

*Adopted*  
*Upon Decision of the Board of Trustees*  
*of "ARBITRATION AND MEDIATION CENTER OF ARMENIA" Foundation*  
*No 26 of 05.11.2024*



ARBITRATION AND MEDIATION  
CENTER OF ARMENIA

**SMALL CLAIMS**  
**ARBITRATION RULES**

2024

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## **Article 1. General Provisions**

1. The Small Claims Arbitration Rules ("the Rules") have been adopted by the "Arbitration and Mediation Center of Armenia" Foundation ("the AMCA") and apply to arbitration proceedings conducted by the AMCA in cases where:
  - 1) The claim amount arising from contracts concluded between legal entities licensed by the Central Bank of the Republic of Armenia, legal entities engaged in regulated activities in the fields of energy (electric power, thermal energy, gas supply), water, and telecommunications (electronic communications) and clients does not exceed five million Armenian drams (AMD);
  - 2) The arbitration clause to resolve the dispute through arbitration is included in contracts concluded between the parties; or
  - 3) The arbitration agreement has been concluded through the exchange of letters, telex, telegrams, electronic means, or other means of communication that ensure the formation of such an agreement, or through the exchange of communications regarding the claim and response, where one party refers to the existence of the arbitration agreement and the other party does not object to it, or
  - 4) The resolution of the dispute has been referred to the AMCA by an arbitration agreement concluded between the parties.
2. A case that meets the criteria specified in these Rules shall be examined under the Small Claims Arbitration Rules unless the party initiating the arbitration proceedings has requested that the proceedings be conducted under the general rules.
3. Matters not regulated by these Rules shall be governed by the general provisions of the Arbitration Rules of the AMCA insofar as they do not contradict the Rules.

## **Article 2. Request for Arbitration and Response**

1. The Request for Arbitration shall contain at least the following information:
  - (1) the name of the claimant, identification data if a natural person, state registration data if it is a legal person, contact details of the claimant, physical address, email address and preferred means of notification;

- (2) the name, physical address, email address, or other contact details of the representative of the claimant;
  - (3) the name of the respondent, physical address, and other contact details, including email address, if available to the claimant;
  - (4) a description of the facts and nature of the dispute;
  - (5) a statement of the relief sought, including the amount of quantified claim;
  - (6) the arbitration agreement(s).
2. The time limit for submitting the Answer to the Request for arbitration in small claims arbitration proceedings shall be ten days from the moment of receiving the request. The Answer shall contain at least the following information:
  - (1) the name of the respondent, identification data of the respondent if a natural person, state registration data of the respondent if it is a legal person, and contact details of the respondent, physical address, email address, preferred means of notification and the information necessary for notification;
  - (2) the name, physical address, email address or other contact details of the representative of the respondent;
  - (3) arguments regarding the facts underlying the claimant's claims and the nature of the dispute;
  - (4) response to the relief sought.
3. After the constitution of the arbitral tribunal, the parties are not permitted to change the basis and subject of the claim or supplement the claim, as well as submit a counterclaim, except when the arbitral tribunal, taking into account the nature of the case and other circumstances, allows their submission.

### **Article 3. Composition of the Arbitral Tribunal**

1. In cases where these Rules apply, the arbitral tribunal shall be composed of a sole arbitrator, notwithstanding any contrary provision of the arbitration agreement.
2. The parties may jointly nominate a candidate for the sole arbitrator within the time frame established by the Secretariat of the AMCA, typically within five days. In the

absence of such a nomination, the sole arbitrator shall be appointed by the Secretary-General.

3. The Secretary-General shall confirm or appoint the arbitrator within five days after receiving the Answer to the Request or after the expiry of the time limit provided therefor.
4. Before appointment or confirmation, a prospective arbitrator shall sign a statement of acceptance, availability, impartiality and independence. The prospective arbitrator shall disclose in writing to the Secretariat any facts or circumstances which might be of such nature as to call into question the arbitrator's independence in the eyes of the parties, as well as any circumstances that could give rise to reasonable doubts as to the arbitrator's impartiality.

#### **Article 4. Proceedings**

1. The arbitration proceedings for small claims disputes shall be conducted in writing, without hearings, except for the case specified in part 2 of this article.
2. The tribunal may conduct a hearing if it is necessary to obtain clarifications regarding circumstances of significance and evidence presented.
3. The seat of arbitration for small claims disputes shall be Yerevan (Armenia) and the language of the arbitration shall be Armenian.
4. The law applicable to the dispute shall be the law of the Republic of Armenia.
5. Communications under these Rules shall, as a rule, be conducted electronically. If this is not possible, communications may be conducted by delivery against receipt, registered post, courier, or any other means of telecommunication that provides a record of sending.

#### **Article 5. The Award**

1. The arbitral tribunal shall render its final award within 15 days from the date of its constitution. In exceptional cases, the tribunal may, after notifying the Secretariat, extend this period for an additional 15 days.
2. In the case specified in Article 4(2) of the Rules, the arbitration award is rendered within two months from the constitution of the tribunal.

3. The award shall be signed by the arbitrator. It shall be in written form and state the reasons upon which the arbitral tribunal's decisions are based.
4. The Secretariat of the AMCA shall notify to the Parties the arbitral award signed by the arbitral tribunal as soon as possible.
5. For the enforcement of the award, an application may be submitted to the AMCA, and if granted, the AMCA shall send an electronic communication to the Compulsory Enforcement Service according to the law.

## **Article 6. Arbitration Costs**

1. The payment for the arbitration costs in small claims disputes shall be made as a single lump sum at the time of submitting the Request for Arbitration.
2. The single lump sum payment for the arbitration costs in small claims disputes shall amount to 1.5% of the claim amount, but not less than 9,000 AMD.
3. The arbitration costs specified in this Article include taxes and other mandatory charges as prescribed by law.
4. In small claims disputes issues related to the fees and expenses of the arbitrators shall be governed by the contract concluded between the AMCA and the arbitrator.
5. In the event of withdrawal of the claim after the appointment of the arbitrator, the arbitration costs are non-refundable. However, if the claim is withdrawn before the appointment of the arbitrator, 50% of the arbitration costs may be reimbursed.
6. The allocation and reimbursement of arbitration costs in small claims disputes shall be determined by the arbitral award. The Party against which the award is made shall be responsible for the reimbursement of the arbitration costs.