video-conference based on the electronic platform ZOOM, SKYPE or other systems; notification of the parties via e-mail, SMS messages, instant messengers (whatsapp, viber, etc.); filing statements of claim and other documents via e-mail, as well as the use of other modern information technology tools that ensure the optimization and efficiency of arbitration proceedings;

“list of arbitrators” – the list approved by the decision of the Supervisory Board of the International Court of Arbitration in affiliation with the Chamber of Commerce and Industry of the Kyrgyz Republic, containing full names of the arbitrators, and also detailed information about them;

“party” – claimant or defendant;

“claimant” means one or several claimants;

“defendant” means one or several defendants;

“award” means the decision of the International Court of Arbitration on taking measures to secure the claim, or any other decision of the International Court of Arbitration rendered in accordance with the present Rules.

## Article 2. Competence of the International Court of Arbitration in affiliation with the Chamber of Commerce and Industry of the Kyrgyz Republic

2.1. The International Court of Arbitration in affiliation with the Chamber of Commerce and Industry of the Kyrgyz Republic (or the ICA CCI) is a permanent organization functioning under the Law of the Kyrgyz Republic “On the Arbitration Courts in the Kyrgyz Republic”, other laws of the Kyrgyz Republic, its own Charter, Applicable Rules as well as by other local acts of the ICA CCI.

2.2. The aim of the ICA CCI is to render assistance to the legal entities and physical persons in the out-of-court settlement of disputes, arising between them, which are resulted from civil relations, provided that there is an arbitration agreement (arbitration clause) granting the ICA CCI the applicable competence.

2.3. Pursuant to the parties agreement, the following disputes may be referred to the ICA CCI: disputes arising from contractual and other civic-legal relationships in the course of foreign trade and other forms of international economic affairs, including investment disputes subordinated to the competent court, as well as disputes, in which one or both parties shall be citizens, excluding disputes:

- on claims against regulations and other actions (inactivity, refusal to undertake actions) of the law enforcement officer;
- on fact-finding having the juridical significance (juridical facts);

- on rehabilitation of the rights on the lost financial securities;
- on bankruptcy (insolvency);
- on compensation of a damage caused to life or health of the citizen;
- on protection of dignity, virtue and business reputation;
- arising from heritable legal relations;
- concerning the order and terms of getting married and termination of marriage;
- concerning personal and non-property relations arising in a family between the marital partners, between the parents and children, between other members of the family;
- arising in connection with adoption guardianship and tutelage, acceptance of children for upbringing;
- arising at the registration of civil status acts;
- disputes with regard to which the law sets impossible their transmission for consideration by the court of arbitration.

2.4. Civil relationships, disputes resulting from which may be passed for consideration by the ICA CCI, shall include: the relationships arising from purchase and sale (delivery) of goods, contracts of service and labor, exchange of goods and (or) services, transportation of goods and passengers, commercial representation and mediation, rent (leasing), scientific-technical exchange, exchange with other results of creative activities, construction of industrial and other objects, operations, insurance, other forms of business activities and other legal relationships.

2.5. The ICA CCI shall also accept to its consideration disputes subject to its consideration by virtue of the international treaties of the Kyrgyz Republic as well as of the Law “On Foreign Investments in the Kyrgyz Republic”.

2.6. The international Court of Arbitration shall resolve disputes in accordance with standards of the substantive law, which the parties have defined in their agreement or in the arbitration agreement as applicable to the nature of the dispute. In the absence of the agreement on applicable law the court of arbitration shall independently define the rules of law, which should be applied to consideration of the dispute. The International court of Arbitration shall make an award on the merits of the dispute pursuant to the applicable law, and in part, which has been not regulated by the applicable law, according to business practice.

2.7. The order of dispute resolution by the court of arbitration shall be defined by the present Rules.

2.8. Technical procedures for access and implementation of certain elements of electronic arbitration are governed by the rules and regulations approved by the Supervisory Board of the ICA CCI.

### Article 3. Agreement on transferring disputes for settlement to the International Court of Arbitration

3.1. Agreement on the transfer of a dispute for settlement to the court of arbitration shall be an agreement by the parties to transfer to the court of arbitration all or certain disputes, which have arisen or may arise between the parties in connection with civil-legal relationships, irrespective of contractual character or lack thereof.

3.2. The arbitration agreement shall be declared legally effective irrespective of the validity of the contract, the part of which it will be.

3.3. The arbitration agreement may be made in the form of an arbitration clause in the contract, which shall be the constituent part of the contract, or may be in the form of a separate agreement.

3.4. The arbitration agreement shall be in writing. An agreement is considered to be in writing if it is considered in a document signed by the parties, or is made by exchange of letters, communications by telex, telegraph, fax or other means of telecommunication, including electronic ones, which provide fixation of such an agreement. The reference in a contract to a document, containing an agreement to transmit a dispute to consideration of the court of arbitration, will be considered an arbitration agreement provided that the contract is in writing and the reference is such as to give grounds to consider the agreement the part of the contract.

3.5. The conclusion by the parties of the arbitration agreement on transmission of a dispute for settlement to the Petit jury of the ICA CCI means consent of the parties with the present Rules, its amendments and changes effective at the moment of filing of the claim.

### Article 4. Principles of arbitration

#### 4.1. Independence and impartiality of arbitrator

The arbitrators shall be independent and impartial in the performance of their duties. Representatives of the parties, included in the list of arbitrators of the court of arbitration, cannot be nominated by the parties as arbitrators, but shall have the right to act as representative of the parties in the arbitration.

#### 4.2. Legal equality of the parties

Dispute resolution in the ICA CCI shall be carried out on the basis of legal equality of the parties under the law and the ICA CCI. Each party shall have equal possibilities for protection of their rights in the ICA CCI. The parties shall have equal procedural rights.

#### 4.3. Competitiveness of the parties

Each party shall be obliged to prove those circumstances, to which it refers as substantiation of its demands and objections.

