

HKIE – Page Limitation and Format Requirements for Adjudication Submissions

香港工程師學會 - 審裁提交文件頁數限制及格式要求

Effective Date: 28 August 2025 **生效日期:** 2025 年 8 月 28 日

(as referenced in “Form A – Notice of Adjudication” under the HKIE Adjudication Rules 2025) (《香港工程師學會審裁規則 2025》中「表格 A - 審裁通知」所引用)

1. Purpose 目的

To adhere to the strict time constraints of adjudication and to ensure efficient use of the limited resources available, it is essential to manage the length and complexity of the parties’ submissions. The following page limits apply to all adjudications administered by the Hong Kong Institution of Engineers (“HKIE”).

為配合審裁程序的嚴格時限要求，並確保有限資源的有效運用，務必對各方提交文件的篇幅及複雜程度進行管理。以下頁數限制適用於所有由香港工程師學會（「HKIE」）管理的審裁案件。

2. General Requirements 一般要求

- **Adjudication Submissions:** HKIE imposes a **maximum number of pages** for the parties’ statements or skeleton submissions, based on the disputed amount.
審裁提交文件：HKIE 根據爭議金額，對各方陳述書或提綱式陳詞設定最高頁數限制。
- **Supporting Documents:** Parties may submit additional supporting documents exceeding the limit; however, the adjudicator **may disregard** documents that go beyond the prescribed limits unless specifically requested. 佐證文件：各方可提交超出限制的額外佐證文件；然而，審裁員可不予考慮超出規定限額的文件，除非該等文件是審裁員特別要求提交的。
- **Contracts:** There is **no page limit** for signed formal contracts relevant to the dispute. 合約文件：與爭議相關的已簽署正式合約不受頁數限制。
- **Adjudicator’s Discretion:** The adjudicator may, at any time, request additional documents or evidence if deemed necessary for the fair resolution of the dispute. 審裁員裁量權：如果審裁員認為公平解決爭議所需，可以隨時要求提供額外的文件或證據。

3. Page Limits Table 頁數限制表

Adjudication Disputed Amount (up to) 審裁爭議金額 (上限)	Maximum Pages – Statement / Skeleton Submission 陳述書/提綱式陳詞最高頁數	Maximum No. of 250-Page Bundles for Supporting Documents 佐證文件 250 頁裝訂本上限數量	Page Limit for Signed Formal Contracts 已簽署正式合約頁數限制
HK\$1,000,000	10	1	no limit 沒有限制
HK\$3,000,000	20	2	no limit 沒有限制
HK\$5,000,000	30	3	no limit 沒有限制
HK\$10,000,000	30	3	no limit 沒有限制
HK\$20,000,000	30	3	no limit 沒有限制
HK\$50,000,000	40	4	no limit 沒有限制
HK\$80,000,000	50	5	no limit 沒有限制
HK\$250,000,000	70	7	no limit 沒有限制

4. Important Notes 重要注意事項

1. The “Statement / Skeleton Submission” limit includes any appendices or schedules **integrated within** the submission, but does not include separately bound supporting documents. 「陳述書/提綱式陳詞」頁數限制包含提交文件內整合的附錄或附表，但不包括單獨裝訂的佐證文件。
2. The “250-page bundle” limit for supporting documents refers to **maximum number of bundles**; each bundle shall be paginated. 佐證文件「250 頁裝訂本」限制指裝訂本的上限數量；每個裝訂本均須編列頁碼。
3. Parties are encouraged to present documents in **searchable PDF format**. 建議各方以可搜索的 PDF 格式提交文件。