

**His Highness Prince Aga Khan Shia Imami Ismaili
National Conciliation and Arbitration Board for Canada**

SUBMISSION FOR DISPUTE RESOLUTION

NOTE: If you have any questions about this Submission for resolving the disputes, please speak to a member of the Conciliation and Arbitration Board.

In consideration of the Conciliation and Arbitration Board (“CAB”) appointing a CAB member(s) as a facilitator, I acknowledge that:

- (a) I am voluntarily submitting the dispute summarized in the *Personal Details Form* dated to CAB for dispute resolution;
- (b) I have the necessary authority to negotiate and settle all matters relating to the dispute;
- (c) I shall, pursuant to CAB’s Rules for dispute resolution process, keep confidential all information and documents I provide to CAB, or receive during the course of the dispute resolution, and I understand that CAB will hold such information and documents in strict confidence;
- (d) I shall not compel the CAB Member(s) to divulge any information or documents obtained during the course of the dispute resolution process or to testify in any legal proceedings regarding the session, and I waive any claim against the CAB Member(s) or CAB;
- (e) I will maintain the confidentiality of the dispute resolution process and will not rely on any information or documents obtained during the course of the dispute resolution process, or introduce the same as evidence in any legal proceeding including, but not limited to, any:
 - i) View(s) expressed or suggestion(s) made by any party with respect to a possible settlement of the dispute;
 - ii) Admission(s) made by any party in the course of the dispute resolution proceedings;
 - iii) Willingness by any party to accept a proposal for settlement during dispute resolution;
or
 - iv) View(s) expressed or suggestions or proposals made by the CAB member(s).
- (f) I understand that the CAB member(s) shall neither provide me with legal or professional advice nor make any decisions on my behalf;
- (g) I understand that I have the right and opportunity to seek independent legal and professional advice at any stage of the dispute resolution process;
- (h) Prior to CAB commencing the dispute resolution process, I will state any legal proceedings involving this dispute but may take necessary actions to ensure that any legal claims I have are not time-barred;

- (i) CAB may undertake the dispute resolution meetings in person or online using secure software platform;
- (j) Neither I, nor anyone on my behalf, will digitally record any of the dispute resolution proceedings whether they are held in person, via telephone or online.
- (k) During the course of the dispute resolution process, I will act in good faith and accordance to the ethics of harmony, integrity, dignity, equity, collaboration and fair dialogue, and in a spirit of reasonable compromise. This also includes co-operating with the CAB member(s) and with the other party, and providing disclosure of material facts and information in a timely manner to facilitate discussions;
- (l) I will comply with the terms of any agreement that may be reached by myself and the other party; and
- (m) I agree to be contacted by CAB, after the conclusion of the dispute resolution process, for a follow-up assessment. I also agree to be contacted by CAB to provide feedback on the dispute resolution process for evaluation purposes.

This Submission for Dispute resolution may be executed in any number of counterparts.

Applicant Name _____

Applicant Signature _____

Date _____

Location _____

Respondent Name _____

Respondent Signature _____

Date _____

Location _____