



請於填寫此報名表格前細閱背頁之申請須知 Please read the "Important Notes" printed overleaf carefully before completing this form

請以正楷填寫此表格 Please complete this form in BLOCK LETTERS

請在適當的  內填上「✓」 Please tick as appropriate

報讀課程 Course applied for:	
課程名稱 Programme Title	<input type="checkbox"/> 第 1 部分：綜合調解員培訓課程 Part 1: General Mediator Training Course
	<input type="checkbox"/> 第 2 部分：調解模擬個案練習班 Part 2: Practical Session for Mediator Accreditation Assessment
課程編號 Course Code	

For office use only
<input type="checkbox"/> Admitted <input type="checkbox"/> Rejected <input type="checkbox"/> Waitlisted
<input type="checkbox"/> Paid by cheque no.: _____
<input type="checkbox"/> Paid by bank transfer
<input type="checkbox"/> Paid by FPS
Receipt Date: _____
Receipt No.: _____

甲部 Part A 個人資料 Personal Particulars

中文姓名  
Name in Chinese

英文姓名  
Name in English

香港身份證/護照號碼  
HKID / Passport No.

通訊地址  
Correspondence Address

手提電話  
Mobile No.

電郵  
Email Address

職業  
Occupation

工作機構  
Name of Employer

稱謂  
Title

出生日期  
Date of Birth

地區 District

辦公室電話  
Office No.

住宅電話  
Home No.

先生 Mr  小姐 Miss  太太 Mrs  女士 Ms  
 其他 Others: \_\_\_\_\_

(必須與香港身份證/護照相同 Must be the same as shown on HKID Card / Passport)

室 Room/Flat 樓 Floor 座, 大廈 Block, Building  
 屋苑, 街道 Estate, Street/Road

香港 HK  九龍 KLN  新界 NT

乙部 Part B 學歷及專業資格 (請順序列出) Academic and Professional Qualifications (in chronological order)

由月/年 From MM/YYYY	至月/年 To MM/YYYY	頒授機構 Issuing Authority	學歷/專業資格 Academic/Professional Qualifications	頒發日期 Date of Issue

最高教育程度  
Highest Achieved Education Level

大專 Tertiary  大學 University  
 研究院或以上 Postgraduate or above  其他(請註明) Others \_\_\_\_\_

團體報讀優惠：凡二人或以上同時報讀同一班的綜合調解員培訓課程，每位申請人均可享額外九折優惠。申請人均須於報名表上列明其他報讀人士姓名及同時遞交申請。

Group Discount: Extra group discount of 10% course fee shall be offered to each participant who enrolled together in the same class of the General Mediator Training Course (with a minimum of two applicants). Each applicant shall state the names of all other applicants in the form and all enrollment forms should be submitted together.

如欲享團體報讀優惠，請填寫以下資料：

If you wish to enjoy the group discount, please provide the following information:

其他申請人姓名  
Name of Other Applicants \_\_\_\_\_

其他申請人姓名  
Name of Other Applicants \_\_\_\_\_

\* 此部分只適用於報讀第 2 部分：調解模擬個案練習班之人士填寫

\* This section below is applicable to applicants who only apply for Part 2 : Preparatory Workshop for Mediator Accreditation Assessment

- 本人是香港和解中心舉辦或合辦之 40 小時綜合調解員培訓課程之畢業學員  
I have completed the 40-hour General Mediator Training Course organised, or co-organised by Hong Kong Mediation Centre  
請註明合辦機構名稱  
Please indicate the name of co-organiser \_\_\_\_\_
- 本人是其他機構所舉辦的調評會認可的 40 小時綜合調解員培訓課程之畢業學員  
I have completed the 40-hour General Mediator Training Course organised by other professional organisation and recognised by HKMAAL  
請註明機構名稱  
Please state the name of organisation \_\_\_\_\_

