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Decree No. (34) of 2021 on Dubai International Arbitration Center

We, Mohamed Bin Rashid Al Maktoum, the Ruler of Dubai

Having reviewed the Federal Law No. (6) of 2018 on Arbitration;
Federal Law No. (6) of 2021 On Mediation for the Settlement of Civil and Commercial Disputes;
Law No. (8) of 1997 Regulating Dubai Chamber of Commerce and Industry and its Executive Regulations, as amended;
Law No. (12) of 2004 on DIFC Courts as amended;
Law No. (13) of 2016 Concerning the Judicial Authority in the Emirate of Dubai as amended;
Law No. (5) of 2021 on Dubai International Financial Center;
DIFC Law No. (1) of 2008 on Arbitration;
Decree No. (10) of 2004 Establishing Dubai International Arbitration Center;
Decree No. (11) of 2007 Ratifying the Arbitration Rules of Dubai International Arbitration Center;
Decree No. (26) of 2013 Concerning the Rent Disputes Settlement Center in the Emirate of Dubai;
Decree No. (14) of 2016 Establishing the Emirates Maritime Arbitration Center;
Decree No. (17) of 2019 Ratifying the Statute of DIAC;
Decree No. (31) of 2019 Forming the Board of Trustees of DIAC; and
Decree No. (32) of 2019 Forming the Board of Trustees of Emirates Maritime Arbitration Center,

Hereby decree as follows:

Article 1 Scope of Application

The provisions of this Decree shall apply to Dubai International Arbitration Center (DIAC), which was established under the above-cited Decree No. (10) of 2004 as a non-profit nongovernmental Center having the legal personality, financial and administrative independence and the legal capacity necessary to perform the activities and actions that ensure the achievement of its objectives.

Article 2 DIAC Headquarters

DIAC shall be headquartered in the Emirate of Dubai, and shall have a branch at Dubai International Financial Center. Branches and offices of DIAC may be established both within and outside the Emirate of Dubai, based on a resolution of DIAC's Board of Directors.

Article 3 Statute

DIAC shall be regulated and managed in accordance with the Statute attached with this Decree.

Article 4 Arbitration Centers Abolished

By virtue of this Decree, the following Centers shall be abolished:

1. The Emirates Maritime Arbitration Center, which was established by the above-cited Decree No. (14) of 2016.
2. DIFC Arbitration Institution, which is regulated by the aforementioned Law No. (5) of 2021 and DIFC's applicable legislation.

Hereinafter referred to as "**Arbitration Centers Abolished**"

Article 5 Transfer and Subrogation

- A. As of the date on which this Decree enters into force, the following functions and duties shall be transferred to DIAC:
 - a. The title to real estate, movables, assets, devices, equipment and funds belonging to the Arbitration Centers Abolished.
 - b. The employees of the Arbitration Centers Abolished who are decided to be transferred to DIAC by virtue of a decision of the Chairman of DIAC's Board of Directors.
 - c. The budget funds allocated for the Arbitration Centers Abolished by the Government of Dubai, as of the date of entry into force of this Decree.
 - d. The lists of arbitrators, conciliators and experts registered with the Arbitration Centers Abolished, as well as the membership of the persons affiliated thereto, provided that their registration and membership shall continue to be valid based on the same conditions, procedures and fees prescribed by such Centers until the term of their registration or membership expires. Upon renewal of their registration and membership, the conditions, procedures and fees prescribed by DIAC's Board of Directors shall apply.
- B. DIAC shall replace and substitute for the Arbitration Centers Abolished in respect of all their respective rights and obligations.

Article 6 Validity of Arbitration Agreements

- A. All agreements on resorting to arbitration before the Arbitration Centers Abolished, and which are executed as of the date of entry into force of this Decree, shall be deemed valid and effective. In addition, DIAC shall replace such Centers in respect of hearing and adjudicating the disputes arising out of such agreements, unless the parties thereto agree otherwise.
- B. Arbitral tribunals and committees formed at the Arbitration Centers Abolished and DIAC as of the date of entry into force of this Decree shall continue to hear and adjudicate all arbitration cases submitted thereto without interruption and in accordance with their respective rules and procedures applicable in this regard, unless the parties to the arbitration agree otherwise, so that DIAC and its Administrative Body shall assume the responsibility for supervising such cases.

