
HKIE Panel of Adjudicators

Application Form for Inclusion in the HKIE Panel of Adjudicators
(For Use under the Security of Payment Ordinance (Cap. 652))

Important Notes for Applicants

1. Eligibility Criteria

Applicants are advised that the basic eligibility criteria for adjudicators are set out in Appendix II to the Guidance Notes for Application for Admission to the Register of Nominating Bodies under the Construction Industry Security of Payment Ordinance (Cap. 652), published by the Development Bureau in February 2025. Applicants should ensure they meet these criteria before submitting their application for consideration for inclusion on the HKIE Panel of Adjudicators.

2. Personal Data Collection and Use


In this application, you will be requested to provide personal data voluntarily to assist in processing your application for inclusion in the HKIE Panel of Adjudicators. Please note that if you choose not to provide the requested data, it may not be possible to process or consider your application. Please read the following statements about the use of your personal data and your rights in respect of them.

The personal data collected will be used solely for activities related to processing and evaluating your application. The personal data may be released to external parties for the purpose of adjudication related matters.

In accordance with Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance, you have the right to request access to and correction of your personal data. For such requests, please contact the HKIE via email.

1. PERSONAL DETAILS

TITLE (Ir/Dr/Prof, etc.) : _____
Gender : _____
Nationality : _____
HKID Card /
Identification Document No. : _____
Recent Photo (soft copy)



Family Name : _____ Given Name : _____
Other Name (if any) : _____
Chinese Name (if any) : _____
Date of Birth
(DD/MM/YYYY) : _____
HKIE Membership Number : _____
HKIE Discipline(s) : _____
RPE Registration Number : _____
RPE Discipline(s) : _____
Email Address : _____
Contact Number (Home) : _____
Contact Number (Work) : _____
Mobile Number : _____
Correspondence Address : _____
Website (if any) : _____
Current professional
activities and position(s) : _____

2. PROFESSIONAL QUALIFICATIONS

Please list your professional qualifications:
(Attach copies of certificates)

Date Qualified (MM/YY)	Name of Institution	Membership No.	Professional Membership / Designation (e.g., MHKIE, RPE)

3. ACADEMIC QUALIFICATIONS

Please list your academic qualifications, including your Bachelor's degree(s) and any postgraduate studies:

(Attach copies of certificates)

Start Date (MM/YY)	Award Date (MM/YY)	Name of Academic Institution and Country (e.g. HKU, HK; PolyU, HK)	Educational credentials (e.g., BEng(CivE), LLB, etc.)	Mode of Study (e.g. full time, sandwich, part time-day or evening / on campus or distance learning)

HKIE Adjudication Trainings Completed:

Accredited Course Title (e.g. HKIE Adjudication Training Course 2025)	Completion Date	Remarks (if any)

Other Adjudication Trainings Completed and Passed (Please list only the complete adjudication training programs that qualify applicants for admission to any panel or list):

Start Date (MM/YY)	Award Date (MM/YY)	Institution and Country	Course Title	Duration (No. of Hours)	Mode of Assessment, if any	Completion Date

4. RELEVANT EXPERIENCE (Post-MHKIE or RPE Only)

Please provide a month-by-month account of relevant experience in contract administration related experience ¹, claim handling and/or dispute resolution experience post-MHKIE or RPE. Attach separate sheets if necessary.

Exp. Ref.	From (MM/YY)	To (MM/YY)	Organisation Name	Position Held
1				
Nature of Claims, Disputes and Duties (please give selected details to demonstrate the below claimed duration of experience):				

Exp. Ref.	From (MM/YY)	To (MM/YY)	Organisation Name	Position Held
2				
Nature of Claims, Disputes and Duties (please give selected details to demonstrate the below claimed duration of experience):				

¹(including experience in claim assessment, variation valuation, dispute resolution and construction litigation including providing related advice)

Exp. Ref.	From (MM/YY)	To (MM/YY)	Organisation Name	Position Held
3				
Nature of Claims, Disputes and Duties (please give selected details to demonstrate the below claimed duration of experience):				

(Please delete rows or add additional rows as needed.)

Claimed Duration of Relevant Post Qualification Experience:

Exp Ref.	Contract administration related experience (including experience in claim assessment, variation valuation, dispute resolution and construction litigation including providing related advice)	Local experience in preparing/ assessing contractual claims or dispute resolution relating to construction contracts
1	___ Years and ___ months	___ Years and ___ months
2	___ Years and ___ months	___ Years and ___ months
3	___ Years and ___ months	___ Years and ___ months
TOTAL	___ Years and ___ months (minimum requirement: 7 years)	___ Years and ___ months (minimum requirement: 5 years)
For the period up to (e.g. July 2025): _____		

(Please delete rows or add additional rows as needed.)

5. AVAILABILITY & EMPLOYER APPROVAL

- I am generally available for appointment.
- I require prior approval from my current employer before accepting appointments. (If yes, please provide more details.)

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6. LANGUAGE PROFICIENCY

Please indicate your proficiency in both writing and speaking for each language/ dialect you use professionally, including your familiarity with technical terminology (e.g. legal, contractual, or engineering terms).

