

## **PROTOCOL ON APPLICATIONS FOR TAB ARBITRATOR**

In order to form part of the list, the corresponding request must be formalised, specifying the professional qualifications, experience and speciality or specialities and providing sufficient accreditation. It shall also indicate the arbitration courses attended, the arbitration proceedings in which the applicant has been involved, whether at the TAB or at other institutions, or ad hoc arbitrations, and the languages in which the applicant is capable of ordering and processing an arbitration proceeding. In arbitrations in law, it will be necessary for the applicant, in addition to being a jurist, to have been a graduate in law for ten years or more, and to accredit the exercise of a legal profession during this period. On formalising the request for inclusion on the list of arbitrators, the applicants must authorise the TAB to publish their name, personal and professional circumstances and speciality on the corporate website.

In this regard, the formalisation of the corresponding application to join the list of TAB arbitrators, its processing and resolution shall be carried out in accordance with this protocol, which is made up of eight clauses.

**FIRST.-** The persons who wish to present their candidature to be TAB arbitrators must fulfil the requirements indicated. In this regard, they must provide documentary evidence of:

- knowledge of the specialities chosen.
- training and experience in arbitration.
- knowledge of the languages in which an award may be ordered, processed and issued.

In order to present the candidature, the corresponding application form must be filled in and placed on the institution's corporate website [www.tab.es](http://www.tab.es). Once the application has been received, the TAB Secretariat will send a form to be filled in and a list of specialities from which a maximum of two must be chosen in accordance with this protocol. The form must be sent to the TAB together with a letter of presentation and the documentation accrediting the aforementioned requirements. This documentary accreditation may be of an anonymised professional nature, certified teaching or academic, or publishing company providing copies of published books or articles, as well as through other similar documentation.

All of the above requirements are *conditio sine qua non* for the candidature to be admitted for processing and where appropriate, examined by the Committee of Arbitrators.

The Secretariat of the TAB shall reply to all candidates, acknowledging receipt of any request for candidature, within a maximum period of ten (10) days.

**SECOND.-** The TAB Legal Counsel or management shall review the applications and verify the sufficiency of the information provided and compliance with the above requirements which must be accredited by documentation. If the required information or documentation is missing, the Secretariat of the TAB shall request a maximum of two (2) times all that is missing to form the dossier of each candidature.



**THIRD.-** Those candidacies which do not comply with the above points shall not be admitted for processing and the file shall be closed with a brief written report signed by the Legal Counsel or management. The president of the TAB shall inform the candidates of the reason for non-admission.

In accordance with the requirements set out in clause one of this protocol, the reasons for non-admission of a candidature may be the following:

- lack of the necessary information;
- lack of sufficient accreditation of the chosen speciality or specialities;
- lack of sufficient accreditation of arbitration training or experience;
- lack of sufficient accreditation of the languages in which he/she claims to be able to conduct arbitration and issue an award.

**FOURTH.-** The Commission of Arbitrators may examine the dossiers of completed applications. The Board of Directors, shall decide whether it is necessary to summon the candidate to a preliminary interview and, following a report from the Commission of Arbitrators, if applicable, shall resolve the matter, recommending or advising against the inclusion of the candidate on the TAB list of arbitrators.

**FIFTH.-** The assessment of the candidates by the Referees Commission and the Board of Directors shall be carried out according to the following assessment parameters:

- academic degree and qualifications;
- level of accreditation or renown in the chosen specialties;
- level of accreditation or renown in experience, training, or publications on arbitration;
- level of accreditation or renown in procedural practice, experience, or publications on the specialty.

Candidates must score at least three out of the four assessment parameters indicated. In the case of practicing lawyers, they must score in all four assessment parameters.

**SIXTH.-** The Board of Directors shall be responsible for deciding on the inclusion on the TAB List of Arbitrators of those candidates who it considers meet the requirements of the TAB Regulations and this protocol. TAB Regulations and this protocol. The non-inclusion of a candidate on the list of TAB arbitrators may be due to any of the following causes:

- insufficient information and/or accreditation of the requirements established in clause one, under the terms of clause three of this protocol;
- the considerations made by TAB Legal Counsel or management and the Arbitration Committee;
- the insufficiency in the scoring of the application made in accordance with clause five of this protocol;
- the convenience of holding a prior interview with the candidate;
- any other duly justified cause.



The dossier concludes with the relevant decision of the Board of Directors on the acceptance, if appropriate, of the candidature. The decision of the Board of Directors shall be communicated in writing to the candidate, expressly mentioning the inclusion of their candidature on the list of TAB Arbitrators or the reason or reasons for non-acceptance, if applicable.

**SEVENTH.-** All of the above is without prejudice to the provisions of the Protocol for the Training of Arbitrators, which requires periodic certification of minimum training to remain on the TAB list of arbitrators, and the Protocol for the Appointment of Arbitrators, which sets forth the grounds for removal from the TAB list of arbitrators.

**EIGHTH -** At the request of the interested party, the TAB shall issue a certificate accrediting the inclusion of the candidate on the list of TAB arbitrators, provided that it is stated that at least one arbitration award has been issued with a good rating by the external assessors.

This protocol, approved on 29<sup>th</sup> June 2023, has been amended by agreement of the Board of Directors on 20<sup>th</sup> November 2025.