Online Mediation Application Guidelines

1- Go to www.dubaichamber.com

2- Go to What we do -> Legal and Policy Support

3- Select Legal Services

4- Under Mediation, click on (Please click here for Online Mediation Application)

5- Enter/Create your User Name and Password

6- Once you are logged-in, Click on Add New Application

7- Read the Acknowledgment Text, then tick the box next to:
   
   (I have fully read and understood the above) and Press (Continue)

8- Once the Application page opens, please complete the following:
   
   – Complainant’s Details
   – Respondent’s Details
   – Dispute Details
   – Complainant’s Request
   – Applicant’s Name

9- Select your Language of preference for future correspondence (Arabic, English)

10- Attach the supporting documents of your Mediation Application

11- Press (Submit)

12- The system will take you to the next page where you need to:

   – Print out the Mediation Form
   – Sign the Form by an authorized signatory
   – Use your company’s stamp to stamp the second page
   – Upload the signed form

13- After clicking on Upload, the system will take you to another page where you need to upload the signed Mediation Form (Maximum two pages)

14- Press (Submit)
15- Warning pop up window will ask you to confirm if you want to submit this signed Mediation Form, click the OK button

16- You will see the following message:

(Your mediation form has been sent to administrator for review. Please note that your Application ID No. is: LS 0000)

17- You will also receive an auto email to confirm your registration and that you will be contacted within three working days