



Case number: _____

Adjudicator rank required for the case:

☐ Adjudicator ☐ Senior Adjudicator

To: [*The Claimant and The Respondent*]

We consider that the above-referenced case should be undertaken by an adjudicator of
*Adjudicator/Senior Adjudicator rank (*delete as appropriate) and the relevant fee structure
applies.

We nominate [*Candidate A, Candidate B and Candidate C*] for your consideration. Their CVs
are enclosed. Please carefully read the notes below and return the attached reply form by [*dd-
mm-yyyy*].

Upon consideration of the reply from both the Claimant and the Respondent regarding any
conflict of interest on all [*three*] candidates, The Hong Kong Institute of Architects (HKIA)
will take such action as it deems appropriate to directly appoint an Adjudicator and inform both
of you via a **Notice of Appointment of Adjudicator**.

(Signed)

(Date)

Name:

Position in HKIA:



Notes:

- 1 You are requested to make reference to the Unified Guidelines on Conflict of Interest in Adjudication issued by DEVB and (i) raise any concerns on conflicts of interest and on justifiable doubts as to the candidate's independence or impartiality (with reasons) in respect of the candidates, and (ii) provide your order of preference amongst all candidates (even if you consider that the candidates have conflicts of interest).
- 2 If the claimant or the respondent does not indicate its concerns on conflicts of interest and on justifiable doubts as to the candidate's independence or impartiality, the relevant party will be regarded as having no concerns on conflicts of interest and/or justifiable doubts as to that candidate's independence or impartiality before appointment.
- 3 HKIA will consider the validity of the parties' concerns on conflicts of interest and on justifiable doubts as to the candidate's independence or impartiality (if raised). If considered valid, the relevant candidate(s) will be excluded from the appointment.
- 4 HKIA will consider the indicated preferences of both the Claimant and the Respondent (if any), the candidate's hourly rate, experience, availability and other relevant factors in making the nomination.