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| **Specification of the Parties** | **Identification** | **position** |  **contact information** |
| **Claimant** | Name:National ID: |  | Address:Phone:Email:  |
| **respondent** | Name:National ID: |  | Address:Phone:Email: |
| **Attorney or legal representative** | Name:National ID: |  | Address:Phone:Email: |
| **Relief sought** | Statement of relief:Amount of claim: |
| **Reasons and documents** | Documents: |
| Chairman of the Arbitration Center of Tehran Chamber of Commerce Respectfully, the request for arbitration is hereby submitted.  signature  date🞏 agreed to send/recieve the service of all communication by Electronic mail ………………………………………. . |
| **This section shall be completed by the TCAC** |
| Date of request: | Ms./Mr.……………………………, please control and take appropriate measures.Head of TCAC |
| File number: |
| 🞏Power of attorney or letter of representation 🞏Copy of the latest official gazette of the company🞏Determine and apprize the relief promptly 🞏claimant authentication 🞏full specification of the parties along with their exact address/phone no. 🞏Company statute🞏additional copies of the request and related documents  **Name and signature**  |
| **Note: Failure to complete the above information, shall prevent the commencement of the procedure.** |