#### 4.4. Mandatory enforcement of the arbitration award

The arbitration award shall be binding for the parties, final and not subject for appeal.

#### Article 5. Persons participating in arbitration

5.1. The persons participating in the arbitration shall be the parties as well as third persons.

5.2. Persons in the arbitration shall be claimants and defendants.

5.3. Claimants may be individuals or legal entities, as well as having presented the claim on their own interests.

5.4. The defendants may be individuals or legal entities, as well as bodies of the state authorities and local self-administration, against whom a claim is made.

#### Article 6. Rights of the persons participating in arbitration

6.1. The persons participating in arbitration, shall have the right:

- to acquaint themselves with the materials of the case, to take notes from them, to make photocopies of them at their own expenses;
- to challenge the arbitrators, experts, translators;
- to present evidence and to participate in their examination;
- to question other persons participating in the arbitration, witnesses, experts and specialists;
- to petition the court, including for subpoena of additional evidence;
- to give oral and written explanations to the court of arbitration;
- to advance arguments on all questions arising in the course of arbitration;
- to object to the petitions and arguments of other persons participating in the arbitration;
- to participate in the debate;
- to familiarize themselves with the minutes of the arbitration court session and to present written comments upon them.

#### Article 7. Inadmissibility of legal abuse in the court of arbitration

7.1. In the court of arbitration are not allowed the actions of the persons, participating in arbitration, made with intention:

- to cause harm to another person;
- to preclude from the quick and just resolution of a dispute on the merits;
- to temporize the duration of the arbitration.

Legal abuse in any other form shall be similarly disallowed.

7.2. Legal abuse by one of the parties shall cause the court of arbitration to fix the guilty party with additional expenses, suffered by the other party as a result of the abuse.

#### Article 8. Waiver of the right to refer to present Rules

Either of the parties, knowing any of the provisions or requirements of these Rules were not observed, and, nevertheless, continuing to participate in the arbitration, and not having immediately objected to the fact of such non-observance, shall be deemed to have waived its right to objection.

#### Article 9. A claim may be filed jointly by several claimants or defendants

A claim may be filed jointly by several claimants or against several defendants. Each claimant or defendant shall stand in the arbitration independently. The joint participators may delegate conduct of the case to one of the participators.

### SECTION II. Structure and activities of the International Court of Arbitration

#### Article 10. Structure of the ICA CCI

10.1. Activities of the ICA CCI shall be organized by the Chairman, the Deputy Chairman and the Executive Secretary.

10.2. In order to resolve a specific dispute, the court of arbitration shall be formed among the arbitrators from the list of arbitrators of the ICA CCI as well as other persons proposed by the parties of the dispute in accordance of the procedure established by the present Rules.

#### Article 11. The Chairman and the Deputy Chairman of the ICA CCI

11.1. The Chairman of the ICA CCI shall carry out the following functions:

- receives persons wishing to get information on the activities of the ICA CCI or to resolve a certain dispute;
- determines the jurisdiction of the court with regard to a given case in the ICA CCI when the statement of claim is filed;
- appoints arbitrators in the cases, defined by the present Rules;
- render a ruling on acceptance of the claim for the arbitration proceedings in the ICA CCI, a ruling on return of the claim filed in violation of the requirements under Article 20 of these Rules, on termination of the arbitration proceedings if the plaintiff recalls the claim before the formation of the court of arbitration , on extension of the procedural deadlines and other rulings;
- carries out other functions relating to the activities of the ICA CCI, provided by the present Rules, Applicable rules and other local acts of the ICA CCI.

In case of absence of the Chairman of the ICA CCI or on his instructions, all above mentioned functions shall be carried out by the Deputy Chairman of the ICA CCI.

11.2. The Chairman of the ICA CCI, realizing his competency, defined by the present Rules and other Applicable rules of the ICA CCI, shall make decisions in the form of rulings.

#### Article 12. The Executive Secretary of the ICA CCI

The Executive Secretary of the ICA CCI shall organize record keeping, bear responsibility for the activities of the Secretariat of the ICA CCI, inform the parties of the requirements of these Rules, rules and regulations governing technical procedures for access and implementation of the electronic arbitration elements, acquaints the parties to the dispute with the list of arbitrators, proposes to choose an arbitrator; ensures that the parties are duly notified of the date, time and place of the arbitration; ensures the transfer of all materials and documents during the arbitration proceedings to the parties and arbitrators; provides the parties with instructions on the procedure for working with the Arbitration Cabinet, organizes access for arbitrators to the Arbitration Cabinet, advises the parties on the procedure for obtaining access and registration in the Arbitration Cabinet, procedure for placing documents and other case materials in it; carries out their identification, provides consulting assistance to the parties and their representatives in preparation for hearings through video-conferencing, connection and participation in the arbitration court session using video-conferencing based on various electronic platforms; provides audio and video recording, as well as keeping the minutes of sessions of the court of arbitration; certifies copies of documents submitted by the parties; certifies copies of the minutes of sessions of the court of arbitration; performs other functions related to the preparation and support of the arbitration process.

#### Article 13. Arbitrators

13.1. An arbitrator of the ICA CCI shall be capable physical person, included in the list of arbitrators of the ICA CCI, having knowledge adequate to provide for qualified resolution of a dispute deemed to be within the jurisdiction of the ICA CCI. In case the arbitration agreement provided that the dispute between the parties shall be settled by the Petit jury, in the court of arbitration on the proposal of the parties of the dispute may also be included one arbitrator from among persons who are not in the List of arbitrators of the ICA CCI and not having a law degree, except for persons listed in item 13.3. of the present Rules.

13.2. The List of arbitrators shall be confirmed by the Supervisory Board of the ICA CCI.

13.3. The following persons can not be included in the List of arbitrators of the ICA CCI:

- a judge of a competent court of the Kyrgyz Republic;
- a state official of the Kyrgyz Republic;
- a person having previous conviction;
- a person, recognized as incapable or partially capable.

