



香港建築師學會  
The Hong Kong Institute of Architects

## **The Hong Kong Institute of Architects' List of Adjudicators Application Form**

### ***Criteria for Inclusion on the List:***

*The adjudicator admitted onto the HKIA list of Adjudicators should :*

- 1. Have 7 years post HKIA Membership qualification experience; and*
- 2. Have successfully passed the HKIA Adjudicators Accreditation Programme Assessment;*

*OR*

*Be able to demonstrate substantial experience and / or knowledge in adjudication.*

*Application must be accompanied with the applicant's CV, copies of certificates and supporting documents as appropriate for review.*

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### **To : HKIA Secretariat**

Applicant (Name and Membership No.) : \_\_\_\_\_

Date of Application : \_\_\_\_\_

I would like to apply for inclusion on the HKIA List of Adjudicators ("List").

1. The following documents/ information/ qualification are submitted in application :

*(please tick check box as appropriate)*

- (a)  7 years post qualification experience of HKIA membership.
- (b)  successfully passed the HKIA Adjudicators Accreditation Programme Assessment; or  
 possess substantial experience and/or knowledge on adjudication.#

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*Note : # The HKIA shall review the application on a case-to-case basis with reference to the applicant's knowledge and experience.*

*Without prejudice to the above, an applicant being listed as Adjudicators of a professional institution accepted by Development Bureau shall suffice.*



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2. I attach herewith my CV in English and/or Chinese.
  
3. I hereby further declare and confirm that:-
  - (a) I shall ensure that I have no conflict of interest in relation to my appointment as adjudicator, and, if appointed, I shall disclose to the parties and HKIA any conflict of interest once arisen;
  - (b) I shall uphold confidentiality of matters in relation to my appointment as adjudicator;
  - (c) I understand that the HKIA reserves and has the right in its sole discretion to approve or refuse to approve my application for inclusion on the List.

**Personal Data (Privacy) Ordinance Notice**

Persons who supply data in their application to the Hong Kong Institute of Architects (HKIA) are advised to note the following points pursuant to the Personal Data (Privacy) Ordinance.

- 1 Personal data provided in this form will be used solely for the purpose of the Scheme and in this connection the data herein will be dealt with by the HKIA, its staff, employee and/or by the personnel of the List.
- 2 After an application has been duly processed, the papers of the applicants will be retained in a file established by the HKIA. Such information will be retained by HKIA for as long as it deems necessary or useful.
- 3 Under the provisions of the Personal Data (Privacy) Ordinance, an applicant has the right to request access to, and the correction of, his/her personal data as retained by the HKIA. Applicants wishing to access or make corrections to their data should submit written requests to the HKIA Secretariat.

**Declaration**

- 1 I have read and agreed to the Personal Data (Privacy) Ordinance Notice.
- 2 I authorise the HKIA, its staff, employees and/or personnel of the List to deal with, utilise and/or assess the data submitted by me as may be required in connection with my application to be listed as an adjudicator in the List.
- 3 I understand that my data will become a part of the HKIA's files and may be used for all purposes deemed necessary or useful by the HKIA.
- 4 I declare that the information given in support of this application is accurate and complete. I understand that any misrepresentation will disqualify my application and may lead to revocation of my status as an adjudicator of the List, should I be allowed to join.
- 5 Any information on this form may be made available by HKIA to third parties for the purposes of adjudicator assessment, selection and/or appointment.



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Please sign below to confirm your agreement to the above and the disclosure of the information contained in the application and your confirmation of its accuracy.

Signature:

Date:

Name (in print):

Date of Recommendation by Contract and  
Dispute Resolution Committee :

\_\_\_\_\_

Result:

To be listed / Not to be listed

Remarks

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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*Without prejudice to the above, an applicant being listed as adjudicators of a professional institution accepted by Development Bureau shall suffice.*