



Nairobi Centre  
for International  
Arbitration

where disputes meet resolution

# Arbitrator Panel Status Standard 2023

[www.ncia.or.ke](http://www.ncia.or.ke)



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## **ARBITRATOR PANEL STATUS STANDARD**

April 2023

1. This NCIA Arbitrator Panel Status Standard (this “Standard”) applies in its entirety to every Arbitrator who is accredited to NCIA Arbitrator Panel Status.
2. Every Arbitrator accredited to the NCIA Arbitrator Panel Status shall adhere to this Standard.
3. The NCIA Arbitrator Panel Status is categorized into two panels; ‘Domestic Arbitrator Panel’ and ‘International Arbitrator Panel’.
  - a. The domestic arbitrator panel is a list consisting of arbitrators who may be nominated or appointed to act as arbitrator in domestic arbitration which term is defined in the Nairobi Centre for International Arbitration (Arbitration) Rules, 2015.
  - b. The international arbitrator panel is a list consisting of arbitrators who may be nominated or appointed to act as arbitrator in international arbitration which term is defined in the Nairobi Centre for International Arbitration (Arbitration) Rules, 2015.
4. NCIA will retain the candidate’s personal information to the extent one or more of the purposes described in the Application Form 1A for which it was collected remains valid and for other legal or business purposes for which NCIA is required to retain such information.
5. Applicants will be required to sign the consent for use of personal information contained in Form 1A.
6. Any person seeking NCIA Arbitrator Panel Status shall specify in the application form the panel category they seek to be listed. Where a person seeks listing in both categories, they may apply separately for each category or in

a single application form.

7. The fees chargeable for 'Domestic Arbitrator panel' and 'International Arbitrator panel' categories are specified in Part 1 and Part 2 of the Schedule to this Standard respectively.
8. NCIA reserves the right, in its absolute discretion, to admit or to reject the admission of any person to the Panel. In exercising its discretion, NCIA will have regard to, inter alia, the qualifications, experience, and standing of an applicant.
9. Any person seeking NCIA Arbitrator Panel Status shall apply to the Centre. The Application shall be sent to the Registrar in the prescribed Form 1A as set out in the Schedule to this Standard and shall be accompanied by the following:
  - a. Passport size photo
  - b. Identity document/passport
  - c. Proof of academic qualification and training
  - d. Proof of arbitration training
  - e. Curriculum Vitae/ Profile/ Brief Resume
  - f. Recommendation letters by two references who can attest to an applicant's arbitration experience.
  - g. Proof of payment of the application fees prescribed by the Centre as set out in the First Schedule.
10. If "experience qualified" under clause 13 of this Standard, an applicant shall provide references from two credible members of their institution, or association who can attest to their standing having known them for at least five years prior to the application.
11. Applicants shall be required to sign the declaration, undertaking and consent to use of personal information set out in Form 1A for the application to be considered.

12. Unless “experience qualified” under clause 13, an applicant to the NCIA Arbitrator Panel must possess the following qualifications;
  - a. A degree from a University:
    - i. Accredited by the Commission for University Education in Kenya, or
    - ii. Accredited by a similar competent authority in a country or state other than Kenya with an English translation (if not in English) of the Degree Certificate.
  - b. Be a member, accredited or certified as Arbitrator by a registered and recognized arbitration training institution or.
  - c. Attended and successfully completed an NCIA recognized arbitration practice training course.
  - d. Proof of experience as an arbitrator in at least five disputes.
13. “Experience qualified” applicants are those who may not possess some or all of the requirements set out in clause 12 of this Standard, but whose qualification is assessed by the Centre as demonstrating a level of competence by reference to the competencies expressed in the NCIA Code of Conduct for Arbitrators. An experience qualified Arbitrator must either have acted as an Arbitrator or has experience, training and education that satisfies the Centre that the Arbitrator is equipped with the skills, knowledge and understandings set out in the core competencies referred to in the NCIA Code of Conduct for Arbitrators.
14. Upon receipt of notification of approval, the Arbitrator shall pay to the Centre registration fees and annual fees prescribed by the Centre as set out in the Schedule.

