

Procedure for Appointment of Arbitrators

1. In exercising its function as an appointing authority pursuant to any arbitration agreement, the Law Society of Hong Kong (the “**Law Society**”) will:
 - (a) refer any request to the Council of the Law Society (the “**Council**”);
 - (b) through the Council convene a single proposed group comprising either 3 or 5 members of Council (the “**Council Group**”) within 14 days of the request;
 - (c) ensure the Council Group consists of members who do not have any conflict of interest in relation to the request; and
 - (d) ensure the Council Group appoints the required number of solicitor-arbitrator(s) from the Law Society’s panel of arbitrators within 7 days thereafter.
2. Any request made to the Law Society for appointment of arbitrator(s) and/or determination of the number of arbitrator(s) must be:
 - (a) in writing containing (i) the particulars of the parties; and (ii) the nature of the dispute;
 - (b) signed by the requesting party or by a person authorized to sign on behalf of the requesting party, confirming that the details contained in the request are true and accurate; and
 - (c) accompanied with a copy of (i) the agreement in respect of which the dispute has arisen; and (ii) the arbitration clause or agreement under which the appointment of arbitrator(s) is to be made.
3. In making its appointment of arbitrator(s), the Council Group may take into account the following factors:
 - (a) the nature and the amount of the dispute;
 - (b) whether the arbitrator(s) who possess the required qualifications would be available to accept the appointment;
 - (c) any consideration in respect of the independence and impartiality of the person to be appointed as an arbitrator;
 - (d) any stipulations in the relevant agreement; and/or
 - (e) any suggestions made by the parties themselves.
4. Any decision on the appointment of arbitrator(s) by the Council Group is final and conclusive and shall not be subject to any review or appeal.