



## RICS Dispute Resolution Service (DRS) Request for contact details of Expert Witnesses

### General Information

This application is a request for suggestions of Expert Witnesses by DRS to help parties agree an Expert Witness privately.

RICS will make independent suggestions of three\* suitably qualified individuals based on the information provided by the requesting party. DRS will provide contact details of the suggested parties, but this will not be a formal appointment/nomination by the President of RICS.

**\*Please note:** RICS Dispute Resolution Service aim to supply details of three potential Expert Witnesses. However, on occasions this may not be possible due to the nature of the dispute, locality and availability of Expert Witnesses. However, one of the Case Officers will contact the parties if this is not possible.

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### Notes to consider before completing this application

DRS will use the information you provide to identify suitably qualified persons who may be able to act in your case. To ensure referrals are made quickly and efficiently, it is important that you complete all sections of the request form.

If you are aware of any persons who have a conflict of interest, please provide details.

A fee of £150 (exc. VAT £180) is charged for this service. To make a credit/debit card payment please telephone the DRS Helpline: 0207 334 3806. Payment can also be made by cheque.

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### Information about the dispute (if relevant)

Please provide a brief description of the matter, we need to know the nature and location of the dispute to aid the referral of name[s] of appropriately qualified and experienced Expert Witnesses. Also, include the permitted use and any other relevant information:

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### Information about the requesting party

Normally communications from DRS are sent by email. Therefore, please provide an email address.

Title: \_\_\_\_\_

Surname: \_\_\_\_\_

Forename[s]: \_\_\_\_\_

Telephone [home:] \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Home address: \_\_\_\_\_

Postcode: \_\_\_\_\_ County: \_\_\_\_\_ Country: \_\_\_\_\_

**Professional background of the Expert witness**

Please indicate any specific requirement [as detailed in the contract or agreed between the parties] relating to the potential individual[s], for example: are of expertise, experience, qualifications, time restrictions or if the decision requires reasons.

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**Conflicts of interest**

If, in your view, there are any individuals who would have a conflict of interest regarding this matter, you should list them in the box below. Please also provide for such person, brief but clear reasons for this statement.


**Please note:** while RICS will consider any representations, it will not necessarily follow them in making a recommendation.

**How to pay:**

RICS charges an administrative fee of £150.00 excluding of VAT to provide a referral of names. This payment is non-refundable.

**You can choose to pay by the following:**

- Providing a cheque made payable to RICS. Please detail your name and postcode on the reverse so that the payment can be allocated.
- A card payment. One of our advisors will contact you to arrange payment. Please tick this box:
- By using your bank or building society to pay the application fee.
  - **RICS Bank account details:**
  - Account number: **30786339**
  - Sort code: **56-00-45**
- Swift Code: **NWBK GB2L**

You must provide your name and post code. This will ensure that your payment is correctly allocated and your application is processed. Please email a copy of the remittance to **bacs@rics.org**

RICS is unable to accept credit or debit card details by email due to PCI compliance regulations. Please be aware the requesting party has responsibility to ensure that payment is complete.

**Application submitted by:**

Name:

Signature:

Date:

Submitting this application form to DRS confirms that you have read and understand the information contained in this application. Your application is accepted on this basis.

Please return the completed application form by email or post to:  
RICS Dispute Resolution Service, 55 Colmore Row, Birmingham B3 2AA

Email: [drs@rics.org](mailto:drs@rics.org) Tel: +44[0]207 334 3806

### **Your privacy**

RICS takes the privacy and security of the personal information you provide very seriously. Your details are held in a secure database with authorised access only. We apply data processing policies in compliance with the Data Protection Act 1998 and the Privacy and Electronic Communications Regulations [EC Directive 2003]. RICS will not use the information you provide in this application to contact you with offers of products and services. Nor will RICS share your information with third parties for the purpose of sending you details of offers of products and services.