## Apprentice Panel Category;

15. A person who does not meet the requirement of clause 12(d), may apply and be considered for accreditation to the NCIA Arbitrator Panel. The applicant accredited to the NCIA Arbitrator Panel under this category shall be listed upon payment of the requisite fees.
16. A member listed under this category may upon meeting the requirements of clause 12(d) submit proof of the same to the NCIA. Where NCIA is satisfied that the proof meets clause 12(d), the panel member may be re-categorized to both or either of the Domestic or International Arbitrator Panel, respectively, subject to compliance with the other requirements of the Standard and payment of the requisite fees.
17. The validity of registration to the NCIA Arbitrator Panel Status is subject to payment of an annual subscription fee prescribed by the Centre as set out in the First Schedule.
18. NCIA reserves the right, in its absolute discretion, to admit or reject the admission of any person to the Panel. NCIA also reserves the right, in its absolute discretion, to remove any person from the Panel at any time.
19. NCIA Arbitrator Panel Status confers no permanent rights on the Arbitrator, but is a conditional privilege that may be revoked for breaches of this Standard, the NCIA Code of Conduct for Arbitrators, Nairobi Centre for International Arbitration (Arbitration) Rules, 2015 or its amendments from time to time or any other professional or legal requirement.
20. The Centre may investigate alleged breaches of this Standard, and may temporarily suspend any Arbitrator from the NCIA Arbitrator Panel pending the outcome of an investigation. It is the objective of the Centre to ensure that complaints are investigated fairly.

21. The Centre may remove or suspend an arbitrator from NCIA Arbitrator Panel where there has been;
- a. non-compliance with the Standard,
  - b. breach of the NCIA Code of Conduct for Arbitrators or the Nairobi Centre for International Arbitration (Arbitration) Rules, 2015, and its amendments from time to time.
  - c. a disciplinary cause and the Arbitrator has been struck off or suspended from their respective professional body,
  - d. has become bankrupt, of unsound mind or deemed medically unfit to serve in that capacity through any existing written laws of Kenya,
  - e. there has been non-adherence to ethical guidelines, professional or legal requirements, or
  - f. non-payment of the prescribed fees.
22. The Centre does not provide employment for any Arbitrator. The decision to nominate or appoint an arbitrator or arbitrators to any arbitration referred to the Centre is within the exclusive discretion of the Centre.

## **SCHEDULES**

## FIRST SCHEDULE

## Part 1: Domestic Arbitrator Panel

1. **Application fee;** (payable once)  
Kenyan or East Africa Community States'  
National: KES. 5,000  
Other Nationality: USD 100
2. **Registration fee;** (payable once)  
Kenyan or East Africa Community States'  
National: KES. 20,000  
Other Nationality: USD 300
3. **Annual fee;** (payable annually)  
Kenyan or East Africa Community States'  
National: KES. 10,000  
Other Nationality: USD 200

## Part 2: International Arbitrator Panel

1. **Application fee;** (payable once)  
US Dollars 100
2. **Registration fee;** (payable once)  
US Dollars 500
3. **Annual fee;** (payable annually)  
US Dollars 300

## Part 3: Apprentice Panel

1. **Application fee;** (payable once)  
Kenyan or East Africa Community States'  
National: KES. 5,000  
Other Nationality: USD 50
2. **Registration fee;** (payable once)  
Kenyan or East Africa Community States'  
National: KES. 5,000  
Other Nationality: USD 50
3. **Annual fee;** (payable annually)  
Kenyan or East Africa Community States'  
National: KES. 5,000  
Other Nationality: USD 50



## **SECOND SCHEDULE**

## SECOND SCHEDULE

### ARBITRATOR PANEL STATUS APPLICATION FORM

#### FORM 1A

NAIROBI CENTRE FOR INTERNATIONAL  
ARBITRATION

Co-operative Bank House,  
8th Floor, Haile Selassie Ave

P.O Box 548-00200, Nairobi, Kenya

Tel: +254 020-222 4029 | Mob: +254 771 293 055

Email: [counsel@ncia.or.ke](mailto:counsel@ncia.or.ke) | [www.ncia.or.ke](http://www.ncia.or.ke)

Affix  
Photo

### APPLICATION FOR NCIA ARBITRATION PANEL STATUS

I agree, if accredited to the NCIA Arbitrator Panel, to be bound by the terms and conditions applicable to NCIA Arbitrator Panel Status and to any subsequent amendments and/or alterations thereto which may be made at the discretion of the NCIA. I understand that the NCIA is not obliged to approve this application or give reasons for non-approval.

