



Case number: _____

Adjudicator rank required for the case:

☐ Adjudicator ☐ Senior Adjudicator

To: [The Claimant and The Respondent]

I refer to the Claimant's **Adjudication Notice** received on [dd-mm-yyyy] and the **Reply Form on Parties' Concerns on Conflicts of Interest and Order of Preference** received on [dd-mm-yyyy] in respect of the above-referenced case.

In accordance with the Construction Industry Security of Payment Ordinance (Cap. 652) and the "The Hong Kong Institute of Architects (HKIA) Adjudication Rules", we write to inform you that:-

☐ we hereby appoint [Parties' Selected Candidate] from the HKIA's Panel of Adjudicators, as the adjudicator for the above-referenced case. *His/Her (*delete as appropriate) **acceptance to be nominated and appointed as the Adjudicator** is attached herewith for your reference.

☐ having considered that there are grounds supporting that there is a conflict of interest or justifiable doubts as to the candidate's independence or impartiality on all [three] candidates, we hereby appoint [another candidate selected by HKIA] from the ANB's Panel of Adjudicators, as the Adjudicator for the above-referenced case. *His/Her (*delete as appropriate) **acceptance to be nominated and appointed as the Adjudicator** is attached herewith for your reference.

You are reminded of the following timeline as stipulated in the Construction Industry Security of Payment Ordinance (Cap. 652),

- **Adjudication Submission** should be submitted to the Adjudicator by the Claimant within 1 working day after the date on which the Claimant is informed of the appointment of the Adjudicator;
- **Adjudication Response** should be submitted to the Adjudicator by the Respondent within 20 working days after the date on which the adjudication submission is served on the Respondent, subject to a longer period that the Adjudicator may specify;



- **Reply to Adjudication Response** should be submitted to the Adjudicator by the Claimant within 2 working days after the date on which the Adjudication Response is served on the Claimant, subject to a longer period that the Adjudicator may specify.
- The **Adjudicator's determination** should be served on HKIA by [dd-mm-yyyy] (within 55 working days after the date on which the Adjudicator is appointed), subject to a longer period agreed by the Claimant and the Respondent. After the fees and expenses of the Adjudicator payable by the parties have been paid, HKIA will serve the determination on the Claimant and the Respondent as soon as reasonably practicable.

(Signed)

(Date)

Name:

Position in HKIA:

c.c. [the Adjudicator]