Article 7 Court of Competent Jurisdiction

As of the date of entry into force of this Decree, Dubai Courts and DIFC Courts shall both continue to hear the cases, claims and appeals on arbitration awards and procedures adopted by DIAC arbitral tribunals and the Arbitration Centers Abolished and in accordance with their respective procedures and criteria applicable in this regard.

Article 8 Substitution and Repeals

- A. By virtue of this Decree, the following Decrees shall be repealed:
 - a. Decree No. (14) of 2016 Establishing the Emirates Maritime Arbitration Center;
 - b. Decree No. (17) of 2019 Ratifying the Statute of DIAC;
 - c. Decree No. (31) of 2019 Forming the Board of Trustees of DIAC; and
 - d. Decree No. (32) of 2019 Forming the Board of Trustees of Emirates Maritime Arbitration Center.
- B. This Decree shall supersede the Decree No. (10) of 2004 Establishing Dubai International Arbitration Center, and any provision in any other legislation shall be repealed insofar as it conflicts with the

- provisions of this Decree.
- C. The applicable arbitration and conciliation rules of the Arbitration Centers Abolished, as well as the arbitration and conciliation rules of DIAC, including the arbitration rules ratified by the aforementioned Decree No. (11) of 2007, shall continue to apply insofar as they do not conflict with both the provisions of this Decree and Statute attached herewith, until the DIAC arbitration and conciliation rules are approved by DIAC's Board of Directors.

Article 9 Adjustment of Affairs

DIAC shall coordinate with all relevant bodies in the Emirate of Dubai in order to adjust its affairs in conformity with the provisions of this Decree and the Statute attached herewith, not later than six (6) months of the date of entry into force of this Decree.

Article 10 Publication and Entry into Force

This Decree shall be published in the Official Gazette and shall apply as of the date of its publication.

Signed

Mohammed bin Rashed Al Maktoum

The Ruler of Dubai

Issued in Dubai on December 13, 2021 AD

Corresponding to Safar 7, 1443 AH

DIAC Statute

Chapter I General Provisions

Article 1 Definitions

The following terms and expressions, wherever mentioned in this Statute, shall denote the meaning assigned next to each of them unless the context requires otherwise:

The State : The United Arab Emirates

The Emirate : The Emirate of Dubai.

The Ruler : His Highness the Ruler of Dubai.

DIFC : Dubai International Financial Center.

Courts : They include Dubai Courts and Rent Disputes Settlement Center of the Emirate, or any judicial Center or committee established pursuant to a legislative instrument by the Ruler, and are entrusted with the authority to supervise arbitration procedures, as the case may be.

DIAC : Dubai International Arbitration Center.

Board : DIAC's Board of Directors.

Chairman : Chairman of the Board.

Court : The arbitral tribunal established in accordance with the provisions of this Statute.

The CEO : CEO of DIAC.

Dispute : Any dispute arising out of a contract, relationship, incident or any other issue relating to the

commercial, civil, real estate, maritime, constructional, investment and other activities that fall within the course of commercial activity, at the domestic, regional or international level.

Alternative Dispute Resolution (ADR) Means : They are the means of settling domestic and international disputes away from the judiciary, including all kinds of arbitration, conciliation, mediation, negotiation and any other alternative means to be adopted by the Board.

Article 2 DIAC Objectives

DIAC aims to achieve the following objectives:

1. Consolidate the Emirate's standing as a reliable global hub for dispute settlement through ADR means.
2. Promote the DIAC's standing as one of the best options available to the disputants for having their disputes resolved efficiently and effectively, through applying the international best practices in the area of ADR procedures management.
3. Enhance the recourse to ADR in such a manner that serves the financial and business community in the Emirate.

