**Property Preservation Guidelines for Arbitration Cases**

For arbitration cases already accepted by the Shenzhen Court of International Arbitration (SCIA), parties have the right to apply for property preservation according to Article 28 (2) of the *Arbitration Law of the People's Republic of China* and Article 272 of the *Civil Procedure Law of the People's Republic of China*. To further ensure that parties can exercise this right accurately and efficiently, the relevant matters are hereby informed as follows:

**I. Preparation of Materials**

(1) Parties should prepare preservation materials according to the attached "Checklist of Property Preservation Materials" (the Checklist), and check the submitted preservation materials in the Checklist (the number of copies required is generally one, except where the court has other requirements). **Items 3 and 4 in the Checklist are separately issued by the SCIA to the court.**

(2) The Checklist and accompanying materials are to be transferred to the courts by the SCIA. Applicants should prepare the above-mentioned materials separately in addition to the filing materials required by the arbitration tribunal, and submit two copies of the property preservation application letter, with the inscription stating "**To Shenzhen Court of International Arbitration, forwarded to XX People's Court**".

(3) The parties shall prepare the Power of Attorney and the Law Firm Letter addressed to the court according to the Checklist. Items 18, 19, and 20 in the Checklist should use versions provided by the court, and parties may download and use them from the court's document templates.

(4) Qualification certification documents for foreign parties, authorization documents, and important evidence materials formed overseas must be certified or notarized.

(5) Applicants must provide clear and specific property information. The overall valuation of property **must not exceed the total amount in dispute** of the arbitration request (valuation methods can refer to the introduction on the official WeChat account of the Shenzhen Intermediate People's Court). If there are multiple properties they should be prioritized.

**II. Transfer of Case Materials**

(1) Parties should submit the property preservation application letter (including applications for extension or removal of seals related to arbitration cases) and attached materials to the SCIA for transfer to the competent court. Generally, the court does not accept application materials submitted by parties themselves.

(2) Generally, the SCIA will transfer the preservation materials to the court after the applicant has prepaid all arbitration fees.

(3) If insurance companies provide guarantees, the original guarantee materials must be submitted by the insurance company to the court's designated courtroom for filing and review. However, applicants are required to submit proof (by copy) to the SCIA that they have secured an insurance company.

**III. Acceptance Court**

(1) Domestic cases are accepted by the Primary People's Court in Shenzhen; and foreign-related cases are accepted by the Intermediate People's Court of Shenzhen. Preservation cases that should be handled by the China International Commercial Court according to Article 34 of the *Procedural Rules for the China International Commercial Court of the Supreme People's Court* shall be handled accordingly.

(2) Parties may apply for property preservation to the people's court of the respondent's domicile or where the preserved property is located. If it is unclear where the property of respondent's is located, parties should prioritize applying for property preservation to the people's court of the respondent's domicile. If there are properties in multiple districts or regions, parties may apply for preservation to the people's court where the main property is located for easier identification.

**(3) Generally, only one court should be designated for preservation in the same arbitration case.**

**IV. Case Acceptance**

After the SCIA transfers the completed preservation materials to the court, the court will conduct substantive review of the property preservation application and attached materials, and notify parties regarding material modifications, supplements, returns, and payment of preservation fees.

**V. Other**

This guideline only applies to arbitration cases applying for property preservation to **courts within Shenzhen**. For cases requiring property preservation to **courts outside Shenzhen**, **parties are advised to consult the court in advance to ensure that the application is made to the court having jurisdiction and clarify the court's requirements for preservation materials**. This guideline does not apply to property preservation matters before arbitration.

Attachment: Checklist of Property Preservation Materials