

**London Arbitration**

**Application for Arbitration**

**CHECKLIST**

1	<p style="text-align: center;"><b>£500.00 <u>non-returnable</u> fee to be paid to the BCA</b></p> <p style="text-align: center;"><b><u>If you based in the UK please remember to add Value Added Tax (VAT) of 20% to the above amount, if in the EU please provide your VAT details so VAT does not need to be applied.</u></b></p> <p style="text-align: center;">Bank Details:-  <b>Reference: BCA London Arbitration</b>            Company Name: British Coffee Association            c/o Food and Drink Federation            10 Bloomsbury Way, London, WC1A 2SL            Bank Name: Barclays Bank Plc            Bank Account: 13874974            Bank Sort Code: 20-06-13            IBAN: GB57 BUKB 2006 1313 8749 74            SWIFT Code: BUKBGB22</p>	
2	Your company name (Claimant) and full contact details (including email address).	
3	Evidence of copying in the other party on your Application for Arbitration.	
4	Name the other party (Respondent) with full address and contact details (including email address).	
5	Provide dates and reference numbers of any contract to which the dispute is said to relate confirming arbitration London.	
6	State the quantity (tonnage) of any coffee to which the dispute is said to relate.	
7	As appropriate quantify each and every claim insofar as reasonably possible.	

8	Is a sample being submitted for examination by a Tribunal? If yes, then ensure receipt by the BCA of the sample, together with a concise statement of the purpose for which the sample is being provided, at the same time as receipt by the BCA of your Application for Arbitration.	
9	Describe any coffee to which the dispute is said to relate as roasted and/or soluble and/or green Arabica and/or green Robusta.	
10	Request the BCA to appoint a Tribunal.	

**Please send your completed Application for Arbitration to:**

By email to: [arbitration@britishcoffeeassociation.org](mailto:arbitration@britishcoffeeassociation.org)

**For any hardcopy submissions or documents please send direct to:**

Post/courier to: **British Coffee Association**  
**Unit 6, Ground Floor, Southill Barn,**  
**Southill Business Park, Cornbury Park,**  
**Charlbury, Oxon, OX7 3EW**  
**Telephone: +44 (0)330 202 0879**  
**Fax: +44 (0)330 202 0878**