Article 3 DIAC Competencies

For the purpose of achieving its objectives, DIAC shall perform the following tasks and powers:

1. Provide the service of administrative supervision on arbitration at DIAC in accordance with the arbitration rules applied by DIAC or those agreed upon by the parties to the dispute.
2. Resolve disputes through ADR means in various languages and in accordance with the rules applied by DIAC in this regard.
3. Coordinate, cooperate and enter into agreements and memoranda of understanding with specialist arbitration institutions and Centers at the regional and international levels, in such a manner that enables DIAC to achieve its objectives, including the exchange of expertise and lists of arbitrators and conciliators, etc.
4. Enter into agreements and memoranda of understanding with the competent courts both inside and outside the Emirate on issues relating to the implementation of arbitration awards and resolutions issued by DIAC arbitral tribunals, and affirm the conciliation agreements executed by conciliators registered with DIAC in accordance with the procedures and rules applied by the competent courts and as agreed upon with such courts in this regard.
5. Raise awareness of the importance of ADR, through organizing the conferences, seminars, workshops and training courses and issuing printed materials and publications in the area of ADR.
6. Create a register of membership with DIAC and independent lists for recording qualified arbitrators, experts and conciliators who are aware of ADR requirements and procedures.
7. Create and publish a database of court orders regarding the disqualification and dismissal of arbitrators, experts and conciliators on DIAC website and its digital channels, while maintaining the confidentiality of the data of arbitrators, experts, conciliators and the parties involved in the dispute.
8. Provide the arbitration and conciliation rules and regulations governing ADR means in various languages and publish the same on DIAC website and its digital channels.
9. Perform any other duties or powers deemed necessary for achieving DIAC objectives.

Article 4 Venue or Seat of Arbitration

- A. Unless otherwise agreed by the parties to the arbitration case, the following provisions and rules shall apply to the legal seat or venue of arbitration:
 - a. In the event that the parties to the arbitration agree to choose the Emirate as the legal seat or venue of arbitration, the provisions of the aforementioned Federal Law No. (6) of 2018 shall apply to the arbitration agreement and procedures, and the courts shall have the exclusive jurisdiction to hear any lawsuit, claim or appeal in relation to any arbitration award or procedure adopted by DIAC arbitral tribunals.
 - b. In the event that the parties to the arbitration agree to choose DIFC to be the legal seat or venue of arbitration, the provisions of the aforesaid Arbitration Law DIFC Law No. (1) of 2008 or any other substituting legislation shall apply to the arbitration agreement and procedures, and the DIFC courts shall have the exclusive jurisdiction to hear any lawsuit, claim or appeal in relation to any arbitration award or procedure adopted by DIAC arbitral tribunals.
- B. In the event that the parties to the arbitration fails to agree on the legal seat or venue of arbitration, DIFC

shall be deemed the legal seat or venue of arbitration, and the provision set forth in Clause (2) of Paragraph (A) of this Article shall apply to the arbitration agreement and procedures, and subject to the provisions of the arbitration rules applied by DIAC.

- C. Without prejudice to Paragraphs (A) and (B) of this Article, the parties to the arbitration case may agree that the arbitration hearings be held at any place they deem appropriate or via means of modern communication and technology.

Chapter II DIAC's Organizational Chart

Article 5 DIAC's Organizational Levels

DIAC shall be made up of the following organizational levels:

1. Board of Directors.
2. Arbitral Tribunal.
3. Administrative Body.

Article 6 Formation of the Board of Directors

- A. DIAC shall have a board of directors comprising a chairman, deputy chairman and a number of members with domestic and international expertise and competencies in the field of economics, business administration, financial services, ADR means and other relevant areas inside and outside the Emirate, not exceeding nine (9) members, including the chairman and deputy chairman. Such members shall be appointed by a Decree to be issued by the Ruler.
- B. If the position of the chairman becomes vacant for any of the reasons set out in Article (14) of this Statute, the deputy chairman shall replace him, until a new chairman is appointed.
- C. The deputy chairman shall perform the chairman's duties and powers set forth in this Statute in case the chairman is absent or where there is any impediment that prevents the chairman from performing his duties for any reason.
- D. If the position of a director becomes vacant for any of the reasons set out in Article (14) of this Statute, the Board shall continue to perform its duties, provided that the number of remaining members shall not be less than two-thirds of the directors, including the chairman and deputy chairman.

