

Ref.: Administrative Resolution No. 40/2020, of April 2, 2020.

Electronic communication procedure, as per item 3.3 of AR 40/2020.

Despite the suspension of the on-site protocol at the headquarters of the CAM-CCBC, as informed in Administrative Resolution 39/2020, all rules provided for in the Terms of Reference regarding compliance with deadlines through e-mail shall be observed. The filing of hard copies, however, must be performed as follows, until further instructions are put in place:

- **Shared Folder:** The CAM-CCBC Secretariat shall make the shared electronic folder available to the Parties and to the Arbitral Tribunal. The Parties shall upload their respective submissions and attachments in the correct folder by 11:59 pm of the business day established in the Terms of Reference. Each party shall have a specific folder, in which their submissions must be listed in chronological order and separated into subfolders with the corresponding name of the submission.
- On the following business day of the end of the due date for uploading the documents, the Secretariat shall compile all documents and submissions relating to the arbitration proceeding in a single SharePoint folder to which the Parties, the Arbitral Tribunal and the Secretariat shall have access, and which shall be administered exclusively by the Secretariat.
- In the event of any interference and/or hurdle in the uploading of documents to the SharePoint folder, the Parties must immediately inform the Secretariat and the Arbitral Tribunal **in** order to solve said interference and/or hurdle which, depending on the case, might result in a change in the provisional calendar of the arbitration proceeding, after the other Parties are consulted.
- **Hard Copies:** Communication between the Parties, the Secretariat and the Arbitral Tribunal shall take place exclusively by electronic means, with no need to submit a hard copy thereof for the purpose of notices and/or compliance with deadlines.
- **Simultaneous deadlines:** In order to comply with simultaneous deadlines, the same time limit shall be observed. However, the Parties shall forward the electronic communications only to the CAM-CCBC Secretariat and the Arbitral Tribunal.
- **Acknowledgement of simultaneous deadline:** In the cases mentioned in the item above, the Case Manager must forward the electronic communication to the counterparty on the following business day of the due date and it must upload said electronic communications and attachments, if any, to the CAM-CCBC Secretariat SharePoint folder.

- **Term Counting:** The initial date for counting terms shall be the first business day after the date of receipt of those electronic communications and notices which were forwarded by the CAM-CCBC Secretariat.

The CAM-CCBC Secretariat remains available in case of any queries or if any clarifications are necessary.