13.4. No-person can be deprived of his right to act as an arbitrator for the reason of his citizenship, unless otherwise agreed by the parties.

13.5 Powers of arbitrator shall be stopped:

- by application of the arbitrator;
- in case of systematic non-execution by arbitrator of his duties or in case of him disclosing the classified commercial information about disputes, processed by the ICA CCI;
- at appointment for a state service, including appointment or election to bench;
- in case, if the arbitrator has entered into legal force of a guilty verdict;
- in case violation of the Code of Ethics of the arbitrators of the ICA CCI or at undertaking of an act, incompatible with status of the arbitrator of the ICA CCI.

13.6. Termination of the powers of the arbitrator shall be made by the decision of the Supervisory Board.

#### Article 14. Confidentiality

The Chairman, the Deputy Chairman and the Executive Secretary as well as other workers and the arbitrators of the ICA CCI shall keep in secret information received by them in connection with arbitration.

#### Article 15. Language of arbitration

15.1. The parties shall have the right at their own discretion to agree upon the language to be used in the proceedings.

15.2. If the parties have not agreed, or where it is impossible to conduct proceedings in the language chosen by the parties, the court of arbitration shall define a language to be used in the proceedings.

15.3. The agreement or decision on the language of the arbitration shall be diffused to any written announcement of the parties, evidence, ruling and award of the court of arbitration.

15.4. In case when the parties have agreed on the language in which the hearing will be conducted, the ICA CCI shall at their request provide the services of an interpreter at their own expenses.

15.5. The court of arbitration shall have the right to demand that any documentary evidence is accompanied by translation into the language, which the parties have agreed upon or which is determined by the court of arbitration.

#### Article 16. Place of arbitration

16.1. The place of hearings shall be the office of the ICA CCI in Bishkek, or any other place chosen by the parties and approved by the ICA CCI, taking into account the circumstances of the case, including the factor of convenience for the parties.

16.2. The place of administration of the arbitration proceedings in case of oral hearings with the remote participation of arbitrators and parties in the proceedings in the session of the court of arbitration in real time using electronic means of video communication, as well as during online arbitration proceedings, is the office of the ICA CCI in Bishkek.

16.3. Notwithstanding the provisions of clause 16.1. of this article, the court of arbitration, agreed by the Chairman of the ICA CCI, has the right to meet in any place that it considers most suitable for holding consultations between its members, hearing witnesses, experts or for inspecting goods, property or documents, or conduct such consultations via electronic means of communication.

#### Article 17. Notice

17.1. Any notices or communications that are required or may be required under these Rules (hereinafter referred to in article 17 as Notice) shall be presented in writing and delivered by a registered letter or by a courier service, or by persons who are entrusted by the arbitration, or transmitted by Fax, or sent by e-mail, SMS, messengers (WhatsApp, Viber, etc.), or other means of telecommunication that provide a record of delivery.

17.2. If the notice is delivered by a registered letter or by a courier service, or by persons who are entrusted by the arbitration, it shall be given to a citizen personally against a receipt on the document to be returned to the ICA CCI or on the second copy of the notice. Notice addressed to the organization shall be given to the person who accepts the notice who signs on the document to be returned to the ICA CCI or on the second copy of the notice.

17.3. If a person delivering the notice does not catch a citizen noticed or called with regard to case in his/her place of residence, the notice shall be given to his/her adult family members living together with him/her with their consent. In this case, a person receiving the notice shall state his/her full name, as well as relation to the addressee (spouse, father, mother, son, daughter, etc.) on the spine of the document returned to the ICA CCI or on the second copy of the notice.

17.4. If the addressee or his/her adult family member refuse to accept a notice, a person delivering it shall make a corresponding note on the notice which is returned to the ICA CCI.

17.5. A person who refused to accept a notice shall be deemed notified of the time and place of the arbitration or specific legal proceedings, and the notice shall be deemed delivered.

17.6. Valid address of the party used for the purpose of notification or for the transmission of any messages in the course of the arbitration, in the absence of official notification of the change of address transmitted to all parties, the ICA CCI and arbitrators, is the last known home or work address, as well as the email address of mail this party.

17.7. Persons involved in the arbitration must inform the court of arbitration about the change of their address during the proceedings. In the absence of such information, the notice shall be sent to the last known address and considered to have been delivered even the addressee no longer resides at that address.

17.8. Persons participating in arbitration shall be also deemed to be duly notified, and the notice shall be deemed delivered:

a) if, despite the postal notification, the addressee did not come for the receipt of notices which were sent by the ICA CCI in the prescribed order, and communication services informed the ICA CCI about it.

b) if the notice sent by the ICA CCI to the last known to the ICA CCI place of residence of a citizen or the location of a legal entity is not handed due to the absence of the addressee at the specified address.

17.9. With the purpose to determine the commencement of arbitration, any notice, if it is delivered by a registered letter, or by a courier service, or by persons who are entrusted by the arbitration, shall be deemed to have been delivered on the day of its delivery, and in the case of sending by other means established by the article 17.1 of the Rules shall be deemed to have been delivered on the day of their sending by Fax or on the day of their sending by e-mail, SMS messages, messengers (WhatsApp, Viber, etc.), or other means of telecommunication. In cases established by the articles 17.2., 17.3. of the Rules, the delivery date is the date of handing of the notice. In cases established by the articles 17.4 of the Rules, the date of delivery is the date when the person delivering the notice indicates that the addressee refuses to accept the notice; in cases established by the articles 17.7, 17.8 of the Rules the date of delivery is the date when the notice is received by the addressee's post office or courier service.

17.10. With the purpose to determine the compliance with the terms, any notice or communication shall be deemed to have been sent, transmitted or delivered before the deadline date through the day of expiry.

#### Article 17-1. Notifications in the Online Arbitration

17-1.1. Any notifications, communications or messages that are required or may be requested under these Rules in the online arbitration shall be presented in writing and delivered by e-mail.