Article 7 Term of Office of the Board

- A. The term of office of the Board shall be four (4) years, starting from the date of appointment. Such term shall be renewable for a similar period of time.
- B. If a new member is appointed to replace another member of the Board, the term of office of the new member shall complete the term of office of that of his predecessor.
- C. If the term of office of the Board expires and the same has not been reconstituted, the Board whose term of office has expired shall continue to carry out its duties until a new Board is formed.

Article 8 Competences of the Board

- A. The Board shall perform general supervision of DIAC, and for this purpose, it shall have the following powers and duties:
 - a. Adopt the general policy and strategic plans necessary to achieve the DIAC objectives and supervise their implementation.
 - b. Approve the rules of arbitration and conciliation and the regulations governing ADR means, including the rules and regulations designated for each of these means, provided that they shall be prepared and enforced in accordance with international best practices, and that the magnitude and complexity of disputes as well as the legal and cultural diversity of the parties to the dispute shall be taken into consideration.
 - c. Propose and submit the necessary amendments to this Statute to the competent authorities in the Emirate for consideration in preparation for having them ratified by H.H the Ruler.
 - d. Set up the rules, controls, procedures and special requirements for the arbitration funders.
 - e. Adopt the Organizational Chart of DIAC's administrative body and the internal rules and regulations in relation to the organization of DIAC's administrative, financial and technical aspects, including the DIAC HR Affairs Regulations.
 - f. Appoint the CEO and determine the conditions of his service and benefits.

- g. Approve the regulations of fees for DIAC arbitration and conciliation, including the fees of arbitrators, conciliators and experts engaged by DIAC, and all ADR-related services provided by DIAC.
 - h. Approve the regulations on the conditions and procedures for DIAC membership, registration in the lists of arbitrators, conciliators and experts, and all ADR-related services provided by DIAC.
 - i. Approve the regulations of fees for DIAC membership, registration of arbitration cases, registration in the lists of arbitrators, conciliators and experts, and all ADR-related services provided by DIAC.
 - j. Review and approve the annual report on DIAC's performance, activities, achievements and activities.
 - k. Approve the annual budget and final account of DIAC.
 - l. Appoint and dismiss DIAC's independent auditors and determine their annual fees, and review and approve the financial reports and observations submitted by them at the end of each fiscal year.
 - m. Form advisory committees for the sake of providing assistance to the Board for performing its duties and achieving its objectives, and determine the tasks, powers and term of office of such committees.
 - n. Approve the Code of Ethics and Professional Conduct for arbitrators, conciliators, experts and other ADR-related services provided by DIAC.
 - o. Approve the governance rules on the activities of the Board, the Court and subcommittees.
 - p. Propose the policies, develop studies in connection with arbitration, conciliation and ADR, and submit the same to the competent bodies in the Emirate for necessary action.
 - q. Perform any other duties or powers that are necessary to achieve the DIAC objectives.
- B. Notwithstanding the powers entrusted to the Board under Clauses (1, 2, 3, 5, 6, 10, 11, 12, and 13) of Paragraph (A) of this Article, the Board may delegate any of its authorities stipulated in paragraph (A) of this Article to the Court, provided that such delegation shall be precisely defined and executed in writing.
- C. The Chairman shall sign cooperation agreements and memoranda of understanding with domestic and international specialist arbitration institutions and centers. The Chairman may further delegate this authority to any of the Board members or to the CEO, provided that such delegation shall be precisely defined and executed in writing.