(Please fill in all the particulars required below in block letters. If the space provided is not sufficient particulars may be given in an additional paper. Any incomplete application will not be considered)

(Tick (√) the appropriate box for selection of category: Note Clause 3: NCIA Arbitrator Panel Status Standard)

Domestic Arbitrator Panel

☐

International Arbitrator Panel

☐

Apprentice Panel

☐

## 1. PARTICULARS OF APPLICANT

Name: Surname:

.....

Middle Name:

.....

Other:

.....

Nationality (ID\*/Passport No\*):

.....

(\*Attach copies)

Multiple Nationalities (if applicable specify):

.....

Nationality (ID\*/Passport No\*) (\*Attach  
copies)

Name of Firm (if applicable):

.....

Mailing address

.....

Country:

.....

City:

.....

Postal Code:

.....

Telephone:

.....

Email address:

.....

Primary Occupation:

.....

## 2. EDUCATION

### (i) Level of Academic Qualification\*

Degree or Certificate(s)	Year Awarded	Name of Institution

### (ii) Arbitration Training\*

Course	Year Awarded	Name of Institution

### (iii) Other training in dispute resolution\*

Course	Year Awarded	Name of Institution

\* Attach proof of qualification and training.  
(If you have been involved in such training as a facilitator, trainer or instructor, give a description of your role.)

### 3. ARBITRATION EXPERIENCE

- a. Indicate the number of Arbitrations, if any you have acted and the role in the areas specified in the table below;

	Commercial	Construction	Investor/ State	Others (Specify)
Sole Arbitrator				
Chair/ Member – Arbitral Tribunal				
Counsel/ Agent				
Tribunal Secretary				

- b. Provide a brief outline/profile of disputes you have handled as an arbitrator:

No	Type of Dispute (e.g Breach of Contract)	Issues	Value of Dispute	Nature of Evidence*	Duration of Dispute

\* e.g., documentary, oral, witnesses.

(Please attach at least five (5) copies of redacted letters of appointment to act as an arbitrator)

- c. Number of years you have acted as an Arbitrator?

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(Please attach a brief resume/curriculum vitae/ profile).

- d. Are you a certified/accredited Arbitrator listed in the panel of any other arbitral/ Arbitration? YES/NO

If yes, provide particulars

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Whether currently Arbitration is your primary (full-time practice?)

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- e. Are you willing to be appointed as an Emergency Arbitrator? YES/NO
- f. If yes, please provide contact details for appointment as an emergency arbitrator.

Tel Number: -----

Email Address: -----

Physical Address: -----

*(Please attach to the application recommendation letters by two references who attest to your Arbitration experience.)*

#### 4. OTHER INFORMATION

- a. Outline any other relevant experience or provide any other information which supports your application (including where your Arbitration experience involves disputes of an international character).

e.g. documentary, oral, witnesses.

- b. What is your preferred fields(s) of practice as an Arbitrator?

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## 5. DECLARATION

I understand the Nairobi Centre for International Arbitration does not provide employment for any Arbitrator. I also understand the decision to nominate or appoint an Arbitrator or Arbitrators to any Arbitration referred to Nairobi Centre for International Arbitration is within the exclusive discretion of the Nairobi Centre for International Arbitration.

I \_\_\_\_\_

\_\_\_\_\_

hereby declare that the information provided herein is complete and accurate. I understand that a false statement may disqualify my application from consideration and I hereby give my consent to a personal investigation in connection with this application for NCIA Arbitrator Panel Status.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## 6. UNDERTAKING

I \_\_\_\_\_

NCIA Arbitrator Panel Status, to be bound by the terms and conditions applicable to NCIA Arbitrator Panel Status and to comply with the Arbitrator Panel Status Standard, the NCIA Code of Conduct for Arbitrators, Nairobi Centre for International Arbitration (Arbitration) Rules, 2015 and its amendments from time to time and any other professional or legal requirement to which I am subject.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## 7. CONSENT FOR USE OF PERSONAL INFORMATION

I \_\_\_\_\_

consent to NCIA using my personal information that I have provided in this application for the processing of my application, background and reference checks, for purposes of future appointments (if any) in any Arbitrations handled by NCIA. Should my application be successful, I consent to NCIA's provision of my personal information to third parties when requested to do so in connection with such purposes.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

\*The application form is available on the NCIA website at [www.ncia.or.ke](http://www.ncia.or.ke)







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