17-1.2. Valid address of the party used for the purpose of notification or for the transmission of any messages in the process of the online arbitration, in the absence of official notification of the change of address transmitted to all parties, the ICA CCI and arbitrators, is the email address of this party, stated in the arbitration agreement for adjudgement by the ICA CCI through online arbitration.

17-1.3. Persons participating in the case are obliged to inform the court of arbitration about the change of their email address during the proceedings. In the absence of such a message, the notification is sent to the last known email address and is considered delivered, even if the addressee no longer uses this address.

17-1.4. Notices and other documents sent to the e-mail addresses indicated by the parties in the arbitration agreement, in order to establish the date of the start of the countdown, are considered received on the day they are sent.

17-1.5. For the purpose of enforcing deadlines, any notification or message shall be deemed to have been sent, forwarded, transmitted or delivered before the expiration of the specified time limit, up to and including the day of the deadline.

17-1.6. The beginning for calculation of all terms for online arbitration is the date of posting the statement of claim in the Arbitration Cabinet of the ICA CCI in accordance with clause 19.3. of these Rules.

#### Article 18. Periods

18.1. The periods, foreseen or established by the present Rules, start to be calculated since the day, following the date, when the notice or communication shall be deemed to have been delivered pursuant to the Rules. If the day, following such date, shall be a holiday or nonworking day in the country, where the notice or communication shall be deemed to have been delivered, the period starts to be calculated on the first following working day. Holidays or nonworking days shall be included up in calculation of periods. If the last day of the applicable period is a holiday or nonworking day in the country, where the notice or communication shall be deemed to have been delivered, the period lapses at the end of the first following working day.

18.2. The ICA CCI may at any time extend (even after period expiration) or reduce any periods established by the present Rules, with the purpose to provide conduct of the arbitration, including periods of presentation of any notices or communications between the parties.

18.3. At the same time, the court of arbitration shall make all efforts, so that the period of arbitration would not exceed three months from the moment of formation of the court of arbitration.

### SECTION III. Arbitration

#### A. Initiation of arbitration

#### Article 19. Filing of a claim

19.1. The arbitration shall be instituted by filing a statement of claim with the ICA CCI.

19.2. The statement of claim shall be deemed to have been filed on the day when it was handed to the ICA CCI. If it was sent by mail, the date on the postal stamp shall be considered the date of filing of the statement of claim.

19.3. Date of filing a statement of claim in online arbitration is the date of its posting in the Arbitration Cabinet of the ICA CCI.

#### Article 20. Content of the statement of claim

20.1. The statement of claim shall include:

- date of application;
- full names of the parties, their postal and electronic addresses;

- value of the claim, if the claim is subject to valuation;
- demands of the claimant;
- circumstances and norms of the law, on which the demands of the claimant base, and indication of evidences corroborating these demands;
- justified calculation of the demands;
- other information meaningful for exact consideration of a dispute;
- list of documents, enclosed to the claim, and other evidences;
- signature of the claimant (if the claimant is a legal entity, signature of the person who has signed the claim, must be certified with the seal of the legal entity).

20.2. Following documents should be enclosed to the claim, confirming:

- existence of the arbitration agreement;
- sending of a copy of the claim and all enclosed documents to the defendant;
- payment of the registration fee;
- letter of attorney confirming powers of the representative.

20.4. The party initiating the online arbitration proceedings sends a statement of claim with attachments to the ICA CCI and to the other party by placing these documents in electronic form in the Arbitration Cabinet of the ICA CCI.

20.5. After registering the statement of claim in the Arbitration Cabinet, the ICA CCI sends information about this to the email address of the defendant specified in the arbitration agreement, as well as (or) to other last known email addresses of the defendant.

20.6. At submission of the statement of claim and the statement of defense the parties may make the reference to the documents or other evidences, which they would present later.

## Article 21. Value of the Claim

21.1. The value of the Claim shall be defined:

- (a) in relation to claims for the recovery of money – by the amount claimed;
- (b) in relation to claims concerning the demand of assets – by the value of assets.

21.2. In case where the claim has non-property nature, the value of a claim shall be defined pursuant to the Regulation on arbitration fees and costs of the ICA CCI.

21.3. If the claim consists of several sub-claims, the value of the claim shall be defined as the total sum of all the sub-claims.

21.4 If the claimant has not defined or has incorrectly defined the value of the claim, the court of arbitration shall on its own initiative or at request of the defendant, define the value of the claim on the basis of available information.

#### Article 22. Rectification of the Statement of Claim

22.1. On finding that the statement of claim has been filed in violation of the requirements of Article 20 of the present Rules, the Executive Secretary of the ICA CCI shall invite the claimant to rectify the defects so found. The period to rectify the defects shall not exceed 15 days from the day of the receipt of such invitation.

22.2. Where despite the invitation to rectify the defect of the statement of claim, the claimant does not rectify them but insists on the case being examined, the ICA CCI shall return the statement of claim to the claimant without consideration.

#### Article 23. Arbitration expenses

23.1. When filing a statement of claim the claimant shall pay a registration fee. The claim shall be deemed not to be filed until the registration fee is paid.

23.2. The registration fee is not refundable.

23.3. The claimant shall ensure the advance payment of the arbitration in respect of each filed claim. The registration fee paid by the claimant at the time of filing the statement of claim shall be counted towards the sum of advance.

23.4 The arbitration in respect of any given claim are not to be initiated and the case is to remain without progress until the advance payment of the arbitration fee is effected.

23.5. The amount of the registration and arbitration fees, procedure for their payment and distribution as well as the procedure for covering other arbitration costs are established by the Regulation on Arbitration fees and costs of the ICA CCI.

#### B. Preparation of the arbitration

#### Article 24. Notification of the defendant and appointment of arbitrator by the defendant

24.1. Within three days from the date of filing of the statement of claim and payment of a registration fee the Executive Secretary of the ICA CCI shall notify the defendant of filing of the statement of claim and shall invite him within not more than 15 days after receiving of notice to submit his written the statement of defence supported by relevant evidence.

