

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

To: The Hong Kong Institution of Engineers,
9/F Island Beverley,
No. 1 Great George Street,
Causeway Bay,
Hong Kong.
(Attn: Construction and Dispute Resolution Committee)

SPACE for HKIE
Date & Time Chop

1. Claimant's Details	
Company	
Contact Person	
Address	
Phone	
Fax	
Email Address	

2. Respondent's Details	
Company	
Contact Person	
Address	
Phone	
Fax	
Email Address	

3. Main Contract/ Subcontract Details	
● 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	

4. Payment Claim Details	
● Payment Claim Reference Number	

● Date served on Respondent	
● Due Date for Payment	
● Payment Claim Amount	

5. Payment Response Details	
● 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 referenced Payment Claim
- b) Pursuant to the SOP Provisions of DEVB TC (Works) No. 6/2021 and in accordance with the HKIE 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)