

**Form A1**

**APPLICATION FOR THE APPOINTMENT OF AN ARBITRATOR BY THE PRESIDENT OF THE HONG KONG INSTITUTE OF ARCHITECTS AND THE PRESIDENT OF THE HONG KONG INSTITUTE OF SURVEYORS**

*All details must be typewritten*

The undersigned hereby requests the President of the Hong Kong Institute of Architects (HKIA) and the President of the Hong Kong Institute of Surveyors (HKIS) to appoint an Arbitrator.

<b>Details of parties:</b>	
<b>CLAIMANT</b>	
Name:	
Address:	
Tel no.:	Fax no.:
<b>Solicitor/Adviser (if any)</b>	
Name:	
Address:	
Tel no.:	Fax no.:
<b>RESPONDENT</b>	
Name:	
Address:	
Tel no.:	Fax no.:
<b>Solicitor/Adviser (if any)</b>	
Name:	
Address:	
Tel no.:	Fax no.:
<b>Contract/Agreement</b> (Enclose a copy or summarise briefly)	

**Arbitration Clause or Agreement**

A copy of the signed contract or agreement which provides for the dispute to be referred to the President of HKIA and President of HKIS is accompanied with this application form.

**Nature of dispute** (including issue for arbitration, location of dispute, amount of money in dispute)

**Other relevant details** (including date when party was given notice to concur in appointment of arbitrator under the contract/agreement, names of arbitrators proposed, whether the party has responded or not)

**Appointment fee**

*A non-returnable appointment fee of HK\$8,000 must accompany all applications for appointments by the HKIA and HKIS Presidents.*

I / We enclose a cheque made payable to "The Hong Kong Institute of Architects" in the sum of HK\$8,000 for payment of the appointment fee.

**Declaration**

I / We hereby certify that the details contained herein are true and accurate.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Name \_\_\_\_\_ Capacity \_\_\_\_\_

**Notes :**

1. If there is insufficient space, please provide details separately.
2. Starting from June 2014, applicant of a case with a disputed amount of not more than HK\$1 million will be asked whether he/she desires to seek an arbitrator who is prepared to accept an hourly rate of not more than HK\$2,000 per hour. If the applicant so desires, the HKIA/HKIS Joint Dispute Resolution Committee will check with the Joint Panel of Arbitrators following HKIA/HKIS's roster of Joint Panel of Arbitrators, and the first one accepts the said hourly rate will be nominated for appointment. If the applicant does not wish to seek an arbitrator who is prepared to accept an hourly rate of not more than HK\$2,000 per hour or if no arbitrator on the Joint Panel of Arbitrators is prepared to accept such hourly rate, the appointment will be based on the order on the said roster.
3. Should no arbitrator be appointed within one year from the date of application because either party has requested (and without the other party's objection to such request) or both parties have requested the process of appointment to be withheld for whatever reasons, the application shall lapse upon expiry of the said one year period and HKIA/HKIS shall not nominate and appoint an arbitrator for such application.
4. The completed application form and fee should be returned to:-  
Secretariat  
HKIA/HKIS Joint Dispute Resolution Committee  
The Hong Kong Institute of Architects  
19/F One Hysan Avenue  
Causeway Bay  
Hong Kong
5. Any enquiries can be addressed to the JDRC Secretariat (address as above), telephone 2511 6323, fax 2519 6011.