Article 9 Board Meetings

- A. The Board shall convene its meetings at the call of the chairman or, in case of the chairman's absence, the deputy chairman, at least four (4) times per year and at least one meeting every (3) three months, whenever the need arises or based on an order of the Court.
- B. The notice of Board meetings shall be communicated to all its members in accordance with the mechanism determined by the DIAC Regulations. The notice of meeting shall include details the meeting agenda, time and place of the meeting.
- C. The Board meetings shall be chaired by the chairman or deputy chairman in case of the chairman's absence. In case both of them are absent, the attending members shall choose one of them to assume chairmanship of the meeting, while the chairman and deputy chairman shall be provided with a copy of the decisions made once the meeting is concluded.
- D. Subject to the provision of Paragraph (H) of this Article, the meeting of the Board shall only become valid if attended by the majority of its members.
- E. The Board may convene its meetings and adopt its decisions and recommendations via electronic means of communication in accordance with the rules prescribed by DIAC Regulations in this regard.
- F. The board shall adopt its decisions and recommendations by a majority vote of the members present. In the event of equal votes, the chairman shall have the casting vote.
- G. The decisions and recommendations of the Board shall be recorded in minutes to be signed by both the meeting chairperson and members present.
- H. In case the meeting focuses on the amendment of this Statute, arbitration and conciliation rules, any ADR-related services provided by DIAC or any of the DIAC regulations, the attendance of at least two-thirds of the directors, including the chairman or deputy chairman, shall be deemed a prerequisite for the meeting to be valid. In such a case, the Board shall adopt its decisions by majority of at least three-quarters of the members present.

Article 10 Arbitral Tribunal Composition of the Tribunal

- 1. An Arbitral Tribunal shall be formed at DIAC and shall comprise a chairman, a deputy chairman and members not exceeding thirteen (13), including the chairman and deputy chairman of the Tribunal. Such members shall be appointed based on a decision of the Board, provided that they shall have arbitration experience and competencies recognized domestically and internationally in the area of arbitration,

- conciliation and other ADR-related aspects, and the chairman of the Tribunal may be a Board member.
2. The term of office of the Tribunal shall be (4) four years, which shall be non-renewable.
 3. If the position of a member of the Tribunal becomes vacant or in case the same fails to perform his duties for any reason, the Board shall appoint a substitute member for the remaining period of the term of office of the Tribunal.

Article 11 Competences of the Tribunal

The Tribunal shall supervise ADR means provided by DIAC and ensure that they are carried out in the proper manner and with the speed and efficiency required. For this purpose, it shall have the following powers and duties:

1. Supervise the implementation of the provisions of this Statute, the arbitration and conciliation rules adopted by DIAC, the Regulations governing ADR, and any other arbitration rules agreed upon by the parties to the dispute, including the rules of the United Nations Commission on International Trade Law.
2. Propose the policies in connection with arbitration, conciliation and ADR means in coordination with the CEO, and submit the same to the Board for approval in preparation for being submitted to the competent bodies of the Emirate.
3. Propose the plans for training and qualifying arbitrators and conciliators in coordination with CEO and submit the same to the Board for approval.
4. Propose the amendment of this Statute and submit the same to the Board for approval.
5. Propose the rules and procedures for arbitration and conciliation and regulations regulating ADR, including rules and regulations relevant to each of these means and any amendments thereto in accordance with developments and new updates, international practices in the field of ADR, and submit the same to the Board for approval.
6. Appoint arbitral tribunals and conciliators in accordance with the arbitration and conciliation rules applied by DIAC in this regard.
7. Adjudicate the application for disqualification, dismissal or reconsideration of appointment of arbitrators and conciliators, in addition to stating the reasons for such disqualification, dismissal or reconsideration of appointment, in accordance with the arbitration and conciliation rules applied by DIAC in this regard.
8. Supervise the review of draft arbitration awards and resolutions in terms of form before being ratified and approved by the arbitrators, in order to ensure their quality and enforceability as required.
9. Supervise the emergency arbitration before commencing the arbitration procedures, in accordance with the arbitration rules and DIAC Regulations in this regard.
10. Propose regulations of fees of arbitrators, conciliators and experts assigned by DIAC and all ADR-related services provided by DIAC and submit the same to the Board for approval.
11. Determine the fees and expenses of arbitration, conciliation and other ADR-related services provided by DIAC.
12. Propose regulations regarding the conditions and procedures for DIAC membership, registration in the lists of arbitrators, conciliators and experts and all ADR-related services provided by DIAC, and submit the same to the Board for approval.
13. Consider and decide on the applications for DIAC membership and registration in the lists of arbitrators, conciliators and experts.
14. Recommend and submit to the Board for approval the Code of Ethics and Professional Conduct for arbitrators, conciliators and experts, provided that the same shall emphasize the principles of governance, transparency, integrity and justice.
15. Provide assistance to the Board on all matters referred thereto, whenever requested to do so.
16. Get involved in the seminars, lectures, training courses and workshops held by DIAC on ADR means.
17. Draw up periodic reports in connection with the results of the Tribunal's performance indicators, and submit the same to the Board for necessary action.
18. Propose the remunerations for members of the Tribunal and its subcommittees in coordination with the CEO, and submit the same to the Board for approval.
19. Perform any other duties or powers entrusted thereto under the rules of arbitration and conciliation, the regulations governing ADR means and the DIAC Regulations, or the duties assigned or delegated to it by the Board.

