

HONG KONG BAPTIST UNIVERSITY

Finance Office

Memo

To : All Departments and Offices
From : Mayson Mak, Assistant Director of Finance
Re : PSSS/C4/04/25
Date : 24 April 2025 (to update the information as highlighted in yellow)

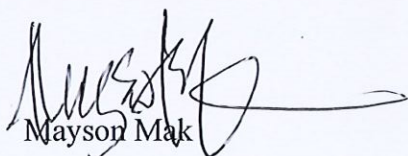
Provision of Legal Services

Please be informed that the University has appointed the following law firms for the provision of legal services for three years from 1 February 2023 to 31 January 2026:

Name of Appointed Law Firm	Service Area
Anthony Siu & Co.	Hong Kong & PRC
Bird & Bird	
Clifford Chance	
Gallant	
King & Wood Mallesons	
MinterEllison LLP	
Norton Rose Fulbright HK	
Keith Lam Lau & Chan	Hong Kong Only
T. H. Koo & Associates	

You may click on this link <https://fohome.hkbu.edu.hk/content/dam/fo-assets/document/staff/information/financial-policies/legal.pdf> for details about the scope of services, contacts, fees and payment procedures.

If you have any queries, please contact Ms. May Iu at ext. 7681 or Ms. Karman Chan at ext. 8363.



Mayson Mak
Assistant Director of Finance
(Purchasing & Support Services)

MM/ml/kc

Provision of Legal Services (Ref. T0357/2211/KC)**Service Period: 1 February 2023 to 31 January 2026 (3 years)****1. Scope of Services**

- a) Provide legal assistance and advice to the University.
- b) Attend meetings with the University and other parties as required.
- c) Represent the University in court proceedings.
- d) Represent the University to liaise with relevant governmental or public bodies in the Mainland China to fulfill legal and contractual requirements.
- e) Perform such other or additional legal services as may be requested by the University.

2. Contacts

Name of Appointed Law Firm	Representative	Phone No.	Email Address
Anthony Siu & Co.	Mr. Walter Lee	2520 6878	walterlee@anthonsiu.com
Bird & Bird	Mr. Kenneth Chiu	2248 6129	kenneth.chiu@twobirds.com
Clifford Chance	Ms. Ling Ho	2826 3479	ling.ho@cliffordchance.com
Gallant	Ms. Emily Chick	2825 2505	emilychick@gallantho.com
King & Wood Mallesons	Mr. Edmund Wan	3443 1119	edmund.wan@hk.kwm.com
MinterEllison LLP	Ms. Cordelia Yu	2841 6926	cordelia.yu@minterellison.com
Norton Rose Fulbright HK	Mr. Alfred Wu	3405 2528	alfred.wu@nortonrosefulbright.com
Keith Lam Lau & Chan	Mr. Cary Fung	2110 9115	cfung@llc-law.com.hk
T. H. Koo & Associates	Mr. Chiu Kin Fai	2861 3838	partners@thkoo.com

Notes

The relevant law firms have been appointed on the terms and conditions prescribed by the University. If any of the law firms proposes to introduce new terms upon which legal services are to be provided, departments and offices are advised to reject such new terms. In case of doubt, departments and offices may approach the Finance Office for advice on procurement, or the General Administration Office for legal advice.

3. Fees

- a) Based on the amount of time spent on handling a particular case conveyed by you, the appointed law firms will charge a legal fee accordingly to the pre-agreed hourly rates approved by the University.

Name of Appointed Law Firm	Blended Hourly Rates (for 2/2023 - 1/2026)			Service Area
	2023/24	2024/25	2025/26	
MinterEllison LLP	\$4,000	\$4,000	\$4,000	Hong Kong and PRC
Bird & Bird	\$4,000	\$4,150	\$4,300	
Gallant	\$4,600	\$4,600	\$4,600	
Anthony Siu & Co.	\$4,800	\$4,900	\$5,000	
King & Wood Mallesons	\$5,000	\$5,000	\$5,000	
Clifford Chance	\$5,455	\$5,730	\$6,015	Hong Kong only
Keith Lam Lau & Chan	\$3,500	\$3,500	\$3,500	
TH Koo & Associates	\$3,800	\$3,800	\$3,800	
Norton Rose Fulbright HK	\$4,160	\$4,243	\$4,400	PRC only
	\$2,968	\$3,180	\$3,392	

- b) You may consult General Administration Office if you have any doubt on the selection of a suitable law firm when the legal services are required.
- c) You may also approach General Administration Office for legal advice, if considered appropriate.
- d) For enquiry, please contact Ms. May Iu (Purchasing Manager) at 3411 7681 or Ms. Karman Chan (Purchasing Officer) at 3411 8363.

4. Payment Procedures

- a) The requesting Department/Office may contact the legal firms for services after obtaining approval from the relevant budget controller.
- b) After the service is completed, the requesting Department/Office shall submit the Payment Requisition to Vendor ("PRV") via the Oracle Financial Information System with relevant invoice(s) and supporting document(s) attached for payment arrangement.