In the same period the defendant shall indicate the name and surname of one arbitrator chosen by him from the list of arbitrators of the ICA CCI in accordance with the item 13.1. of the present Rules or request for nomination of an arbitrator instead of him by the chairman of the ICA CCI, and also indicate one nominee of another arbitrator chosen by him at his discretion.

#### Article 25. Formation of the Petit jury of the court of arbitration

25.1. The Petit jury will be composed of five arbitrators. The claimant informs the name of one arbitrator chosen by him from the list of arbitrators ICA CCI and the name and surname of arbitrator chosen at his own discretion in accordance with item 13.1 hereof, simultaneously with the filing of the application. The claimant has the right to request that all or any of the arbitrators be appointed by the Chairman of the ICA CCI.

25.2. If the defendant fails to appoint an arbitrator and also an arbitrator chosen at his own discretion within the time envisaged in item 24.1 of the present Rules, the arbitrators shall be appointed instead of him by the Chairman of the ICA CCI.

25.3. The arbitrators selected by the parties or appointed by the Chairman of the ICA CCI shall elect the Chairman of the Petit jury of the International court of arbitration from among arbitrators who have experience in handling more than 30 cases in the ICA CCI.

25.4. If the arbitrators fail to elect the Chairman of the Petit jury of the International court of arbitration within fifteen days from the date of the election or appointment of the arbitrators by the defendant, the Chairman of the Petit jury of the International court of arbitration shall be appointed by the Chairman of the ICA CCI within five days after expiration of period, determined for election of the Chairman of the Petit jury of the International court of arbitration chairman .

Article 26. Formation of the Petit jury of the court of arbitration court in the presence of 2 or more claimants or defendants

26.1. Where there are two or more claimants or defendants, both claimants and defendants jointly elect arbitrators from all claimants and from all defendants. They may also conjointly request the Chairman of the ICA CCI for nomination of arbitrators on their behalf.

26.2. If the claimants and defendants have failed to come to an agreement within fifteen days, the arbitrators shall be appointed by the Chairman of the ICA CCI.

26.3. The term indicated in the previous item shall be counted from the date, when the need was found to elect arbitrators from two or more claimants or defendants.

26.4. The appointment of the arbitrators by the Chairman of the ICA CCI, shall be made within five days on expiration of the term, established for their election by the parties.

Article 27. Preparation of the case for arbitration

27.1. Within three days from the date of formation of the court of arbitration, the claimant shall pay the arbitration fee to the ICA CCI.

27.2. After depositing by the claimant of the arbitration fee the court of arbitration shall check up the preparation of the case for arbitration and, if it deems necessary, shall take additional measures to prepare the case, particularly by obtaining written explanations, evidences and other additional documents. If the additional measures are undertaken to prepare the case, then periods are determined within which additional measures shall be carried out.

27.3. The chairman of the court of arbitration may fulfill actions, connected with the preparation of the case for arbitration through the Executive Secretary of the ICA CCI. All documents, including any written notices, given by the parties, must be sent to the ICA CCI.

27.4. In the online arbitration, all documents, including any written notices emanating from the parties, must be sent electronically to the ICA CCI by posting in the Arbitration Cabinet of the ICA CCI.

#### Article 28. Form of the arbitration proceedings

28.1. The Arbitration shall be conducted in the form of oral hearings with participation of the representatives of the parties.

28.2. The Arbitration may be conducted on the basis of the written materials if the parties have agreed thereof in writing.

28.3. It is allowed to conduct an oral hearing with the remote participation of arbitrators and parties in the process in a court of arbitration in real time using electronic video communication (video-conference format).

28.4. Online arbitration proceedings are conducted without oral hearings on the basis of written materials submitted by the parties through the Arbitration Cabinet of the ICA CCI.

#### Article 29. Notification of the parties about the hearing

29.1. The parties shall be notified of the time and place of a hearing by written notices, which shall be forwarded to them 10 days prior to the hearing. Upon agreement of the parties this period may be reduced.

29.2. Should there be a need to conduct further hearings, their dates and periods shall be set by the court of arbitration.

#### Article 30. Challenge of arbitrator, expert and interpreter

30.1. Each party shall be entitled to challenge an arbitrator or the chairman of the court of arbitration, if there are circumstances giving rise to justifiable doubts as to their impartiality or independence, particularly if it can be supposed that they are personally, directly or indirectly interested in the outcome of the arbitration. The request of challenge may also be submitted in case when an arbitrator does not have the qualifications stipulated in the parties' agreement.

30.2. The party shall submit its written request of challenge containing the motives of thereof not later than 15 days after it has come to know that the court of arbitration has been formed, or within 3 days after the party has found out about any circumstances, which may be a ground for the challenge. Such request submitted after said period shall be considered only if the reason for delay of the request of challenge is considered justified.30.3. The question of challenge of an arbitrator shall be decided by the other members of the court of arbitration. If they fail to come to an agreement, or if three or more arbitrators are challenged, the question of challenge shall be decided by the Chairman of the ICA CCI.

30.4. An arbitrator or the chairman of the court of arbitration shall state their self-challenge on their own initiative at any stage of the arbitration in cases when:

- a) he is the relative of the party or of the party's representative;
- b) he personally, directly or indirectly is interested in the outcome of a dispute or if there are other circumstances giving rise to justifiable doubts as to his impartiality or independence;
- c) the requirements established in the item 13.3 of the present Rules are not observed;
- d) he has no qualification specified in the arbitration agreement.

30.5. The Chairman of the ICA CCI shall have the right on his own initiative to decide the question on challenge to any arbitrator or the chairman of the court of arbitration if there are causes stipulated in the item 30.4 of the present Article.

30.6. For the same causes, stipulated in the item 30.4 of the present Article, the experts and interpreters participating in the arbitration may be challenged. In this case the question of challenge shall be decided by the court of arbitration.