Article 12 Meetings of the Tribunal

- A. The Tribunal shall hold its meetings at the call of its Chairman or, if the latter is absent, the Deputy Chairman, at least once every sixty (60) days or whenever the need arises, according to the mechanism determined by the DIAC Regulations in this regard.
- B. Notice of meeting shall be communicated to members of the Tribunal at least seven (7) days prior to the

- date scheduled for the meeting. The notice of meeting shall include details of the Tribunal's agenda and the time and place of the meeting.
- C. The Tribunal's meeting shall be chaired by its chairman or, if the latter is absent, deputy chairman. In case both of them are absent, the Tribunal's members shall choose one of them to assume chairmanship of the meeting.
 - D. For the Tribunal's meeting to be valid, the majority of its members shall be present. The Tribunal shall adopt its decisions and recommendations by a majority vote of the members present, and in the event of equal votes, the chairperson of the meeting shall have the casting vote.
 - E. The decisions and recommendations of the Tribunal shall be recorded in minutes to be signed by the chairperson of the meeting and the members present.
 - F. The Tribunal may convene its meetings and adopt its decisions and recommendations via the electronic means of communication in accordance with DIAC Regulations in this regard.
 - G. The Tribunal may adopt its decisions and recommendations by way of circulation on the issues determined by the chairman of the Tribunal.

Article 13 Formation of Sub-Committees

The Board may form standing or temporary subcommittees for the purpose of providing assistance to the Tribunal to perform the tasks entrusted thereto under this Statute and the arbitration and conciliation rules applied by DIAC, whether from among the members of the Tribunal or from among other members.

Article 14 Termination of Membership

Any member of the Board and the Tribunal shall cease to enjoy membership in any of the following cases:

1. Death.
2. Bankruptcy or insolvency.
3. Resignation: It shall be made by a letter addressed to the Board, provided that the resignation shall be approved under a Decree of H.H the Ruler for any Board member, but for a member of the Tribunal, it shall be approved by a decision of the Board.
4. If the member is lacking the legal capacity or becomes of a diminished capacity according to the law of his nationality.
5. If the member is convicted under a final judgment on the grounds of a felony or offense involving moral turpitude or breach of trust.

