

HKIE procedure for nominating and appointing an adjudicator for an adjudication proceeding under the Construction Industry Security of Payment Ordinance (Cap. 652) 香港工程師學會根據《建造業付款保證條例》(第 652 章) 提名及委任審裁員的程序

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| | <p>If HKIE is the only nominating body specified in the construction contract concerned as the nominating body for the payment dispute 如在有關建造合約中僅指明香港工程師學會為該付款爭議的提名團體</p> | <p>If more than one or no nominating body is specified in the construction contract concerned as the nominating body for the payment dispute, and if HKIE is selected 如在有關建造合約中沒有指明任何或指明多於一個提名團體為該付款爭議的提名團體</p> |
| <p>By 4pm on Working Day 0 第 0 個工作天下午 4 點前</p> | <p>Claimant to serve “Form A – Notice of Adjudication” and “HKIE Form 1 - Request for Appointment of an Adjudicator” and their enclosures 申索人須送達「表格 A - 審裁通知」及「香港工程師學會表格一 - 委任審裁員申請書」及其附件</p> | <p>Claimant to serve “HKIE Form 1 - Request for Appointment of an Adjudicator” and its enclosure (including the “Adjudication Notice”) 申索人須送達「香港工程師學會表格一 - 委任審裁員申請書」及其附件（包括「審裁通知」）</p> |
| <p>Working Day 0 – 4 第 0 - 4 個工作天</p> | <ul style="list-style-type: none"> • HKIE to send “Notice of Intention to Nominate” (Template 1) to potential adjudicators 香港工程師學會向潛在審裁員發送「擬提名為潛在審裁員意向通知書」（範本 1） • Potential adjudicators are selectively approached by HKIE having regard to experience, discipline, fairness, and parties’ preferences (if applicable) 香港工程師學會將根據經驗、學科、公平性以及當事人的偏好（如適用）篩選潛在審裁員 • Potential Adjudicators to sign “Form B - Potential Adjudicator’s Declaration of Acceptance” and send it to HKIE 潛在評審員需簽署「表格 B - 潛在審裁員的接受提名聲明」並發送至香港工程師學會 | |

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| <p>By Working Day 4 第 4 個工作天或之前</p> | <p>HKIE to send “HKIE Form 2 - Check on Parties’ Concerns on Conflicts of Interest and Order of Preference – Potential Adjudicators” to the parties 香港工程師學會向當事雙方發送「香港工程師學會表格二 - 潛在審裁員的利益衝突檢查及偏好排序表」</p> |
| <p>By 4pm on Working Day 6 第 6 個工作天下午 4 點前 或之前</p> | <p>The parties are to sign the “Reply Form - Concerns on Conflicts of Interest and Order of Preference” of “HKIE Form 2 - Check on Parties’ Concerns on Conflicts of Interest and Order of Preference – Potential Adjudicators” and send it to HKIE 當事雙方須簽署「香港工程師學會表格二 - 潛在審裁員的利益衝突檢查及偏好排序表」中的「回覆表格 – 對利益衝突的擔憂及偏好排序」，並將其發送至香港工程師學會</p> |
| <p>By Working Day 7 第 7 個工作天或之前</p> | <p>HKIE to send “Notice of Appointment of Adjudicator” (Template 2) to the parties 香港工程師學會向當事雙方發送「審裁員委任通知書」(範本 2)</p> |