#### Article 31. Termination of arbitrator powers at the stage of arbitration

31.1. If the arbitrator or the chairman of the court of arbitration is legally or physically incapable of performing his functions, or for other reasons do not perform these functions without unjustifiable delay, the powers of any of them can be terminated upon mutual agreement of the parties.

31.2. Powers of an arbitrator, the chairman of the court of arbitration shall be also terminated in case of their statement of self-challenge.

31.3. In case when there are causes stipulated in the item 31.1 of the present Article, and in case when the parties have failed to reach a relevant agreement, each of the parties shall be entitled to apply to the Chairman of the ICA CCI with the request to resolve the question of termination of the powers of the arbitrator or the chairman of the court of arbitration.

#### Article 32. Substitutions in the court of arbitration

32.1. If the arbitrator or the chairman of the court of arbitration was challenged or is not able to participate in the consideration of the case for other reasons, his place shall be taken by a new arbitrator or the chairman of the court of arbitration who shall be elected or appointed in accordance with the Rules. If an arbitrator or chairman of the court of arbitration who is not able participate in the arbitration and were previously appointed by the Chairman of the ICA CCI, he also makes new appointments.

32.2. If necessary and with regard to the views of the parties the court of arbitration may reexamine issues which have been already considered in the course of hearings preceding the substitution.

#### C. Arbitration proceedings

### Article 33. Oral hearing procedure

33.1. An oral hearing is conducted to enable the parties to express their stands on the base of the presented evidences and to hold debates. The hearing of the case shall be conducted in private. With permission of the court of arbitration and with the consent of the parties persons not participating in the arbitration may be present at the hearing.

### Article 34. Participation of the parties

34.1. The parties may present their cases in the ICA CCI and in the process of arbitration directly or through duly authorized representatives appointed by the parties at their discretion, including those appointed from among foreign citizens and organizations.

34.2. Failure to appear by a party who has been duly notified of the time and place of the hearing shall not prevent the case from being examined and the award from being made, unless the defaulting party has requested in writing to adjourn the proceedings for good reasons and these reasons are acknowledged by the court of arbitration as justified.

34.3. Either party may request the hearing of the case to be conducted in its absence.

### Article 35. Submission of documents

35.1. All documents submitted by one of the parties to the ICA CCI, shall be submitted by the party in copies to other party. It is allowed to exchange documents by placing them in the Arbitration Cabinet.

35.2. The ICA CCI shall submit to the arbitrators the copies of the documents, presented by the parties.

35.3. In the online arbitration process, all documents are provided by the parties only by posting them in the Arbitration Cabinet of the ICA CCI.

35.4. The ICA CCI provides access to all parties to the arbitration proceedings to the documents provided by the parties through the Arbitration Cabinet of the ICA CCI by providing them with an access key to the Arbitration Cabinet of the ICA CCI.

### Article 36. Protection measures

36.1. At the request of any party the court of arbitration may order that either party shall take measures of protection in respect of the subject of the dispute.

36.2. The decision on application of protection measures shall be executed in the manner, foreseen for execution of the arbitration award.

### Article 37. Examination of the case on the basis of written materials

37.1. Examination of a case on the basis of written materials can be conducted both in the online arbitration format and in other formats.

37.2. If the parties have agreed to proceed with the dispute on the basis of only written materials, without holding an oral hearing, including online arbitration, the arbitration has the right to schedule an oral hearing if the materials submitted are insufficient to resolve the dispute on the merits.

#### Article 38. Online arbitration

38.1. Online arbitration proceedings are conducted only on the basis of documents in electronic form posted in the Arbitration Cabinet of the ICA CCI.

38.2. During the period of online arbitration, the parties have the right to provide additional documents and explanations in writing through the Arbitration Cabinet of the ICA CCI.

38.3. To gain access to the Arbitration Cabinet of the ICA CCI, each party to the online arbitration process agrees to interact with the ICA CCI, arbitrators and parties to the dispute using the global computer network "Internet" in the manner prescribed by these Rules.

38.4. The parties carry out actions in the Arbitration Cabinet personally or through their representatives. Chairman of the ICA CCI and Secretary of the arbitration shall act on behalf of the ICA CCI.

38.5. The parties and representatives of the parties to the arbitration proceeding online get access to the Arbitration Cabinet of the ICA CCI by self-registration in the Arbitration Cabinet of the ICA CCI, which creates a simple electronic signature key (login and password), which is subsequently used for identification in the arbitration office of the ICA CCI. Party can have several representatives, each of which has its own username and password.

38.6. Each person who acts in the Arbitration Cabinet of the ICA CCI on behalf of the party to the arbitration online using a login and password is personified as a person who signed an electronic document using a simple electronic signature key (login and password) and acts as a representative of the specified party to the arbitration. All actions committed by such a person in the Arbitration Cabinet of the ICA CCI are recognized as actions of the relevant party.

38.7. The arbitrators are provided with access to the Arbitration Cabinet of the ICA CCI by sending information to the e-mail address of the arbitrator necessary for the arbitrator to independently generate a simple electronic signature key in relation to disputes resolved by the arbitrator.

38.8. Transfer of documents to the parties to the arbitration proceedings online or their representatives through the Arbitration Cabinet of the ICA CCI is made only after their identification.

38.9. After passing the identification, the Arbitration Cabinet of the ICA CCI automatically adds to the documents or saves in relation to the documents information about the person to whom they are sent, and the electronic signature, as well as about the party to the online arbitration on whose behalf they are sent.

38.10. The documents issued from the parties to the online arbitration, after the identification of the party or its representative, are considered signed by a simple electronic signature of this party to the arbitration.

38.11. Information about the simple electronic signature of the person who signed the relevant document is posted in the Arbitration Cabinet of the ICA CCI along with the document itself in electronic form, which the parties to online arbitration recognize as equivalent to a paper document signed in accordance with the requirements of applicable law.

38.12. Identification of a party to the online arbitration in the Arbitration Cabinet of the ICA CCI using a simple electronic signature key is sufficient evidence for all purposes of the transfer of documents, messages, notifications by this party to the online arbitration.