Article 15 DIAC's Administrative Body Competencies of CEO

The CEO shall manage DIAC and supervise its day-to-day work. For this purpose, he shall have the following powers and duties:

1. Propose the general policy of the DIAC and its strategic plans necessary to achieve the DIAC objectives, and submit the same to the Board for approval and follow up on their implementation.
2. Propose and submit the Organizational Chart of DIAC to the Board for approval.
3. Propose the bylaws and regulations in connection with organization of work at DIAC on the administrative, financial and technical aspects, including HR affairs bylaws, and submit the same to the Board for approval.
4. Supervise the implementation of the approved annual budget of DIAC.
5. Supervise the activities of DIAC's Administrative Body and appoint employees who have the relevant competence and credentials.
6. Prepare and submit the annual draft budget and final account of the DIAC to the Board for approval in accordance with DIAC regulations, and provide the Board with the financial statements and information related to the DIAC annual plan as well as its administrative and logistic requirements on the dates scheduled by the Board in this regard.
7. Attend the meetings of both the Board and Tribunal and get involved in their discussions and deliberations without having the right to vote on the decisions and recommendations adopted by the Board or Tribunal.
8. Propose the regulations of fees for registering the cases and membership at DIAC, registration in the lists of arbitrators, conciliators and experts, and all ADR-related services provided by DIAC in coordination with the Tribunal, and submit the same to the Board for approval.
9. Sign on behalf of DIAC on the administrative and financial matters in accordance with the matrix of authorities determined by DIAC regulations and decisions issued by the Board in this regard.
10. Implement the decisions issued by the Board, Tribunal and Sub-committees.

11. Manage the funds and bank accounts of DIAC according to DIAC regulations approved by the Board.
12. Draw up an annual report on the achievements as well as various activities of DIAC and any periodic reports or tasks required by the Board or Tribunal, within the time limits to be scheduled by the Board or Tribunal in this regard.
13. Submit the proposals on cooperation with domestic and international specialist arbitration centers and institutions for the purpose of achieving the DIAC objectives, and submit the same to the Board for necessary action.
14. Any other duties or powers assigned or delegated thereto by the Board.

Article 16 Duties of the Administrative Body

Subject to the competencies of the CEO set forth in Article (15) of this Statute, the Administrative Body shall perform the following duties under the supervision of the CEO:

1. Provide the administrative support services to the arbitral tribunal and bodies, as well as translation and logistic services relating to the hearings of arbitration and conciliation.
2. Write down, record, keep and document the minutes of the meetings of the Board, Arbitral Tribunals and Sub-committees.
3. Notify the parties to the dispute of the dates and place of hearings when requested by the arbitral tribunal, arbitrator or conciliator.
4. Upon request, provide the parties to the dispute with the names of arbitrator, conciliators, experts and dispute resolution officers according to their credentials, experience and specialization.
5. Prepare and submit a summary of the dispute to the Tribunal, accompanied by a copy of the request for arbitration.
6. Keep a register for the purpose of keeping the arbitration and conciliation cases and keep the original awards issued by the DIAC arbitral tribunals.
7. Provide the information relating to the arbitration and conciliation and description of the procedures adopted for dispute resolution.
8. Prepare the necessary forms on arbitration and conciliation procedures, in particular the conflict of interest disclosure form.
9. Prepare electronic lists that include the names of arbitrator, conciliators and experts and a register for members of DIAC, in addition to recording, keeping and periodically updating their addresses and specializations.
10. Create a record for keeping the awards issued by the Tribunal on the disqualification and dismissal of arbitrators, conciliators and experts, take actions for summarizing the same, indicating the grounds of such awards for the purpose of posting them on DIAC's website, in addition to maintaining the confidentiality of data of the arbitrators, conciliators, experts and parties to the dispute.
11. Manage and periodically update DIAC website.
12. Submit the reports to the CEO on the tasks implemented and the future plans necessary to achieve the DIAC objectives.
13. Provide the proposals necessary to develop arbitration and conciliation processes and other ADR processes.
14. Review the arbitration and conciliation rules, regulations organizing the ADR-related services provided periodically by DIAC, conduct benchmarking with the best rules and regulations applied by other domestic and international arbitration Centers and institutions.
15. Issue and supervise DIAC's periodicals and publications.
16. Organize and get involved in seminars, lectures, training courses and workshops in ADR field.
17. Supervise the coordination and cooperation operations carried out with specialist domestic and international arbitration centers and institutions on the areas that serve DIAC objectives.
18. Consider the applications for joining the lists of arbitrators, conciliators and experts, as well as the applications for DIAC membership.
19. Any other duties or powers assigned thereto by the CEO or deemed necessary for the management of the day-to-day activities and affairs of DIAC.

