

## **Electronic Transmission of Submissions via FTAPI SubmitBox**

In order to facilitate the electronic transmission of Submissions to the DIS in arbitrations pursuant to the 2018 DIS Arbitration Rules, the DIS is offering a SubmitBox as provided by FTAPI. Such electronic transmission is authorized by the DIS pursuant to Article 4.1 DIS Arbitration Rules if made according to our instructions.

### **Instructions:**

To use the FTAPI SubmitBox of the DIS for the transmission of electronic documents to the DIS, please contact the Case Management Team with reference to the FTAPI SubmitBox of the DIS:

**Phone: +49 228 39 18 15 400** (Please have your e-mail address ready), **or**

**E-mail: [casemanagement@disarb.org](mailto:casemanagement@disarb.org)**

The Case Management Team will then send you an e-mail with an "upload"-button to transfer your electronic documents.

Please note that this button (link) allows you to submit data to the DIS only personally and only once. This link expires after 90 days or if used.

Use this link to upload your electronic documents on the arbitration proceedings (files), ideally in packed form, with your name and a reference text.

The successful upload and download of the files by the DIS will be confirmed by email.