

Inicio (<https://iccwbo.org/>) / Servicios de resolución de disputas (<https://iccwbo.org/dispute-resolution-services/>) / Arbitraje (<https://iccwbo.org/dispute-resolution-services/arbitration/>) / Presentación de una solicitud

Presentar una solicitud

Para comenzar un Arbitraje de la CPI, debe enviar una "Solicitud de Arbitraje" a la Secretaría de la Corte Internacional de Arbitraje de la CPI en cualquiera de las oficinas que se especifican a continuación.

Después de acusar recibo de una "Solicitud", la Secretaría notificará a la parte o partes demandadas. También informará al (a los) reclamante (s) que lo ha hecho e indicará la fecha de recepción de la "Solicitud".

Para mantener la flexibilidad, ICC no requiere que las "Solicitudes" estén en ninguna forma en particular. Sin embargo, las Reglas de Arbitraje de ICC contienen ciertos requisitos para las "Solicitudes" según lo establecido en el Artículo 4. Es importante tener en cuenta que la "Solicitud" debe ir acompañada de un pago anticipado no reembolsable de US \$ 5,000. Esto cubrirá los costos administrativos necesarios y el número requerido de copias de la "Solicitud".

Si bien las "Solicitudes" deben presentarse en París, Hong Kong, Nueva York, Sao Paulo, Singapur y Abu Dhabi, el Arbitraje de la CPI puede realizarse en cualquier país o idioma.

ICC is bound to operate in conformity with applicable sanctions regulations, such as those imposed by the United Nation, European Union and Office of Foreign Assets Control. If parties have reasonable doubt that a sanctions regime is applicable to their request, they must inform ICC in advance prior to submitting any such request and prior to paying the respective filing fee. In such case, please contact **compliance@iccwbo.org** (**<mailto:compliance@iccwbo.org>**).

The International Court of Arbitration® and the International Centre for **ADR compliance policies and procedures** are put forward here (<https://iccwbo.org/publication/note-parties-arbitral-tribunals-icc-compliance/>).

List of offices where to submit a Request for Arbitration

A “Request,” may be submitted by post, courier or hand delivery. It may alternatively be submitted by email or facsimile, provided that the requisite number of hard copies follows by post, courier or hand delivery. “Requests” are accepted at any of the below offices. Please note that it is not possible to file a “Request” with an ICC national committee.

Headquarters in Paris	The Secretariat of the International Court of Arbitration® International Chamber of Commerce 33-43 avenue du President Wilson 75116 Paris, France
	Tel.: +33 1 49 53 28 78 Fax: +33 1 49 53 29 33 Email: arb@iccwbo.org (mailto:arb@iccwbo.org)
Hong Kong Office	International Chamber of Commerce International Court of Arbitration® Suite 2, 12/F, Fairmont House 8 Cotton Tree Drive Central, Hong Kong
	Tel.: +852 3607 5601 Fax: +852 2523 1619 Email: ica8@iccwbo.org (mailto:ica8@iccwbo.org)
North America Office – SICANA Inc.	SICANA Inc. International Chamber of Commerce International Court of Arbitration® 140 East 45th Street New York, Suite 14c NY 10017, USA

	<p>Tel.: +1 646 699 5704 Fax: + 212 221 12 95 Email: ica9@iccwbo.org (mailto:ica9@iccwbo.org)</p>
<p>Brazil Office – Secretaria da Corte Internacional de Arbitragem do Brasil LTDA (SCIAB)</p> <p>Note on the functioning of the Brazilian office of the Secretariat of the Court available here (https://iccwbo.org/contact-us/contact-sciab-ltda/)</p>	<p>SCIAB International Chamber of Commerce International Court of Arbitration® Rua Surubim 504 – 12o andar – Cidade Monções 04571-050 São Paulo – SP, Brasil</p> <p>Tel.: +55 11 3040-8830 Email: ica10@iccwbo.org (mailto:ica10@iccwbo.org)</p>
<p>Singapore Office – Secretariat of the International Court of Arbitration Singapore (SICAS)</p>	<p>SICAS International Chamber of Commerce International Court of Arbitration® 32 Maxwell Road, #03-05B Singapore 069115</p> <p>Tel: +65 – 68059-580 Email: ica11@iccwbo.org (mailto:ica11@iccwbo.org)</p>
<p>Abu Dhabi Office – ICC MENA</p>	<p>International Chamber of Commerce International Court of Arbitration® Level 20, Al Maqam Tower, Al Maryah Island, P.O. Box 111999, Abu Dhabi, United Arab Emirates</p> <p>Tel +971 2 333 8982 Mobile +971 56 3943760 Emails: Dania.fahs@iccwbo.org (mailto:Dania.fahs@iccwbo.org) AND arb@iccwbo.org (mailto:arb@iccwbo.org)</p>

Number of Copies

The “Request” and attached documents must be supplied in as many copies as there are other respondents. This is in addition to one for each of the three potential arbitrators and one for the Secretariat (Article 3 (1) of the Rules of Arbitration). For example, if there is one respondent and the arbitration agreement provides for three arbitrators, five copies should be sent.