Chapter III DIAC's Financial Affairs

Article 17 DIAC's Financial Resources

DIAC's Financial Resources shall consist of the following:

1. Fees for registration of requests for arbitration, conciliation and ADR, etc.

2. Fees for registration in the lists of arbitrators, conciliators and experts.
3. Fees for DIAC membership.
4. The revenue generated by DIAC against the activities and services provided thereby.
5. Any other financial resource approved by the Board.

Article 18 DIAC's Accounts and Fiscal Year

- A. DIAC applies the rules and principles of Commercial Accounting in accordance with recognized international standards in respect of its accounts and registers.
- B. DIAC's fiscal year shall commence on January 1st and shall end on December 31st each year.

Chapter IV Final Provisions

Article 19 DIAC Representation

The chairman shall represent DIAC before the official, non-official and judicial bodies, and may delegate such authority to any member of the Board or Tribunal or the CEO, provided that such authorization shall be precisely defined and established in writing.

Article 20 Joining the lists of Arbitrators, Conciliators And Experts

Joining the lists of arbitrators, conciliators and experts shall be made in accordance with the approval of the Tribunal based on an application to be submitted to DIAC in accordance with the relevant form, and accompanied by the documents required and in accordance with the conditions set out in the Regulations adopted by the Board in this regard.

Article 21 Membership of DIAC

Membership of DIAC shall be acquired in accordance with the provisions of this Statute with the approval of the CEO, based on an application to be submitted to DIAC as per the relevant form, accompanied by the required documents, and in accordance with the terms and conditions described in the membership regulations approved by the Board, and in which the categories, criteria, conditions and fees of membership are described.

Article 22 Confidentiality and Conflict of Interest

- A. The meetings and deliberations of the Board, the Tribunal and the Subcommittees shall be confidential, and no chairperson or member of the same may attend, get involved in, or vote on any issue or decision if he /she is a party to or has a direct or indirect interest in such issue or decision, or if he is an attorney, legal representative, guardian or caretaker of a party to the same. In all cases, each chairperson or member shall disclose any of the above-mentioned situations, if any.
- B. The chairman and member of the Board, Tribunal, Sub-committees, CEO and the employees of DIAC's Administrative Body, whether during or after their term of office, shall not divulge or disclose any information or documents in relation to the DIAC activities or the services it provides.
- C. All information submitted by the parties to the dispute shall be confidential, and those who have access thereto shall not disclose or divulge the same without the written consent of the parties to the dispute or upon the request of the competent judicial authority.

Article 23 Independence and Impartiality

- A. The Tribunal, Sub-committees, CEO and employees of DIAC's Administrative Body shall, in the course of performing their duties and powers at DIAC in accordance with the arbitration and conciliation rules applied by DIAC, be committed to impartiality and independence, and none of them shall be subject to any instructions with respect to the performance of their duties at DIAC.
- B. When the arbitrators are performing the professional duties relating to the consideration and adjudication of arbitration cases submitted thereto, they shall be deemed independent of the Board, Tribunal, Sub-committees and the CEO, and none of them shall be subject to any instructions in relation to the performance of their duties in such cases.

Article 24 Relief of Liability

When performing the duties assigned thereto at DIAC, the chairman or any member of the Board, Tribunal, Sub-committees or Arbitral Tribunals, the CEO or any employee of DIAC's Administrative Body shall not be held liable for any act or omission made by them due to an unintended mistake, and DIAC shall be solely liable for such act or omission.

Article 25 Notices and Communications

- A. All notices, communications and correspondence provided for in this Statute and the rules of arbitration and conciliation shall be sent in writing via any of the means of communication determined by the DIAC Regulations.
- B. The notices, communications and correspondence referred to in Paragraph (A) of this Article shall be deemed effective and valid as of the day following their receipt by to addressee.