

**Request to the ANB to appoint an Adjudicator**  
 (in accordance with the HKIA Adjudication Rules 2022)

To: The Hong Kong Institute of Architects,  
 19/F, One Hysan Avenue,  
 Causeway Bay,  
 Hong Kong.  
 (Attn: Adjudicator Nominating Body)

SPACE for HKIA  
 Date & Time Chop

<b>1. Claimant's Details</b>	
Company	
Contact Person	
Address	
Phone	
Fax	
Email Address	

<b>2. Respondent's Details</b>	
Company	
Contact Person	
Address	
Phone	
Fax	
Email Address	

<b>3. Main Contract/ Subcontract Details</b>	
Main Contract Number	
Main Contract Title	
Award Date	
Contractor Name	
Contract Sum	
Relevant Subcontract Number (if applicable)	
Subcontract Title	
Site/ Job Description	
Subcontract Award Date	
Subcontract Sum	

<b>4. Payment Claim Details</b>	
Payment Claim Reference Number	
Date served on Respondent	

Due Date for Payment	
Payment Claim Amount	

<b>5. Payment Response Details</b>	
Payment Response Reference Number	
Due Date for Payment Response to be served	
Date served on Claimant	
Payment Response Amount (if any)	
Due Date for Payment	
Date of Payment made by the Respondent	
Amount of Payment made by the Respondent	

#### **6. Nature and Description of the Payment Dispute**

#### **7. Date of Service of the Notice of Adjudication on the Respondent**

#### **8. Claimed Amount and Remedy Sought**

- a) A dispute has arisen between us (the Claimant) and the Respondent under the Contract/ Subcontract arising from the above reference Payment Claim
- b) Pursuant to the SOP Provisions of DEVB TC (Works) No. 6/2021 and in accordance with the HKIA Adjudications Rules 2022, we hereby request you to appoint a suitable person to act as adjudicator in the dispute and notify the parties in writing.

Enclosed herewith is [cheque/ Bank Draft/ other approved mode of payment] in the amount of [amount] being payment for the non-refundable registration fee for this request to appoint.

Signed for and on behalf of the Claimant

Name :

Position :

Date :

Enclosures:

1. Cheque/ Bank Draft by the Claimant
2. Copy of Notice of Adjudication
3. Copy of Payment Claim and Payment Response (if applicable)