Use the following scale:

***E** = Excellent **G** = Good **F** = Fair*

<i>Language</i>	<i>Writing</i>	<i>Speaking</i>	<i>Technical Terminology</i>
<i>English</i>			
<i>Cantonese</i>			
<i>Putonghua</i>			
<i>Other (please specify): _____</i>			
<i>Other (please specify): _____</i>			

7. FEE PROPOSAL

Sum in Dispute (in HK\$)	Proposed hourly rate (HK\$ per hour)	Hourly Rate Cap (as per model adjudication rules ²)
up to 5M		HK\$2,000 (for adjudicators) or HK\$3,000 (for senior adjudicators)
> 5M to 10M		N/A (for adjudicators); HK\$3,000 (for senior adjudicators)
> 10M		N/A (for adjudicators and senior adjudicators with less than 18 years post qualification experience or 15 years claim handling or dispute resolution experience); HK\$4,000 for other senior adjudicators unless the parties agree

8. ESTABLISHED AND RECOGNISED REPUTATION IN YOUR FIELD

Please list any professional recognition(s) (e.g. awards, rankings in professional directories, honours, appointments to expert panels, etc.) that reflect your established and recognised standing in the engineering, construction, or dispute resolution sectors.

(Attach additional sheets if necessary.)

²https://www.devb.gov.hk/filemanager/en/content_2436/DEVB_model_adjudication_rules.pdf

9. ADDITIONAL INFORMATION (Optional)

Please use the space below to provide any other information that you consider relevant to your application. This may include publications, presentations, teaching experience, leadership roles, or other achievements not already covered elsewhere in the form.

(Attach additional sheets if necessary.)

10. ATTACHMENTS

- Resume / CV
- Academic Certificates
- Professional Membership Certificates
- Certificate or Evidence of Completion of Adjudication Training

11. DECLARATION & SIGNATURE

a. Integrity and Conduct

- I declare that I have not engaged in conduct, whether in pursuit of my engineering, contract administration, claim handling, dispute resolution work or otherwise, which is prejudicial to the administration of justice, or which is dishonest or otherwise discreditable to an engineer or adjudicator, or which is likely to bring the profession of engineer or adjudicator into disrepute.
- I declare that I have not been convicted of a criminal offence involving dishonesty.
- I declare that I will not, in connection with my practice as an adjudicator, without written permission of the Institution, which may be given for such period and subject to such conditions as the Institution may think fit, engage, employ or remunerate any person or expert, who, to my knowledge, has been convicted of a criminal offence involving dishonesty.

- I am not aware of any circumstances that would generally impair my independence or suitability for adjudication appointments.

b. Competence

To the best of my knowledge, information, and belief, I hereby declare that:

- I am competent to practise in the Engineering Discipline(s) and as an adjudicator stated in this form. The relevant qualifications for registration purpose stated below are still valid and they include:
- (a) HKIE Corporate Member*
 - (b) Registered Professional Engineer*
 - (c) Other relevant qualification(s), please state clearly:

*either one is mandatory

- I have thoroughly reviewed and understood the Adjudication Modules adopted by the Hong Kong Institution of Engineers (HKIE) in relation to adjudication, including but not limited to the Adjudication Rules³, Code of Conduct⁴, and Practice Notes⁵;
- I have duly considered the Development Bureau's Guideline on Conflicts of Interest in Adjudication⁶;
- I am familiar with the provisions and requirements of the Security of Payment Ordinance (Cap. 652) ("SOPO") and its subsidiary legislations; and
- I consider myself competent and professionally qualified to act as an adjudicator.

c. Statement of Truth

- I declare that all the information given in this application is true.

³https://www.devb.gov.hk/filemanager/en/content_2436/DEVB_model_adjudication_rules.pdf

⁴https://www.devb.gov.hk/filemanager/en/content_2436/DEVB_model_code_of_conduct_for_adjudicators.pdf

⁵DEVB's model practice note on: jurisdiction of adjudicators; case management; writing of determination; and adjudicator's fees, expenses and costs of proceedings; are available for download at https://www.devb.gov.hk/en/construction_sector_matters/adjudicator-nominating-bodies/under-ordinance-cap-652/application/index.html

⁶https://www.devb.gov.hk/filemanager/en/content_2436/Guideline_on_Conflicts_of_Interest_in_Adjudication.docx

- I undertake that in the event of a change in any of the above particulars I will make known the changes, within 28 days of their having occurred, in writing to the Construction Dispute Resolution Committee of the Institution.

d. Consent, Commitment and Acknowledgements

- I consent to the Construction Dispute Resolution Committee of the Institution obtaining information regarding my membership, registration, convictions, and any disciplinary findings against me, including those that may arise after the submission of my application.
- I agree to comply with all regulatory and disciplinary rules, as well as any proceedings established or to be established by the Construction Dispute Resolution Committee of the Institution.
- I acknowledge that the Construction Dispute Resolution Committee of the Institution may, at its sole discretion, publish details of any complaints and the reasons for any disciplinary findings against me, including any disciplinary actions or punishments imposed by the HKIE.
- I consent to the use of the information provided in this application by the Construction Dispute Resolution Committee of the Institution for adjudicator nomination and appointment purposes.
- I grant permission to the Construction Dispute Resolution Committee of the Institution to make certain parts of my information available to the public and third parties for the purposes of listing adjudicators on the website.

*Please note "✓" in the above box as appropriate.

Supplementary Information:

Signature (electronic) : _____
Email : _____
Full Name : _____
Date : _____

Submission Instructions

Please return the completed application form and attachments by email to:

hkieadjudication@hkie.org.hk

Subject: "Application – HKIE Panel of Adjudicators 2025 – [your full name]"