

Way of Service of Adjudication Notices and Any Other Related Correspondence

1. Adjudication application submission:

- a. an original duly completed and signed copy of Form A - Notice of Adjudication;
- b. a set of soft copies of the accompanying paginated documents (in searchable PDF format as far as practicable, with each file not exceeding 25MB in size) via email to adjudication@hkicm.org.hk;
- c. a set of hard copies of the accompanying paginated documents, with all contents identical to those of the above soft copies (if applicable); and
- d. a cheque or bank transfer payment by the applicant or the representing law firm (if applicable) transaction record for the required fee for the HKICM for nominating and appointing an adjudicator by hand to:

Secretariat Office

Hong Kong Institute of Construction Managers (“HKICM”)

Rooms 801-2, 8/F On Lok Yuen Building, 25 Des Voeux Road Central, Hong Kong

within the specified time as follows:

- Monday to Friday: 9:00 am - 4:30 pm
- Lunar New Year’s Eve, Mid-Autumn Festival, Winter Solstice, Christmas Eve, New Year’s Eve (other than Saturday/Sunday): 9:00 am - 12:00 noon
- Special working time arrangement set out by the HKICM from time to time

HKICM does not operate on Saturdays, Sundays or general holidays.

Documents and payment record received after the specified hours shall be treated as being lodged the next working day.

Payment of HKICM’s fees may be made by any of the following means.

Cheque:

- By cheque payable to “Hong Kong Institute of Construction Managers” in Hong Kong Dollars;
- Only cheques from Hong Kong banks can be accepted.
- Please ensure the cheque is banked in at least 2 working days before filing the request with HKICM, to allow sufficient time for clearance. Proof of payment will only be accepted if the cheque has been cleared; a cheque that has been banked in but not yet cleared will not be regarded as valid proof of payment.

Bank transfer:

- Please contact HKICM
(by email adjudication@hkicm.org.hk;
by phone (852) 2523 2081;
by fax (852) 2845 4749)
prior to payment to confirm the bank account details for bank transfer;
- All bank charges shall be borne by the remitting party.

2. HKICM reserves the right to copy Form A - Notice of Adjudication to the Respondent.
3. The validity of this application, together with the accompanying documents, will not be investigated by the HKICM.
4. HKICM shall in no way be responsible or liable to the applicant for any loss incurred or suffered by as a result of any delay, failure, interruption, breakdown, viruses, malfunctions, errors, defects or defaults in the transmission or uploading of any documents provided by the Claimant and the Respondent.
5. The information submitted on this application is accepted on the basis that the same has been declared by the applicant as true and accurate. HKICM or the adjudicator will not accept liability in relation to the nomination due to false or inaccurate information provided.
6. HKICM is not obliged to seek representations from the parties concerning possible conflict of interest before appointing an adjudicator.
7. HKICM is not liable, by reason of having appointed or nominated the adjudicator, for anything done or omitted to be done by the adjudicator in the discharge or purported discharge of his/her functions.
8. The appointment of adjudicator does not constitute any contract with the adjudicator with whom conditions of appointment must be agreed directly.
9. The applicant should notify the HKICM as soon as possible if the dispute is resolved before a nomination is made.