A hard copy of the “Request” should be sent to any one of the above offices. An electronic version should also be sent to the Secretariat of the Court by email, if possible.

Content

There is no required or model form that a “Request” must take. A Claimant party is free to determine the form of its “Request,” provided that Article 4 of the Rules is respected. In practice, “Requests” come in numerous styles and formats.

However, Article 4 (3) of the Rules provides that:

1. the name in full, description, address and other contact details of each of the parties;
2. the name in full, address and other contact details of any person(s) representing the Claimant in the arbitration;
3. a description of the nature and circumstances of the dispute giving rise to the claims and of the basis upon which the claims are made;
4. a statement of the relief sought, together with the amounts of any quantified claims and, to the extent possible, an estimate of the monetary value of any other claims;
5. any relevant agreements and, in particular, the arbitration agreement(s);
6. where claims are made under more than one arbitration agreement, an indication of the arbitration agreement under which each claim is made;
7. all relevant particulars and any observations or proposals concerning the number of arbitrators and their choice in accordance with the provisions of Articles 12 and 13, and any nomination of an arbitrator required thereby; and
8. all relevant particulars and any observations or proposals as to the place of the arbitration, the applicable rules of law and the language of the arbitration. The Claimant may submit such other documents or information with the “Request” as it considers appropriate or as may contribute to the efficient resolution of the dispute.

Under sub-paragraph “g,” three possibilities should be anticipated:

1. Where the arbitration agreement provides for a **sole arbitrator**: The parties may, by agreement, jointly nominate an arbitrator for confirmation by the Court or Secretary General. In any case, the Claimant should submit in the “Request” any particulars concerning the choice of the arbitrator.
2. Where the agreement provides for **three arbitrators**: The Claimant should nominate an arbitrator in the “Request” for confirmation by the Court or Secretary General

(unless the agreement provides for a different procedure).

3. Where the agreement provides for **one or more arbitrators**, or is **silent or unclear** as to the number of arbitrators: The Claimant should indicate a preference for either one or three arbitrators. If it opts for three, then the Claimant is encouraged to nominate an arbitrator for confirmation together with its “Request”. The financial consequences of three arbitrators should be borne in mind. Unless agreed upon by the parties, the Court will appoint a sole arbitrator save where it appears to the Court that the dispute is such as to warrant the appointment of three arbitrators (Article 12 (2)). Where there are multiple Claimants or multiple respondents, and where the dispute is to be referred to three arbitrators, the multiple Claimants, jointly, and the multiple respondents, jointly, shall nominate an arbitrator (Article 12 (6)).

Under sub-paragraph “h,” parties should be aware that:

1. The **place of arbitration** is fixed by the Court unless agreed upon by the parties (Article 18(1));
2. The **applicable rules of law** are those which the Arbitral Tribunal determines to be appropriate, unless otherwise agreed by the parties (Article 21(1));
3. The **language of arbitration** is determined by the Arbitral Tribunal in the absence of an agreement by the parties (Article 20);
4. The parties’ positions and views regarding any of those issues should be included in the “Request” and the “Answer to the Request” respectively. The parties’ comments will be considered by the Court or the Arbitral Tribunal when such issues are decided.

Filing Fee

Each “Request” must be accompanied by the non-refundable filing fee on the administrative expenses of US\$5,000 (see Appendix III, Article 1 (1)).

The payment must originate from the party to the case. ICC is bound to operate in conformity with applicable sanctions regulations, such as those imposed by the United Nations, European Union and Office of Foreign Assets Control. If parties have reasonable doubt that a sanctions regime is applicable to their request, they must inform ICC in advance prior to submitting any such request and prior to paying the respective filing fee. In such case, please contact **compliance@iccwbo.org** (**<mailto:compliance@iccwbo.org>**).

The ICC International Court of Arbitration® and International Centre for ADR **compliance policies and procedures can be found here (<https://iccwbo.org/publication/note-parties-arbitral-tribunals-icc-compliance/>)**.

Encuentra todos los detalles de pago (<https://iccwbo.org/dispute-resolution-services/arbitration/costs-and-payments/#paymentdetail>)