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**IN THE MATTER OF AN ARBITRATION PURSUANT TO**

**[*name and date of governing agreement*](the “Agreement”)**

#### AND

***(governing legislation e.g., International Commercial Arbitration Act, R.S.B.C. 1996, c.233)* (the “Act”) and Rule 10 of the *Vancouver International Arbitration Centre International Commercial Arbitration Rules* (the “Rules”)**

**TO:** [*Name of claimant that counterclaim is asserted against*] (the “Claimant”)

 [*Address for service of claimant that counterclaim is asserted against*]

**AND TO:** **Vancouver International Commercial Arbitration Centre (the "Centre")**

 500 – 666 Burrard Street

 Vancouver, BC, Canada V6C 3P6

 P: 604-684-2821

 F: 604-736-9233

 Email: resolve@vaniac.org

**TAKE NOTICE THAT** [*responding party that is filing the counterclaim*] (the “Respondent”) seeks to bring a counterclaim in the arbitration which has arisen between the Claimant and the Respondent as set out in the Notice to Arbitrate dated [*date of Notice to Arbitrate*].

**PARTIES TO THE DISPUTE**

Claimant:

Claimant’s solicitor (if applicable):

Address for Service:

### Phone:

 Email Address:

Respondent:

Respondent’s Solicitor (if applicable):

Address for Service:

Phone:

Email Address:

**I. NATURE OF COUNTERCLAIM**

The particulars of the dispute are as follows:

1. [*Provide a brief outline of the counterclaim*]
2. …

**II. RELIEF SOUGHT**

The Respondent seeks:

1. [*State the result the Respondent is requesting*]
2. …

**III. VALUE OF THE CLAIM**

1. The value of this counterclaim is estimated at $\_\_\_\_\_\_\_\_\_\_

**IV. COMMENCEMENT FEE**

1. The commencement fee, in the amount of $\_\_\_\_\_\_\_\_\_\_\_ pursuant to the *Fee Schedule for International Arbitration* is attached with the copy of this Notice delivered to VanIAC.

 [*please contact VanIAC to request an invoice*]

**Date Respondent / Counsel**