38.13. Notifications sent by the ICA CCI and signed by a simple electronic signature by the Chairman of the ICA CCI or the Secretary of the arbitration in electronic format are for all purposes considered sent to the ICA CCI.

38.14. The parties to the online arbitration and (or) their representatives independently ensure the confidentiality and safety of the simple electronic signature key and have the right to change their password at any time.

38.15. If the key of the simple electronic signature of the party to the arbitration proceedings in the Arbitration Cabinet of the ICA CCI has become known to unauthorized persons, this party to the online arbitration must immediately inform the ICA CCI about this in order to take measures to replace the key of the simple electronic signature.

38.16. Each party to the online arbitration independently bears negative consequences both in the case when the key of a simple electronic signature became known to unauthorized persons, and for the consequences of untimely notification of the ICA CCI about this.

38.17. In the event of termination of the powers of a representative of a party to an online arbitration, such a party must immediately notify the ICA CCI and appoint a new representative, to whose e-mail the information necessary to participate in the proceedings is sent and who gains access to the materials of the proceedings. Until the appointment of a new representative, all notifications under these Rules shall be sent to the previously appointed duly authorized representative of the party.

38.18. The parties to the online arbitration proceedings undertake to maintain the e-mail addresses reflected in the materials of the arbitration proceedings in working order and regularly check them, as well as to respect the confidentiality of the information of their simple electronic signature keys.

38.19. In case of replacement of representatives of the parties and / or change of their e-mail addresses, the party to the online arbitration undertakes to immediately inform the ICA CCI of this in electronic form. Otherwise, the party bears all the negative consequences of the fact that the notifications are sent to the wrong address.

38.20. Until a party to the arbitration proceeds in an electronic format of a message in accordance with clause 38.19., notifications sent to the above email addresses are considered to be proper notifications for all purposes in accordance with this Rules.

38.21. After completing the study of all case materials, documents submitted by the parties to the arbitration proceedings online, before making a decision on the case, the court of arbitration issues a ruling on the completion of the arbitration proceedings.

38.22. After the ruling on the completion of the arbitration is posted in the Arbitration Cabinet of the ICA CCI, additional documents from the parties to the arbitration are not accepted and the court of arbitration proceeds to issue a decision.

38.23. At any time of the online arbitration, the parties have the right to conclude an amicable agreement.

#### Article 39. Alteration or addition to claim demands or defense objections

39.1. Before the hearing or dispute arbitration on the basis of written materials is completed either party may alter or add to its claim demands or defense objections therein.

39.2. If the court of arbitration admits the delay caused by the party in alteration or addition to his claim or defense as unjustified, it may charge that party with additional costs of the ICA CCI and expenses of the other party resulting there from.

39.3. The court of arbitration may also consider inexpedient to allow such alteration of or addition to the claim or defense taking into account the delay caused, or to allow such alteration of or addition to the claim or defense.

39.4. At aggravation of the amount of the claims as a result of their change, the amount of the arbitration fee shall be counted afresh pursuant to the Regulation on arbitration fees and costs, and the additional demands, announced by the claimant, shall not be considered by the court of arbitration unless additional payment of the arbitration fee is paid.

#### Article 40. Counterclaim and set-off claim

40.1. The defendant shall be entitled within the period of time specified in item 24.1 of the present Rules, to make a counterclaim arising out of the same contract or to make counter demands arising out of the same contract for the purpose of set-off.

40.2. The counterclaim and the counter demand with the purpose of set-off shall meet the same requirements as the principal claim.

40.3. The arbitration fee, stated in the Regulation on arbitration fees and costs, shall be levied at applying of the counterclaim or the counter demand with the purpose of set-off.

#### Article 41. Evidence

41.1. The parties are obliged to prove the circumstances to which they refer as the basis for their claims or responses. The court of arbitration has the right to demand that the parties submit other

evidence. It also has the right, at the discretion, to appoint an examination and request evidence from third parties, as well as, at the request of the parties, call and hear witnesses, and in the case of online arbitration, to accept written testimonies of witnesses.

41.2. Either party may present written evidence in original or in the form of duly certified copies of original. The court of arbitration may require translation of such evidence into another language where it is necessary in the interests of the examination of the case.

41.3. Verification of evidence shall be effected as directed by the court of arbitration.

41.4. The arbitrators shall evaluate the evidence according to their inner convictions.

41.5. Failure by either party to present an adequate evidence does not prevent the court of arbitration from continuing the proceedings and making an award on the basis of the available evidence.

#### Article 42. Participation of the third parties

A third party may only join the arbitration with the consent of the parties in dispute. Invitation of any third party to the proceedings, apart from the consent of the parties of the dispute, requires the consent of the invited person. The request for the involvement of a third person is allowed only before the start of the examination the case on its merits. The consent of the third party to the invitation shall be expressed in writing.

#### Article 43. Suspension of arbitration

43.1. Where necessary to conduct expertise the arbitration may be suspended. The suspension shall be directed by a ruling.

43.2. The suspension of the arbitration shall pause the period, during which the arbitration is to be conducted. After recommencement of the arbitration the flow of period shall be continued.

#### Article 44. Minutes of hearing

44.1. The hearing of the case shall be recorded in the minutes, which shall include the following:

- the name of the court of arbitration;
- the number of the case;
- the place and date of the hearing;
- the names of the parties in dispute;
- information as to participation of the parties' representatives in the hearing;
- the full names of the arbitrators, witnesses, experts, interpreters and other participants in the hearing;
- a short description of the course of the hearing;

- the parties' demands and an account of other important statements of the parties;
- the indication of reasons for suspension or for termination of the proceedings;
- the signatures of the arbitrators, certified by the seal of the ICA CCI.

For the fullest and correct reflection of the course of oral hearing in the minutes the court of arbitration makes audio and video records of arbitration which will be attached to the minutes.