### 丙部 Part C 付款方法 Payment Methods

- 支票 Cheque  
支票抬頭為「香港和解中心有限公司」，請於支票背面註明申請人姓名、聯絡電話及課程名稱。  
Cheque should be made payable to "Hong Kong Mediation Centre Limited". Please state the applicant's name, contact number and programme title on the back of your cheque.  
支票號碼  
Cheque No.              
銀行名稱  
Name of Bank \_\_\_\_\_
- 銀行轉帳 Bank Transfer  
請將學費存入本中心的銀行賬號 (香港匯豐銀行 162-242226-001)，並於銀行入數紙上註明申請人姓名、聯絡電話及課程名稱  
Please transfer course fee to HSBC account 162-242226-001 and state the applicant's name, contact number and programme title on the back of the bank slip.  
轉帳日期  
Date of Transfer          
轉帳號碼  
Transfer No. \_\_\_\_\_
- 轉數快 FPS  
賬號 account number: **admin@mediationcentre.org.hk**  
請將學費存入本中心的轉數快賬號，並於備註註明申請人姓名、聯絡電話及課程名稱  
Please transfer course fee to our FPS account and state the applicant's name, contact number and programme title under remarks.

### 丁部 Part D

#### 申請須知 Important Notes

- 申請人必須於限期前向本中心遞交已填妥的報名表及學費方為有效之報名申請。除非因課程額滿或取消，申請人不論上課與否，所繳付的學費亦將不獲退回。  
All valid applications must be made by submitting the completed enrolment form and course fee to Hong Kong Mediation Centre ("HKMC") on or before the deadline. Regardless of applicant's attendance, all fees once paid are not refundable unless the enrolled course is full or cancelled.
- 本中心有權在報名人數不足或特殊情況下取消該課程，並於有需要時更改任何原定課程之導師、上課時間及地點。  
HKMC reserves the right to cancel the course due to insufficient enrolment or other unforeseen reasons, and make alteration regarding trainers, class locations and class schedules if necessary.
- 課程完畢後，出席率達 100% 及課程末考試合格之學員可獲香港和解中心頒發的「綜合調解員培訓證書」。學員可憑此「綜合調解員培訓證書」自行報考由香港調解資歷評審協會有限公司(「調評會」)統籌的認可綜合調解員評核。考生成功通過調評會考核後，可申請成為調評會的「綜合調解員」及本中心的「專業調解會員」。申請人如欲成為調評會認可調解員，必須具備至少三年全職工作經驗。有關調評會最新評核試要求及費用詳情，請瀏覽調評會網站。(只適用於報讀綜合調解員培訓課程之人士)  
Upon the completion of the 40-hour General Mediator Training Course, a "Certificate of General Mediator Training Course" will be issued to participants with 100% attendance rate and have passed the end-of-course assessment. With this Certificate, participants are eligible to apply for the accreditation assessment directly at the Hong Kong Mediation Accreditation Association Limited ("HKMAAL"). Upon successful accreditation, candidates will be qualified as "General Accredited Mediators" and are eligible to apply for the admission to the panel list of HKMAAL and HKMC. Applicants who seek to be an accredited mediator of HKMAAL must have at least 3 years of full-time working experience. For more details on the accreditation requirements and fees, please refer to HKMAAL's website. (Only applicable to applicants of the 40-hour General Mediator Training Course)
- 如有任何爭議，香港和解中心保留最終決定權。  
In case of any disputes, Hong Kong Mediation Centre reserves the right of final decisions.

#### 個人資料收集聲明 Personal Information Collection Statement

- 本申請表內之個人資料將供處理報讀課程申請事宜之用，但若申請人未能提供有關資料，本中心可能因此不能處理申請人的報名及與申請人聯絡。如申請人不獲取錄，本中心將銷毀一切有關個人資料。  
Personal data provided in this enrolment form will be used for admission purposes. However, failure to provide such information may impede the enrolment process and communication with the applicant. All data will be destroyed should the enrolment be unsuccessful.
- 本中心的職員可能會使用此報名表格內的個人資料向申請人推廣本中心的最新資訊，包括任何活動、課程、優惠以及服務。這些個人資料不會轉交予中心以外的機構作上述用途。  
The personal data provided in this form will be used by HKMC staff for delivering latest information including any events and courses to be held, discount, benefits and services offers. These personal data will not be transferred to other external parties for purposes as stated above.
- 根據個人資料(私隱)條例，申請人有權查閱及更改其個人資料。申請人如須查閱或更改個人資料，請向本中心提交書面申請。  
Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the right to request access to and correction of their personal data. Applicants wishing to access or make corrections to their data should submit written requests to Hong Kong Mediation Centre.

