

The International Cotton Association Limited

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CHAIR'S DIRECTIONS

1. The Claimant must submit all documents to the International Cotton Association (ICA) that they consider relevant in support of their claim within 14 days of receipt of this notification. Such particulars of claim are to include a written chronological summary of events, the points in dispute and the remedy and/or amount sought.
2. The Claimant has already paid the requested deposit of £4,000 to the ICA. The Respondent is to pay a deposit of £4,000 on account of fees and expenses arising from the arbitration. The Tribunal can call for additional deposits to be requested at any time.
3. The Respondent is to submit a written summary of their reply to the Claimant's particulars of claim and all supporting documents, such reply to include a written chronological summary of events, detailing the points in dispute and any remedy and/or counterclaim sought that they consider relevant. The reply should be sent within 14 days of receipt Claimant's particulars of claim.
4. The Claimant will be allowed a further seven days from receipt of the Respondent's comments on Claimant's particulars of claim to make their final comments.
5. The Respondent will be allowed a further seven days from receipt of the Claimant's final comments to make their final comments. The secretariat will automatically exchange between the parties any documents, e-mail, faxes and other communications mentioned in paragraphs 1,2,3,4,5 and 9 of these "Chair's Directions" that need to be sent to the parties, without first having to seek the permission of the Tribunal to do so.
6. The Tribunal may call for further documents from the parties, as deemed necessary, which will be copied to the other party. The Tribunal may seek information on cotton prices when an "invoicing back" matter is being considered. These prices, but not the sources, will be shared with the parties.
7. Once the parties' documents have been received at the ICA, the Tribunal will meet to consider the matters in dispute and publish their Award, in due course. All documents submitted electronically must be numbered / paginated by the parties before submitting them to the ICA.
8. If, at any stage, either party fails to comply with the timetable, they will be given a final period of seven days within which to comply. Failure to comply within this seven-day deadline will result in the matter proceeding ex-parte as directed by our Bylaws, unless they write to the Tribunal to request an extension of time and state their reasons for doing so. The Tribunal may grant an extension of time if it thinks fit. Should the parties fail to meet any deadline then this will result in the matter proceeding ex-parte as directed by our Bylaws.
9. Parties are reminded of their duty under Bylaw 307a(4) "to do all things necessary for the proper and expeditious conduct of the proceedings, including complying without delay with any order or direction of the Tribunal as to procedural and evidential matters" plus providing before the end of the submissions stage, any comments on costs in the case.
10. Our Bylaws and Rules can be found at <https://www.ica-ltd.org/safe-trading/bylaws-rules/>
11. The parties may seek guidance from any ICA arbitrator except those serving on this Tribunal.
12. Parties are reminded that the Tribunal will not accept submissions directly from legal firms or independent lawyers. Three original versions of the Award will be published, one for each party and one for the ICA. Further originals of the Award can be produced upon a written request from a party to the Secretariat, prior to the publication date (one week's notice) for a fee.
13. These standard directions are subject to alteration on particular cases as directed by the Tribunal but any alterations will not conflict with the ICA Arbitrators Code of Conduct or English Law.