44.2. The parties may get acquainted with the contents of the minutes. The court of arbitration may, at the request of any party, make a ruling to amend or supplement the record provided that the request is considered justified.

44.3. The parties have the right to receive a copy of the minutes, having paid expenses for its manufacturing.

#### D. Termination of arbitration

##### Article 45. The arbitration award

45.1. The arbitration shall be completed by making of an arbitration award.

45.2. The court of arbitration shall have the right to make an interim award, as well as additional arbitration awards. The interim awards include awards on taking measures to secure for a claim. Additional arbitration awards concern to the decisions related to additional collecting from the debtor of the charges connected to forced execution of the arbitration award.

##### Article 46. Making of award

46.1. On finding that all facts related to the dispute have been clarified the court of arbitration shall declare the hearing of the case completed and shall proceed to making of the award.

46.2. In the online arbitration proceedings the court of arbitration proceeds to make a decision after the ruling on the completion of the arbitration proceedings has been issued and posted in the Arbitration Cabinet of the ICA CCI.

46.3. The award shall be made at a closed session by the majority of votes of the court of arbitration.

##### Article 47. Announcement of the award

47.1. On making of the award the operative part of it shall be orally announced to the parties, and if the parties are absent, may be communicated to them in writing.

47.2. In the online arbitration proceedings, the operative part of the decision is announced to the parties by posting in the Arbitration Cabinet of the ICA CCI.

47.3. Motivated decision is sent to the parties, and in the case of online arbitration, it is posted in the Arbitration Cabinet of the ICA CCI within ten days. This period may be extended by the Chairman of the ICA CCI.

47.4. At the request of the parties, the original of the award made in the online arbitration process may be sent to the parties by mail or issued to duly authorized representatives.

47.5. The Court of Arbitration has the right to conduct additional arbitration proceedings if this is required in the interests of the correct resolution of the dispute, and the operative part of the decision has not yet been announced to the parties.

#### Article 48. Content of the award

48.1. The award of the court of arbitration shall contain the following data:

- name of the court of arbitration;
- number of the case;
- place and date of the delivery of the award;
- full names of the arbitrators;
- names of the parties in dispute and other participants of the arbitration;
- form of the arbitration proceedings;
- subject-matter of the dispute and summary of the circumstances of the case;
- short description of the claim, the statement of defense to it, of explanations and requests of persons, participating in the arbitration;
- reasons on which the decision is based, including circumstances of the case, established by the court of arbitration, the evidence, upon which the court of arbitration bases its award about these circumstances, the pros and contras, upon which the court of arbitration declines these or that evidence, and does not apply the laws and other normative acts, relied on by the parties, participating in the arbitration, as well as the laws and other normative legal acts, relied on by the court of arbitration while making the award;
- conclusion on meeting or declaring the claim;
- amounts of the arbitration costs and fees in the case, and their apportionment among the parties;
- signatures of the arbitrators;
- seal of the ICA CCI.

48.2. If one of the arbitrators is not able to sign the award, the Chairman of the ICA CCI shall verify this circumstances by his signature indicating the reasons of arbitrator's signature absence.

#### Article 49. Correction, interpretation and additions to the award

49.1. Either party, having notified another party, may, within thirty days of receipt by it of the arbitration award, may request the court of arbitration to correct in the award any errors in computation, clerical or typographical errors or other errors of similar nature.

If the court of arbitration considers the request to be justified, it shall. Within thirty days of receipt of the request, make the relevant corrections.

The court of arbitration may make such corrections on its own initiative within thirty days counting from the date of sending the arbitration award to the parties.

49.2. Either party, having notified another party, may, within thirty days of receipt by it of the arbitration award, request the court of arbitration to give an interpretation of a specific point or part of the award.

If the court of arbitration considers the request to be justified, it shall, within thirty days of receipt of the request, give the required interpretation.

49.3. Either party, having notified another party, may, within thirty days of receipt by it of the arbitration award, request the court of arbitration make an additional award in respect of the claims which were duly filed in the course of the arbitration proceedings, but however, were not reflected in the award.

If the court of arbitration considers the request to be justified, it shall, within thirty days of receipt of the request, make the additional arbitration award.

49.4. The Chairman of the ICA CCI, if necessary, has the right to extend the periods mentioned in the paragraphs 2 of items 49.1, 49.2 and 49.3 of this Article.

49.5. Any ruling, concerning correction or interpretation of the award, as well as the additional award, shall be an integral part of the arbitration award.

#### Article 50. Amicable settlement

50.1. If during arbitration proceedings, the parties settle their dispute amicably, the proceedings shall be terminated. At the parties' request the court of arbitration may record this settlement in the form of an arbitration award on agreed terms.

50.2. To the arbitration award stipulated in the item 50.1 of the present Article the provisions of Article 48 of the present Rules shall be applied.

#### Article 51. Execution of the award

51.1. The award of the court of arbitration shall be executed by the parties voluntarily within the period specified in the arbitration award. If no period is indicated in the award, the latter shall be carried out immediately.

51.2. If the arbitration award is not executed voluntarily, it is subject to enforced execution on the basis of the writ of execution issued by the competent court on the order, established by the law.

#### Article 52. Termination of proceedings without making award

52.1. If no award is made in the case the arbitration shall be terminated by a ruling on termination of arbitration.

52.2. A ruling on termination of arbitration shall be issued:

a) in case where the claimant withdraws his claim;

b) in case where the parties agree on the termination of the arbitration;

c) when the court of arbitration finds that the continuation of the proceedings has for some reasons become unnecessary or impossible, in particular, in the absence of pre-requisites required for the case to be examined and solved on its merits, including where owing to the claimant's inaction the case stays without progress for more than three months;

d) if the dispute is not a subject to the court of arbitration.

52.3. The rules established by articles 45-51 of these Rules shall apply accordingly to a ruling on termination of arbitration. Before the formation of the court of arbitration the decision to terminate the arbitration is made by the Chairman of the ICA CCI.