



DELHI ARBITRATION CENTRE

(Institutional Arbitration Centre)

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Office: 37/8, Rajpur Road, Civil Lines, Tis Hazari, Delhi-110054

PROCEDURE FOR OBTAINING CERTIFIED COPIES FROM DAC

Certified copies of Arbitration matters will be provided only to the concerned parties, whether for pending cases or awarded matters. As stipulated by Section 42A of the Arbitration & Conciliation Act, 1996, Arbitration proceedings are confidential and pertain solely to the involved parties. Third parties, who are not part of the arbitration, are not entitled to obtain certified copies of these matters.

To obtain a certified copy of any document, the concerned applicant must:

1. Submit a specific application, clearly indicating the documents required and the purpose for obtaining them.
2. For pending arbitration proceedings, secure approval from the concerned Arbitrator before depositing the necessary fee. Copies related to ongoing matters must be obtained in person from the office of the Ld. Arbitrator, as per the Ld. Arbitrator's directive.
3. Vague requests, such as asking for the entire file or all orders, will be rejected outright.
4. For decided matters, direct all applications to the Registrar, DAC. Clearly state the case number, parties' names, purpose, and include a paid fee receipt for the certified copy.
5. All applications will be processed within 15 days from the date of receipt, given that the complete application and paid charges are provided.

CHARGES FOR OBTAINING CERTIFIED COPIES

- Certification fee per page: Rs. 20/-
- Every application must also include a processing fee of Rs. 100. For overseas parties, a processing fee of USD 25 must accompany the application.
- For concluded matters, copies will only be dispatched via Registered Post or Speed Post to the address of the parties or their counsel, as stated in the claim petition. If there is a change in counsel, only the concerned parties may apply, and the documents will be sent to the registered address mentioned in the petition.
- All applications must be submitted via email. Requests for copies should be directed to the Registrar and sent to the centre's email: admin@delhiarbitrationcentre.com.

Note: We will not entertain requests to collect copies in person or deposit charges in cash.

(Registrar)

K.K. NANGIA

(EX-REGISTRAR, DELHI HIGH COURT)
REGISTRAR, DELHI ARBITRATION CENTRE