

Template of the letter to the parties inviting reply on HKICM's Nomination

Case number: _____ Adjudicator rank required for the case: ☐ Adjudicator ☐ Senior Adjudicator

To: [*The Claimant and The Respondent*]

We consider that the above-referenced case should be undertaken by an adjudicator of **Adjudicator/Senior Adjudicator* rank (**delete as appropriate*) and the relevant fee structure applies.

We nominate [*Candidate A, Candidate B and Candidate C*] for your consideration. Their CVs are enclosed. Please carefully read the notes below and return the attached reply form by [*dd-mm-yyyy*].

Upon consideration of the reply from both the Claimant and the Respondent regarding any conflict of interest on all [*three*] candidates, HKICM will take such action as it deems appropriate to directly appoint an Adjudicator and inform both of you via a **Notice of Appointment of Adjudicator**.

(Signed)

(Date)

Name:

Position in HKICM: