**[Template]**

**Request for Arbitration**

Claimant (For specific details, see notes):

Respondent (For specific details, see notes):

Arbitration claims:

Facts and reasons:

Evidence and sources of evidence, witness names and addresses (including correspondence address, postal code, phone number, fax number, etc.):

To: Hangzhou Arbitration Commission

Claimant (Signature or Seal):

Date:

**Attachments:**

1. Copies of this document: \_\_\_ sets
2. Physical evidence: \_\_\_ items
3. Documentary evidence: \_\_\_ items

**Notes:**

1. This form is for use by natural persons, legal entities, or other organizations when submitting a Request for Arbitration. The signature section shall be completed using a pen or brush pen.
2. In the “Claimant” and “Respondent” sections:

**For natural persons**, include the name, gender, age, occupation, employer’s address and phone number, and home address and phone number.

**For legal entities or other organizations**, include the name, address, and the name, position, and phone number of the legal representative or principal person in charge, etc.

1. If there are two or more Claimants or Respondents, the basic information of each Claimant or Respondent shall be provided.
2. If the space provided in the sections for facts, reasons, or evidence is insufficient, additional pages may be attached.