如申請人不欲接收此聲明第二項所述的資訊，請於空格內填上「✓」號。

If the applicant does not wish to receive information as stated in point 2 of this statement, please indicate your objection by ticking the box.

### 申請人聲明 Applicant's Declaration

本人謹此聲明在此報名表格及隨附文件所載的資料均屬完整真確。本人已細閱、明白及同意「個人資料收集聲明」及「申請須知」。

I declare that all information provided in this enrolment form and the attached documents are accurate and complete. I have noted, understood and agreed to the contents of the Personal Information Collection Statement and Important Notes.

簽名  
Signature \_\_\_\_\_

日期  
Date \_\_\_\_\_

### 得知本課程之途徑 Way to Know about this Course

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> 本中心電郵 HKMC Email                            | <input type="checkbox"/> 本中心網頁 HKMC Website     | <input type="checkbox"/> 本中心郵件 HKMC Mail   |
| <input type="checkbox"/> 朋友/親戚介紹 Referral by Friends/Relatives       | <input type="checkbox"/> 報章 Newspaper : _____   | <input type="checkbox"/> 雜誌 Magazine : <input type="checkbox"/> JobMarket <input type="checkbox"/> Recruit |
| <input type="checkbox"/> 香港貿發局教育及職業博覽 HKTDC Education & Careers Expo | <input type="checkbox"/> 講座 Talk : _____        | <input type="checkbox"/> EDUplus <input type="checkbox"/> HeadlineJobs                                     |
|  | <input type="checkbox"/> 其他(請註明) Others : _____ |  |

### 報讀本課程之目的 Purpose of Applying this Course

- |   |  |
|---|--|
| <input type="checkbox"/> CPD 學分 CPD Points                    | <input type="checkbox"/> 考取認可調解員資格 become an accredited mediator |
| <input type="checkbox"/> 增強個人軟技能 enhance personal soft skills | <input type="checkbox"/> 其他(請註明) Others : _____                  |

### 報名方法 Application Method

請將 (i) 報名表格、(ii) 學費、及(iii) 學歷證明文件副本 (只適用於報讀第 1 部分：綜合調解員培訓課程之人士) / 40 小時綜合調解員培訓課程證書副本 (只適用於報讀第 2 部分：模擬調解個案練習班之人士；如將會報讀綜合調解員培訓課程，證書副本可於完成課程後補上)，寄回、電郵或親身交回本中心 (香港中環雪廠街 11 號律政中心西座 5 樓 504 室)。如需親身到本中心報名，請於到訪前最少一個工作天向秘書處預約。

Please submit the (i) enrolment form, (ii) course fees, and (iii) copies of academic certificates (only applicable to applicants of Part 1 : General Mediator Training Course) / copies of certificate of 40-hour General Mediator Training Course (only applicable to applicants of Part 2 : Practical Session for Mediator Accreditation Assessment. Applicants who are applying for the 40-hour General Mediator Training Course can submit the copies of certificate of 40-hour General Mediator Training Course after completing the course) to HKMC (Room 504, 5/F, West Wing, Justice Place, 11 Ice House Street, Central, Hong Kong) by mail, email or in person. Should you need to visit the Centre, please make an appointment with the Secretariat of HKMC via email or phone call at least one working day prior to your visit.

### 聯絡我們 Contact Us

電話 Tel: (852) 2866 1800 / (852) 3622 2176

傳真 Fax: (852) 2866 1299

網址 Website: [www.mediationcentre.org.hk](http://www.mediationcentre.org.hk)

電郵 Email: [admin@mediationcentre.org.hk](mailto:admin@mediationcentre.org.hk)

地址 Address: 香港中環雪廠街 11 號律政中心西座 5 樓 504 室

Room 504, 5/F, West Wing, Justice Place, 11 Ice House Street, Central, Hong Kong